

**INVITATION TO BID
FOR THE
PROVISION OF ADMINISTRATIVE AND TECHNICAL SUPPORT MANPOWER SERVICES
FOR
PPA, PMO-BOHOL FOR CY 2017**

1. The **PHILIPPINE PORTS AUTHORITY, PORT MANAGEMENT OFFICE OF BOHOL**, through the **PPA Corporate Funds** intends to apply the sum of **EIGHT MILLION FOUR HUNDRED NINETY SEVEN THOUSAND EIGHT HUNDRED SIXTY-FOUR PESOS AND 06/100 (Php8,497,864.06)**, being the Approved Budget for the Contract (ABC) to cover payments under the Contract for the **Provision of Administrative and Technical Support Manpower Services for CY 2017**.

Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The PPA, PMO-BOHOL now invites Manpower Service Providers/Contractors to bid for the Provision of **forty-four (44 Administrative and Technical Support Manpower Personnel for PMO-Bohol**. The contract shall be **effective for a period of ten (10) months (starting March 1, 2017 to December 31, 2017)** for PMO-Bohol. Bidders should have completed, within five (5) years from the date of submission and receipt of bids, a single contract that is similar to the Project with an amount equivalent to at least fifty percent (50%) of the ABC. The technical description of an eligible bidder is contained in the Bidding Documents, particularly in Section II, Instructions to Bidders.
3. Bidding will be conducted through **open and competitive bidding procedures using a non-discretionary "pass/fail" criterion** as specified in the Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the "Government Procurement Reform Act".

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to Republic Act (RA) 5183 and subject to Commonwealth Act 138.

4. Interested Bidders may obtain further information from the **PHILIPPINE PORTS AUTHORITY, PORT MANAGEMENT OFFICE OF BOHOL**, Bids and Awards Committee for Procurement of Goods, through the Secretariat; and inspect the Bidding Documents at the address given below during **Mondays to Fridays from 8:00 A.M. to 5:00 P.M.**

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By 2020, PPA shall have provided port services of global standards.

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We commit to provide reliable and responsive services in our ports, sustain development of our port communities and the environment, and be a model corporate agency of the government.

5. A complete set of Bidding Documents may be purchased by interested Bidders on **December 27, 2016 to January 18, 2017** from the address given below and upon payment of a non-refundable fee of: **Ten Thousand Pesos (Php10,000.00) inclusive of the 12% VAT.**
6. The PPA, PMO-Bohol will hold a **Pre-Bidding Conference on January 5, 2017, 2:00 PM at the PMO-Bohol Administration Building Conference Room, Port Area, Tagbilaran City, Bohol.** It shall be opened only to all interested parties who have purchased the Bidding Documents.
7. **Bids and eligibility requirements must be properly bound, marked, sealed and delivered to the address below on or before 10:00AM of January 18, 2017.** All Bids must be accompanied by a **duly notarized Bid-Securing Declaration and Bid Security in any of the following acceptable forms and amount:**

Form of Bid Security

Amount of Bid Security
(Equal to Percentage of the ABC)

- | | |
|---|--|
| (a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank. | Two percent (2%) |
| (b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank. | Two percent (2%) |
| (c) 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%) |
| (d) Any combination of the foregoing form | Proportionate to share of with respect to total amount of security |
| (e) Notarized Bid-Securing Declaration In lieu of the above items (a to d) | |

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Bid opening shall be on *January 18, 2017, 10:30 AM at the PMO-Bohol Administration Building Conference Room, Port Area, Tagbilaran City, Bohol.* Bids shall be opened in the presence of the Bidders' representatives, who choose to attend at the address below. **Late Bids shall not be accepted.**

8. Tax Clearance or latest Tax Returns (for newly registered business) must be submitted along with the bid proposal in accordance with *BIR Regulations No.1-2016*. Failure to do so shall be a ground for non-acceptance of the bid proposal.
9. The PPA, PMO-Bohol 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. For further information, please refer to:

BAC Secretariat
PPA, PMO-Bohol
Port Area, Tagbilaran City, Bohol
Tel. Nos. (038) 501-8138
PPA website: www.ppa.com.ph
Fax No. (038) 501-8138/501-8969


JULIUS A. JUMANGIT

Chairperson

Bids and Awards Committee-Procurement of Goods (BAC-PG)

PPA, PMO-Bohol

Noted:


JAMES J. GANTALAO

Port Manager

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