



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

Bid Bulletin No.: 1

03 February 2026

Project Name : **Procurement of Manpower Services for Granexport Manufacturing Corporation**

Project Number : **GMC-2026-001 (PhilGEPS# 12734156-01)**

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 January 29, 2026 for the above-mentioned project of Coconut Industry Investment Fund – Granexport Manufacturing Corporation (Granex).

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

1. CLARIFICATIONS

QUERY	CLARIFICATION/RESOLUTION
1. Whether or not the tranches are considered in the approved budget for the contract?	1. Yes. The tranches are considered in the approved budget for the contract.
2. Should the calculation of bids considered the 2 nd tranche in May?	2. The bidder may use the 1 st or 2 nd tranche in the computation of its bid as long as it is within the approved budget for the contract.
3. Can the Price Schedule for Mimaropa be amended to separate the Masbate personnel?	3. Yes. The Procuring entity will revise Annex B-2 separating Brookes Point Palawan personnel.



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I. AMENDMENT/S

ORIGINAL	AMENDMENT
<p align="center">SCHEDULE OF REQUIREMENTS</p> <p>Breakdown of List of personnel</p> <p>xxx</p> <p align="center">PRICE SCHEDULES (Annexes "B-1 to b-3")</p> <p align="center">Annex B-1 To Annex B-3</p> <p>xxx</p> <p>Part A. Labor Cost:</p> <p>Xxx</p> <p>II. Amount of Mandatory Contribution to the Government:</p> <p>xxx d. Philhealth Contribution – use <u>4% as the premium rate basis</u></p> <p>xxx</p> <p align="center">(Annex B-2 – Mimaropa)</p> <p align="center">Number of Unskilled Personnel : 22</p>	<p align="center">SCHEDULE OF REQUIREMENTS</p> <p>Breakdown of List of personnel See attached Annex "A"</p> <p>xxx</p> <p align="center">PRICE SCHEDULES (Annexes "B-1 to b-3")</p> <p align="center">Annex B-1 To Annex B-3 Additional Annex Annex B-4 Bicol Region (Rate: Region "V")</p> <p>xxx</p> <p>Part A. Labor Cost:</p> <p>Xxx</p> <p>II. Amount of Mandatory Contribution to the Government:</p> <p>xxx d. Philhealth Contribution – use <u>5% as the premium rate basis</u></p> <p>xxx</p> <p align="center">(Annex B-2 – Mimaropa)</p> <p align="center">Number of Unskilled Personnel : <u>11</u></p> <p align="center">Please see additional Annex for the 11 unskilled personnel for Masbate CBS under Region V(ANNEX "B-4")</p>



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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

DENNIS S. CAPARAS
Bids and Awards Committee I



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Annex “A”

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	<p>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:</p> <p>Regular Casual - who shall have a regular working schedule of eight (8) hours a day from Mondays to Saturdays.</p> <p>On-call - no regular working schedule but should be available for work as the need arises (no work, no pay will apply)</p> <p>To be deployed/ assigned in different area as follows:</p>	82 - Regular Casual and 190 – on call	March 1, 2026 to February 28, 2027

SKILLED PERSONNEL		
A. GRANEX PLANT		
LOCATION: WAREHOUSING/TERMINAL	On-Call	Regular Casual
Heavy Equipment Operator (Crane Operator)	-	2
Heavy Equipment Operator (Bobcat Operator, Entrada, Recycling & Hauling)		3
Watchman	1	-
LOCATION: QA/QC AND R&D		
Copra Analyst	-	2
LOCATION: MANUFACTURING (OIL MILLING & REFINERY)		
Heavy Equipment Operator (Plant Feeding Payloader Operator	-	3
Bobcat Operator	-	3
LOCATION: MAINTENANCE		
Industrial Mechanic	4	3
Industrial Electrician	2	3
Welder	6	2
Machinist	-	1
Automotive Electrician	-	1
Automotive Mechanic	-	1



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Terminal Maintenance Technician	2	-
LOCATION: SAFETY/PCO		
Heavy Equipment/Bobcat Operator (Sludge & Garbage Hauling)	-	1
LOCATION: HR/ADMIN		
Driver	1	1
SUBTOTAL:	16	26
ANNUAL SHUTDOWN		
LOCATION: MAINTENANCE		
Industrial Electrician	8	-
Welder	20	-
Carpenter	24	-
LOCATION: SAFETY/PCO		
Masonry	9	-
SUBTOTAL:	61	-
TOTAL (SKILLED PERSONNEL):	77	26

UNSKILLED PERSONNEL		
A. GRANEXP PLANT		
LOCATION: WAREHOUSING/TERMINAL	On-Call	Regular Casual
Laborer (Copra and Pellet Warehouse Sampler)	-	3
Laborer (Inland Copa Entrada)	-	10
Laborer (Loading and Unloading Tank Cleaning)	20	-
Laborer (Lory & Trucks Loading)	-	3
Switchroom Operator	-	3
Reliever (Terminal Helper/Weigher)	1	-
LOCATION: FOB LOADING TEAM		
Convoy	4	-
Copra Sampler	4	-
LOCATION: R&D and QA/QC		
Sampler (QA/QC)	-	4
Copra Sampler	-	6
LOCATION: MANUFACTURING (OIL MILLING & REFINERY)		
Filterman (CNO)	-	6
Boiler Operator	1	-
Laborer (Firewood Tender)	6	-
Laborer (Shift Conveyor 510 Tender)	3	-
Acidulation Operator	1	2



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Filterman (Cochin)	2	4
Laborer (Niagara Servicing)	3	-
LOCATION: SAFETY/PCO		
Pollution Control Staff	-	1
Wastewater Treatment Operator	-	3
Laborer	3	-
Laborer (Ground Housekeeping)	3	-
Water Treatment Facility Filter Press Machine Operator	3	-
LOCATION: COPRA BUYING		
Tolling/Documentation Staff	-	1
LOCATION: STORES		
Stores Staff	-	1
LOCATION: ACCOUNTING & FINANCE		
Accounting Staff	-	2
Finance Assistant (PEZA)	-	1
LOCATION: PROCUREMENT		
Procurement Staff	-	1
LOCATION: HR/ADMIN		
Utility Worker	-	2
SUBTOTAL:	54	53
ANNUAL SHUTDOWN		
LOCATION: MAINTENANCE		
Helper	20	-
LOCATION: SAFETY/PCO		
Helper	9	-
SUBTTOTAL:	29	-
TOTAL:	83	53
B. GRANEX COPRA BUYING STATION		
LOCATION: PALAWAN		
Laborer - Loader/Helper	10	-
Sampler	-	1
LOCATION: SURIGAO		
Laborer - Loader/Helper	10	-
Sampler	-	1
LOCATION: MASBATE		
Laborer - Loader/Helper	10	-
Sampler	-	1
SUBTOTAL:	30	3
TOTAL (UNSKILLED PERSONNEL)	113	56



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GRAND TOTAL:

190

82

Manpower Service Provider shall make available at all times, trained and qualified relievers and/o 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 GRANEX in the number as required by the circumstances pursuant to a written request from GRANEX.

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 and deliver all the above requirements.

Name of Company/Bidder

**Signature over Printer Name of
Representative**

Date



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PRICE SCHEDULE

Annex "B-4"

Location		REGION V- MASBATE	
Category		Skilled	Unskilled
No. of Personnel		-	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.	OVERTIME PAY		
	a.) Regular Overtime (maximum of 4 hrs/day)***		
	b.) Night Differential (maximum of 8 hrs/day) ****		
	c. Sub-total (Sum of a and b) *****		
IV.	Total Amount (Items I, II and III)		
V.	Add: Administrative Fee		
VI.	Total Amount (Items IV and V)		
VII.	Add: Value-Added Tax (12% of item VI)		
VIII.	Total Monthly Rate per Head		
	No. of personnel		
IX.	Total Monthly Rate (Item VII No. of personnel)		
	No. of months required		
X.	Total Cost for Part A		
GRAND TOTAL			

Note:

* Please refer to the SSS Contribution Schedule (see SSS Circular No. 2024-006 - b and RA No. 11199) Basic + Earnings (Gross Pay)

** Use 5% as the premium rate basis

*** Overtime = (BMS/26.08days/8hrs x 1.25 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