



PMO-NCR South, PMO Building, Muelle de San Francisco,
South Harbor, Port Area, South Harbor, Manila
Tel. Nos. 525-5264 to 67, Telefax No. 4950163

PMO NCR SOUTH BIDS AND AWARDS COMMITTEE - PGRS

INVITATION TO BID

**PROCUREMENT OF CONTRACT FOR TECHNICAL AND ADMINISTRATIVE
SUPPORT PERSONNEL FOR PORT MANAGEMENT OFFICE NCR SOUTH**

From

January 01, 2018 to December 31, 2018

1. The Philippine Ports Authority PMO NCR South, through its Bids and Awards Committee (BAC – PGRS) and availing of its Corporate Operating Budget, intends to apply the sum of **EIGHTEEN MILLION FIVE HUNDRED TEN THOUSAND SEVENTY & 05/100 PESOS (₱ 18,510,070.05)** being the Approved Budget for the Contract (ABC) to payments under the Contract for Technical and Administrative Support personnel for PMO NCR South from January 01, 2018 to December 31, 2018. Bids received higher than the ABC shall be automatically rejected at bid opening.

2. The PMO NCR South BAC-PGRS now invites bids from prospective bidders for the Procurement of Contract for Technical and Administrative Support Personnel for PMO NCR South to be rendered from January 01, 2018 to December 31, 2018:

	<u>NO. OF POSITIONS</u>	<u>DELIVERY OF SERVICES</u>
PMO – NCR South	66	January 01, 2018–December 31, 2018

3. Prospective Bidders should have completed, within the last ten (10) years from the date of submission and receipt of bids, a single largest completed contract that is similar to the Contract, the value of which must be at least fifty per cent (50%) of the present Approved Budget for the Contract (ABC). The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section III, Instructions to bidders. A similar contract shall involve the deployment of positions in the field of Engineering, Accountancy, Information Technology, Logistics, Administrative and the like.

4. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, known as the “Government Procurement Reform Act”, and is restricted to duly licensed Filipino citizens/sole proprietorships, partnerships, or organizations duly organized under the laws of the Philippines and wholly owned by citizens of the Philippines

5. Interested bidders may obtain further information and inspect and/or purchase Bidding Documents from **8:00 A. M. to 4:00 P.M.** at the address given below from December 11, 2017 until December 27, 2017 upon payment of a non-refundable fee in the amount of **Eleven Thousand Two Hundred Pesos Only (P11,200.00)**, inclusive of VAT thereof.

**The Head Secretariat
PMO NCR South Bids and Awards Committee (BAC-PGRS)
PMO NCR South Building, 22 Muelle de San Francisco,
South Harbor, Port Area, South Harbor, Manila**

Bidding documents may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Philippine Ports Authority, provided that prospective bidders shall pay, either in cash or equivalent, a non-refundable fee not later than 9:00 AM of December 27, 2017.

6. The PMO NCR South BAC-PGRS shall hold a Pre-bid Conference on December 15, 2017 at 1:00 P.M. at PMO–NCR South Conference Room M, Mezzanine Floor, PMO Building, 22 Muelle de San Francisco Street, South Harbor, Port Area, Manila, which may be attended by all interested parties. All bidders even those who did not buy bid documents are allowed to raise or submit written queries/clarifications during the Pre-bid conference.

7. Bids must be delivered to and received by the Secretariat of the PMO NCR South BAC-PGRS at the PMO–NCR South Conference Room M, Mezzanine Floor, PMO Building, 22 Muelle de San Francisco, South Harbor, Port Area, Manila not later than **9:00 A.M. on December 27, 2017**. Late bids shall not be accepted. All bids must be accompanied by a Bid Security in any of the following acceptable forms and amounts in Philippine Currency:

Form of Bid Security	Amount of Bid Security (Equal to Percentage of the ABC)
a) Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Five percent (5%) (Php 925,503.50)
b) Bid Securing Declaration	

8. Bid duly received shall be opened by the PMO NCR South BAC-PGRS at **9:15 A.M.** on **December 27, 2017** at PMO – NCR South Conference Room M, Mezzanine Floor, PNR Building, 22 Muelle de San Francisco Street, South Harbor, Port Area, Manila in the presence of the bidders or representatives attending said activity.

9. The PPA reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award without thereby incurring any liability to the affected bidder or bidders.

10. Request for further information shall be directed to:

The Head Secretariat

PMO NCR South BAC-PGRS

PMO – NCR South, PMO Building, 22 Muelle de San Francisco,
South Harbor, Port Area, Manila

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ANDRES C. CANDAROMA JR

Chairperson

PMO NCR South BAC-PGRS