

PHILIPPINE BIDDING DOCUMENTS

Procurement of Third-Party Workforce Service Provider (Outsourcing of Workforce Services for Year 2023)

PCHRD – PB – 2022 – 08 (EPA)

Government of the Republic of the Philippines

**Sixth Edition
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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

Bid – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

Bidder – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

Bidding Documents – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

Consulting Services – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

CDA - Cooperative Development Authority.

Contract – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

DDP – Refers to the quoted price of the Goods, which means “delivered duty paid.”

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

Foreign-funded Procurement or Foreign-Assisted Project– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

Framework Agreement – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

GFI – Government Financial Institution.

GOCC – Government-owned and/or –controlled corporation.

Goods – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national

buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

Procurement Project – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

Supplier – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

UN – United Nations.

Section I. Invitation to Bid



The Government of Republic of the Philippines
PHILIPPINE COUNCIL FOR HEALTH RESEARCH & DEVELOPMENT
General Santos Ave., Bicutan, Taguig City

INVITATION TO BID
FOR THE
Procurement of Third-Party Workforce Service Provider
(Outsourcing of Workforce Services for Year 2023)

1. The **Department of Science and Technology – Philippine Council for Health Research and Development (DOST-PCHRD)**, through the **National Expenditure Program 2023 (NEP 2023)** intends to apply the sum of **Forty Four Million Ninety Thousand Pesos (PhP 44,090,000.00)** being the ABC to payments under the contract for **Procurement of Third-Party Workforce Service Provider (Outsourcing of Workforce Services for Year 2023) / PCHRD – PB – 2022 – 08 (EPA)**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **DOST-PCHRD** now invites bids for the above Procurement Project. Delivery of the Goods / Services is required by **First Working Day of January 2023 with one-year contract**. Bidders should have completed, within **five (5) years** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information from **DOST-PCHRD** and inspect the Bidding Documents at the address given below during **8:00 AM to 4:00 PM**.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **December 01, 2022 to December 21, 2022 from 8:00 AM to 4:00 PM except Saturdays, Sundays and Holidays, and until 9:30 AM on December 21, 2022** from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Twenty Five Thousand Pesos (PhP 25,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person, by facsimile, or through electronic means.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity,

provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

6. The **DOST-PCHR**D will hold a Pre-Bid Conference on **December 09, 2022 (Friday) at 10:30AM** through video conferencing or webcasting via **Zoom Cloud Meetings**, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through both manual submission at the office address indicated below and online or electronic submission to the email address as indicated below, on or before **December 21, 2022 (Wednesday) 10:00AM**. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on **December 21, 2022 (Wednesday) 10:30AM**. Opening of bids is through video conferencing or webcasting via **Zoom Cloud Meetings**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The **Department of Science and Technology – Philippine Council for Health Research and Development (DOST-PCHR**D) reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

Mr. Cirio D. Pangan Jr.

Secretariat, Bids and Awards Committee
Philippine Council for Health Research and Development
PCHR D Saliksik Building, Sikap Street,
DOST Main Compound, Gen. Santos Ave., Bicutan, Taguig City
Email: procurement@pchr.dost.gov.ph
Tel. Nos. 8837-2931 or 8837-2924 loc. 504 or 506 / 8837-2071 loc. 2138
Fax No. 8837-7536 or 8837-2924

12. You may visit the following websites:

For downloading of Bidding Documents:

https://www.pchr.dost.gov.ph/bid_opportunities/

01 December 2022

(sgd.)

PAUL ERNEST N. DE LEON
Chairperson, Bids and Awards Committee

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, **Department of Science and Technology – Philippine Council for Health Research and Development (DOST - PCHRD)** wishes to receive Bids for the **Procurement of Third-Party Workforce Service Provider (Outsourcing of Workforce Services for Year 2023)**, with identification number **PCHRD – PB – 2022 – 08 (EPA)**.

The Procurement Project (referred to herein as “Project”) is composed of **one (1) lot**, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for **Fiscal Year 2023** in the amount of **Forty Four Million Ninety Thousand Pesos (PhP 44,090,000.00)**.

2.2. The source of funding is:

NGA, the National Expenditure Program.

3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

5. Eligible Bidders

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. Foreign ownership limited to those allowed under the rules may participate in this Project.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:

The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.

- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

7. Subcontracts

- 7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

The Procuring Entity has prescribed that: **Subcontracting is not allowed.**

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time **through videoconferencing/webcasting** as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within **five (5) years** prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
 - a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;

- iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
 - iv. The price of other (incidental) services, if any, listed in the **BDS**.
- b. For Goods offered from abroad:
- i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
 - ii. The price of other (incidental) services, if any, as listed in the **BDS**.

13. Bid and Payment Currencies

- 13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.
- 13.2. Payment of the contract price shall be made in **Philippine Pesos**.

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until **April 20, 2023 or one hundred twenty (120) calendar days from the date of the opening of bids**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which

must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

16. Deadline for Submission of Bids

- 16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

17. Opening and Preliminary Examination of Bids

- 17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

- 17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

18. Domestic Preference

- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 14 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.

19.4. The Project shall be awarded as follows:

One Project having several items that shall be awarded as one contract.

19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

20.2. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

21. Signing of the Contract

21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

Section III. Bid Data Sheet

Bid Data Sheet

ITB Clause							
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> a. Engagement of Third-Party Workforce Service Provider (Outsourcing of Workforce Services). b. completed within five (5) years prior to the deadline for the submission and receipt of bids. 						
7.1	Subcontracting is not allowed.						
8	<p>The Procuring Entity will hold a pre-bid conference for this Project through video-conferencing/web casting:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Date and Time:</td> <td>December 09, 2022 (Friday) at 10:30AM</td> </tr> <tr> <td>Zoom Invitation Link:</td> <td>https://pchr-dost-gov-ph.zoom.us/j/88577210186</td> </tr> <tr> <td>Meeting ID:</td> <td>885 7721 0186</td> </tr> </table> <p>**Note to Prospective Bidders who wants to attend the Pre-Bid Conference:</p> <p>As soon as you log in, please change your name format to (Company Name/Acronym)_(Name); i.e. PCHRD_Juan Dela Cruz.</p> <p>You will only be admitted to the meeting room once name has been changed into the prescribed format.</p>	Date and Time:	December 09, 2022 (Friday) at 10:30AM	Zoom Invitation Link:	https://pchr-dost-gov-ph.zoom.us/j/88577210186	Meeting ID:	885 7721 0186
Date and Time:	December 09, 2022 (Friday) at 10:30AM						
Zoom Invitation Link:	https://pchr-dost-gov-ph.zoom.us/j/88577210186						
Meeting ID:	885 7721 0186						
10	<p>Statement of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; and</p> <p>Statement of all Government & Private Contracts completed within five (5) years, prior to the deadline for the submission and receipt of bids. Which are similar in nature to the contract to be bid; and</p> <p>The bidder's SLCC similar to the contract to be bid should have been completed within five (5) years, prior to the deadline for the submission and receipt of bids.</p>						
10.1	Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages)						
12	The price of the Goods shall be quoted DDP Procuring Entity's Address or the applicable International Commercial Terms (INCOTERMS) for this Project.						

14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ul style="list-style-type: none"> a. The amount of not less than Eight Hundred Eighty One Thousand Eight Hundred Pesos (PhP 881,800.00) or two percent (2%) of ABC, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than Two Million Two Hundred Four Thousand Five Hundred Pesos (PhP 2,204,500.00) or five percent (5%) of ABC, if bid security is in Surety Bond.
15	<p>Each Bidder shall submit one (1) original and two (2) copies of the first and second components of its bid.</p>
16	<p>Bidders should submit their bids through:</p> <ol style="list-style-type: none"> 1. Electronic Copy – Password-protected Bids must be emailed to procurement@pchr.dost.gov.ph on or before the submission due date. The passwords for accessing the file will be disclosed by the Bidders only during the actual bid opening which may be done in person or face-to-face through videoconferencing, webcasting or similar technology; and 2. Hardcopy should be submitted to the address given below on or before the submission due date. <p>The address for submission of bids is:</p> <p>PCHRD Bids and Awards Committee Philippine Council for Health Research and Development</p> <p>PCHRD Saliksik Building, Sikap Street, DOST Main Compound, Gen. Santos Ave., Bicutan, Taguig City</p> <p>The deadline for submission of bids is:</p> <p>December 21, 2022 (Wednesday), 10:00 AM</p>
17	<p>Opening of bids is through videoconferencing or webcasting via Zoom Cloud Meetings.</p> <p>Bidders are advised to join the opening of bids via Zoom Cloud Meetings. The link for the opening of bids will be sent via email to all bidders who submitted their bids on time.</p> <p>The BAC will use the non-discretionary pass / fail criteria. First to be opened is the eligibility and technical documents followed by the financial documents. Financial documents will be opened only once the bidder passed the technical and eligibility screening. BAC will check each required document if it's present</p>

or absent, if one document is absent, it's considered a non-responsive bid therefore an outright rejection.

The date and time of bid opening is:

December 21, 2022 (Wednesday), 10:30 AM

19.3	Lot	Description	Qty	Unit of Measure	Total
1		Engagement of Third-Party Workforce Service Provider (Outsourcing of Workforce Services for Year 2023) For 80 Positions	1	Lot	PhP 44,090,000.00

20.2 **The LCB shall submit the following documentary requirements within a non-extendible period of five (5) calendar days from receipt of the notification.**

- a. Latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS);**
- b. Valid and current Certificate of PhilGEPS Registration; and**
- c. BIR Registration Certification, which contains the Taxpayer's Identification Number**
- d. Valid and current Mayors/Business Permit**

Failure of the Bidder declared as LCB to duly submit the requirements stated above or a finding against the veracity of such shall be ground for forfeiture of the bid security and disqualification of the Bidder for award.

If bidding as Joint Venture (JV), each member of the JV shall submit the same documents.

Additional documents relevant to the project required by the Procuring Entity to be submitted as part of the Technical Documents of the bid:

- a. Proof of Authority of the Bidder's authorized representative/s;
- b. Duly conformed Schedule of Requirements as provided for in Section VI of the DOST-PCHRD's Philippine Bidding Documents;
- c. Duly conformed Technical Specifications as provided for in Section VII of this Document;
- d. Statement from the Prospective Bidder that it will provide customer support after deployment of manpower personnel, which must include contact details of all personnel in charge of customer support such as, but not limited to:
 - Billing preparation/submission;
 - Premium remittances to SSS, PhilHealth and PAGIBIG;

	<ul style="list-style-type: none">• Delivery of supplies, materials and equipment; and• Contract management. <p>e. Duly licensed and registered Service Contractor in accordance with Department Order (DO) No. 18-A, Series of 2011 or DO No. 18-A11 of the Department of Labor and Employment. Certification must be submitted;</p> <p>f. Registration certificates from the following government agencies:</p> <ul style="list-style-type: none">• SSS• PhilHealth• PAGIBIG• Securities and Exchange Commission or Department of Trade and Industry <p>g. Client/Customer Feedback Forms, with at least Very Satisfactory in rating, from one (1) government agency or private corporation, with whom the manpower service provider has a past or ongoing contract.</p>
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Section IV. General Conditions of Contract

1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

2. Advance Payment and Terms of Payment

2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.

4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section VII (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

5. Warranty

- 5.1 In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.
- 5.2 The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

Section V. Special Conditions of Contract

Special Conditions of Contract

GCC Clause	
2.2	<p>The terms of payment shall be as follows:</p> <p>Documents to be Attached to Every Billing Statement – The Supplier shall submit to the DOST - PCHRD monthly billing rate every 15th day of the month for which the services are rendered, and supplies/materials/equipment are delivered, together with the following documents:</p> <ul style="list-style-type: none"> a. Sworn statement showing that actual services have been rendered for the billing period claimed. Billing for overtime services shall be accompanied by an approval/certification of rendition of overtime duty; b. Proof of payment of salaries, wages and/or benefits of all its manpower personnel for the previous billing period; and <p>Photocopy of Official Receipt (OR) of remittances of SSS/PhilHealth/PagIBIG premiums and other deductions/contributions required (i.e., loan payments) or authorized by law. The ORs shall be supported by a list of personnel whose premiums/payments and other deductions/contributions were remitted and the amount of remittance for each.</p>
4	<p>The inspections and tests that will be conducted are:</p> <p>Evaluation of the performance of outsource personnel may be conducted as deemed necessary.</p>

Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

LOT	Description	Quantity	Unit	Delivered, Weeks/Months
A	Engagement of Third-Party Workforce Service Provider (Outsourcing of Workforce Services for Year 2023) For 80 Personnel / Positions	1	lot	First Working Day of January 2023

We hereby comply with the above-stated Schedule of Requirements.

Submitted by : _____
(Name of Firm)

Signing Authority : _____
(Printed Name and Signature)

Designation : _____

Date : _____

Section VII. Technical Specifications

Technical Specifications

LOT	Specification	Statement of Compliance
A	Engagement of a Third-Party Workforce Service Provider (Outsourcing of Workforce Services for 2023)	
	80 Positions	
	For OED: <ul style="list-style-type: none"> ➤ One (1) Project Administrative Assistant I, SG 10, for 12 months @ ₱ 23,176.00 / month 	
	For FAD: <ul style="list-style-type: none"> ➤ One (1) Project Technical Assistant VI (IT), SG 15, for 12 months @ ₱ 36,619.00 / month ➤ One (1) Project Administrative Assistant III (Administrative Officer II), SG 12, for 12 months @ ₱ 29,165.00 / month ➤ One (1) Project Administrative Assistant II (HRMOII), SG 11, for 12 months @ ₱ 27,000.00 / month ➤ One (1) Project Administrative Assistant I (Accounting), SG 10, for 12 months @ ₱ 23,176.00 / month ➤ One (1) Project Administrative Assistant I (Budget), SG 10, for 12 months @ ₱ 23,176.00 / month ➤ One (1) Project Administrative Assistant I (HRMO I), SG 10, for 12 months @ ₱ 23,176.00 / month ➤ One (1) Project Administrative Assistant I (HRMO I), SG 10, for 12 months @ ₱ 23,176.00 / month ➤ One (1) Project Administrative Assistant I (Records Officer I), SG 10, for 12 months @ ₱ 23,176.00 / month ➤ One (1) Project Administrative Assistant I (Information Officer I), SG 10, for 12 months @ ₱ 23,176.00 / month ➤ One (1) Project Administrative Aide VI (Administrative Assistant III), SG 9, for 12 months @ ₱ 21,129.00 / month 	

	<ul style="list-style-type: none"> ➤ Two (2) Project Administrative Aide V (Administrative Assistant II), SG 8, for 12 months @ ₱ 19,744.00 / month ➤ One (1) Project Clerk III (Clerk III), SG 6, for 12 months @ ₱ 17,553.00 / month ➤ Three (3) Project Administrative Aide I (Driver II), SG 4, for 12 months @ ₱ 15,586.00 / month ➤ Six (6) Project Laborer II (Laborer II), SG 2, for 12 months @ ₱ 13,819.00 / month 	
	<p>For RDMD</p> <ul style="list-style-type: none"> ➤ Five (5) Project Technical Specialist I, SG 16, for 12 months @ ₱ 39,672.00 / month ➤ Twelve (12) Project Technical Assistant IV, SG 13, for 12 months @ ₱ 31,320.00 / month ➤ One (1) Project Administrative Assistant IV, SG 13, for 12 months @ ₱ 31,320.00 / month 	
	<p>For IDD</p> <ul style="list-style-type: none"> ➤ Two (2) Project Technical Specialist IV (Senior Science Research Specialist), SG 19, for 12 months @ ₱ 51,357.00 / month ➤ Six (6) Project Technical Specialist I (Science Research Specialist II), SG 16, for 12 months @ ₱ 39,672.00 / month ➤ Seven (7) Project Technical Assistant IV (Science Research Specialist I), SG 13, for 9 months @ ₱ 31,320.00 / month 	
	<p>For RICUD</p> <ul style="list-style-type: none"> ➤ Four (4) Project Technical Specialist II, SG 17, for 12 months @ ₱ 43,030.00 / month ➤ Four (4) Project Technical Specialist I, SG 16, for 12 months @ ₱ 39,672.00 / month ➤ Five (5) Project Technical Assistant VI, SG 15, for 12 months @ ₱ 36,619.00 / month ➤ One (1) Project Technical Assistant IV (Science Research Specialist I), SG 13, for 12 months @ ₱ 31,320.00 / month 	

	<p>For RICUD (ICT)</p> <ul style="list-style-type: none"> ➤ One (1) Project Technical Specialist IV (Information System Analyst III), SG 19, for 12 months @ ₱ 51,357.00 / month ➤ Two (2) Project Technical Specialist II, SG 17, for 12 months @ ₱ 43,030.00 / month ➤ Two (2) Project Technical Assistant VI, SG 15, for 12 months @ ₱ 36,619.00 / month ➤ Two (2) Project Technical Assistant IV (Science Research Specialist I), SG 13, for 12 months @ ₱ 31,320.00 / month ➤ Three (3) Project Technical Assistant III (Project Assistant III), SG 13, for 12 months @ ₱ 31,320.00 / month 	
	<p>1. Bidders must comply with the Terms of Reference attached as Annex – A, "PCHRD 2023 Outsourcing of Workforce Services Terms of Reference (TOR)".</p>	
	<p>2. Bidders must consider the qualifications and duties of the positions per attached Annex – B, "2023 Outsourcing Requirements"</p>	
	<p>3. Bidders must submit a detailed computation for each of the aforementioned positions using the rates stated above. Bidders must use the template provided herein as Annex-C, "Breakdown of Bid for 80 positions" in its computation. This document should be included in the Financial Component of the bid.</p>	
	<p>4. The number of positions and the position titles indicated herein may be changed within the contract period. As such, bidders must submit a detailed computation for the salary grades indicated in the attached Annex D, "Detailed Computation of Bid Price" using the template provided. In case of discrepancy in the amounts indicated in Annex-C and D, the figures indicated in Annex-D shall prevail.</p>	
	<p>5. The bidder shall submit a list of company-initiated benefits being offered to its employees.</p>	
	<p>6. Bidders must submit with their bids the following documents:</p>	
	<p>a. Registration certificate</p>	
	<ul style="list-style-type: none"> • SSS 	
	<ul style="list-style-type: none"> • PhilHealth 	
	<ul style="list-style-type: none"> • Pag-IBIG (HDMF) 	
	<p>b. DOLE Registration</p>	
	<p>c. DTI/SEC Registration</p>	

	7. Bidders must comply with all specifications contained in this TOR and supplemental bid bulletin, if any	
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DEPARTMENT OF SCIENCE AND TECHNOLOGY
PHILIPPINE COUNCIL FOR HEALTH RESEARCH AND DEVELOPMENT
TERMS OF REFERENCE

**Procurement of Third-Party Workforce Service Provider
(Outsourcing of Workforce Services for the Year 2023)**

I. BASIC INFORMATION

1. Approved Budget for the Contract – Php 44,090,000.00
2. Number of Personnel – 80 Personnel
3. Project Location - Bicutan Science Community, DOST Compound, Gen,
A. Santos Avenue, Bicutan, Taguig City
4. Project Duration – January 01, 2023, to December 31, 2023

II. OBJECTIVE

The basic objective of hiring an Outsource Service Provider is to tap the expertise of an experienced and qualified outsource service provider firm that would assist the Department of Science and Technology-Philippine Council for Health Research and Development (DOST-PCHRD) in the Recruitment, Selection and Placement of outsource personnel.

III. WORK SCHEDULE

1. The **SERVICE PROVIDER** shall provide and assign qualified personnel to the **DOST-PCHRD** from Monday-Friday and render at least eight (8) hours of work per day or a total of forty (40) hours of work per week, subject to existing PCHRD guidelines on Working Arrangement.
2. Personnel assigned to the **DOST-PCHRD** must observe its schedule including work suspension as well as special and non-working holidays.
3. The Work Schedule is subject to change at any time when required by the **DOST-PCHRD** and upon written communication with the **SERVICE PROVIDER**.

IV. PERSONNEL MATTERS

1. The **DOST-PCHR** has the right to screen applicants and choose the personnel to be assigned. The **SERVICE PROVIDER** shall consider hiring the existing contract of the service staff of the **DOST-PCHR** in relation to this contract. The **SERVICE PROVIDER** shall be the one to post the vacant position in different job portals and shall provide **DOST-PCHR** successful candidates based on the qualification standards and preferred qualifications. In case of failure to provide successful candidates, a reduction equivalent to a 1% administrative fee will be imposed. For every batch of unsuccessful candidates during the cut-off, a reduction of 1% will be imposed on the administrative fee.
2. The **SERVICE PROVIDER** shall ensure that all personnel to be assigned to **DOST-PCHR** are eligible with the minimum standards/qualifications set by **DOST-PCHR**.
3. The **SERVICE PROVIDER** shall provide the result of pre-employment examination results to the **DOST-PCHR** and a copy of employment requirements submitted by the staff.
4. The personnel shall be exclusively assigned by the **SERVICE PROVIDER** to the **DOST-PCHR**. They are required to observe the **DOST-PCHR's** Office Rules and Regulations and must conduct themselves in a manner appropriate for a government employee (even if there is no employee-employer relationship) as they are serving as part of the organization.
5. The **SERVICE PROVIDER** shall provide the **DOST-PCHR** with the list of benefits to be given to the assigned personnel, including those that are company-initiated.
6. The **SERVICE PROVIDER** shall pay the personnel all benefits required by law.
7. The **SERVICE PROVIDER** shall provide the **DOST-PCHR** with the guidelines for Leave Benefits and Monetization. The monetization of leave credits shall be processed by the service provider, following the Service provider guidelines on Leave Monetization.
8. The **SERVICE PROVIDER** shall follow the guidelines and policies for the training program implemented by the **DOST-PCHR** (even if there is no employee-employer relationship) as they are serving as part of the organization.
9. The **SERVICE PROVIDER** shall conduct a periodic performance evaluation of personnel which will serve as the basis for the continuation of services of the staff.

10. The **DOST-PCHR** has the right to request that the assigned personnel be relieved from the **DOST-PCHR** and be replaced immediately in case of violation of the rules and regulations as well as internal policies of the **DOST-PCHR**, or for any other reasonable cause such as, but not limited to:
 - Unsatisfactory performance within one rating period;
 - Serious misconduct or willful disobedience of the assigned personnel of the rules and regulations, as well as internal policies of the Council;
 - Habitual neglect of duties;
 - Fraud or willful breach of trust by the assigned personnel; and
 - Commission of a crime or offense by the assigned personnel against **DOST-PCHR**.

11. The **SERVICE PROVIDER** must ensure that all personnel shall agree to assign to the **DOST-PCHR** all intellectual property rights including but not limited to patents, copyrights, utility models, and related rights arising from the services of the personnel deployed to the **DOST-PCHR** in exchange of salary, honorarium, or any remuneration that personnel will be receiving.

12. The **SERVICE PROVIDER** must ensure that a Deed of Assignment, provided by **DOST-PCHR**, is signed by the employee as an annex to the employment contract. It shall provide that in exchange for the salary received, the employee shall assign all its Intellectual Property rights to **DOST-PCHR** which are related to the project outputs during the course of employment.

13. The **SERVICE PROVIDER** must ensure that all personnel shall agree to execute all documents, and do all acts as may be deemed necessary by the **DOST-PCHR**, to give effect to these terms.

14. The **SERVICE PROVIDER** must ensure that the assigned personnel shall secure necessary clearance for all accountabilities at the end of his/her assignment in the **DOST-PCHR** or in case of voluntary resignation or retirement. Failure to submit all the required documents and clearances shall mean withholding of monetary benefits due to the assigned personnel.

15. The **SERVICE PROVIDER** shall guarantee payment of salaries of staff for the first three (3) months of the contract even prior to the release of funds from the **DOST-PCHR**.

16. In case there is a need for the personnel assigned at **DOST-PCHR** to travel, the **DOST-PCHR** shall process requirements for travel, per the advice of the **personnel**. Separate guidelines regarding this matter will be formulated by **BOTH** parties subject to the rules and regulations set by the government regulatory authorities.

V. TERMS OF PAYMENT AND CONTRACT PRICE

1. **DOST-PCHRD** shall pay the **SERVICE PROVIDER** on a semi-monthly basis based on actual services rendered by personnel deployed to **DOST-PCHRD** supported by daily time record, accomplishment report, certificate of services rendered, proof of payment of Social Security System (SSS), Bureau of Internal Revenue (BIR), PhilHealth and Home Development Mutual Fund (HDMF).
2. The **SERVICE PROVIDER** shall provide detailed computation for the salaries and benefits for each position. Said computation shall form part of the contract and shall be the basis for billing purposes;
3. The **SERVICE PROVIDER** shall submit periodic reports or certification on the strict compliance of labor laws pertaining to personnel salaries and benefits as support to billing;
4. The billable amount under this contract and/or the contract price may be adjusted or updated in consideration of any of the following:
 - a. Government-mandated increase on wages or salaries, SSS, PhilHealth, and HDMF (Pag-IBIG) contributions or other similar increase mandated by the appropriate government authority.
 - b. Additional work (OT) as required by the **DOST-PCHRD** or deductive work (under time and absences). The total cost of additive work or deductive work shall be based on the unit cost specified in the original Contract Price. Total payment for overtime services and actual services rendered within the contract period shall not exceed the Approved Budget for the Contract.
5. The **SERVICE PROVIDER** shall file their income and business tax returns and other required information electronically using the Electronic Filing and Payment System(EFPS);
6. The **SERVICE PROVIDER** shall furnish the **DOST-PCHRD** a copy of its income and business tax returns duly stamped and received by the Bureau of Internal Revenue (BIR) with the copy of tax payments made relative to the contract. Failure to do so shall entitle the **DOST-PCHRD** to suspend payment to the **SERVICE PROVIDER** for service rendered; and
7. The **SERVICE PROVIDER** shall submit a tax clearance from the BIR duly stamped and received by the BIR every first week of March during the life of the contract.

VI. CONTRACT PERIOD

1. The contract period shall be effective for a period of 12 months **commencing on the first working day of January 2023 and ending on December 31, 2023.**
2. For positions that are required for less than 12 months, the **DOST-PCHRD** shall notify the **SERVICE PROVIDER**, in writing, on the specific start date of said positions.
3. The **DOST-PCHRD** reserves the right to terminate the contract in case the **SERVICE PROVIDER** fails to fulfill any of the obligations set forth in this contract. In case of termination, a **thirty (30) day notice** shall be made by the **DOST-PCHRD**.

VII. PERFORMANCE SECURITY

The **SERVICE PROVIDER** shall post Performance Security prior to the signing of Contract, in the following form:

Form of Performance Security	Amount of Performance Security (Not less than the Percentage of the Total Contract Price)
<p>a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.</p> <p><i>For biddings conducted by the LGUs, the Cashier's/Manager's Check may be issued by other banks certified by the BSP as authorized to issue such financial instruments.</i></p>	Five percent (5%)
<p>b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.</p> <p><i>For biddings conducted by the LGUs, the Bank Draft/ Guarantee or Irrevocable Letter of Credit may be issued by other banks certified by the BSP as authorized to issue such financial instruments.</i></p>	
<p>c) Surety bond callable on demand issued by a surety or insurance company duly</p>	Thirty percent (30%)

certified by the Insurance Commission as authorized to issue such security.	
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VIII. CONFIDENTIALITY

The **DOST-PCHRD** and the **SERVICE PROVIDER** shall hold in strict confidence all information furnished by one to the other and shall not dispose of the same to any third party without the prior written consent of the other party to the party providing such confidential information. The **DOST-PCHRD** and the **SERVICE PROVIDER** shall sign a Non-Disclosure Agreement to satisfy this provision. Additionally, the **SERVICE PROVIDER** shall extend such agreement with all employees to be assigned to the **DOST-PCHRD** by requiring the signing of a similar document. The **SERVICE PROVIDER** shall furnish **DOST-PCHRD** a copy of such document.

It is hereby further agreed that both parties shall likewise hold on strictest confidence all information relating to this Contract that may be entered into by the parties, and shall not disclose information unless expressly agreed upon in writing by the parties hereto.

IX. OTHER CONDITIONS

1. Any judicial action to enforce any of the terms stated herein shall be instituted and prosecuted in the court of appropriate jurisdiction in Taguig City, Philippines.
2. The **SERVICE PROVIDER** shall guarantee for the loss or damage of the **DOST-PCHRD's** property used by the assigned personnel, unless it has been duly established after investigation that said loss or damage did not result from the act, omission, negligence or fault of the **SERVICE PROVIDER** or any of its employees. Such loss or damage must be reported in writing to the **SERVICE PROVIDER** within five (5) working days from occurrence or discovery thereof. When such loss or damage is caused by force majeure or fortuitous event, the **SERVICE PROVIDER** shall not, in any way, be made responsible.
3. The assigned personnel are the exclusive employees of the **SERVICE PROVIDER** and there exists no employer-employee relationship between them and the **DOST-PCHRD**. As such, claims of any nature, financial or otherwise, by the assigned personnel arising out of and/or in connection with their employment by the **SERVICE PROVIDER** shall be the sole responsibility of the latter.
4. The personnel to be assigned must be trained and with adequate experience, physically and mentally fit, courteous and honest, and are provided by the **SERVICE PROVIDER** with identification cards.

5. The cost of coverage of the assigned personnel for SSS, PhilHealth, Pag-IBIG and other benefits due them shall be the sole responsibility of the **SERVICE PROVIDER**.
6. The assigned personnel shall submit to personal search and spot check by the **DOST-PCHRD** Security Guards when required, and must observe/abide by all security regulations and requirements of the **DOST-PCHRD**.
7. Upon the request of the **DOST-PCHRD**, the **SERVICE PROVIDER** shall relieve any of its assigned personnel with whom the **DOST-PCHRD** has lost trust and confidence, or who was found inefficient, disobedient or disrespectful or for any other valid or justifiable reason.
8. The **DOST-PCHRD** is not answerable or liable whatsoever for any claim of the assigned personnel arising from the performance of their duties and/or in the course of employment with the **SERVICE PROVIDER**, including claims for benefits due to the **SERVICE PROVIDER** personnel.
9. The **SERVICE PROVIDER** shall provide a dedicated contact person who shall be responsible in addressing concerns relative to the implementation of this contract. This contact person shall visit their employees from time to time or as needed.

X. AMENDMENT

1. The **DOST-PCHRD** may change the number of positions as well as the positions initially identified under this procurement contract. Provided that the amendments shall not exceed the contract price and that the position titles are based on the DOST Administrative Order No. 13 and shall remain in force until revoked or amended and is subject to change once a new DOST Administrative Order is released by the Central Office. These changes shall be communicated in writing with the **SERVICE PROVIDER** and shall take effect upon the agreement of both parties.
2. Any other amendment in the terms, conditions, or provisions not stipulated in this document should be covered by a separate agreement as proposed and agreed upon by the **DOST-PCHRD** and **SERVICE PROVIDER**.

XI. SEPARABILITY

Any part, provision, or representation relative to this contract that is prohibited or which is held to be void or unenforceable shall be ineffective to the extent of such prohibition or unenforceability without invalidating the remaining provisions hereof.

2023 OUTSOURCING REQUIREMENTS

NO. OF POSITIONS	POSITION TITLE	DUTIES AND RESPONSIBILITIES	QUALIFICATIONS (Minimum Qualification Standards and preferred qualifications/attributes)
Office of the Executive Director (OED)			
1	Project Technical Assistant III	<ol style="list-style-type: none"> 1. Assists in planning, organization, and documentation of PCHRD Annual Operational Plan based on the approved PCHRD 6-Year Strategic Plan, including the dissemination activity. 2. Assists in conduct of mid-term and end-of-term review of the PCHRD 6-Year Strategic Plan. 3. Assists in monitoring and evaluation of the Annual Plan, as well as a reporting system from section/team/program to the division; from the division to the Council of the accomplishments, opportunities and risks of meeting or non-meeting of targets. 4. Assists in overseeing, coordination, and participation with the international collaborations and partnership of the Council. 5. Performs assessment of internal and external changes that may affect the Council and its activities and recommend solutions to address those changes. 6. Perform other related duties and tasks as assigned from time to time by the Planning Head Unit. 	<p>Qualification Standards Education: Bachelor's degree relevant to the job Experience: None required Training: None required Preferred qualifications/attributes - Preferably Bachelor's degree in Social Science/ Health related courses - Computer savvy (MS Office applications e.g Excel,Word& Powerpoint - Must have good oral and written communication skills - Work in own initiatives and forward thinking</p>
Finance and Administrative Division (FAD)			
1	Project Administrative Assistant I (Information Officer I)	<ol style="list-style-type: none"> 1. Permanent Client Desk Officer Answer phone calls and e-mails, screen, and direct calls per PCHRD guidelines Greet and welcome walk-in clients Answer queries ,address complaints, and forward emails to concerned personnel Ensure that queries and complaints are acted upon per PCHRD guidelines Generate and analyze reports monthly, semestral, and yearly Monitor and review the implementation of client relations workplan and activities Keep front desk tidy and presentable with all necessary material (pens, forms, paper etc.) Develop new ideas and strategies to drive innovation in client desk officer processes 2. Client Relations Team Assist in implementing client relations work plans Assist in analyzing monthly, quarterly, semestral, and annual customer feedback results Assist in generating customer feedback reports that are understandable to the clients Develop new ideas and strategies to drive innovation in PCHRD client relations program 3. Freedom of Information (FOI, Efoi) Assist in implementing Freedom of Information (FOI and eFOI) program in PCHRD 4. Event Organizing/Committee Involvement Participate in and/or manage PCHRD/RICUD activities e.g., forum/symposium, meetings, trainings, survey, assessment & seminars Performs other related functions as maybe assigned from time to time. 	<p>Qualification Standards Education: Bachelor's degree relevant to the job Experience: None required Training: None required Preferred qualifications/attributes - Preferably office management, business , or management graduate - Preferably have knowledge in Republic Act No. 9470 "National Archives of the Philippines Act of 2007 Valueless Records in Government Agencies and other rules and regulations related to management, maintenance, retrieval and disposition of official records and documents - Knowledgeable in ISO Quality Management System - Must have knowledge in Microsoft application e.g Excel, Word, PowerPoint and Access -Must have good oral and written communication skills -Must have a good moral character.</p>
1	Project Administrative Assistant I (Records Officer I)	<ol style="list-style-type: none"> 1. Receives and reviews the completeness of document for incoming and outgoing communications, Memos, Special Order (SO's), Local Travel Authority and other related documents. 2. Delivers all recorded/encoded incoming and outgoing communications/Memos to concerned PCHRD Officials/Employees/Divisions/Section; 3. Records the approved PCHRD Special Order (SO's) and Local Travel Authority to the logbook with assigned Control Number; 4. Photocopy documents needed in the operation of the Councils/Client; 5. Assists in retrieving records from central file when deemed necessary; 6. File the incoming/outgoing communication to the storage cabinet; 7. Performs other related duties and functions assigned from time to time by the Records Section and Chief Administrative Officer of FAD; 	<p>Qualification Standards Education: Bachelor's degree relevant to the job Experience: None required Training: None required Preferred qualifications/attributes - Preferably office management, business , or management graduate - Preferably have knowledge in Republic Act No. 9470 "National Archives of the Philippines Act of 2007 Valueless Records in Government Agencies and other rules and regulations related to management, maintenance, retrieval and disposition of official records and documents - Knowledgeable in ISO Quality Management System - Must have knowledge in Microsoft application e.g Excel, Word, PowerPoint and Access -Must have good oral and written communication skills -Must have a good moral character.</p>

1	Project Administrative Assistant I (HRMOI)	<ol style="list-style-type: none"> 1. Assists the head HRMO in the implementation of the Learning and Development Plan and activities, including trainings by identifying resource requirements and collaborating with a pool of internal and external trainers and/or institutions for the proper delivery of training programs using various approaches and methodologies; 2. Assists in the evaluations of the effectiveness of various learning and development interventions to determine its impact on individual performance and the Council's achievement of its goals. 3. Updates and maintains database of PCHRD training program conducted and attended by PCHRD staffs; 4. Provides administrative support in the conduct of learning and development interventions by recording attendance of employees, collating and summarizing feedback forms, and providing logistical support during trainings for its smooth implementation. 5. Assists in the evaluation of candidates' profile to determine the right fit for the job according to the CSC's Qualification Standards and Preferred Qualifications. 6. Prepares and updates regularly the 201 files of Plantilla personnel and the following employment records; <ol style="list-style-type: none"> 6.1 Service Records 6.2 Educational Qualifications 6.3 Eligibility 6.4 Performance Evaluation 7. Prepares certification and requested HR documents of non plantilla personnel under Philhealth and FDA. 8. Serves as PCHRD's Immersion/ OJT Coordinator that provide interns to requesting Division and ensure in the implementation of their internship program. 	<p>Qualification Standards Education: Bachelor's degree relevant to the job Experience: None required Training: None required</p> <p>Preferred qualifications/attributes: - Preferably a BA / BS Psychology graduate; - At least 1 to 3 years of experience in compensation recruitment, selection, and retention - Proven planning and leadership abilities - Computer savvy (MS Office applications e.g Excel,Word,Powerpoint and Access) - Must have good oral and written communication skills - Work in own initiatives and forward thinking</p>
1	Project Administrative Assistant I (HRMOI)	<ol style="list-style-type: none"> 1. Assists the head Human Resource Management Officer (HRMO) in the formulation of the Staffing Plan through forecasting and coordination with Top Management on staffing needs of the Council in order to guide the Council in searching, attracting, and hiring the right talent for the right job at the right time. 2. Assists in devising the recruitment plan based on the medium-term needs of the Council to identify various talent sources and candidates, who can help achieve the Division and Council's goals and objectives. 3. Oversees evaluation of candidates' profile to determine the right fit for the job by developing or adopting and administering appropriate examinations and simulations according to the position being applied for by the candidates. 4. Sends feedback to applicants by coordinating with other divisions on their feedback or evaluation, so that the candidates will be adequately informed about the status of their application. 5. Prepares appointment, contract of service and other recruitment documents of newly hired plantilla and non plantilla personnel. 6. Assist the HRMO in welcoming new hires by introducing them to the Council and orienting them on basic employee policies and guidelines to support their stay in the organization. 7. Updates the Actual Duties and Responsibilities of Plantilla and Non Plantilla Personnel as needed. 8. Status of Quality Objective for Compensation and Citizen Charter – every first week of the month 9. Assists in receiving and outgoing of HR related documents particularly recruitment documents and other HR documents. 10. Provides administrative support for the implementation of FAD's Customer Feedback by collating and summarizing feedback forms and preparing monthly report for its smooth implementation. 	<p>Qualification Standards Education: Bachelor's degree relevant to the job Experience: None required Training: None required</p> <p>Preferred qualifications/attributes: - Preferably a BA / BS Psychology graduate; - At least 1 year of experience in learning and development and recruitment, selection, and retention; - Proven planning and leadership abilities - Computer savvy (MS Office applications e.g Excel,Word,Powerpoint and Access) - Must have good oral and written communication skills - Work in own initiatives and forward thinking</p>
1	Project Administrative Assistant II (HRMOII)	<p>I. Learning and Development</p> <ol style="list-style-type: none"> a)Assists the head HRMO in the implementation of the Learning and Development Plan and activities, including trainings by identifying resource requirements and collaborating with a pool of internal and external trainers and/or institutions for the proper delivery of training programs using various approaches and methodologies; b)Assists in the evaluations of the effectiveness of various learning and development interventions to determine its impact on individual performance and the Council's achievement of its goals. c)Updates and maintains database of PCHRD training program conducted and attended by PCHRD staffs; d)Provides administrative support in the conduct of learning and development interventions by recording attendance of employees, collating and summarizing feedback forms, and providing logistical support during trainings for its smooth implementation. e)Prepares HR and Learning and Development-Related Reports according to their deadline. f)Assists in receiving and outgoing of HR related documents particularly learning and development, performance management, rewards and recognition documents and other HR documents. <p>II. COVID-19 Related Tasks</p> <ol style="list-style-type: none"> g)Updates and maintain database of PCHRD's Health Declaration Forms. h)Assist in monitoring and tracking the health conditions of PCHRD Personnel as part of PCHRD's effort against COVID-19 i)Assist in updating and monitoring of PCHRD's List and Calendar of Essential Workforce during this COVID-19 Pandemic <p>III. Other Tasks</p> <ol style="list-style-type: none"> j)Assists in ISO FAD documentation; k)Assists in facilitating PCHRD and DOST-Wide activities; l)Performs other related duties assigned from time to time by her immediate supervisor and Chief Administrative Officer of FAD. 	<p>Qualification Standards Education: Bachelor's degree relevant to the job Experience: None required Training: None required</p> <p>Preferred qualifications/attributes - Preferably a BA / BS Psychology graduate; -At least 2 to 3 years of experience in Performance Management and Learning and Development; - Proven planning and leadership abilities - Must have good oral and written communication skills - Work in own initiatives and forward thinking</p>

1	Project Administrative Aide V (Administrative Assistant II)	<p>A. Receives and releases documents / reports / records / communications of the PCHRD-COA</p> <p>B. Answers telephone calls</p> <p>C. Retrieves documents from file / filing cabinets</p> <p>D. Photocopies documents</p> <p>E. Liaison works / errands</p> <p>F. Encodes communications</p> <p>G. Performs other duties assigned from time to time by her immediate supervisor, Chief Administrative Officer of FAD and Executive Director</p>	<p>Qualification Standards</p> <p>Education: Completion of 2-yr studies in college or High School Graduate with relevant vocational / trade course (or at least High School Graduate for Drivers)</p> <p>Experience: One (1) year of relevant experience</p> <p>Training: Four (4) hours relevant training</p> <p>Preferred qualifications/attributes</p> <p>- Preferably have units in accounting / Financial Management</p> <p>-Must have good oral and written communication skills</p> <p>-Must have a good moral character.</p>
1	Project Administrative Aide V (Administrative Assistant II)	<p>Stock Custodian:</p> <ol style="list-style-type: none"> 1. Maintains and regularly updates office supplies and materials Stock Card (SC); 2. Ensures availability of common use supplies and materials by establishing re-order point to replenish stock; 3. Receives delivered supplies and materials and checks against specifications and Delivery Receipt; 4. Prepares Inspection and Acceptance Report (IAR) for supplies and materials delivered verified and signed by designated Acceptance Committee; 5. Issues office supplies and materials carried on stock based on approved Requisition and Issue Slip (RIS); 6. Prepares monthly Report of Supplies and Materials Issued (RSMI) and submit to Accounting Section on or before 5th of the following month; 7. Regularly checks supplies and materials Stock Inventory Card against actual count; 8. Performs semester physical inventory count of supplies and materials 9. Maintains clean and orderly arrangement of supplies and materials on stock; and 10. Safeguards stock inventory against losses, theft and pilferage. <p>Property, Plant and Equipment (PPE) Custodian:</p> <ol style="list-style-type: none"> 1. Maintains and updates Property Card (PC) for each class of PPE; 2. Receives and records acquisition of PPE to Property Card based on Inspection and Acceptance Report (IAR) and other documents; <p>Scope of Work/Duties</p> <ol style="list-style-type: none"> 3. Prepares and issues Property Acknowledgement Receipt (PAR) and Inventory Custodian Slip (ICS) for semi-expendable property (Below 15 Thousand Pesos and with useful life of one year and more) to established accountability; 4. Marks newly acquired PPE with identifying code (Property Tag stickers) for easy referencing; 5. Maintains database of List of Equipment issued to Accountable Officer; 6. Prepares Property Transfer Report for transfer of PPE from one accountable officer, agency, fund cluster to another accountable officer, agency, fund cluster; 7. Conducts physical count of PPE; 8. Prepares report on the Physical Count of Property, Plant and Equipment (RPCPPE) and submits to Accounting Section every 10th of January; 9. Prepares and maintains Inventory and Inspection Report for Unserviceable Property (IIRUP) for dropping in the books of accounts, disposal and or donations; 10. Ensures that PPE has safeguard from losses, theft and pilferage; and 11. Performs other duties and functions assigned from time to time by the Supply & Property Officer and Chief Administrative Officer of FAD. 	<p>Qualification Standards</p> <p>Education: Completion of 2-yr studies in college or High School Graduate with relevant vocational / trade course (or at least High School Graduate for Drivers)</p> <p>Experience: One (1) year of relevant experience</p> <p>Training: Four (4) hours relevant training</p> <p>Preferred qualifications/attributes</p> <p>- Preferably have units in computer science</p> <p>-Must have good oral and written communication skills</p> <p>-Must have a good moral character.</p>

1	Project Administrative Aide VI (Administrative Assistant III)	<p>Stock Custodian:</p> <ol style="list-style-type: none"> Maintains and regularly updates office supplies and materials Stock Card (SC); Ensures availability of common use supplies and materials by establishing re-order point to replenish stock; Receives delivered supplies and materials and checks against specifications and Delivery Receipt; Prepares Inspection and Acceptance Report (IAR) for supplies and materials delivered verified and signed by designated Acceptance Committee; Issues office supplies and materials carried on stock based on approved Requisition and Issue Slip (RIS); Prepares monthly Report of Supplies and Materials Issued (RSMI) and submit to Accounting Section on or before 5 th of the following month; Regularly checks supplies and materials Stock Inventory Card against actual count; Performs semester physical inventory count of supplies and materials and prepares Report on the Physical Count of Inventories (RPCI). Submits to Accounting Section on or before 10 th of January and July respectively; Maintains clean and orderly arrangement of supplies and materials on stock; and Safeguards stock inventory against losses, theft and pilferage. <p>Property, Plant and Equipment (PPE) Custodian:</p> <ol style="list-style-type: none"> Maintains and updates Property Card (PC) for each class of PPE; Receives and records acquisition of PPE to Property Card based on Inspection and Acceptance Report (IAR) and other documents; Prepares and issues Property Acknowledgement Receipt (PAR) and Inventory Custodian Slip (ICS) for semi-expendable property (Below 15 Thousand Pesos and with useful life of one year and more) to established accountability; Marks newly acquired PPE with identifying code (Property Tag stickers) for accountability. 	<p>Qualification Standards: Education: Completion of two-year studies in college Experience: 1 year of relevant experience Training: 4 hours of relevant training</p>
3	Administrative Aide I (Driver II)	<ol style="list-style-type: none"> Serves as the dedicated driver of the Council. Responsible in the daily cleaning of the assigned vehicle. Responsible in the daily check up of the fuels, oil, tire and other vehicle parts prior every trip. Responsible in monitoring the preventive maintenance schedule of the assigned vehicle. Performs other duties assigned from time to time by immediate supervisor and Chief Administrative Officer of FAD. 	<p>Qualification Standards Education: Completion of 2-year studies in college (or at least High School Graduate for Drivers) Experience: None required (for Drivers, at least 6 months experience) Training: Four (4) hours relevant training</p> <p>Preferred qualifications/attributes</p> <ol style="list-style-type: none"> With Professional Driver's License Determines the operational requirement of the vehicle; Drives official vehicle
6	Project Laborer II	<ol style="list-style-type: none"> Maintain the cleanliness of PCHRD Grounds and Area of Responsibility; Provide building repair and maintenance services; Assists in the inspection of building facilities and surrounding areas and determines and records minor repair and maintenance works; Does simple repair of office furnitures, lighting fixtures, electrical wirings, plumbing fixtures and other building facilities; Maintain greenscapes by monitoring health of plants, trimming of trees and shrubs, grass cutting and clearing of debris and litters; Monitor and ensure the proper segregation of solid waste; Requisition of supplies, materials and equipments needed for cleaning and maintenance duties; and Perform other related duties as may be assigned by the immediate supervisor 	<p>Qualification Standards Education: Elementary School Graduate Experience: None required Training: None required</p> <p>Preferred qualifications/attributes</p> <ul style="list-style-type: none"> Able to read and write; Preferably with knowledge in carpentry, electrical and plumbing works, and gardening; Good interpersonal skills
1	Project Technical Assistant VI (IT)	<ol style="list-style-type: none"> Network and Information Systems Management Assist in the LAN administration of the organization. Provides technical support to end-users. Responsible for the maintenance of computer stations and software for company. Assists in implementing and maintaining network security. Assists in designing and organizing the system network. Ensures proper connectivity to all the end users in the organization. Manages software licenses on a company-wide basis. Responsible for the inventory management of software licenses, software, hardware and other IT supplies. Assists in backup and disaster recovery measures. Creates network accounts for new users. Assists in purchasing software, hardware and other IT supplies as directed by superiors. Responsible for trainings, seminars, and workshops for software clients. ISO Responsible for updating ISO-based documents (e.g. Master Lists, PM's and WI's) as needed. Accurately completes and submits status reports in a timely manner. Assist in enforcement of development deadlines and schedules. Assist in the implementation of ISO guidelines Perform other duties as assigned. 	<p>Qualification Standards Education: Bachelor's degree relevant to the job Experience: One (1) year of relevant experience Training: Four (4) hours of relevant training</p> <p>Preferred qualifications/attributes</p> <ul style="list-style-type: none"> Preferably Information Technology / Computer Science / Engineering graduate Proven planning and leadership abilities Computer savvy (MS Office applications e.g Excel,Word, Powerpoint and Access) Must have good oral and written communication skills Work in own initiatives and forward thinking

1	Project Clerk III (Clerk III)	<p>Maintains and updates Property Card (PC) for each class of PPE;</p> <p>2. Receives and records acquisition of PPE to Property Card based on Inspection and Acceptance Report (IAR) and other documents;</p> <p>3. Prepares and issues Property Acknowledgement Receipt (PAR) and Inventory Custodian Slip (ICS) for semi-expandable property to establish accountability;</p> <p>4. Marks newly acquired PPE with identifying code (Property Tag Stickers) for easy referencing;</p> <p>5. Maintains database of List of Equipment issued to Accountable Officer;</p> <p>6. Prepared Property Transfer Report for transfer of PPE from one accountable officer, agency, fund cluster to another accountable officer, agency, fund cluster;</p> <p>7. Conducts physical count of PPE;</p> <p>8. Prepares Report on the Physical Count of Property, Plant and Equipment (RPCPPE) and submits to Accounting Section every 10th of January;</p> <p>9. Prepares and maintains Inventory and Inspection Report for Unserviceable Property (IRUP) for dropping in the books of accounts, disposal and/or donations;</p> <p>10. Ensure that PPE has safeguard from losses, theft and pilferage; and</p> <p>11. Performs other duties and functions assigned from time to time by the Supply and Property Officer and Chief Administrative Officer of FAD.</p>	<p>Qualification Standards Education: Completion of two years studies in college Experience: None required Training: None required</p> <p>Preferred qualifications/attributes - Preferably office, business management graduate - Computer savvy (MS Office applications e.g Excel,Word, Powerpoint and Access) - Must have good oral and written communication skills - Work in own initiatives and forward thinking</p>
1	Project Administrative Assistant I (Accounting)	<p>1. Receive disbursement voucher (DV) of maintenance and other operating (MOOE) expenses from budget section and assigned DV number and records the same in the logbook;</p> <p>2. Reviews DV for completeness by vouching the propriety of supporting documents, validity of claims and check mathematical computations of footings and cross footings;</p> <p>3. Input data in e-NGAS software for Journal Entry Voucher (JEV) preparation;</p> <p>4. Receives the monthly Report of Collections and Deposits and input data in e-NGAS software for JEV preparation;</p> <p>5. Prepares JEV for liquidation of cash advances submitted by employees, project proponent and scholars;</p> <p>6. Generates and reconcile monthly Accounts Receivable Subsidiary Balances as follows: Due from National Government Agencies (NGAs) Due from Non-Government Organizations and Peoples Organization (NGOs/Pos) Advances to Officers and Employees</p> <p>7. Prepares aging of accounts receivable for distribution to concerned employees, project proponents and scholars;</p> <p>8. Generates and reconcile monthly Trust Fund Subsidiary Balances as follows: Due to National Government Agencies (NGAs) Other Payables</p> <p>9. Prepares quarterly Detailed Statement of Obligations and Disbursement for submission to COA – GAFMIS;</p> <p>10. Prepares Statement of Disbursement and Outstanding Obligations (SDOO) for the liquidation of trust funds;</p> <p>11. Prepares monthly bank reconciliation;</p>	<p>Qualification Standards Education: Bachelor's degree relevant to the job Experience: None required Training: None required</p> <p>Preferred qualifications/attributes: - Preferably a BS Accountancy graduate or any related course; - Can work with minimum supervision - Computer savvy (MS Office applications e.g Excel,Word,Powerpoint and Access) - Must have good oral and written communication skills - Work in own initiatives and forward thinking</p>

1	Project Administrative Assistant I (Budget)	<p>1. In-charge of the receiving and outgoing of financial documents at the Budget Section;</p> <p>2. Assists in checking the completeness of the supporting documents received claims for payments (bills, approved MOA/contract, payroll and other documents);</p> <p>3. In-charge in the processing of payables chargeable against General Fund</p> <p>a. Prepares and accomplish Disbursement Voucher</p> <p>b. Prepares and accomplish two copies of Obligation Requests & Status (ORS) per payee</p> <p>c. Prepares the Monthly Monitoring Status of Quality Objectives of FAD- Budget Section (General Fund);</p> <p>4. Maintain Registry of Allotment, Obligations, Disbursement and Balances (PS, MOOE, CO);</p> <p>5. Assists in the preparation of budgetary and financial reports;</p> <p>6. Assists in the documentation and reproduction of budgetary/ financial reports /documents;</p> <p>7. Acts as co-Liaison Officer to DBM, Congress (House of Representatives and SENATE), and other government institution; and</p> <p>8. Performs other duties and functions assigned from time to time by the Head Budget Officer and Chief of Finance and Administrative Division.</p>	<p>Qualification Standards</p> <p>Education: Bachelor's degree relevant to the job</p> <p>Experience: None required</p> <p>Training: None required</p> <p>Preferred qualifications/attributes:</p> <ul style="list-style-type: none"> - Preferably a BS Accountancy / BS Financial Management graduate; - Fresh graduate are open to apply - Can work with minimum supervision - Computer savvy (MS Office applications e.g Excel,Word,Powerpoint and Access) - Must have good oral and written communication skills - Work in own initiatives and forward thinking
1	Project Administrative Assistant III (Administrative Officer III)	<p>1. In-charge of receiving and outgoing of financial documents at the Budget Section;</p> <p>2. Assists in checking the completeness of the supporting documents received claims for payments (bills, approved MOA/Contract, payroll and other documents);</p> <p>3. In-charge of the processing of payables chargeable against Trust Fund projects</p> <p>Prepares and accomplish Disbursement Voucher</p> <p>Prepares and accomplish two copies of Budget Utilization Request and Status (BURS) per payee</p> <p>Prepares the Monthly Monitoring Status of Quality Objectives of FAD- Budget Section (Trust Fund);</p> <p>4. Assist in checking the Registry of Allotment, Obligations, Disbursement and Balances (PS, MOOE, CO);</p> <p>5. Maintain updated database for the Trust funded projects and S&T activities for the Current year;</p> <p>6. Maintain database of Releases and Disbursement for Trust Fund projects;</p> <p>7. Maintain updated database of funded GIA projects and S&T activities for the current year (supporting documents for BAR 1 and Transparency seal);</p> <p>8. Assists in maintaining the database of General Fund-Cash Releases and Utilization for the monitoring of the monthly/quarterly cash utilization of the Council;</p> <p>9. Assists in the preparation of budgetary and financial reports;</p> <p>10. Assists in the documentation and reproduction of budgetary/ financial reports /documents;</p> <p>11. Acts as co-Liaison Officer to DBM, Congress (House of Representatives and SENATE), and other government institution;</p>	<p>Qualification Standards</p> <p>Education: Bachelor's degree relevant to the job</p> <p>Experience: None required</p> <p>Training: None required</p> <p>Preferred qualifications/attributes:</p> <ul style="list-style-type: none"> - Preferably a BS Accountancy / BS Financial Management graduate; - at least 3 years of relevant experience - Can work with minimum supervision - Proficient in MS Office applications e.g Excel,Word,Powerpoint and Access) - Must have good oral and written communication skills - Work in own initiatives and forward thinking
Research and Development Management Division (RDMD)			
1	Project Administrative Assistant IV	<p>1. Assist the division in activities related to planning, M&E, and office management, such as:</p> <p>a. Maintenance, regular updating, and amending of existing databases and/or setting up of new database for planning, M&E, and office management data/information;</p> <p>b. Review and consolidation of data and figures necessary for the division's strategy development, as well as preparation and submission of required reports;</p> <p>c. Attendance to meetings and other related activities</p> <p>2. Perform routine administrative, organizational and operational tasks of the division including logistical support to the staff;</p> <p>3. Coordinate and communicate administrative concerns with other divisions and stakeholders including preparation of reports and minutes of meetings;</p> <p>4. Assist the PNHRs Research Agenda Management Committee (RAMC) in activities related to research agenda setting, monitoring and evaluation, and assessment.</p> <p>5. Perform other tasks as assigned and/or approved by the Division Chief.</p>	<p>Qualification Standards</p> <p>Education: Bachelor's degree relevant to the job</p> <p>Experience: None required</p> <p>Training: None required</p> <p>Preferred qualifications/attributes</p> <ul style="list-style-type: none"> • Preferably a graduate of Biology, Pharmacy or Chemistry courses; • Preferably with experience in research or managing research and development grants and projects • Computer literate;

12	Project Technical Assistant IV	<p>1. Process assigned proposals in accordance to the PCHRD review mechanism compliant to the GIA guidelines, DOST protocols and instructions, and other related rules and regulations. General activities will include as follows:</p> <ol style="list-style-type: none"> Screening and reviewing of proposals in terms of alignment, duplication, and completeness. Facilitating external reviews with identified technical/field experts. Preparing applicable documents and materials prior, during, and after the evaluation process. Coordinating with proponents, research team, and other stakeholders on queries and concerns relating to the project. Providing recommendations to program lead/immediate head upon consolidation of internal and external reviews. Presenting project and budget to division chief and/or senior staff, PNHRs GC, and DOST EXECOM for approval. Assisting in the processing of MOA and fund releases. <p>2. Conduct monitoring and evaluation of assigned projects. General activities will include as follows:</p> <ol style="list-style-type: none"> Developing an M&E plan for each assigned project. Conducting site and institutional visits as necessary. Preparing site visit report Monitoring and checking of progress and deliverables/outputs based on project timeline and commitments. Resolving conflicts and issues related to project implementation. <p>3. Ensure compliance to ISO procedure and manual of operations with regards to documentation, processing, project management, etc.</p> <p>4. Perform other duties and functions as assigned by immediate head and Chief SRS of RDMD.</p>	<p>Qualification Standards Education: Bachelor's degree relevant to the job Experience: None required Training: None required</p> <p>Preferred qualifications/attributes</p> <ul style="list-style-type: none"> • Preferably a graduate of Biology, Pharmacy or Chemistry courses; • Preferably with experience in research or managing research and development grants and projects • Computer literate;
5	Project Technical Specialist I	<p>1. Process assigned proposals in accordance to the PCHRD review mechanism compliant to the GIA guidelines, DOST protocols and instructions, and other related rules and regulations. General activities will include as follows:</p> <ol style="list-style-type: none"> Screening and reviewing of proposals in terms of alignment, duplication, and completeness. Facilitating external reviews with identified technical/field experts. Preparing applicable documents and materials prior, during, and after the evaluation process. Coordinating with proponents, research team, and other stakeholders on queries and concerns relating to the project. Providing recommendations to program lead/immediate head upon consolidation of internal and external reviews. Presenting project and budget to division chief and/or senior staff, PNHRs GC, and DOST EXECOM for approval. Assisting in the processing of MOA and fund releases. <p>2. Conduct monitoring and evaluation of assigned projects. General activities will include as follows:</p> <ol style="list-style-type: none"> Developing an M&E plan for each assigned project. Conducting site and institutional visits as necessary. Preparing site visit reports. Monitoring and checking of progress and deliverables/outputs based on project timeline and commitments. Resolving conflicts and issues related to project implementation. <p>3. Ensure compliance to ISO procedure and manual of operations with regards to documentation, processing, project management, etc.</p> <p>4. Assist immediate head (priority area program lead) in the achievement of the program area outputs by providing insights & suggestions to structure and framework; and developing timely and creative strategies for execution. Prepare pertinent reports as instructed by immediate head.</p> <p>5. Perform other duties and functions as assigned by the immediate head and Chief SRS of RDMD.</p>	<p>Qualification Standards Education: Bachelor's degree relevant to the job Experience: One (1) year of relevant experience Training: Four (4) hours relevant training</p> <p>Preferred qualifications/attributes</p> <ul style="list-style-type: none"> • Preferably a graduate of Biology, Pharmacy or Chemistry courses; • Preferably with experience in research or managing research and development grants and projects • Computer literate; • Proficient in MS Office

Institutional Development Division (IDD)			
7	Project Technical Assistant IV (Science Research Specialist I)	<p>A. Manages the PHREB CIDTA activities as follows:</p> <ol style="list-style-type: none"> 1. receives/process requests for trainings by RECS and other institutions; 2. schedules various ethics training requests including availability of trainers; 3. prepares documents, slide presentations, feedback forms to requesting RECS /institutions; 4. coordinates with trainers, RECs, and other stakeholders; 5. assists PHREB CIDTA trainers in the conduct of ethics trainings and assists in other logistics including payment of the honoraria of the trainers; 6. Prepares/updates slide presentations for the trainings as requested by the trainers; 7. answers queries (emails, phone calls, etc.) on ethics and ethics trainings; 8. prepares SOs, activity proposals, reports, and other documents regarding CIDTA activities; 9. organizes CIDTA quarter/special meetings; 10. prepares agenda, minutes of the meeting, feedback forms, and other logistics for the meeting; 11. files documents of trainings and updates database on CIDTA trainings 12. prepares reports on CIDTA and other ethics activities. <p>B. Handles the National Directory of Patients Database</p> <ol style="list-style-type: none"> 1. Update existing patient support, patient advocacy, and civil society organizations <p>C. Performs other PHREB tasks and other tasks that may be assigned by the supervisor, Division Chief, etc.</p>	<p>Qualification Standards Education: Bachelor's degree relevant to the job Experience: None required Training: None required</p> <p>Preferred Qualifications/ Attributes</p> <ul style="list-style-type: none"> • Bachelor's degree preferably in Computer Science, IT, Social Science/Health related courses • Must be excellent in MS Office applications (Word, Excel, Powerpoint) • Proficient in both oral and written communications • With good interpersonal skill, work attitude and moral
6	Project Technical Specialist I (Science Research Specialist II)	<ol style="list-style-type: none"> 1. Assists in organizing meeting of scholars; 2. Assists in preparing necessary documents and facilitates release of scholars benefits; 3. Undertakes data banking and filing system for all pertinent documents related to ASTHRDP; 4. Assists in monitoring and tracking of the progress of all scholars; 5. Prepares communications and other reports related to Human Resource Development program; 6. Coordinates with SEI, host institutions and other stakeholders in matters pertaining to scholarships; 7. Performs other related functions which may be assigned from time to time 	<p>Qualification Standards Education: Bachelor's degree relevant to the job Experience: One (1) year of relevant experience Training: Four (4) hours relevant training</p> <p>Preferred Qualifications/ Attributes</p> <ul style="list-style-type: none"> • Bachelor's degree preferably in IT Social Science/Health related courses • Must be excellent in MS Office applications (Word, Excel, Powerpoint) • Proficient in both oral and written communications • With good interpersonal skill, work attitude and moral character
2	Project Technical Specialist IV (Senior Science Research Specialist)	<p>Provides guidance in planning/implementing activities of Regional Health Research and Development Consortia (RHRDC) under the Luzon and Visayas clusters</p> <p>Coordinates and manages operations and projects/activities as the Regional Program Manager in assigned RHRDCs</p> <p>Evaluates proposals requesting financial support submitted by RHRDCs</p> <p>Monitors and facilitates implementation of RHRDC activities in Regions</p> <p>Prepares correspondences/reports related to RHRDC activities in Regions</p> <p>Attends meetings and Identifies/facilitates collaboration schemes with partner agencies</p> <p>Manages the effective and timely operations and activities of the Balik Scientist Program;</p> <p>Acts as the IDD Focal Person for Planning and ISO concerns;</p> <p>Develops concept papers, terms of references, activity proposals for new network/institution development programs</p> <p>Coordinates and manages special network/institution development programs;</p> <p>Supports the IDD Division Chief in preparing technical reports, presentations and other documents required by collaborative partners;</p> <p>Assists in the dissemination, promotion and effective implementation of other capacity building programs of the Council;</p> <p>Performs other functions that may be assigned by the Executive Director/Division Chief/Supervising Science Research Specialist</p>	<p>Qualification Standards Education: Bachelor's degree relevant to the job Experience: Two (2) years of relevant experience Training: Eight (8) hours relevant training</p> <p>Preferred Qualifications/ Attributes</p> <ul style="list-style-type: none"> - Bachelor's degree preferably in Health-related science courses - Must be excellent in MS Office applications (Word, Excel, PowerPoint) - Proficient in both oral and written communications - Innovative, multi-tasker, ethical and has good interpersonal skills - With good interpersonal skill, work attitude and moral character - Willing to work beyond office hours, even during weekends

Research, Information, Communication and Utilization Division (RICUD)			
3	Project Technical Assistant III (Project Assistant III)	<p>1. Network and Information Systems Management</p> <ul style="list-style-type: none"> ☒ Assist in the LAN administration of the organization. ☒ Provides technical support to end-users. ☒ Responsible for the maintenance of computer stations and software for company. ☒ Assists in implementing and maintaining network security. ☒ Assists in designing and organizing the system network. ☒ Ensures proper connectivity to all the end users in the organization. ☒ Manages software licenses on a company-wide basis. ☒ Responsible for the inventory management of software licenses, software, hardware and other IT supplies. ☒ Assists in backup and disaster recovery measures. ☒ Creates network accounts for new users. ☒ Assists in purchasing software, hardware and other IT supplies as directed by superiors. ☒ Responsible for trainings, seminars, and workshops for software clients. <p>2. ISO</p> <ul style="list-style-type: none"> ☒ Responsible for updating ISO-based documents (e.g. Master Lists, PM's and WI's) as needed. ☒ Accurately completes and submits status reports in a timely manner. ☒ Assist in enforcement of development deadlines and schedules. ☒ Assist in the implementation of ISO guidelines. <p>3. Perform other duties as assigned.</p>	<p>Qualification Standards</p> <p>Education: Bachelor's degree relevant to the job Experience: None required Training: None required</p> <p>Preferred Qualifications/ Attributes</p> <ul style="list-style-type: none"> • Preferably a Graduate of BSIT / BS Computer Science • Computer Literate • Preferably with Knowledge and Skills in Joomla, PHP, MySQL • Professional Experience in Programming with PHP/MySQL
3	Project Technical Assistant IV (Science Research Specialist I)	<ol style="list-style-type: none"> 1. Collaborates with HERDIN Plus Team to determine activity needs. 2. Identifies relevant data sources, gather information through research (web searching) 3. Works with HERDIN Plus System programmers for system enhancement 4. Prepares reports 5. Manages/secures files and data from HERDIN Plus database. 	<p>Qualification Standards</p> <p>Education: Bachelor's degree relevant to the job Experience: None required Training: None required</p> <p>Preferred Qualifications/ Attributes</p> <ul style="list-style-type: none"> • Preferably a Graduate of Bachelor's Degree in Mass Communication/ Development Communication/ Health or equivalent • Strong interest in health science • At least a year of working experience in the related field • Familiar with the latest updates on SEO, SEM,
2	Project Technical Assistant VI	<ol style="list-style-type: none"> 1. Communication Program <ul style="list-style-type: none"> ☒ Formulate plans and strategies for the achievement of assigned communication program/s; ☒ Take charge of the content development and updating of PCHRD publications; and their distribution/posting; ☒ Manage the PCHRD Website and Social Media Account; ☒ Write speeches and presentations for PCHRD Executive Director and/or DOST Officials; ☒ Prepare and implement a communication plan of assigned research projects/programs; 2. Project Management <ul style="list-style-type: none"> ☒ Evaluate, facilitate approval and fund releases, and monitor dissemination programs supported under GIA 3. ISO Process Owner <ul style="list-style-type: none"> ☒ Support to Research Dissemination. Update and enhance process manuals; monitor efficiency and effectiveness of the program. 4. Perform other duties and functions assigned by the Division Chief 	<p>Qualification Standards</p> <p>Education: Bachelor's degree relevant to the job Experience: 1 year of relevant experience Training: Four (4) hours relevant training</p> <p>Preferred Qualifications/ Attributes</p> <ul style="list-style-type: none"> • Bachelor's degree preferably in Communication, Social Science/Health related courses • Must be excellent in MS Office applications (Word, Excel, Powerpoint) • Proficient in both oral and written communications • With good interpersonal skill, work attitude and moral character

2	Project Technical Assistant VI	<p>1. Network and Information Systems Management</p> <ul style="list-style-type: none"> ☒ Assist in the LAN administration of the organization. ☒ Provides technical support to end-users. ☒ Responsible for the maintenance of computer stations and software for company. ☒ Assists in implementing and maintaining network security. ☒ Assists in designing and organizing the system network. ☒ Ensures proper connectivity to all the end users in the organization. ☒ Manages software licenses on a company-wide basis. ☒ Responsible for the inventory management of software licenses, software, hardware and other IT supplies. ☒ Assists in backup and disaster recovery measures. ☒ Creates network accounts for new users. ☒ Assists in purchasing software, hardware and other IT supplies as directed by superiors. ☒ Responsible for trainings, seminars, and workshops for software clients. <p>2. ISO</p> <ul style="list-style-type: none"> ☒ Responsible for updating ISO-based documents (e.g. Master Lists, PM's and WI's) as needed. ☒ Accurately completes and submits status reports in a timely manner. ☒ Assist in enforcement of development deadlines and schedules. 	<p>Qualification Standards</p> <p>Education: Bachelor's degree relevant to the job Experience: 1 year of relevant experience Training: 4 hours of relevant training</p> <p>Preferred Qualifications/ Attributes</p> <ul style="list-style-type: none"> • Preferably a Graduate of BSIT / BS Computer Science • Computer Literate • Preferably with Knowledge and Skills in Joomla, PHP, MySQL • Professional Experience in Programming with PHP/MySQL
3	Project Technical Assistant VI (Computer Programmer II)	<p>1. Information Systems Development</p> <ul style="list-style-type: none"> ☒ Write, update, and maintain computer programs or software packages to handle specific jobs. ☒ Write, analyze, review, and rewrite programs, using workflow chart and diagram, and applying knowledge of computer capabilities, subject matter, and symbolic logic. ☒ Consult with managerial and technical personnel to clarify program intent, identify problems, and suggest changes. ☒ Perform systems analysis and programming tasks to maintain and control the use of computer systems software. <p>2. Information Systems Documentation</p> <ul style="list-style-type: none"> ☒ Compile and write documentation (e.g. manuals and how-to's) of programs developed and subsequent revisions, inserting comments in the coded instructions so others can understand the program. ☒ Submits reports in a timely manner. <p>3. Information Systems Maintenance and Enhancement</p> <ul style="list-style-type: none"> ☒ Define and resolve problems in running computer programs. ☒ Correct errors by making appropriate changes and rechecking the program to ensure that the desired results are produced. ☒ Conduct trial runs of programs and software applications to be sure they will produce the desired information and that the instructions are correct. ☒ Perform or direct revision, repair, or expansion of existing programs to increase 	<p>Qualification Standards</p> <p>Education: Bachelor's degree relevant to the job Experience: 1 year of relevant experience Training: 4 hours of relevant training</p> <p>Preferred Qualifications/ Attributes</p> <ul style="list-style-type: none"> • Preferably a Graduate of BSIT / BS Computer Science • Computer Literate • Preferably with Knowledge and Skills in Joomla, PHP, MySQL • Professional Experience in Programming with PHP/MySQL
1	Project Technical Specialist I (Science Research Specialist II)	<p>1. Ahead Program Management</p> <p>1.1. Prepare AHEAD's Work and Financial Plan</p> <p>1.2. Regularly advise PCHRD lead of the status of the project and its funds; prepare early the reports and supporting documents to secure the next releases from DOH</p> <p>1.3. Define information required from division point persons, from which the latter will require from the project officers in their perspectives divisions. The divisions are accountable overall of the projects under them. The coordinator attends project meetings of divisions as a matter of exception.</p> <p>1.4. Track project status through the division point person or division chief.</p> <p>Work with Project Management System (PMS) and ICT team to generate project reports and / or develop dashboards.</p> <p>1.5. Liaise with the Human Resource unit of the Council and ensure that personnel under the program are recruited, and remunerated on time</p> <p>1.6. Schedule and monitor the monthly meetings at PCHRD, quarterly meetings with DOH to assess AHEAD's progress and concerns. Attend to the scheduling and documentation of the meetings as well as monitor the actions arising therefrom.</p> <p>1.7. Generate project status reports every 15th and 30th of the month for submission to DOH.</p> <p>1.8. Generate monthly, quarterly and annual program reports for PCHRD and DOH</p> <p>2. Other DOH Programs at PCHRD</p> <p>2.1. Provide advisory services where necessary</p> <p>3. QMS. Process Improvements</p> <p>Maintain monitoring tools to assess conformance to the processes and achievement of objectives / targets</p>	<p>Qualification Standards</p> <p>Education: Bachelor's degree relevant to the job Experience: 1 year of relevant experience Training: Four (4) hours relevant training</p> <p>Preferred Qualifications/ Attributes</p> <ul style="list-style-type: none"> • Bachelor's degree preferably in Communication, Social Science/Health related courses • Must be excellent in MS Office applications (Word, Excel, Powerpoint) • Proficient in both oral and written communications • With good interpersonal skill, work attitude and moral character

1	Project Technical Specialist I (Science Research Specialist II)	<ol style="list-style-type: none"> 1. Evaluate projects for possible funding; 2. Monitor assigned projects; 3. Prepare reports, presentations, or minutes of meetings related to IPTM; 4. Organize and/or conduct project meetings; 5. Assist in the operations of the IPTM unit 	<p>Qualification Standards Education: Bachelor's degree relevant to the job Experience: One (1) year of relevant experience Training: Four (4) hours relevant training</p> <p>Preferred Qualifications/ Attributes</p> <ul style="list-style-type: none"> • Bachelor's degree preferably in IT Social Science/Health related courses • Must be excellent in MS Office applications (Word, Excel, Powerpoint) • Proficient in both oral and written communications • With good interpersonal skill, work attitude and moral character
1	Project Technical Specialist I (Science Research Specialist II)	<p>A. Communication Planning and Implementation</p> <ol style="list-style-type: none"> 1. Conceptualizes, develops and implements promotional materials such as videos, animations, documentaries, social media, adhering to the Council's branding; 2. Leads in Talakayang HeART Beat (press conferences) programs; 3. Writes press releases and speaker; 4. Covers events and prepares communication materials from these events; 5. Coordinates Siyensikat episodes and engagements with DOSTv sa Radyo; 6. Assists with HeART on the selected program (FB activity); 7. Participates in assigned communication-related committees; 8. Assists in the preparation and execution of exhibits (NSTW, RSTW, NBW, PNHRs, PCHRD anniversary, etc) <p>B. Monitors the reach, effectiveness, utilization and impact of assigned communication programs;</p> <p>C. Serves as secretariat of the PNHRs RU Committee;</p> <p>D. As process owner, continuously improve QMS relating to the Communication Program;</p> <p>E. Performs other functions as may be assigned by the Division Chief.</p>	<p>Qualification Standards Education: Bachelor's degree relevant to the job Experience: 1 year of relevant experience Training: Four (4) hours relevant training</p> <p>Preferred Qualifications/ Attributes</p> <ul style="list-style-type: none"> • Bachelor's degree preferably in Communication, Social Science/Health related courses • Must be excellent in MS Office applications (Word, Excel, Powerpoint) • Proficient in both oral and written communications • With good interpersonal skill, work attitude and moral character
1	Project Technical Specialist I	<p>A. Project Management</p> <ol style="list-style-type: none"> 1. To solicit and implement R&D activities under the ICT for Health (eHealth) priorities 2. To monitor the implementation of approved project's activities and objectives <p>B. eHealth National Program</p> <ol style="list-style-type: none"> 2. To provide secretariat support eHealth Governance <p>C. ICT for Health Agenda</p> <ol style="list-style-type: none"> 1. To update ICT for Health Agenda Priority in NUHRA <p>D. To perform other duties and functions assigned from time to time</p>	<p>Qualification Standards Education: Bachelor's degree relevant to the job Experience: 1 year of relevant experience Training: Four (4) hours relevant training</p> <p>Preferred Qualifications/ Attributes</p> <ul style="list-style-type: none"> • Bachelor's degree preferably in Communication, Social Science/Health related courses • Must be excellent in MS Office applications (Word, Excel, Powerpoint) • Proficient in both oral and written communications • With good interpersonal skill, work attitude and moral character
6	Project Technical Specialist II	<p>1. Development/Review of Terms of References/Project Briefs</p> <ol style="list-style-type: none"> a) Assist in the development/review/revision of TOR/project briefs with the DOH Program Manager concerned; b) Coordinate with internal DOH units (i.e.,programs) and PCHRD (when necessary) on the development and finalization of the TOR; c) Facilitates approval of Terms of References/project briefs <p>2. Review and approval of research proposals/inception reports</p> <ol style="list-style-type: none"> a) Ensure completeness of document submission from PCHRD and other institutional partners; b) Conduct preliminary reviews of research proposals/inception reports provide technical input as deemed necessary; c) Facilitate and coordinate technical review of other DOH units; d) Participate in en banc review as a technical reviewer and represent HPDPB-HRB if necessary; <p>e) Document agreements and action points emanating from an enbanc reviews of research proposals</p> <p>3. Support oversight by HPDPB-HRD of AHEAD project implementation</p> <ol style="list-style-type: none"> a) Develop, adapt, refine and maintain collaborative tools and systems to generate program dashboard and progress reports b) Monitor overall plan and program implementation based on KPIs c) Consolidate progress reports into comprehensive Program report on a quarterly basis (highlighting positive accomplishments, areas with issues, risks or that need improvement, and actions needed from top management to keep the program on track) d) Schedule, hold and document meetings of the Advisory and 	<p>Qualification Standard Education: Bachelor's degree relevant to job Experience: Two (2) years of relevant experience Training: Eight (8) hours of relevant training</p> <p>Preferred Qualifications/ Attributes</p> <p>Preferably with (2) years' experience in research management, including budget development; grant research writing; project and resource management; and project monitoring and evaluation; Committed to high professional ethical standards; With demonstrated leadership in managing programs or major initiatives, staff, teams or groups; Possesses good analytical and critical thinking skills; Has good interpersonal and coordination skills; Can communicate well, both in verbal and written communication; Proficient with the use of computer and computer networks (Internet); and, Works well in a team across different organizations and networks</p>

1	Project Technical Specialist IV (Information System Analyst III)	<p>1. Information Systems Development</p> <ul style="list-style-type: none"> <input type="checkbox"/> Write, update, and maintain computer programs or software packages to handle specific jobs. <input type="checkbox"/> Write, analyze, review, and rewrite programs, using workflow chart and diagram, and applying knowledge of computer capabilities, subject matter, and symbolic logic. <input type="checkbox"/> Consult with managerial and technical personnel to clarify program intent, identify problems, and suggest changes. <input type="checkbox"/> Perform systems analysis and programming tasks to maintain and control the use of computer systems software. <p>2. Information Systems Documentation</p> <ul style="list-style-type: none"> <input type="checkbox"/> Compile and write documentation (e.g. manuals and how-to's) of programs developed and subsequent revisions, inserting comments in the coded instructions so others can understand the program. <input type="checkbox"/> Submits reports in a timely manner. <p>3. Information Systems Maintenance and Enhancement</p> <ul style="list-style-type: none"> <input type="checkbox"/> Define and resolve problems in running computer programs. <input type="checkbox"/> Correct errors by making appropriate changes and rechecking the program to ensure that the desired results are produced. <input type="checkbox"/> Conduct trial runs of programs and software applications to be sure they will produce the desired information and that the instructions are correct. <input type="checkbox"/> Perform or direct revision, repair, or expansion of existing programs to increase operating efficiency or adapt to new requirements. <p>4. Other Duties</p> <ul style="list-style-type: none"> <input type="checkbox"/> Conduct training, seminars, and workshops for software clients. <input type="checkbox"/> Participate in implementing the DM's and MW's. 	<p>Qualification Standards</p> <p>Education: Bachelor's degree relevant to the job</p> <p>Experience: Two(2) years of relevant experience</p> <p>Training: Eight (8) hours of relevant training</p> <p>Preferred Qualifications/ Attributes</p> <ul style="list-style-type: none"> •Preferably a Graduate of BSIT / BS Computer Science •Computer Literate •Preferably with Knowledge and Skills in Joomla, PHP, MySQL •Professional Experience in Programming with PHP/MySQL
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Signature Over Printed Name of
Authorized Representative

Date:

PHILIPPINE COUNCIL FOR HEALTH RESEARCH AND DEVELOPMENT

Breakdown of Bid For 80 Positions

Name of Bidder: _____

DIVISION	POSITION TITLE	SALARY GRADE	NO. OF POSITIONS (A)	NO. OF MONTHS (B)	TOTAL BILL PER MONTH (C)	TOTAL (D) = A * B * C
OED	Project Administrative Assistant I	10	1	12		
FAD	Project Technical Assistant VI (IT)	15	1	12		
	Project Administrative Assistant III (Administrative Officer II)	12	1	12		
	Project Administrative Assistant II (Human Resource Management Officer II)	11	1	12		
	Project Administrative Assistant I (Information Officer I)	10	1	12		
	Project Administrative Assistant I (Records Officer I)	10	1	12		
	Project Administrative Assistant I (HRMO I)	10	1	12		
	Project Administrative Assistant I (Accounting)	10	1	12		
	Project Administrative Assistant I (Budget)	10	1	12		
	Project Administrative Assistant I (HRMO I)	10	1	12		
	Project Administrative Aide VI (Administrative Assistant III)	9	1	12		
	Project Administrative Aide V (Administrative Assistant II)	8	2	12		
	Project Clerk III (Clerk III)	6	1	12		
	Project Administrative Aide I (Driver II)	4	3	12		
Project Laborer II (Laborer II)	2	6	12			

RDMD	Project Technical Specialist I	16	5	12		
	Project Technical Assistant IV	13	1	12		
	Project Administrative Assistant IV	13	12	12		
IDD	Project Technical Specialist IV (Senior Science Research Specialist)	19	2	12		
	Project Technical Specialist I (Science Research Specialist II)	16	6	12		
	Project Technical Assistant IV (Science Research Specialist I)	13	7	12		
RICUD	Project Technical Specialist II	17	4	12		
	Project Technical Specialist I (Science Research Specialist II)	16	4	12		
	Project Technical Assistant VI	15	5	12		
	Project Technical Assistant IV (Science Research Specialist I)	13	1	12		
RICUD (ICT)	Project Technical Specialist IV (Information System Analyst III)	19	1	12		
	Project Technical Specialist II	17	2	12		
	Project Technical Assistant VI	15	2	12		
	Project Technical Assistant IV (Science Research Specialist I)	13	2	12		
	Project Technical Assistant III (Project Assistant III)	11	3	12		
	GRAND TOTAL		80			₱

Signature Over Printed Name of
Authorized Representative

Date: _____

PHILIPPINE COUNCIL FOR HEALTH RESEARCH AND DEVELOPMENT

Detailed Computation of Bid Price for 80 Personnel

Name of Bidder: _____

PARTICULARS	DAY SHIFT													TOTAL BID PRICE
	SG 2	SG 4	SG 6	SG 8	SG 9	SG 10	SG 11	SG 12	SG 13	SG 15	SG 16	SG 17	SG 19	
No. of Days in a Year (260 days)														
A) Amount Payable to the Service Personnel														
Monthly Rate	13,819.00	15,586.00	17,553.00	19,744.00	21,129.00	23,176.00	27,000.00	29,165.00	31,320.00	36,619.00	39,672.00	43,030.00	51,357.00	
13 th Month Pay														
Service Incentive Leave (5 days)														
Sub-total (A)														
B) Amount Payable to the Government														
SSS Contribution														
ECC														
PHIC Premium														
Pag-IBIG Contribution														
Sub-total (B)														
TOTAL PAYABLE TO SERVICE PERSONNEL AND GOVT. (A+B)														
C) Administrative Cost														
TOTAL														
D) Value Added Tax (12%)														
TOTAL COMPUTATION PER MONTH														
TOTAL NO. OF PERSONNEL	6	3	1	2	1	7	4	1	23	8	15	6	3	
NO. OF MONTHS (DURATION)	12	12	12	12	12	12	12	12	12	12	12	12	12	
GRAND TOTAL														PHP _____

 Signature Over Printed Name of
 Authorized Representative
 Date: _____

***Section VIII. Checklist of Technical and
Financial Documents***

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
or
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,
and
- (c) Mayor’s or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
and
- (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Documents

- (e) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (f) Statement of all Government & Private Contracts completed within five (5) years, prior to the deadline for the submission and receipt of bids. Which are similar in nature to the contract to be bid; and; **and**
- (g) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (h) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
or
Original copy of Notarized Bid Securing Declaration; **and**
- (i) Conformity with the Technical Specifications and it’s Annexes (Annex – A and Annex – B); **and**
- (j) Conformity with the Schedule of Requirements; **and**
- (k) Original duly signed Omnibus Sworn Statement (OSS);
and if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.
- (l) Supplemental / Bid Bulletin, if any

Financial Documents

- (m) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- (n) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);
or
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class "B" Documents

- (o) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;
or
duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

Other documentary requirements

- (p) Duly signed statement of Provision of Customer Support
- (q) Duly licensed and registered Service Contractor in accordance with Department Order (DO) No. 174, Series of 2017 of the Department of Labor and Employment. Certification must be submitted;
- (r) Registration certificates from the following government agencies:
- SSS
 - PhilHealth
 - PAGIBIG
 - DTI / SEC Registration
- (s) Client/Customer Feedback Forms, with at least Very Satisfactory in rating, from one (1) government agency or private corporation, with whom the manpower service provider has a past or ongoing contract.
- (t) Duly signed List of company-initiated benefits being offered to its employees.

II. FINANCIAL COMPONENT ENVELOPE

- (a) Original of duly signed and accomplished Financial Bid Form; **and**
- (b) Original of duly signed and accomplished Price Schedule(s).
b.1. Annex – C
b.2. Annex – D

BIDDING FORMS

Bid Form

Date: _____
Project Identification No: _____

To: *[name and address of Procuring Entity]*

Gentlemen and/or Ladies:

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

[Insert this paragraph if Foreign-Assisted Project with the Development Partner:

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

(if none, state "None")

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached *[state the written authority]*.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name : _____

Legal capacity : _____

Signature : _____

Duly authorized to sign the Bid for and behalf of: _____

Date : _____

Price Schedule for Goods Offered From Abroad

[shall be submitted with the Bid if bidder is offering goods from Abroad]

For Goods Offered from Abroad

Name of Bidder _____, Project ID No. _____, Page ____ of _____.

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place (specify border point or place of destination)	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)

Name : _____

Legal capacity : _____

Signature : _____

Duly authorized to sign the Bid for and behalf of: _____

Price Schedule for Goods Offered From Within the Philippines

[shall be submitted with the Bid if bidder is offering goods from within the Philippines]

For Goods Offered From Within the Philippines

Name of Bidder _____ . Project ID No. _____. Page ____ of _____.

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and Insurance and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)

Name : _____

Legal capacity : _____

Signature : _____

Duly authorized to sign the Bid for and behalf of: _____

Contract Agreement

THIS AGREEMENT made the _____ day of _____ 20____ between *[name of PROCURING ENTITY]* of the Philippines (hereinafter called “the Entity”) of the one part and *[name of Supplier]* of *[city and country of Supplier]* (hereinafter called “the Supplier”) of the other part:

WHEREAS the Entity invited Bids for certain goods and ancillary services, particularly *[brief description of goods and services]* and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of *[contract price in words and figures]* (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, viz.:
 - i. Philippine Bidding Documents (PBDs);
 - a. Schedule of Requirements;
 - b. Technical Specifications;
 - c. General and Special Conditions of Contract
 - d. Special Conditions of Contract; and
 - e. Supplemental or Bid Bulletins, if any
 - ii. Winning bidder’s bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;
 - iii. Performance Security;
 - iv. Notice of Award; and the Bidder’s conforme thereto; and
 - v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.
3. In consideration for the sum of *[total contract price in words and figures]* or such other sums as may be ascertained, *[Named of the bidder]* agrees to *[state the object of the contract]* in accordance with his/her/its Bid

4. The *[Name of the procuring entity]* agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

[Insert Name and Signature]

[Insert Name and Signature]

[Insert Signatory's Legal Capacity]

[Insert Signatory's Legal Capacity]

for:

for:

[Insert Procuring Entity]

[Insert Name of Supplier]

Acknowledgment

[Format shall be based on the latest Rules on Notarial Practice]

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

If a sole proprietorship: I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

If a sole proprietorship: As the owner and sole proprietor, or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached duly notarized *Special Power of Attorney*;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable;)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

If a sole proprietorship: The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and

8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- a) Carefully examine all of the Bidding Documents;
- b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
- c) Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- d) Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or

services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of __, 20__ at _____, Philippines.

*Insert NAME OF BIDDER OR ITS
AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant*

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

BID SECURING DECLARATION FORM

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

BID SECURING DECLARATION
Project Identification No.: [Insert number]

To: *[Insert name and address of the Procuring Entity]*

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
 - (a) Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - (b) I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;
 - (c) I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of *[month]* *[year]* at *[place of execution]*.

*[Insert NAME OF BIDDER'S AUTHORIZED
REPRESENTATIVE]*

[Insert Signatory's Legal Capacity]
Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

Republic of the Philippines



Government Procurement Policy Board