



**PORT MANAGEMENT OFFICE – WESTERN LEYTE / BILIRAN**  
LOT 2, BLOCK 13, DOÑA FELIZA MEJIA SUBD., D. VELOSO ST., ORMOC CITY, 6541  
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## INVITATION TO BID

### PROVISION OF JANITORIAL SERVICES FOR OFFICES OF THE PHILLIPINE PORTS AUTHORITY, PMO-WESTERN LEYTE/ BILIRAN CY 2018-2019 (PMO-WLB-GS-2018-002)

The Philippine Ports Authority, Port Management Office – Western Leyte/Biliran, through the Corporate Operating Budget for CY 2018, intends to apply the sum of **Two Million Two Hundred Forty Three Thousand Nine Hundred Thirty One Pesos and Seventy Centavos (₱ 2,243,931.70)**, inclusive of 12% VAT, being the Approved Budget for the Contract (ABC) to payments under the contract for the **Procurement of Temporary Support Personnel Through Manpower Service Provider for PMO-Western Leyte/ Biliran CY 2018-2019**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

The Philippine Ports Authority, Port Management Office – Western Leyte/Biliran now invites bids for the **Provision of Seven (7) competent and reliable Janitors for the various Responsibility Centers/ Terminal Offices of PMO-WL/B**. Contract effectivity will start on **July 01, 2018 and upon receipt of Notice to Proceed (NTP)** and the duration of the service is **July 01, 2018 to June 30, 2019 / One (1) year**. Bidders should have completed a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instruction to Bidders.

Bidding will be conducted through open competitive bidding procedures using non-discretionary pass/fail criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act 9184 (RA 9184), otherwise known as the “Government Procurement Reform Act”.

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#### Vision

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

#### Mission

- 1. Provide reliable and responsive services in ports, sustain development of communities and the environment, and be a model corporate agency of the government.*
- 2. Establish a mutually beneficial, equitable, and fair relationship with partners and service providers.*
- 3. Provide meaningful and gainful employment while creating a nurturing environment that promotes continuous learning and improvement.*
- 4. Establish a world-class port operation that is globally competitive adding value to the country's image and reputation.*

Bidding is restricted to Filipino citizens/sole proprietorships, cooperatives and 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 RA 5183.

Interested bidders may obtain further information from Philippine Ports Authority, Port Management Office – Western Leyte/Biliran Bids and Awards Committee (BAC) and inspect the Bidding Documents at the address given below from 8:00 a.m. – 5:00 p.m., Monday to Friday.

A complete set of Bidding Documents may be acquired by interested Bidders on **April 26, 2018** from the address below and upon payment of the applicable fee for the Bidding Documents pursuant to the latest Guidelines issued by GPPB, in the amount of **Five Thousand Pesos (₱ 5,000.00)**.

It may also be downloadable free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of Philippine Ports Authority, provided that bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

The Philippine Ports Authority, Port Management Office – Western Leyte/Biliran Bids and Awards Committee will hold a Pre-Bid Conference on **May 3, 2018 at 10:00am** at the Philippine Ports Authority, Port Management Office – Western Leyte/Biliran Conference Room, Lot 2, Block 13, Doña Feliza Mejia Subd., D. Veloso St., Ormoc City, which shall be open to prospective bidders.

Bids must be duly received by the BAC Secretariat at the address below on or before **May 15, 2018 at 10:00am**. All bids must be accompanied by a Bid Security in any of the acceptable forms and in the amount stated in **ITB** Clause 18.

Bid opening shall be on **May 15, 2018 at 10:30am** at *Philippine Ports Authority, Port Management Office – Western Leyte/Biliran, Lot 2, Block 13, Doña Feliza Mejia Subd., D. Veloso St., Ormoc City*. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.

The *Philippine Ports Authority* reserves the right to accept or reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

For further information, please refer to:

**Hilda F. Navarro**

BAC Secretariat

Philippine Ports Authority,

Port Management Office – Western Leyte/Biliran

L2, B13, Doña Feliza Mejia Subd.,

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**GERRY D. LIQUIDO**  
Chairperson  
Bids and Awards Committee