

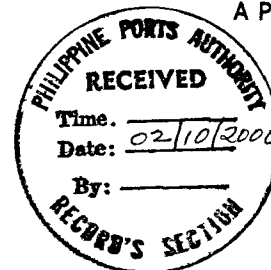
REPUBLIKA NG PILIPINAS
PANGASIWAAN NG DAUNGAN NG PILIPINAS
PHILIPPINE PORTS AUTHORITY



Modernization of Ports
A PPA Commitment

FEB 09 2000

PPA MEMORANDUM CIRCULAR
NO 07 - - 2000



T O : All Concerned
SUBJECT : Guidelines for the Privatization of the Management and Operation of the Parking Areas - PMO-North Harbor

1. **Authority**

- 1.1 Section 6-a(II) and (x) of PD 857, Revised Charter of PPA
- 1.2 Executive Order No. 361 dated 16 August 1996

2. **Rationale**

Pursuant to the national objectives of providing safe and reliable services to passengers and freight operation in the transportation sector, the Authority hereby prescribes the following implementing rules and regulations to carry out the management of parking areas at PMO-North Harbor.

3. **Scope**

This Order shall govern the procedures for the privatization of the management and operation of the parking areas at PMO-North Harbor.

4. **Objectives**

The management of the PMO-North Harbor parking areas aims to achieve the following objectives:

- 4.1 Synchronize traffic flow thru the strict enforcement of traffic, access and parking regulations,
- 4.2 Enhance the port operational efficiency of PMO-North Harbor.
- 4.3 Maintain orderliness and cleanliness of the port; and
- 4.4 Generate non-traditional revenue for the port

5. **Definition of Terms**

- a. Common Pay Parking Areas - shall refer to the areas specifically designated as "pay parking" areas at the port. These are located on both sides of Collector Road and the southern portion of MICT Access Road.
- b. Contractor - refers to the private entity which shall undertake the management, operation and maintenance of the project.
- c. Truckholding Area - shall refer to a portion of Terminal 17 to be designated as truckholding area to allow entry of trucks into the port.
- d. Queueing Area - shall refer to certain portions of Marcos Road which shall be allowed to be utilized as queueing area for trucks withdrawing cargoes including light vehicles ferrying passengers to/from arriving/departing vessels.

6. **Terms of Reference**

The corresponding Terms of Reference for the privatization of the management and operation of the parking area at PMO-North Harbor is shown in Annex A.

7. **North Harbor Modernization**

The management and operation of the pay parking areas shall be awarded through contract negotiation for a minimum term of six (6) months and a maximum of one (1) year or until the implementation of the North Harbor modernization, whichever comes first.

8. **Procedures**

8.1 **General**

- a. As a general rule, no private vehicles, trucks, taxis, jeepneys, pedicabs nor pedestrians shall be allowed entry into the port unless proper identifications or vehicle passes are presented to indicate their legitimate businesses or official transactions
- b. Entry of taxis, private vehicles and jeeps shall be restricted to those ferrying passengers while loaded/empty trucks with incomplete documents shall proceed to the duly designated truckholding area.
- c. All vehicles intending to park shall proceed to the central parking area at Collector Road, and the southern portion of MICT Access Road, whichever is accessible or available.

- d. Upon entry at the duly designated payparking areas, the corresponding ticket shall be issued. Before leaving, the parking ticket shall be surrendered and paid for at the exit gate.
- e. No vehicle shall be allowed to queue within thirty meters from all pier gates.
- f. No vehicle shall be allowed to park inside the port except in duly designated parking areas only.
- g. Vehicles left unattended at the queueing area/truck holding area shall be towed to Slip 17.
- h. Other details like entry/exit points, issuance of parking tickets and collection of parking fees shall be posted in conspicuous places, to inform all concerned parties.

8.2 Specific

a. Designated Pay Parking Areas

o Collector Road

Both sides of Collector Road shall be utilized as pay parking areas for private vehicles, taxis and trucks. The PMO has allocated approximately 1,420 meters as available area for pay parking purpose. This is equivalent to 50 units, 10 wheeler, long bed, 30 units, 10 wheeler, short bed and about 100 taxis. Upon entry at either Moriones and Zaragoza Gate, the vehicle or truck driver shall be issued the corresponding parking ticket to be able to gain entry into the parking area. Before leaving the area, he shall surrender the parking ticket and pay the corresponding parking fee.

o MICT Access Road

The southern side of MICT Access Road shall be utilized by light vehicles. The PMO has allocated 274 meters equivalent to about 90 units (diagonal parking) of taxis or private vehicles.

b. Queueing Area

The eastern side of Marcos Road shall primarily be utilized for queueing of trucks waiting for cargoes to be loaded into vessels or waiting for

cargoes being discharged from the vessel. No vehicle shall be allowed to queue within thirty meters from all the gate to enable long vehicles to turn or maneuver at the corner bends.

c. PMO Truckholding Area

Complimentary to efficient operation, a portion of Pier 16 (Slip 17) shall be designated as Truck Holding Area (THA). All trucks intending to deliver/withdraw cargoes to/from the port shall be allowed free use, of said area, of up to one hour, while necessary documents are being processed. Those intending to park for more than the allotted "free use period shall be charged the corresponding parking fee as prescribed.

d. Impounding/Towage Area

Stalled or abandoned vehicles or trucks apprehended at the port shall be towed or impounded at the duly designated towage area at Pier 16 (Slip 17) adjacent to the Truckholding Area (THA).

e. To ensure that movements of both passengers and vehicles are not hampered or restricted, the following shall be implemented:

- o A pedestrian gate in front of Pier 6 shall be provided, so that those who wish to avail of taxi services can go directly to the central parking area.
- o At the same time, an access road shall be constructed at the site of the old PMO North Harbor Building to serve as entry and exit gate going towards the central parking area.
- o To ensure maximum efficiency, a shuttle service may be commissioned to ferry commuting passengers and port users from the piers to the central parking area/main gates, at a minimum charge or fee.

9. Parking Areas Regulations

- 9.1 Parking shall be on a first come, first served basis.
- 9.2 All government vehicles on official business shall be exempted from the coverage of the parking agreement.
- 9.3 All vehicles parked in duly designated pay parking areas shall pay the parking fee as prescribed.

9.4 Any driver, operator or owner of trucks and other motor vehicles who refuse to pay the corresponding parking fee shall be considered illegally parked. Apprehended vehicles shall be towed and impounded and shall only be released upon the payment of the towage fee as prescribed.

9.5 Any driver, operator, owner of trucks and other motor vehicles who has been apprehended shall be charged the corresponding towage fee with accompanying official receipt to be issued him by the parking contractor.

9.6 Vehicles must not be parked in the direction facing the flow of traffic or in a manner as to create hazard or obstruction to vehicular/pedestrian traffic.

10. **Parking Fees and Towing Charges**

The following parking fees and towages charges shall be imposed:

Particulars	Parking Rate	Towage Fees
For Light Vehicles and Taxis	P 30 first 2 hours	P500
Succeeding hours	P 20	
Lost Ticket	P100	
For Trucks	P 50 first 2 hours	P500
Succeeding hours	P 40	
Lost Ticket	P200	

11. **Revenue Sharing**

The parking contractor and the PPA shall share in the revenue from the operation of the project in the form of either fixed fee or 50% of the gross revenue, whichever is higher.

12. **Adjustment/s in parking fees, charges**

The adjustments in fees, charges, and rentals shall take account of the reasonableness of subject rates to the end users. The proposed increases shall be presented to clients and other concerned parties for public consultation.

13. **Project Monitoring**

The PMO concerned shall strictly monitor the implementation of the pay parking operations at the port. It must require the parking contractor to submit a monthly status report of parked vehicles including revenues derived from parking fees collected.

14. Audit of Collection

All revenues and receipts pertaining to the operation shall be subject to audit both by PPA and COA.

15. Contract Termination

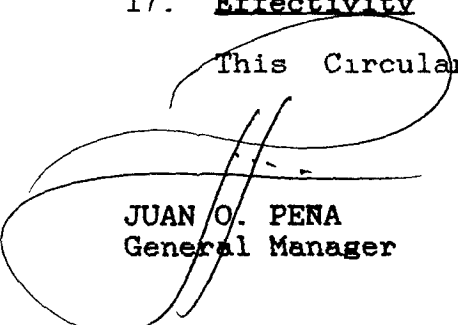
After the expiration of the six (6) months to one (1) year management contract, the Authority shall take over the parking facilities including all appurtenances and improvements introduced therewith, free from liens and encumbrances.

16. Repealing Clause

All Orders, Circulars, regulations which are inconsistent with this circular are hereby repealed modified accordingly.

17. Effectivity

This Circular shall take effect immediately.



JUAN O. PENA
General Manager



**TERMS OF REFERENCE FOR THE
MANAGEMENT OF PARKING AREAS AT
PMO-NORTH HARBOR**

1. **Introduction**

The management of parking spaces at PMO-North Harbor, is a step in the right direction as this coincides with the objective of the Medium Term Philippine Development Plan 1999-2004, for the transport sector to provide safe and reliable services to passengers and freight operations.

2. **Objectives**

2.1 To facilitate full implementation of PMO-North Harbor's traffic plans and access control procedures.

2.2 To synchronize traffic flow by designating specific entry/exit points for vehicles and trucks with official transactions at the port.

2.3 To identify the duties and responsibilities of both PPA and parking contractor.

3. **Privatization Scheme**

The Authority shall enter into a management contract with the qualified parking contractor who will oversee the PMO-North Harbor parking operations.

4. **Responsibilities of PPA and Parking Contractor**

The parking contractor shall be responsible for:

4.1 **Remittance of 50% Government Share/Other Fees**

The parking contractor shall pay PPA 50% government share from the gross income of the parking operations, as well as other fees and charges to be agreed upon with PPA.

4.2 **Provision of Road Gates, Shuttle Service, Other Facilities and Improvements**

The parking contractor shall install, at his own expense, road gates and signs as well as possibly make available shuttle services to charge minimum fare, to facilitate orderly movements at the port. He shall likewise undertake the necessary repair and maintenance of other support facilities adjacent to the duly designated parking areas as necessary to ensure the smooth flow of traffic.

4.3 Provision of Tow Trucks and Equipment

The parking contractor shall provide tow trucks and equipment needed for impounding illegally parked jeep, taxis, private vehicles and trucks.

4.4 Enforcement of Parking Regulations as well as Safety and Security Measures

The parking contractor shall fully enforce parking regulations including other safety and security measures inherent in its functions.

4.5 Corresponding Government Clearances/Permits

The parking contractor shall secure all the necessary clearances and permits like SEC Permit, Bureau of Domestic Trade Permit, Mayor's Permit, SSS Permit, MMDA permit, etc.

4.6 Manpower Complement

The parking contractor shall employ sufficient manpower, officers and staff to oversee that all his responsibilities are being carried out.

4.7 Imposition of Parking Fees and Towing Charges

The parking contractor shall notify the general public of the prescribed parking fees and towage charges.

4.8 Temporary Disposition of Assets

The PPA shall turn-over the duly designated pay parking areas.

4.9 Location Plan/Layout Map

The PPA shall provide the parking contractor the location plan or lay out map identifying the areas covered by the management contract.

4.10 Public Consultation

The PPA shall consult and confer with shipping lines and authorized CH contractor regarding their cargo deliveries/ship arrival/departure schedules to synchronize movements and volume of transactions in a particular pier/slip.

4.11 Registration/Truckers Accreditation

The PPA shall furnish the parking contractor all pertinent documents to monitor the number of accredited vehicle owners/truck operators with regular businesses at the port.

4.12 Restriction Entry

The PPA shall restrict entries of PUJs, trucks, taxis and pedicabs inside the ports' peripheries.

4.13 Control Gates

The PPA shall coordinate with the parking contractor to restrict passenger loading/unloading activities within the confines of the duly designated areas manned by park personnel.

4.14 Truck Holding Area

Complimentary to efficient operation, a portion of Terminal 17 shall be designated as Truck Holding Area (THA). All trucks intending to deliver/withdraw cargoes to/from the port shall be allowed free use, of said truck holding area, of up to one hour, while necessary documents are being processed. Those intending to park for a longer period shall be charged the corresponding parking fee as prescribed.

4.15 Queueing Area

The eastern side of Marcos Road shall primarily be utilized for queueing of trucks waiting for cargoes to be loaded into vessels or waiting for cargoes being discharged from the vessel. No vehicle shall be allowed to queue within thirty meters from the gates to enable long vehicles to turn or maneuver at the corner bends.

4.16 Designated Pay Parking Areas

o Collector Road

Both sides of Collector Road shall be utilized as pay parking areas for private vehicles, taxis and trucks. The PMO has allocated approximately 1,420 meters as available area for pay parking purposes. This is equivalent to 50 units, 10 wheeler, long bed, 30 units, 10 wheeler, short bed and about 100 taxis. Upon entry at either Moriones and Zaragoza Gate, the vehicle or truck driver shall be issued

the corresponding parking ticket to be able to gain entry into the parking area. Before leaving the area, he shall surrender the parking ticket and pay the corresponding parking fee.

o MICT Access Road

The southern side of MICT Access Road shall be utilized by light vehicles. The PMO has allocated 274 meters equivalent to about 90 units (diagonal parking) of taxis or private vehicles.

5. Parking Schedules/Corresponding Fees

For ensuring the safety and security of parked vehicles while at the port, the following fees shall be prescribed.

<u>Particulars</u>	<u>Parking Rate</u>	<u>Towage Fees</u>
For Light Vehicles and Taxis	P 30 first 2 hours	P300
Succeeding hours	P 20	
Lost Ticket	P100	
For Trucks	P 50 first 2 hours	P500
Succeeding hours	P 40	
Lost Ticket	P200	

The parking area shall be operated the whole day at 8 hours working shift. To discourage the use of these areas for unauthorized purposes, all impounded or stalled vehicles shall be charged corresponding towage fees.

6. Minimum Investment

In return for being awarded a short-term negotiated contract, the parking contractor shall provide the following minimum investments::

- a. Early warning devices, parking signs, posts
- b. Control booths/office/sheds (temporary structures)
- c. Towing car, truck, cranes, wreckers
- d. Lighting equipment and gears
- e. Maintenance, improvement and repair of roads, pavements and other support facilities

- f. Shuttle Service to ferry commuting passengers/port users to/from piers to gates (optional)

7. Criteria for evaluating applicants

- 7.1 Must be duly registered with the SEC, Bureau of Domestic Trade as a bonafide company.
- 7.2 Must possess adequate experience in port operations and other related businesses.
- 7.3 Must have sufficient credit line, equity interest to lower the estimated cost of the project.
- 7.4 Must furnish a complete profile of the company using the following inputs.
 - a. Name of Applicant Company
 - b. Business Address/Tel. #/Fax #
 - c. Number of Years in Operation
 - d. Description/History of the Company
Proposed Organizational Structure
Plantilla Position/Items
 - e. Affiliations
 - f. Key Personnel in the Organization
 - g. List of Other Businesses/Addresses
 - h. Latest Financial Statement/BIR Tax Certificate

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