



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

Bid Bulletin No.: 1

09 September 2024

Project Name : **Procurement of Manpower Services for San Pablo manufacturing Corporation and Legaspi Oil Company, Inc**

Project Number : **SPMC-2024-019 (PhilGEPS# 11185815-01)**

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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 Pre-bid conference held on September 4, 2024 for the above-mentioned project of Coconut Industry Investment Fund – San Pablo Manufacturing Corporation (SPMC).

The following clarifications and/or amendments are provided for the guidance and reference of all prospective bidders:

**I. CLARIFICATIONS**

<b>QUERY</b>	<b>CLARIFICATION/RESOLUTION</b>
1. What is the correct designation for the position within the Safety Section—Safety Officer or Safety Personnel?	1. Safety Personnel is the correct position
2. Will the Oil Milling Assistant, listed in the Schedule of Requirements, be included in the deployment despite not being mentioned in the Technical Specifications?	2. Yes. Oil Milling Assistant is included in the deployment.
3. What are the qualifications for the following positions: Refinery Operator, Boiler Operator, Assistant Leadman, and Safety Personnel?	3. The qualifications of the following personnel are:  3.1 Refinery Operator – College level or with one (1) year relevant experience



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

<p>4. Should the overtime computation be transfer in letter A?</p> <p>5. Is the Wage Order No. NCR-25 be applied for NCR?</p> <p>6. What is the Pag-IBIG contribution rate?</p> <p>7. Will a Certificate of Pending Cases from NLRC be accepted and not a ground for the disqualification of the bidder?</p> <p>8. Is the SSS Certificate required to submit?</p> <p>9. Will the submission of an unnotarized Certificate from three clients be allowed?</p>	<p>3.2 Boiler Operator – College level or with one (1) year relevant experience</p> <p>3.3. Assistant Leadman – College level or with one (1) year relevant experience</p> <p>3.4 Safety Personnel – College level or with one (1) year relevant experience</p> <p>3.5 Safety Personnel – College level with 1-year relevant experience</p> <p>3.6 Oil Milling Assistant - College level with 1-year relevant experience</p> <p>3.7 Accounting Staff – Graduate of any 4-year business course with 1-year relevant experience</p> <p>4. The prospective bidder shall follow the given template.</p> <p>5. Yes.</p> <p>6. The Pag-IBIG contribution is Php 200/head per month.</p> <p>7. Yes. The Certificate of pending cases from NLRC will be accepted and will not be a ground for the disqualification of the bidder.</p> <p>8. SSS Certificate is no longer a requirement.</p> <p>9. A Certificate of Satisfactory Performance from the three (3) clients is not required to be notarized. There is also no</p>
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**COCONUT INDUSTRY INVESTMENT FUND - San Pablo Manufacturing Corporation  
Bids and Awards Committee**

<p>10. Is it permissible to submit the notarized Certificate of Satisfactory performance issued or signed by the end-user?</p> <p>11. What is the required type, style, and design for the uniforms and gloves?</p> <p>12. Can we submit a PHIC clearance certificate covering May to July 2024, as the payment for August will be made by the end of September?</p> <p>13. Could the minimum basic salary for positions requiring higher qualifications be adjusted from an additional 20% to a range of 20%-25%?</p>	<p>form required.</p> <p>10. A performance score of at least satisfactory rating will also be acceptable, subject to bid evaluation and post qualification. The same is also not required to be notarized.</p> <p><b>11.</b> The specification of uniform is plain white round-neck t-shirt (cotton) with visible markings of the bidder. The specification for gloves is plain white (cotton).</p> <p>12. No. The prospective bidders shall submit its Clearance Certificate from PHIC and Pag-IBIG issued within three (3) months from the date of the opening of bids.</p> <p><b>13.</b> No. However, the procuring entity will adjust the qualifications required to identified positions.</p>
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**II. AMENDMENT/S**

ORIGINAL	AMENDMENT						
<p><b>Section VI - Schedule of Requirements</b></p> <p><b>SKILLED PERSONNEL</b></p> <p><b>SPMC Plant</b> xxx</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">LOCATION : SAFETY / PCO</td> </tr> <tr> <td style="padding: 2px;">Position</td> </tr> <tr> <td style="padding: 2px;">Safety <b>Officer</b></td> </tr> </table> <p>xxx</p> <p align="center"><b>(Ref. Page 32)</b></p>	LOCATION : SAFETY / PCO	Position	Safety <b>Officer</b>	<p><b>Section VI - Schedule of Requirements</b></p> <p><b>SKILLED PERSONNEL</b></p> <p><b>SPMC Plant</b> xxx</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">LOCATION : SAFETY / PCO</td> </tr> <tr> <td style="padding: 2px;">Position</td> </tr> <tr> <td style="padding: 2px;">Safety <b><u>Personnel</u></b></td> </tr> </table> <p>xxx</p> <p align="center"><b>(Ref. Page 32)</b></p>	LOCATION : SAFETY / PCO	Position	Safety <b><u>Personnel</u></b>
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**COCONUT INDUSTRY INVESTMENT FUND - San Pablo Manufacturing Corporation  
Bids and Awards Committee**

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

vocational course		Flaker Operator	Graduate of two (2) year vocational course
xxx		Expeller Operator	Graduate of two (2) year vocational course
<b>(Ref. Page 41)</b>		xxx <b>(Ref. Page 41)</b>	
Finance		Finance	
Position	Qualification	Position	Qualification
Accounting Staff	<b>Graduate of B.S. Accountancy</b>	Accounting Staff	<b>Graduate of any four (4) year business course or with <u>one (1)</u> year relevant experience</b>
xxx		xxx	
<b>(Ref. Page 43)</b>		<b>(Ref. Page 43)</b>	

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**  
*Bids and Awards Committee I*