PHILIPPINE PORTS AUTHORITY
PORT MANAGEMENT OFFICE DAVAO

INVITATION TO BID

PROCUREMENT OF TEMPORARY ADMINISTRATIVE AND TECHNICAL SUPPORT PERSONNEL AND JANITORIAL SERVICES THROUGH MANPOWER SERVICE PROVIDER FOR THE PERIOD JULY 01 TO DECEMBER 31, 2018.

The Philippine Ports Authority, Port Management Office of Davao, through the CY 2018 corporate funds intends to apply the sum of PESOS: ***FOUR MILLION SIX HUNDRED EIGHTY EIGHT THOUSAND TWO HUNDRED FORTY EIGHT AND 74/100 only*** (Php 4,688,248.74) VAT inclusive being the Approved Budget for the Contract (ABC) to payments under the contract for the Procurement of Temporary Administrative and Technical Support Personnel and Janitorial Services Through Manpower Service Provider to cover the period July 01 to December 31, 2018. Bids received in excess of the ABC shall be automatically rejected at bid opening.

The Philippine Ports Authority, Port Management Office of Davao, now invites bids for the Procurement of Temporary Administrative and Technical Support Personnel and Janitorial Services Through Manpower Service Provider. Delivery of services is from July 01 to December 31, 2018 or for a period of One Hundred Eighty Four (184) Calendar Days. Bidders must have completed within two (2) years from the date of submission and receipt of bids, a Single Largest Completed Contract (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 fifty percent (50%) of the ABC. 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 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 law or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183.

Interested bidders may obtain further information from the **Philippine Ports Authority**, **Port Management Office of Davao,** and inspect the Bidding Documents at the address given below from 8:00 am to 5:00 pm Monday to Friday.

A complete set of Bidding Documents may be acquired by interested bidders at the Procuring Entity's given address on 29 May to 18 June 2018 and upon payment of a non-refundable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Five Thousand Pesos only (Php5,000.00).

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

The Philippine Ports Authority, Port Management Office of Davao, Bids and Awards Committee for the Procurement of Goods will hold a Pre-Bid Conference on 06 June 2018, Wednesday, 9:30 a.m. at the PMO-Davao Conference Room, 2nd Floor Administrative Building, Km. 10, Sasa Port Area, Davao City, which shall be only open to prospective bidders but attendance shall not be mandatory.

Bids must be duly received by the BAC Secretariat at the address below on or before 9:00 a.m. of 18 June 2018 at the PMO-Davao Conference Room, 2nd Floor Administrative Building, Km. 10, Sasa Port Area, Davao City. All Bids must be accompanied by a bid security or in any of the acceptable forms and in the amount not less than the required percentage of ABC as stated hereunder:

The bidder shall submit a Bid Securing Declaration, or any form of Bid Security, in an amount not less than the required percentage of the ABC in accordance with the following schedule:

Form of Bid Security	**Amount of Bid Security (ABC- Php 4,688,248.74)**
(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Php 93,764.97 (2% of the ABC)
(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.	
(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to	Php234,412.44 (5% of the ABC)

issue such security.	

Bid opening shall be on 18 June 2018, Monday, 9:30 a.m. at the PMO Conference Room, 2nd Floor Administrative Building, Km. 10 Sasa Port Area, Davao City. Bids will be opened in the presence of the Bidders' representatives who choose to attend at the said address. Late bids shall not be accepted.

The Philippine Ports Authority, Port Management Office of Davao, 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.

The manpower requirement shall be for the following positions:

No. of Personnel Needed	Position
15	Data Encoder
1	Sr. Management Information System Analyst
2	Clerk Processor A
1	Training Assistant
3	Driver Mechanic B
8	Utility Worker A
1	Building Electrician A
1	Plant Mechanic C
8	Janitor
1	Draftsman III
1	Engineering Assistant A
42	**Total No. of Positions**

For further information, please refer to:

Anna Lee Monica G. Alingalan
Head Secretariat
Bids and Awards Committee for Procurement of Goods
Philippine Ports Authority
Port Management Office of Davao
PMO Administrative Building
Km. 10, Sasa Port Area, Davao City
Tel. No. (082) 235-2564 local 218
Fax No. (082) 235-2569
Website: www.ppa.com.ph

Publication Date: 29 May 2018

MILAGROS G. SONZA
Chairperson, BAC-Procurement of Goods