Technical Specifications/Terms of Reference (ToR)

PROCUREMENT OF TWENTY SEVEN (27) TEMPORARY TECHNICAL AND ADMINISTRATIVE SUPPORT PERSONNEL FOR PPA PMO-EASTERN LEYTE/SAMAR CY 2018.

INTRODUCTION

The on-going rationalization efforts to streamline functions and operations in the government corporate sector pursuant to Executive Order No. 366 has forced government agencies, including PPA, to outsource temporarily its manpower requirements from reputable private manpower agencies in order not to sacrifice the implementation of priority government services and projects.

In the case of the Philippine Ports Authority, Port Management Office of Eastern Leyte/Samar, the development, design, and implementation of port projects, maintenance activities and general administrative office requirements will require substantial manpower augmentation which cannot be provided by existing regular PPA personnel. It is in this light that PPA, PMO Eastern Leyte/Samar seeks to enter into an outsourcing agreement with private entity for the supply and provision of competent professional, technical and administrative support manpower services through competitive bidding in accordance with provisions of R.A. No. 9184 and its implementing Rules and Regulations (IRR).

PPA is currently implementing the 4th phase of its GCG approved Rationalization Plan, which is the filling up of priority positions under the approved staffing pattern. However, that incurs no significant increase yet in the number of personnel nationwide, since most of the filled up positions were due to promotion of personnel from within. Nevertheless, the Management adheres to its earlier decision that authorized outsourced positions which are equivalent or similar regular plantilla positions shall be deemed redundant once filled. Hence, affected outsourced personnel shall be automatically terminated anytime during the term of the contract or whenever the services of the outsourced personnel are no longer required.

OBJECTIVES

1. To fill up the vacuum created by the issuances of DBM and CSC guidelines and policies prohibiting the direct hiring of temporary technical and administrative manpower support during an extended period of time while rationalization efforts are ongoing pursuant to Executive Order No. 366.

2. To help generate employment opportunities in Leyte/Samar in compliance with EO 782 and 783.

QUALIFICATION OF BIDDERS.

1. Prospective bidders must have completed, within the period specified in the Invitation to Bid, an SLCC that is similar to the contract to be bid, and whose value, adjusted to current prices using the Philippine Statistics Authority (PSA) consumer price indices, must be at least 50% of the ABC.

   A similar contract means, a contract at least fifty percent (50%) of the scope of services provided therein involves Technical and Administrative support personnel.

2. The contractor or service provider should meet the following requirements. (Please attach proof):

   a) Duly registered with the **Department of Labor and Employment (DOLE)**;

   b) Duly registered with the **Bureau of Internal Revenue (BIR)**;

   c) For sole proprietorship, duly registered with the **Department of Trade and Industry (DTI)**;

   d) For corporations and partnerships, duly registered with the **Securities and Exchange Commission (SEC)**; and

   e) Duly registered and must be an active employer with the following agencies with **proof** of remittances from January 2017 to April 2018:

      1) Social Security System (**SSS**),
      2) Home Development Mutual Fund (**Pag-IBIG Fund**), and
      3) Philippine Health Insurance Corporation (**PhilHealth**).

OBLIGATIONS AND RESPONSIBILITIES

1. Pursuant to the terms and conditions of the Contract granted by the PPA, the Service Provider shall provide all technical and administrative support manpower required, as listed in **ANNEX "D"**. Hiring and deployment of personnel to specific sites/workstation shall be based on the actual need of RC Head concerned as required in the actual implementation of the projects or commitments to be undertaken. Likewise, occupied positions may be vacated as an effect of the approved Rationalization Plan as discussed in the introduction.

2. After determining the lowest and most responsive bidder in the competitive bidding to be conducted for this purpose, PPA, Port Management Office of Eastern Leyte/Samar shall award to the winning manpower service provider/contractor, the Contract for the Procurement of the Temporary Technical and Administrative Support Personnel effective for the period of **Six (6) Months from July 01, 2018 to December 31, 2018.**

3. PPA, PMO Eastern Leyte/Samar shall allocate the total amount of ***Three Million One Hundred Forty-Seven Thousand Five Hundred Seventy-Six Pesos and 36/100 Only (Php3,147,576.36)*** as the Approved Budget for the Contract (ABC) for the period of **Six (6) Months from July 01, 2018 to December 31, 2018,** which compose of the following:

   3.1 Monthly Basic Salary – Based on DBM-approved Salary Schedule effective June 1, 2011.
   3.2 Five (5) Day Service Incentive Leave
   3.3 13th Month Pay
   3.4 Administrative Cost – Percentage of the amount payable to Government and employee (Monthly Basic Salary, SSS, PhilHealth, HDMF (Pag-IBIG Fund), EC, COLA, SIL, 13th Month Pay)
   3.5 Social Security System (SSS)
   3.6 PhilHealth
   3.7 Home Development Mutual Fund (Pag-IBIG Fund)
   3.8 Employees Compensation (EC)
   3.9 Value Added Tax (VAT) and other government taxes

4. PPA shall pay the Service Provider the Monthly Billing Rates stipulated in said Contract, subject to existing government auditing and accounting rules and regulations. For and in consideration of the services rendered by temporary technical and administrative support personnel deployed by the Service Provider/Contractor, payment shall be made upon presentation of its **semi-monthly personnel payment and affidavit or sworn certification that it has paid the salaries and benefits of its personnel for the period covered, per submitted payroll and remitted the corresponding premiums to HDMF (Pag-IBIG Fund), SSS, PhilHealth, EC, etc., as well as the withholding of taxes to BIR.**

5. In addition to the benefits to be provided as required under existing laws, the Manpower Service Provider should be able to provide its employees, ***Identification Card and 4 pcs Uniform (Shirt Jack or Polo/Blouse) to be given within one (1) month from receipt of Notice to Proceed.***

6. The winning Manpower Service Provider/Contractor shall agree to increase or decrease the number of temporary technical and administrative support personnel to be deployed under the Contract, subject to actual manpower support requirements of PPA, PMO - Eastern Leyte/Samar during the effectivity of the Contract, provided that increase shall not exceed ten percent (10%) of the original contract price.

7. The Service Provider shall fully assume all accountabilities over all support personnel that shall be provided and deployed in various Terminal Offices of the Port Management Office of Eastern Leyte/Samar under the Contract.

21. The Service Provider/Contractor should have at least one (1) Area Supervisor to cater to the administrative concerns of the outsourced personnel and should visit the area – Baseport, weekly and TMOs monthly, respectively. Certificate of Appearance will be attached to the monthly billing statement as part of the billing documents.

22. The Manpower Service Provider/Contractor should secure a fidelity bond issued by surety or insurance company duly certified by the Insurance Commission as authorized to issue such security to guarantee the financial accountability of personnel deployed to perform receipting/collecting functions up to an amount of **P30,000.00** per employee. It shall be co-terminus with the receipting/collecting employee's employment during the contract period.

23. "Contract of service and job order workers should not, in any case, be made to perform functions which are part of the job description of the agency's existing regular employees" per CSC, COA, DBM Joint Circular No. 1 s. 2017 on the Rule and Regulations Governing Contract of Service and Job Order Workers in the Government particularly on Item 7.0 on Limitations of the aforementioned Circular.

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ANNEX D

Temporary Technical and Administrative Support Personnel to be Outsourced by PPA-PMO Eastern Leyte/Samar for CY 2018

No. of Positions	Position Title/Place of Assignment	SG	Rate
One (1)	Sr. Management Info. Sys. Analyst - Baseport	16	24,423.00
One (1)	Clerk Processor A - Baseport	8	13,833.00
One (1)	Electronic Communication Equipment Technician - Baseport	8	13,833.00
One (1)	Building Electrician - Baseport	8	13,833.00
Seven (7)	Data Encoder - Baseport	7	12,880.00
Two (2)	Driver Mechanic B - Baseport	7	12,880.00
Ten (10)	Collection Assistant - TMO San Isidro (7) - TMO Calbayog (1) - TMO Liloan (2)	6	11,992.00
Two (2)	Carpenter B - Baseport	3	9,628.00
Two (2)	Mason - Baseport	3	9,628.00