



**COCONUT INDUSTRY INVESTMENT FUND – San Pablo Manufacturing Corporation
Bids and Awards Committee I**

Bid Bulletin No. 1

August 7, 2023

Project Name: **Public Bidding for the Procurement of Manpower Services for San Pablo Manufacturing Corporation and Legaspi Oil Company, Inc.**

Project Number: **SPMC-2023-015 (PiIGEPS#9971194)**

This Supplemental/Bid Bulletin is issued to all prospective bidders to clarify, modify and/or amend pertinent items in the Philippine Bidding Documents as discussed and agreed during the Pre-Bid Conference held on August 2, 2023 for the abovementioned project of Coconut Industry Investment Fund – San Pablo Manufacturing Corporation.

The following clarifications and amendment are provided for the guidance and reference of all prospective bidders:

1. CLARIFICATIONS

QUERY	CLARIFICATION/RESOLUTION
1. Whether the submission of the original copy of the bank guarantee or cash deposit certification of at least two (2) million pesos is required even if the prospective bidder submitted its notarized bid securing declaration form.	1. The bank guarantee or cash deposit certification of at least two (2) million pesos is a requirement under Technical Specifications. Hence, it is different from the required Bid Security. (Ref. Page 46 – Technical Specifications; and Page 49 – Checklist of Technical & Financial Documents g-7)
2. Whether or not the existence of a pending case before the NLRC and DOLE is a ground for the disqualification of a prospective bidder.	2. The existence of a pending case before the NLRC and DOLE is not a ground to disqualify a prospective bidder. The submission of the said Certificate by itself constitutes compliance with the prescribed bidding documents. (Ref. Page 48 – Checklist of Technical & Financial Documents g-1)
3. Is the prospective bidder required to secure a Certificate of No Pending Case from all the eight (8) Divisions of the NLRC.	3. No. It is sufficient that the Certificate of Pending/No Pending Case is issued by the NLRC and DOLE having jurisdiction over the principal office address of the prospective bidder. (Ref. Page 48 – Checklist of Technical & Financial Documents g-1)



**COCONUT INDUSTRY INVESTMENT FUND – San Pablo Manufacturing Corporation
Bids and Awards Committee I**

<p>4. Is the prospective bidder required to secure from its client a notarized certificate of satisfactory performance?</p> <p>5. Whether or not the Notarized Certificate for Satisfactory Performance for the last 3 years refers to the fully completed contract to the exclusion of the ongoing contract.</p> <p>6. Whether the wage adjustment (P560 to P610) which took effect last 16 July 2023, was incorporated in the Approved Budget for the Contract.</p> <p>7. Does the submission of the Notice of Award and Notice to Proceed during the conduct of post-qualification applicable to contracts entered between the successful bidder and a private entity?</p> <p>8. Is the prospective bidder allowed to bid for only one (1) Lot?</p>	<p>4. The Certificate of Satisfactory Performance does not need to be notarized. However, the BAC through the TWG is not precluded from evaluating, verifying and validating the submitted documents.</p> <p>(Ref. Page 49 – Checklist of Technical & Financial Documents g-4)</p> <p>5. Yes. The requirement speaks of “previous clients.”</p> <p>(Ref. Page 49 – Checklist of Technical & Financial Documents g-4)</p> <p>6. Yes.</p> <p>7. The bidder may present or submit any equivalent documents with Private Entity for Notice of Award and Notice to proceed (i.e. Purchase Order or Contract, Billing Statement).</p> <p>(Ref. Page 62 – Annex “E”)</p> <p>8. No. The prospective bidder shall submit its bid for all the lots as stated on the Instructions to Bidder under clause 19.4 which states that “One Project having several items that shall be awarded as one contract”.</p> <p>(Ref. Page 18 – Instructions to Bidders clause 19.4)</p>
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2. AMENDMENT

ORIGINAL	AMENDMENT/ADDENDUM
<p>Section V- Special Conditions of Contract)</p> <p>Clause 1 – Scope of Contract</p> <p>Xxx</p> <p>2. Qualification Requirements of the Manpower Service Provider</p>	<p>Section V- Special Conditions of Contract)</p> <p>Clause 1 – Scope of Contract</p> <p>xxx</p> <p>2. Qualification Requirements of the Manpower Service Provider</p>



**COCONUT INDUSTRY INVESTMENT FUND – San Pablo Manufacturing Corporation
Bids and Awards Committee I**

<p>I to X xxx</p> <p>Clause 2.2 – Partial Payment</p> <p>2.2 Partial payment is allowed upon submission of an irrevocable letter of credit or bank guarantee issued by a Universal or Commercial Bank in favor of the Procuring Entity. The advance payment not exceeding fifteen percent (15%) of the contract amount shall be allowed and paid within sixty (60) calendar days from signing of the contract. The irrevocable letter of credit or bank guarantee must be for an equivalent amount and shall remain valid until the goods are delivered and installed to be accompanied by a claim for advance payment (as stated in Annex “D” of IRR 2016 of RA9184).</p> <p align="center">xxx</p> <p>Payment by SPMC to the Manpower Service Provider shall be on a monthly basis, upon submission of the following:</p> <ol style="list-style-type: none"> 1. Billing Statement 2. xxx 3. xxx 4. xxx 5. xxx 6. xxx <p align="center">(Ref. page 28-30)</p>	<p>I to X <u>XI. The Manpower Service Provider shall submit the monthly Billing Statement, including copies of payroll registers within fifteen (15) calendar days after each month of service. Compliance thereto is a criterion for Performance Evaluation.</u></p> <p>Clause 2.2 – Partial Payment</p> <p>2.2 Partial payment is allowed upon submission of an irrevocable letter of credit or bank guarantee issued by a Universal or Commercial Bank in favor of the Procuring Entity. The advance payment not exceeding fifteen percent (15%) of the contract amount shall be allowed and paid within sixty (60) calendar days from signing of the contract. The irrevocable letter of credit or bank guarantee must be for an equivalent amount and shall remain valid until the goods are delivered and installed to be accompanied by a claim for advance payment (as stated in Annex “D” of IRR 2016 of RA9184).</p> <p align="center">xxx</p> <p>Payment by SPMC to the Manpower Service Provider shall be on a monthly basis, upon submission of the following:</p> <ol style="list-style-type: none"> 1. <u>Billing Statement (separate billing of regular operation and job order and on-call)</u> <li align="center">xxx 7. <u>Accomplishment report signed by PE’s Authorized Signatories for Job Orders</u> <p align="center">(Ref. page 28-30)</p>
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**COCONUT INDUSTRY INVESTMENT FUND – San Pablo Manufacturing Corporation
Bids and Awards Committee I**

Section VI – Schedule of Requirements	Section VI – Schedule of Requirements
<p>1. Number of Personnel : 112 Regular Casual and 52 on-call</p> <p>2. List of Skilled Personnel</p> <p>A. SPMC PLANT Location: Safety/PCO <u>Position:- Safety Officer</u> Classification - Regular Casual Number of Personnel - 1 Xxx</p> <p>C. LEOIL -ARIMBAY PLANT Xxx Position - Expeller Operator <u>Classification – on-call</u> Number of Personnel - 2</p> <p>Total Skilled Personnel – LegOil Arimbay Plant On-Call - 7 Regular Casual - 42</p> <p>GRAND TOTAL (Skilled & Unskilled): <u>On-Call - 52</u> Regular Casual - 112</p> <p align="center">(Ref. pages 32-34)</p> <p align="center">-----</p> <p align="center">Section VII – Technical Specifications</p> <p>1. Scope of Undertaking 1 & 1.5</p> <p>Number of Personnel : 112 Regular Casual and 52 on-call</p> <p align="center">(Ref. Pages 38 &43)</p> <p>1.1 <u>Qualification of Personnel</u></p>	<p>1. <u>Number of Personnel : 112 Regular Casual and 50 on-call</u></p> <p>2. List of Skilled Personnel</p> <p>A. SPMC PLANT Location: Safety/PCO <u>Position - Safety Personnel</u> Classification - Regular Casual Number of Personnel - 1 <u>xxx</u></p> <p>C. LEGOIL-ARIMBAY PLANT xxx Position - Expeller Operator <u>Classification – Regular Casual</u> Number of Personnel - 2</p> <p>Total Skilled Personnel – LegOil- Arimbay Plant <u>On-Call - 5</u> <u>Regular Casual - 44</u></p> <p>GRAND TOTAL (Skilled & Unskilled): <u>On-Call - 50</u> Regular Casual - 112</p> <p align="center">(Ref. Pages 32-34) (See Attached Annex “A”)</p> <p align="center">-----</p> <p align="center">Section VII – Technical Specifications</p> <p>1. Scope of Undertaking 1 & 1.5</p> <p><u>Number of Personnel : 112 Regular Casual and 50 on-call</u></p> <p align="center">(Ref. Pages 38 &43)</p> <p>1.1 <u>Qualification of Personnel</u></p>



**COCONUT INDUSTRY INVESTMENT FUND – San Pablo Manufacturing Corporation
Bids and Awards Committee I**

<p>A. SPMC Batangas Plant xxx Position : <u>Stores Checker</u> Location : Stores Qualification : At least High School Graduate With 1-year relevant experience in manufacturing xxx</p> <p>xxx</p> <p>C. LEGOIL – ARIMBAY PLANT</p> <p align="center">Page 40-42 (Section VII – Technical Specification) and Page 71-73 (Annex I – List of Required Supplies/Equipment/paraphernalias)</p>	<p>A. SPMC Batangas Plant xxx Position : <u>Stores Helper</u> Location : Stores Qualification : At least High School Graduate With 1-year relevant experience in manufacturing xxx</p> <p>Position : <u>Safety Personnel</u> Location : <u>Safety/PCO</u> Qualification : <u>Graduate of any 4-year course</u> <u>With 1-year relevant job</u> <u>experience</u> <u>With BOSH and COSH</u> <u>training</u> <u>With NCII TESDA Certificate</u> <u>With Vaccination Card (fully</u> <u>vaccinated)</u> xxx</p> <p>B. SPMC HQ xxx Position : Promodizer Location : Sales Qualification : <u>High school graduate or</u> <u>College level</u> <u>With 1-year relevant job</u> <u>experience</u> <u>With Vaccination Card (fully</u> <u>vaccinated)</u> <u>With pleasing personality</u> xxx</p> <p>C. LEGOIL-ARIMBAY PLANT Position : Oil Milling Assistance Location : Oil Milling/Maintenance Qualification : Graduate of engineering course preferably Electrical/Mechanical or Industrial With brief knowledge in machinery operation and maintenance With NCII TESDA Certificate With Vaccination Card (fully vaccinated)</p> <p align="center">Ref. Page 40-42 (Section VII – Technical Specification) and Page 71-73</p>
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**COCONUT INDUSTRY INVESTMENT FUND – San Pablo Manufacturing Corporation
Bids and Awards Committee I**

<p align="center">----- Annex I – List of Required Supplies/Equipment/paraphernalia -----</p> <p>xxx</p> <p>xxx</p> <p><u>LEGOII ARIMBAY PLANT</u> xxx <u>Plant Nurse - Uniform</u> Xxx</p> <p align="center">-----</p> <p align="center">Checklist of Technical & Financial Documents</p> <p>(g) Others: xxx</p> <p>4. Notarized Certificate of Satisfactory Performance from at least Three (3) previous clients for the last Three (3) years, signed by the client's authorized representative.</p> <p align="center">(Ref. page 49) -----</p> <p align="center">Statement of all on-going government and private contract including contract awarded but not yet started (Annex “E”)</p> <p>xxx</p> <p>Supporting documents during post-qualification</p> <ol style="list-style-type: none"> 1. Notice of Award; 2. Notice to Proceed; and 3. Other supporting documents. <p align="center">(Ref. page 62) -----</p> <p align="center">Price Schedule</p>	<p align="center">(Annex I – List of Required Supplies/Equipment/paraphernalias) (See attached Annexes “B” & “C-1 to C-3”) -----</p> <p align="center">Annex I – List of Required Supplies/Equipment/paraphernalia -----</p> <p>SPMC PLANT xxx Safety Personnel - Uniform/ Safety Shoes/Hard Hat/ Reflectorized Vest</p> <p>Packaging Helper - Uniform/ Safety Shoes/Hard Hat/ Rubber Boots (White)/ Facemask & Hairnet</p> <p>xxx</p> <p><u>LEGOII ARIMBAY PLANT</u> xxx Plant Nurse – Uniform (deleted) Oil Milling Assistant - Uniform/ Safety Shoes/Hard Hat/ Reflectorized Vest</p> <p>xxx HR Staff - Uniform</p> <p align="center">(See Attached Annex “C-3”) -----</p> <p align="center">Checklist of Technical & Financial Documents</p> <p>(g) Others: xxx</p> <p>4. <u>Certificate of Satisfactory Performance from at least Three (3) previous clients for the last Three (3) years, signed by the client's authorized representative.</u></p> <p align="center">(Ref. page 49) -----</p> <p align="center">Statement of all on-going government and private contract including contract awarded but not yet started (Annex “E”).</p> <p>xxx</p> <p>Supporting documents during post-qualification</p> <ol style="list-style-type: none"> 1. Notice of Award/ <u>other equivalent document for private contracts;</u> 2. Notice to Proceed / <u>other equivalent document for private contracts;</u> and 3. Other supporting documents. <p align="center">(Ref. page 62) -----</p> <p align="center">Revised Price Schedule (See attached Annexes “D1-D3”)</p>
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**COCONUT INDUSTRY INVESTMENT FUND – San Pablo Manufacturing Corporation
Bids and Awards Committee I**

All other portions of the Bidding Documents affected by these amendments shall be made to conform to the same.

Amendments/inclusions/clarifications made herein shall be made integral part of the Bidding Documents.

For information and guidance of all concerned.

Originally Signed

AL MATTHEW P. UMALI

Chairperson, Bids and Awards Committee 1

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.

Item No.	DESCRIPTION	QUANTITY	SCHEDULE
1	Qualified, skilled and unskilled personnel with sufficient experience in the position stated in Section VII. Technical Specifications, of good moral character, psychologically, mentally and physically fit: Regular Casual - who shall have a regular working schedule of eight (8) hours a day from Mondays to Saturdays. On-call - no regular working schedule but should be available for work as the need arises (no work, no pay will apply) To be deployed/ assigned in different area as follows:	112 - Regular Casual and 50 – on call	October 1, 2023
SKILLED PERSONNEL			
A. SPMC PLANT			
LOCATION: TRANSPORTATION/DISTRIBUTIONS		On-Call	Regular Casual
Delivery Driver		-	3
LOCATION: WAREHOUSE			
Warehouse Helper		-	1
Forklift Operator		-	1
LOCATION: MANUFACTURING (REFINERY)			
Refinery Operator		-	5
Boiler Operator		-	3
Refinery Helper			2
LOCATION: MANUFACTURING (SFO)			
Assistant Leadman (SFO)		-	2
LOCATION: MANUFACTURING (EO FILLING)			
Assistant Leadman (Filling)		-	1
LOCATION: MAINTENANCE			
Mason/Carpenter		-	1
Pipe Fitter		-	1
Electrician		-	1
LOCATION: SAFETY/PCO			
Safety Personnel			1

LOCATION: HR/ADMIN		
Driver		2
SUB-TOTAL:	-	24
B. SPMC – HEAD OFFICE		
Driver	-	2
SUB-TOTAL:	-	2

C. LEGOIL-ARIMBAY PLANT		
LOCATION: OIL MILLING/MAINTENANCE		
Boiler Operator	-	2
Oil Milling Assistant	-	1
Flaker Operator	-	1
Expeller Operator	-	2
Heavy Equipment Operator	-	2
Electrician (shifter)	-	2
Electrical Maintenance	-	1
Mechanical Maintenance	1	4
Expeller Preventive Maintenance	3	2
Motorpool Mechanic	-	1
Motorpool Mechanic Asst.	1	-
SUB-TOTAL:	5	18
TOTAL (SKILLED PERSONNEL):	5	44
UNSKILLED PERSONNEL		
A. SPMC PLANT		
LOCATION: TRANSPORTATION/DISTRIBUTIONS	On-Call	Regular Casual
Delivery Helper	-	3
Weigher/Dispatcher	-	1
LOCATION: WAREHOUSE		
BO (Bad Order) Checker	-	1
LOCATION: MANUFACTURING (SFO)		
Tankfarm/Oil Filler	-	2
LOCATION: MANUFACTURING (EO FILLING)		
Encoder	-	2
Production Crew	20	28
LOCATION: MAINTENACE		

Painter	-	1
Helper	-	1
LOCATION: STORES		
Stores Helper	-	1
Packaging Helper	-	1
LOCATION: QA/QC		
QC Inspector	-	6
Lab Aide	-	2
LOCATION: HR/ADMIN		
HR/Admin Staff	-	1
Utility Worker	-	6
SUB-TOTAL:	20	56
B. HEAD OFFICE		
LOCATION: ADMIN		
Helper/Utility Worker	5	-
LOCATION: HR		
HR Staff		1
LOCATION: MARKETING		
Promodizer	5	
SUB-TOTAL:	10	1

C. LEGOIL-ARIMBAY PLANT		
LOCATION: WAREHOUSING/TERMINAL		
Copra Sampler	-	1
Laborer (loading)	10	-
LOCATION: QA/QC AND R&D		
Lab Aide	-	1
LOCATION: OIL MILLING/MAINTENANCE		
Filter Operator	2	4
Picking Belt Operator	3	-
LOCATION: STORES		
Stores Checker	-	1
LOCATION: FINANCE		
Accounting Staff	-	1
LOCATION: HR /ADMIN		
Utility Worker	-	2
HR Staff		1
SUB-TOTAL:	15	11

TOTAL (UNSKILLED PERSONNEL)	45	68
GRAND TOTAL:	50	112

Manpower Service Provider shall make available at all times, trained and qualified relievers and/or replacements to ensure continuous and uninterrupted service in case of absence of the assigned personnel for whatever reason; provided, however, **that no personnel shall serve for more than twelve (12) hours of duty per day**, except in emergency cases.

Should the need arise, the Manpower Service Provider shall augment the personnel deployed at the foregoing SPMC in the number as required by the circumstances pursuant to a written request from SPMC.

In the event that the resulting contract period is less than twelve (12) months, the annual financial bid of the LCRB shall be divided by twelve (12) to arrive at the monthly fee for the manpower services, which shall not exceed the foregoing ABC divided by twelve (12).

I hereby certify to comply with all the above Technical Specifications.

Signature Over Printed Name of Representative
Date _____

Name of the Company/ Bidder:

Technical Specifications

[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]

Item	Specification	Statement of Compliance	
I.	<p>1. SCOPE OF UNDERTAKING</p> <p>The Service Provider shall provide a total of one hundred twelve (112) regular casual and fifty (50) on-call qualified and skilled personnel with sufficient experience in the position provided in Section VI. Schedule of Requirements.</p> <p>1.1. Qualifications of personnel</p>		
	SPMC – HQ and BATANGAS PLANT		
	POSITION	LOCATION	QUALIFICATION
	Delivery Driver	Logistics	-At least High School Graduate -With Professional Driver Licensed (Restriction Code 1,2 & 8) -With 1-year relevant job experience
	Delivery Helper		-At least High School Graduate
	Weigher/Dispatcher		-At least High School Graduate -With at least 6 months relevant job experience
Warehouse Helper	Warehouse	-At least High School Graduate -With 2 years relevant job experience -With NC II TESDA	

		Certificate
Forklift Operator		-At least High School Graduate -With 2 years relevant job experience -With NC II TESDA Certificate
BO (Bad Order) Checker		-At least High School graduate
		-With 1-year relevant job experience
Refinery Operator	Manufacturing (Refinery)	-Graduate of any engineering course (BS-Mechanical is an advantage) -With 2 years relevant job experience in manufacturing -With NC II TESDA Certificate
Boiler Operator		-Graduate of any engineering course (BS-Mechanical is an advantage) -With 2 years relevant job experience in manufacturing -With NC II TESDA Certificate
Refinery Helper		-At least High School Graduate -With 2 years relevant job experience -With NC II TESDA Certificate
Tankfarm/Oil Filler	Manufacturing (SFO)	-At least High School Graduate

		-With 2 years relevant job experience in manufacturing
Assistant Leadman (SFO)		-Graduate of any engineering course
Assistant Leadman (Filling)	Manufacturing (EO Filling)	-With 2 years relevant job experience in manufacturing
Encoder		-At least High School graduate -With 1-year relevant job experience
Production Crew		-At least High School graduate -With 2 years relevant job experience in manufacturing
Mason/Carpenter	Maintenance	-Graduate of 2-year vocational course -With 2 years relevant experience -With NC II certificate
Painter		-At least High School graduate -With 2 years relevant job experience
Pipefitter/Welder		-Graduate of 2-year vocational course -With 2 years relevant experience -With NC II certificate
Electrician		-Graduate of 2-year vocational course -With 2 years relevant experience -With NCII certificate

Helper		-At least High School graduate

Stores Helper	Stores	-At least High School Graduate -With 1-year relevant job experience in manufacturing
Packaging Helper		- At least High School graduate - With 1-year relevant job experience
Safety Personnel	Safety/PCO	-Graduate of any 4-year course -With 1-year relevant job experience -With BOSH and COSH training -With NCII TESDA Certificate
QC Inspector	QA/QC	-Graduate of any 4-year course -With 1-year relevant job experience in manufacturing
Lab Aide		-At least High School graduate -1-year relevant job experience in manufacturing
Driver	HR/Admin	-At least High School graduate -With Professional Driver Licensed (Restriction Code 1,2 & 4) -With 1-year relevant job experience
HR/Admin Staff		-Graduate of any 4-year course -With 1-year relevant job experience
Utility Worker		-At least High School graduate -With 1-year relevant job experience
LEGASPI OIL – ARIMBAY PLANT		
Sampler	Warehousing/ Terminal	-At least High School graduate -With at least 6 months relevant job experience

	Laborer		-At least High School graduate -With at least 6 months relevant job experience
	Lab Aide		-At least High School Graduate -1-year relevant experience in manufacturing
	Boiler Operator	Oil Milling/ Maintenance	-Graduate of any engineering course (BS-Mechanical is an advantage) -With 2 years relevant job experience in manufacturing -With NC II TESDA Certificate
	Oil Milling Assistant		<ul style="list-style-type: none"> - Graduate of engineering course preferably Electrical/Mechanical or Industrial - With brief knowledge in machinery operation and maintenance - With NCII TESDA Certificate - With Vaccination Card (fully vaccinated)
	Flaker Operator		-Graduate of 2-year vocational course

			-with 2 years relevant experience in oil milling -With NC II TESDA Certificate
	Expeller Operator		-Graduate of 2-year vocational course -with 2 years relevant experience in oil milling -With NC II TESDA Certificate

Filter Operator	-At least high school graduate -With 1 year relevant experience in oil milling
Heavy Equipment Operator	-At least High School Graduate -With 2 years relevant experience on the job -With NC II TESDA Certificate
Picking Belt Operator	-At least High School Graduate -With 1-year relevant experience in manufacturing
Electrician	-Graduate of 2-year vocational electrician course -With 2-5 years relevant experience
Electrical Maintenance	Graduate of 2-year vocational electrician course -with 2-5 years relevant experience
Mechanical Maintenance	-Graduate of 2-year vocational course -With 2 years relevant experience -With NCII certificate
Expeller Preventive Maintenance	-Graduate of 2-year vocational course -With 2 years relevant experience -With NC II certificate
Motorpool Mechanic	-Graduate of 2-year vocational course

	Motorpool Mechanic Asst.		-With 2 years relevant experience -With NCII certificate
	Stores Checker	Stores	-At least High School Graduate -With 1 year relevant job experience in manufacturing
	Accounting Staff	Finance	-Graduate of BS- Accountancy -With 2 years relevant job experience

	Utility Worker	HR/Admin	-At least High School graduate -With 1 year relevant experience
	HR Staff		-Graduate of any 4-year course -With 2 years relevant job experience

- 1.2 The regular casual (skilled and unskilled) personnel assigned by the Manpower Service Provider shall render at least eight (8)-hour work per day, six (6) days a week (Monday to Saturday) in accordance with the scope of service/work, standards, approved manpower compliment. No overtime pay shall be allowed except upon prior approval of the PE's authorized representative.
- 1.3 On-call (skilled and unskilled) personnel assigned by the Manpower Service Provider shall render at least eight (8) hour work per day but no regular work schedule in accordance with the scope of service/work, standards, approved manpower compliment. No overtime pay shall be allowed except upon prior approval of the PE's authorized representative.
- 1.4 In the event of resignation, termination, absence with or without authorized leave of the personnel, the Service Provider undertakes to deploy a substitute/replacement immediately, without need of demand from the SPMC. In case of failure of the Service Provider to comply with this provision, SPMC has the right to deduct the corresponding payment from the monthly billing.
- 1.5 The Manpower Service Provider shall endorse and submit the names and information of the one hundred twelve (112) regular casual and fifty (50) on-call personnel that will be deployed in each location.
- 1.6 The Service Provider shall be responsible in supervising and monitoring its employees to ensure that they efficiently perform their duties and responsibilities as herein indicated;
- 1.7 The Service Provider shall always ensure that all the tools and equipment as required in the contract be available for use and that there will be no delays in the provision of services such as general cleaning and maintenance. (Please see Annex "I")

2. PERFORMANCE ASSESSMENT

The Service Provider shall maintain satisfactory level of performance throughout the duration of the contract as prescribed in GPPB Resolution No. 24-2007 dated September 28, 2007. The performance assessment shall be done every six (6) months.

	<p>3. TECHNICAL CAPABILITIES</p> <p>The Technical Proposal of prospective bidders shall also be evaluated in terms of the Bidders' technical competence to deliver efficient and quality manpower services to the PROCURING ENTITY prescribed in the GPPB Resolution No. 24-2007 (September 28, 2007).</p>	
	<p>4. DUTIES AND RESPONSIBILITIES OF THE SERVICE PROVIDER</p> <p>4.1. Provide and deliver, at its own expense all the required services, personnel, supplies/materials; equipment and tools as indicated in Table 1 - Schedule of Requirements to the SPMC at the start of operations, without need for demand (Please see Annex "I");</p> <p>4.2. Manpower Service Provider shall ensure that all personnel are to be provided with proper uniforms and paraphernalia, and other related equipment in accordance with SCC (under GCC Clause1);</p> <p>4.3. The Service Provider shall be held responsible for any damage/destruction to any office furniture and fixtures, equipment, and plumbing fixtures due to the fault or negligence of its personnel.</p> <p>4.4. Observe office rules and regulations prescribed by the SPMC including subjecting all employees to appropriate security inspection every time they enter and leave the premises.</p> <p>4.5. The Service Provider shall comply with existing applicable labor laws, rules and regulations and warrant the payment of salaries and allowances to its personnel within the legal rates provided under applicable laws, rules and regulations</p> <p>4.6. Statutory increase in salaries, allowances, benefits, additional compensation shall be borne by SPMC but the agency fee shall not be included in the computation of the increase.</p> <p>4.7. Require their employees to always wear the prescribed uniform, identification card and safety gadgets.</p> <p>4.8. The Service Provider must provide all necessary equipment and/or transportation services, if necessary, to its personnel in case of community emergencies or calamities to continuously provide its service to SPMC.</p>	
	<p>5. Provide for the increase or decrease on the number of personnel as required by the SPMC from time to time as the need arises. Likewise, the Service Provider shall change or relieve from duty any personnel assigned to SPMC within twenty-four (24) hours from receipt of the notification.</p>	

	<p>6. WARRANTY</p> <ol style="list-style-type: none"> 1. The Service Provider warrants that it shall strictly conform to the terms and conditions of the contract. 2. The Service Provider shall comply with the laws governing employees' compensation, labor standards and other laws, rules and regulations applicable to its personnel employed by the Service Provider on account of the contracted services. 3. The Service Provider warrants to be held and solely liable for the enforcement of and/or compliance with all labor and social legislations as well as other pertinent laws and/or regulations and those that may be enacted thereafter. 4. The Service Provider undertakes to render free and harmless the SPMC, its officers, employees and representatives from any demand, suit or course of action whether judicial or extra judicial, any claim for social security benefits, unpaid wages, vacation leave with pay, sick leave with pay, terminal pay, overtime pay, claims for injuries/death, as a result of any untoward incident while in the employment of the Service Provider which may be filed by employees of the Service Provider while in the discharge of their normal duties outlined herein, meal allowance, medication and hospitalization of employees. It is understood that all such claims shall be for the exclusive account of the Service Provider. 5. The Service Provider warrants to bind itself to save and hold harmless the SPMC or any of its officials, employees and/or representatives from any responsibility for any personal injury or damage, including death, sustained by Service Provider's personnel or caused by any of its personnel during lawful performance of their duties or while within the premises of the SPMC except where SPMC is at fault. 	
	<p>DOCUMENTARY REQUIREMENTS</p> <p><i>Please submit the following documents as part of the submission under this Section VII (Technical Specifications), which shall be checked using a non-discretionary "pass/fail" criteria.</i></p>	
	<p>Certificate of Pending / No Pending Labor Standard Violations/Cases or Clearance issued by:</p> <ol style="list-style-type: none"> 1. National Labor Relations Commission (NLRC) having jurisdiction over the principal office address of the prospective bidder; and 2. Department of Labor and Employment (DOLE) having jurisdiction over the principal office address of the prospective bidder. <p>Certificate must be issued within six (6) months from the date of bid opening.</p>	

	Valid and Existing Department of Labor and Employment (DOLE) DO174 - Certificate of Registration	
	Bidder's Company Profile and Organizational Structure of the Service Provider indicating the names of its Key Agency Officers.	
	Notarized Certificate of Satisfactory Performance from at least Three (3) previous clients for the last Three (3) years, signed by the client's authorized representative;	
	Certificate of Availability of the required Other Supplies/ Equipment/Paraphernalia to be supplied by Manpower Provider (For Other supplies/Equipment/Paraphernalia not yet available or under purchase agreement, attach Notarized Letter of Commitment from Supplier to supply the required Other supplies/Equipment/Paraphernalia if awarded the contract);	
	Home Development and Mutual Fund (HDMF/Pag-IBIG) and Philippine Health Insurance Commission (PhilHealth) Clearance and/or Certificate issued within three (3) months from the date of the opening of bids, issued by the appropriate government agency where the principal place of business of the prospective bidder is located;	
	Original Copy of Bank Guarantee or Cash Deposit Certificate of not less than Two Million Pesos (P2,000,000);	

I hereby certify to comply with all the above Technical Specifications.

Signature Over Printed Name of Representative
Date _____

Name of the Company/ Bidder:

SPMC – BATANGAS PLANT

POSITION	LOCATION	QUALIFICATION	TO BE PROVIDED BY THE AGENCY
Delivery Driver	LOGISTICS	-At least High School Graduate -With Professional Driver Licensed (Restriction Code 1,2 & 8) -With 1-year relevant job experience -With Vaccination Card	Uniform/Safety Shoes/Rubber Boots (White)/Face mask & Hairnet/ Hard hat
Delivery Helper		-At least High School Graduate -With Vaccination Card	Uniform/Safety Shoes/Rubber boots (White)/Face mask & Hairnet/Hard hat
Weigher-Dispatcher		-At least High School Graduate -With at least 6 months of relevant job experience -With Vaccination Card	Uniform/Safety Shoes/Hard Hat/Reflectorized Vest
Warehouse Helper	WAREHOUSE	-At least High School Graduate -With 2 years relevant job experience -With NC II TESDA Certificate -With Vaccination Card	Uniform/Rubber Boots (White)/Safety Shoes/Hard Hat/Reflectorized Vest
Forklift Operator		-At least High School Graduate -With 2 years relevant job experience -With NC II TESDA Certificate -With Vaccination Card	Uniform/Safety Shoes/Hard Hat/Reflectorized Vest

BO (Bad Order) Checker		-At least High School graduate -With 1-year relevant job experience -With Vaccination Card	Uniform/Safety Shoes
Refinery Operator	MANUFACTURING (REFINERY)	-Graduate of any engineering course (BS-Mechanical is an advantage) -With 2 years relevant job experience in manufacturing -With NC II TESDA Certificate -With Vaccination Card	Uniform/Safety Shoes/Hard Hat/Reflectorized Vest
Boiler Operator		-Graduate of any engineering course (BS-Mechanical is an advantage) -With 2 years relevant job experience in manufacturing -With NC II TESDA Certificate -With Vaccination Card	Uniform/Safety Shoes/Hard Hat/Reflectorized Vest
Refinery Helper		-At least High School Graduate -With 2 years relevant job experience -With NC II TESDA Certificate -With Vaccination Card	Uniform/Rubber Boots (Black)/Safety Shoes/Hard Hat/Reflectorized Vest
Tankfarm/Oil Filler		-At least High School Graduate -With 2 years relevant job experience in manufacturing -With Vaccination Card	Uniform/Rubber Boots (White)/Safety Shoes/Hard Hat/Reflectorized Vest

Assistant Leadman (SFO)		-Graduate of any engineering course -With 2 years relevant job experience in manufacturing -With NC II TESDA -With Vaccination Card	Uniform/Rubber Boots (White)/Safety Shoes/Hairnet & Face mask/Hard Hat
Assistant Leadman (Filling)		-Graduate of any engineering course -With 2 years relevant job experience in manufacturing -With NC II TESDA -With Vaccination Card	Uniform/Rubber Boots (White)/Safety Shoes/Hairnet & Face mask/Hard Hat
Encoder		-At least High School graduate -With 1-year relevant job experience -With Vaccination Card	Uniform/Rubber Boots (White)/Safety Shoes/Hairnet & Face mask/Hard Hat
Production Crew		-At least High School graduate -With 2 years relevant job experience in manufacturing - With Vaccination Card	Uniform/Rubber Boots (White)/Hairnet & Face mask/Hard Hat
Mason/Carpenter	MAINTENANCE	-Graduate of 2-year vocational course -With 2 years relevant experience -With NCII certificate - With Vaccination Card	Uniform/Safety Shoes/Hard Hat/Gloves
Painter		-At least High School graduate -With 2 years relevant job experience -With Vaccination Card	Uniform/Safety Shoes/Hard Hat/Safety Mask

Pipefitter/Welder		-Graduate of 2-year vocational course -With 2 years relevant experience -With NC II certificate -With Vaccination Card	Uniform/Safety Shoes/Welding Mask/Hard Hat
Electrician		-Graduate of 2-year vocational course -With 2 years relevant experience -With NCII certificate - With Vaccination Card	Uniform/Safety Shoes/Gloves/Voltage Tester/Hard Hat/Reflectorized Vest
Helper		-At least High School graduate - With Vaccination Card	Uniform/Safety Shoes/Hard Hat
Stores Helper	STORES	-At least High School Graduate -With 1-year relevant job experience in manufacturing -With Vaccination Card	Uniform/Safety Shoes/Hard Hat/Rubber Boots (White)/Facemask & Hairnet
Packaging Helper		-At least high school graduate -With 1-year relevant job experience -With Vaccination Card	Uniform/Safety Shoes/Hard Hat/Rubber Boots (White)/Facemask & Hairnet
Safety Personnel	SAFETY/PCO	-Graduate of any 4-year course -With 1-year relevant job experience -With BOSH and COSH training -With NCII TESDA Certificate	Uniform/Safety Shoes/Hard Hat/Reflectorized Vest

		-With Vaccination Card (fully vaccinated)	
QC Inspector	QA/QC	-Graduate of any 4-year course -With 1-year relevant job experience in manufacturing -With Vaccination Card	Uniform/Rubber Boots (White)/Hard Hat/Face Mask & Hairnet
Lab Aide		-At least High School graduate -1-year relevant job experience in manufacturing -With Vaccination Card	Uniform/Safety Shoes/Hard Hat/Rubber Boots (White)/Hairnet & Facemask
Driver	HR/ADMIN	-At least High School graduate -With Professional Driver Licensed (Restriction Code 1,2 & 4) -With 1-year relevant job experience -With Vaccination Card	Uniform/Safety Shoes
HR/Admin Staff		-Graduate of any 4-year course -With 1-year relevant job experience -With Vaccination Card	Uniform/Safety Shoes/Hard Hat

Utility Worker		-At least High School graduate -With 1-year relevant job experience -With Vaccination Card	Mop/Broom/Dustpan/ Uniform/Black or White Rubber Boots/Safety Shoes/Hard Hat/Hairnet & Facemask
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HEAD OFFICE

POSITION	LOCATION	QUALIFICATION	TO BE PROVIDED BY THE AGENCY
Driver	HR/ADMIN	-At least High School graduate -With Professional Driver Licensed (Restriction Code 1,2 & 4) -With 1-year relevant job experience -With Vaccination Card	Uniform
Helper/Utility Worker		-At least High School graduate -1-year relevant experience -With Vaccination Card	Mop/Broom/Dustpan/Uniform
Promodizer	SALES & MARKETING	-Graduate of any 4-year course -With 1-year relevant job experience -With Vaccination Card -With pleasing personality	

LEGOIL-ARIMBAY PLANT

POSITION	LOCATION	QUALIFICATION	TO BE PROVIDED BY THE AGENCY
Sampler	WAREHOUSING/ TERMINAL	-At least High School graduate -With at least 6 months relevant job experience -With Vaccination Card	Uniform/Safety Shoes/Gloves
Laborer (Sacking and Unloading)			
Lab Aide	QA/QC	-At least High School Graduate -1-year relevant experience in manufacturing -With Vaccination Card	Uniform/Safety Shoes/Hard Hat /White Rubber Boots
Boiler Operator	OIL MILLING/ MAINTENANCE	-Graduate of any engineering course (BS-Mechanical is an advantage) -With 2 years relevant job experience in manufacturing -With NC II TESDA Certificate -With Vaccination Card	Uniform/Safety Shoes/Reflectorized Vest/Industrial gloves/Hard hat
Flaker Operator		-Graduate of 2-year vocational course -with 2 years relevant experience in oil milling -With NC II TESDA Certificate -With Vaccination Card	Uniform/Safety Shoes/Reflectorized Vest/Industrial gloves/Hard hat
Expeller Operator		-Graduate of 2-year vocational course -with 2 years relevant experience in oil milling	Uniform/Safety Shoes/Reflectorized Vest/Industrial gloves/Hard hat

	<ul style="list-style-type: none"> -With NC II TESDA Certificate -With Vaccination Card 	
Filter Operator	<ul style="list-style-type: none"> -At least high school graduate -With 1-year relevant experience in oil milling -With Vaccination Card 	Uniform/Safety Shoes/Hard Hat /Black Rubber Boots/Industrial gloves
Heavy Equipment Operator	<ul style="list-style-type: none"> -At least High School Graduate -With 2 years relevant experience on the job -With NC II TESDA Certificate -With Vaccination Card 	Uniform/Safety Shoes/Hard Hat /Black Rubber Boots
Picking Belt Operator	<ul style="list-style-type: none"> -At least High School Graduate -1-year relevant experience in manufacturing -With Vaccination Card 	Uniform/Safety Shoes/Hard Hat /Black Rubber Boots
Electrician	<ul style="list-style-type: none"> -Graduate of 2-year vocational electrician course -with 2-5 years relevant experience -With Vaccination Card 	Industrial gloves/Uniform/Safety Shoes/Voltage Tester/Hard Hat
Electrical Maintenance	<ul style="list-style-type: none"> -Graduate of 2-year vocational electrician course -With 2-5 years relevant experience -With Vaccination Card 	Industrial gloves/Uniform/Safety Shoes/Voltage Tester/Hard Hat

Mechanical Maintenance		-Graduate of 2-year vocational course -With 2 years relevant experience -With NC II certificate -With Vaccination Card	Industrial gloves/Uniform/Safety Shoes/Hard Hat
Expeller Preventive Maintenance		-Graduate of 2-year vocational course -With 2 years relevant experience -With NC II certificate -With Vaccination Card	Gloves/Uniform/Safety Shoes/Hard Hat
Motor pool Mechanic		-Graduate of 2-year vocational course With 2 years relevant experience -With NC II certificate -With Vaccination Card	Gloves/Uniform/Safety Shoes/Hard Hat
Motor pool Mechanic Asst			
Stores Checker	STORES	-At least High School Graduate -With 1-year relevant job experience in manufacturing -With Vaccination Card	Uniform/Safety Shoes
Accounting Staff	FINANCE	-Graduate of BS-Accountancy -With 2 years relevant job experience -With Vaccination Card	Uniform
Utility Worker	HR/ADMIN	-At least High School graduate -With 1-year relevant experience -With Vaccination Card	Mop/Broom/Dustpan/Floor Polisher/Black Rubber Boots

<p>HR Staff</p>	<ul style="list-style-type: none">-With 1-year relevant experience-With HR experience is an advantage-With Vaccination Card	<p>Uniform</p>
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Annex “D-1”

Location	NCR	
Category	Skilled	Unskilled
No. of Personnel	2	11
Daily Rate	(Minimum Wage + not more than 20% premium)	(Minimum Wage)
No. of days per month	26.08	26.08
No. of days per year	313	313
No. of month required	12	12
PART A. LABOR COST		
I.	Amount of compensation directly paid to employee	
	a.) Basic Monthly Salary (DR x no. of days per year / 12)	
	b.) 13th Month Pay (BS/12)	
	c.) 5 days Service Incentive Leave (SIL) (DR x 5/12)	
	d.) Separation Pay (BMS/2/12)	
	e. Sub-total (Sum of a,b, c, and d)	
II.	Amount of Mandatory Contributions to the Government	
	a.) SSS Contribution*	
	b.) SSS Provident Share*	
	c.) SSS EC*	
	d.) Philhealth Contribution**	
	e.) Pag ibig Contribution	
	f. Sub-total (Sum of a,b,c,d and e)	
III.	Total Amount to Employee and Government	
IV.	Add: Administrative Fee	
V.	Total Amount (Items III and IV)	
VI.	Add: Value-Added Tax (12% of item V)	
VII.	Total Monthly Rate per Head	
	No. of personnel	
VIII.	Total Monthly Rate (Item VII No. of personnel)	
	No. of months required	
IX.	Total Cost for Part A	
GRAND TOTAL		

ADD:

PART B. BUDGET FOR OVERTIME		
I.	Overtime Pay	
	b.1) Regular Overtime	
	(maximum of 34.7 hrs/month/personnel)***	
	(BMS/26.08/8hours x 1.25 OT Premium x 34.7 hours)	
	b.2) Night Differential	
	(maximum of 69.5hrs/month/personnel)***	
	(BMS/26.08/8hours x .10 ND Premium x 69.5 hours)	
II.	Total (b.1 + b.2)	
III.	Add Administrative Fee	
IV.	Total items II and III	
V.	Add: Value Added Tax (12% of item IV)	
	No. of Personnel	
VI.	Total Monthly Rate (Item VII No. of Personnel)	
	No. of Months required	
VII.	Total Cost for Part B	

TOTAL CONTRACT AMOUNT (A+B)		
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Note:

* Please refer to the SSS Contribution Schedule (see SSS Circular No. 2020-033 - b and RA No. 11199) Basic + Earnings (Gross Pay)

** Use 4% as the premium rate basis

*** Overtime = (BMS/26.08days/8hrsx1.25 OT Premium x 34.7hrs)

**** Night Differential = (BMS/26.08days/8hrs x 0.10 ND Premium x 69.5hrs)

*****Actual Overtime and Night Differential will still be added to the billing

Annex “D-2”

Location		REGION IV-A CALABARZON (BATANGAS)	
Category		Skilled	Unskilled
No. of Personnel		24	76
Daily Rate		(Minimum Wage + not more than 20% premium)	(Minimum Wage)
No. of days per month		26.08	26.08
No. of days per year		313	313
No. of month required		12	12
PART A. LABOR COST			
I.	Amount of compensation directly paid to employee		
	a.) Basic Monthly Salary (DR x no. of days per year / 12)		
	b.) 13th Month Pay (BS/12)		
	c.) 5 days Service Incentive Leave (SIL) (DR x 5/12)		
	d.) Separation Pay (BMS/2/12)		
	e. Sub-total (Sum of a,b, c, and d)		
II.	Amount of Mandatory Contributions to the Government		
	a.) SSS Contribution*		
	b.) SSS Provident Share*		
	c.) SSS EC*		
	d.) Philhealth Contribution**		
	e.) Pag ibig Contribution		
	f. Sub-total (Sum of a,b,c,d and e)		
III.	Total Amount to Employee and Government		
IV.	Add: Administrative Fee		
V.	Total Amount (Items III and IV)		
VI.	Add: Value-Added Tax (12% of item V)		
VII.	Total Monthly Rate per Head		
	No. of personnel		
VIII.	Total Monthly Rate (Item VII No. of personnel)		
	No. of months required		
IX.	Total Cost for Part A		
GRAND TOTAL			

ADD:

PART B. BUDGET FOR OVERTIME			
I.	Overtime Pay		
	b.1) Regular Overtime		
	(maximum of 34.7 hrs/month/personnel)***		
	(BMS/26.08/8hours x 1.25 OT Premium x 34.7 hours)		
	b.2) Night Differential		
	(maximum of 69.5hrs/month/personnel)***		
	(BMS/26.08/8hours x .10 ND Premium x 69.5 hours)		
II.	Total (b.1 + b.2)		
III.	Add Administrative Fee		
IV.	Total items II and III		
V.	Add: Value Added Tax (12% of item IV)		
	No. of Personnel		
VI.	Total Monthly Rate (Item VII No. of Personnel)		
	No. of Months required		
VII.	Total Cost for Part B		

TOTAL CONTRACT AMOUNT (A+B)		
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Note:

* Please refer to the SSS Contribution Schedule (see SSS Circular No. 2020-033 - b and RA No. 11199) Basic + Earnings (Gross Pay)

** Use 4% as the premium rate basis

*** Overtime = (BMS/26.08days/8hrsx1.25 OT Premium x 34.7hrs)

**** Night Differential = (BMS/26.08days/8hrs x 0.10 ND Premium x 69.5hrs)

*****Actual Overtime and Night Differential will still be added to the billing

Annex “D-3”

Location	REGION V - BICOL REGION (ARIMBAY)	
Category	Skilled	Unskilled
No. of Personnel	24	25
Daily Rate	(Minimum Wage + not more than 20% premium)	(Minimum Wage)
No. of days per month	26.08	26.08
No. of days per year	313	313
No. of month required	12	12
PART A. LABOR COST		
I.	Amount of compensation directly paid to employee	
	a.) Basic Monthly Salary (DR x no. of days per year / 12)	
	b.) 13th Month Pay (BS/12)	
	c.) 5 days Service Incentive Leave (SIL) (DR x 5/12)	
	d.) Separation Pay (BMS/2/12)	
	e. Sub-total (Sum of a,b, c, and d)	
II.	Amount of Mandatory Contributions to the Government	
	a.) SSS Contribution*	
	b.) SSS Provident Share*	
	c.) SSS EC*	
	d.) Philhealth Contribution**	
	e.) Pag ibig Contribution	
	f. Sub-total (Sum of a,b,c,d and e)	
III.	Total Amount to Employee and Government	
IV.	Add: Administrative Fee	
V.	Total Amount (Items III and IV)	
VI.	Add: Value-Added Tax (12% of item V)	
VII.	Total Monthly Rate per Head	
	No. of personnel	
VIII.	Total Monthly Rate (Item VII No. of personnel)	
	No. of months required	
IX.	Total Cost for Part A	
GRAND TOTAL		

ADD:

PART B. BUDGET FOR OVERTIME		
I.	Overtime Pay	
	b.1) Regular Overtime	
	(maximum of 34.7 hrs/month/personnel)***	
	(BMS/26.08/8hours x 1.25 OT Premium x 34.7 hours)	
	b.2) Night Differential	
	(maximum of 69.5hrs/month/personnel)***	
	(BMS/26.08/8hours x .10 ND Premium x 69.5 hours)	
II.	Total (b.1 + b.2)	
III.	Add Administrative Fee	
IV.	Total items II and III	
V.	Add: Value Added Tax (12% of item IV)	
	No. of Personnel	
VI.	Total Monthly Rate (Item VII No. of Personnel)	
	No. of Months required	
VII.	Total Cost for Part B	

TOTAL CONTRACT AMOUNT (A+B)		
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Note:

* Please refer to the SSS Contribution Schedule (see SSS Circular No. 2020-033 - b and RA No. 11199) Basic + Earnings (Gross Pay)

** Use 4% as the premium rate basis

*** Overtime = (BMS/26.08days/8hrsx1.25 OT Premium x 34.7hrs)

**** Night Differential = (BMS/26.08days/8hrs x 0.10 ND Premium x 69.5hrs)

*****Actual Overtime and Night Differential will still be added to the billing

