



Republic of the Philippines  
**DEPARTMENT OF LABOR AND EMPLOYMENT**  
Intramuros, Manila



**SUPPLEMENTAL/BID BULLETIN**

**SUPPLEMENTAL/BID BULLETIN No. 16**  
Series of 2021

**Project Name : Outsourcing of Manpower Services for the DOLE – Central Office for  
CY 2022**

**ADDENDUM NO. 01**  
Series of 2021

This Addendum is issued to clarify or amend some provisions originally indicated in the Bidding Documents, to wit:


**A. Section VI - Schedule of Requirements and Section VII - Technical Specifications**

<b>From</b>	<b>To</b>
1. In the TOR, Section II.E Paragraph 4:	
<i>"...The administrative overhead and profit margin should range from 10% to 15% only..."</i>	<i>"...The administrative overhead and profit margin should range from 10% to 14% only..."</i>
2. In the TOR, Section VI:	
<i>"The manpower service provider/agency at its own expense must provide Daily Time Record (DTR) Cards and <b>one (1) Biometric Machine</b> for exclusive use of its deployed personnel throughout the contract duration."</i>	<i>"The manpower service provider/agency at its own expense must provide Daily Time Record (DTR) Cards and <b>three (3) Biometric Machines</b> for exclusive use of its deployed personnel throughout the contract duration."</i>
3. In Annex B (matrix on the detailed computation)	
a. Basis for computation of SSS Contribution and Mandatory Provident Fund – Basic Pay	a. Basis for computation of SSS Contribution and Mandatory Provident Fund – Basic Pay and

b. Administrative Overhead and Profit Margin – 15%	Service Incentive Leave b. Administrative Overhead and Profit Margin - 14%  *See attached new matrix on the detailed computation
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This shall form an integral part of the bidding documents.

For the guidance and information of all concerned.

  
**ATTY. PHILIP A. PAREDES**  
Undersecretary,  
Concurrent Director, Legal Service and  
Chairperson, BAC

26 October 2021

Received by the Bidder:  _____ [Bidder's Authorized Representative] Date: _____
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## BUDGETARY REQUIREMENT FOR OUTSOURCING OF MANPOWER SERVICES

<i>5 days worked / week (261 days) Daily Rate</i>	ADMIN AIDE II/ LIAISON OFFICER I	DRIVER I	LIAISON OFFICER II	ADMIN AIDE III	DRIVER II/ SUPPORT STAFF I/ CALL CENTER AGENT I
<b>A. Amount Due to JO Personnel</b>	<b>13,740.00</b>	<b>14,000.00</b>	<b>15,000.00</b>	<b>15,740.00</b>	<b>16,000.00</b>
Daily Rate (DR)	631.72	643.68	689.66	723.68	735.63
<b>Basic Pay (BP) (DR*261/12)</b>	<b>13,740.00</b>	<b>14,000.00</b>	<b>15,000.00</b>	<b>15,740.00</b>	<b>16,000.00</b>
Service Incentive Leave (DR*5/12)	263.22	268.20	287.36	301.53	306.51
13th Month Pay (BP/12)	1,145.00	1,166.67	1,250.00	1,311.67	1,333.33
<b>Total Labor Cost (On a monthly basis)</b>	<b>15,148.22</b>	<b>15,434.87</b>	<b>16,537.36</b>	<b>17,353.20</b>	<b>17,639.84</b>
<b>B. Amount Due to Government</b>					
Pag-ibig Contribution	100.00	100.00	100.00	100.00	100.00
SSS Contribution	1,190.00	1,232.50	1,317.50	1,360.00	1,402.50
Mandatory Provident Fund (SSS)	-	-	-	-	-
PHIC	206.10	210.00	225.00	236.10	240.00
ECC	10.00	10.00	30.00	30.00	30.00
<b>Total Amount Due to Government</b>	<b>1,506.10</b>	<b>1,552.50</b>	<b>1,672.50</b>	<b>1,726.10</b>	<b>1,772.50</b>
<b>TOTAL AMOUNT DUE TO GOV'T AND PERSONNEL</b>	<b>16,654.32</b>	<b>16,987.37</b>	<b>18,209.86</b>	<b>19,079.30</b>	<b>19,412.34</b>
<b>C. Administrative Expenses and Profit Margin (10-14%)</b>					
Billing per Month					
<b>D. Value Added Tax (12%)</b>					
<b>E. COST PER PERSONNEL/MONTH</b>					
<b>F. NUMBER OF PERSONNEL</b>	5	5	2	4	33
<b>G. NO. OF MONTHS</b>	12	12	12	12	12
<b>H. TOTAL</b>	-	-	-	-	-

<i>5 days worked / week (261 days) Daily Rate</i>	ADMIN AIDE IV/ ACCOUNTING ASSOCIATE I/ MESSENGER LIAISON STAFF III	TECHNICIAN II	DRIVER III/ BUS DRIVER/ MESSENGER LIAISON STAFF IV/ SUPPORT STAFF II	LIAISON OFFICER III	ELECTRICIAN III/CARPENTER III/ SUPPORT STAFF III/ GRAPHIC DESIGNER III/ IT SPECIALIST I
<b>A. Amount Due to JO Personnel</b>	17,000.00	17,600.00	18,000.00	19,500.00	20,000.00
Daily Rate (DR)	781.61	809.20	827.59	896.55	919.54
<b>Basic Pay (BP) (DR*261/12)</b>	17,000.00	17,600.00	18,000.00	19,500.00	20,000.00
Service Incentive Leave (DR*5/12)	325.67	337.16	344.83	373.56	383.14
13th Month Pay (BP/12)	1,416.67	1,466.67	1,500.00	1,625.00	1,666.67
<b>Total Labor Cost (On a monthly basis)</b>	18,742.34	19,403.83	19,844.83	21,498.56	22,049.81
<b>B. Amount Due to Government</b>					
Pag-ibig Contribution	100.00	100.00	100.00	100.00	100.00
SSS Contribution	1,487.50	1,530.00	1,572.50	1,700.00	1,700.00
Mandatory Provident Fund (SSS)	-	-	-	-	42.50
PHIC	255.00	264.00	270.00	292.50	300.00
ECC	30.00	30.00	30.00	30.00	30.00
<b>Total Amount Due to Government</b>	1,872.50	1,924.00	1,972.50	2,122.50	2,172.50
<b>TOTAL AMOUNT DUE TO GOV'T AND PERSONNEL</b>	20,614.84	21,327.83	21,817.33	23,621.06	24,222.31
<b>C. Administrative Expenses and Profit Margin (10-14%)</b>					
Billing per Month					
<b>D. Value Added Tax (12%)</b>					
<b>E. COST PER PERSONNEL/MONTH</b>					
<b>F. NUMBER OF PERSONNEL</b>	9	2	7	2	14
<b>G. NO. OF MONTHS</b>	12	12	12	12	12
<b>H. TOTAL</b>	-	-	-	-	-