




REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
REGIONAL OFFICE NO. VII
 Sudlon, Lahug, Cebu City
 (032) 236-2875

SUPPLEMENTAL/BID BULLETIN (SBB) NO. 1

This SBB No. 1 dated October 15, 2021 for the Project, “Provision of Clerical Services for FY 2022” is issued to clarify, modify or amend items in the Bidding Documents. Accordingly, this shall form an integral part of said Documents.

Reference	Amendment/Inclusion
<p>Section VII: Technical Specifications</p> <p>2. The Service Provider shall provide one (1) Clerk who is:</p> <ul style="list-style-type: none"> a. of good moral character and without criminal or police records; b. physically and mentally fit, as evidenced by the medical certificate c. duly trained and skilled to function as clerk personnel d. fully-vaccinated <p>The Service Provider, upon receipt of the Notice of Award, shall be required to submit to DBM ROVII a sworn statement attesting the compliance with the foregoing.</p>	<p>Section VII: Technical Specifications</p> <p>2. The Service Provider shall provide one (1) Clerk who is:</p> <ul style="list-style-type: none"> a. of good moral character and without criminal or police records; b. physically and mentally fit, as evidenced by the medical certificate c. duly trained and skilled to function as clerk personnel d. fully-vaccinated e. completed at least two (2) years of studies in college f. with a minimum of one (1) year relevant experience; and g. with knowledge in using MS Office and knows how to operate office equipment such as, but not limited to, computers and scanners. <p>The Service Provider, upon receipt of the Notice of Award, shall be required to submit to DBM ROVII a sworn statement attesting the compliance with the foregoing.</p>
<p>Annex A: Terms of Reference for the Contract of Clerical Services</p> <p>1. General Conditions</p> <ul style="list-style-type: none"> a. The Service Provider shall provide DBM ROVII at its premises located at the Sudlon, Lahug, Cebu City, with one (1) clerk who is reliable and professionally-trained and who shall each work eight (8) hours a day, five (5) days a week excluding holidays (Regular and Special non-working). However, the personnel may be requested to provide assistance 	<p>Annex A: Terms of Reference for the Contract of Clerical Services</p> <p>1.General Conditions</p> <ul style="list-style-type: none"> a. The Service Provider shall provide DBM ROVII at its premises located at the Sudlon, Lahug, Cebu City, with one (1) clerk who is: reliable and professionally-trained; has completed at least two (2) years of studies in college; with a minimum of one (1) year relevant experience; with knowledge in using MS Office; knows how to operate office

<p>outside the regular working hours or during weekend, or holidays, upon the approval of the Chief Administrative Officer or his/her duly authorized representative.</p>	<p>equipment such as, but not limited to, computers and scanners; and who shall work eight (8) hours a day, five (5) days a week excluding holidays (Regular and Special non-working).</p> <p>However, the personnel may be requested to provide assistance outside the regular working hours or during weekend, or holidays, upon the approval of the Chief Administrative Officer or his/her duly authorized representative.</p>
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 Digitally signed by Lenin S. Bernales

LENIN S. BERNALES
BAC Chairperson