



PORT DISTRICT OFFICE OF MANILA/NORTHERN LUZON

PDO Manila Building, Muelle de San Francisco
South Harbor, Port Area, Manila
Tel. Nos. 525-5264 to 67, Telefax No. 301-9043

INVITATION TO BID

PROCUREMENT OF MANPOWER SERVICES FOR PDO MANILA/NORTHERN LUZON AND PMOs UNDER ITS JURISDICTION

1. The PPA-PDO Manila/Northern Luzon, through its Corporate Operating Budget intends to apply the sum of **Thirty Two Million Six Hundred Thirty Three Thousand Three Hundred Fifteen and 12/100 Pesos (₱32,630,315.12)** being the Approved Budget for the Contract (ABC) to payments under the Contract for Manpower Services for PDO Manila/Northern Luzon and PMOs Under Its Jurisdiction. Bids received higher than the ABC shall be automatically rejected at bid opening.
2. The PPA-PDO Manila/Northern Luzon now invites bids from prospective bidders for the Procurement of Manpower Services for PDO Manila/Northern Luzon and PMOs Under Its Jurisdiction. Delivery of the services is required from **February 1, 2012 to December 31, 2012** at the following offices:

<u>OFFICES</u>	<u>NO. OF POSITIONS</u>
Port District Office (Proper)	38
PMO South Harbor	22
PMO North Harbor	50
PMO Limay	20
PMO San Fernando LU/Sual	17
TOTAL	147

3. Prospective Bidders should have completed, within the last five (5) years from the date of submission and receipt of bids, a single contract that is similar to the Project, the value of which must be at least fifty percent (50%) of the Approved Budget for the Contract (ABC) to be bid. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section III, Instructions to bidders.
4. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, known as the “Government Procurement Reform Act”, and 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 RA 5183 and subject to Commonwealth Act 138.

5. Interested bidders may obtain further information and inspect the Bidding Documents from **8:00 A. M. to 4:00 P.M.** as well as, purchase said Bidding Documents at the address given below on **December 23, 2011** until **January 13, 2012** upon presentation of a Letter of Intent (LOI) and payment of a non-refundable fee for the Bidding Documents in the amount of **Ten Thousand Pesos (P10,000.00)**.

**Secretariat, Bids and Awards Committee
Procurement of Goods and Related Services
2nd Floor, PDO Manila/NL Building, 22 Muelle de San Francisco.
South Harbor, Port Area, Manila**

It 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 Bidders shall pay the non-refundable fee for the Bidding Documents not later than the submission of their bids.

Payment for the bid documents shall be in Cash or Manager's Check.

6. The PPA-PDO Manila/Northern Luzon will hold a Pre-bid Conference on **January 2, 2012** at **2:00 P.M.** at PDO Manila/Northern Luzon Conference Room, 3rd Floor, PDO Manila Building, 22 Muelle de San Francisco, South Harbor, Port Area, Manila, which shall be open only to all interested parties who have purchased the Bidding Documents.
7. Bids must be delivered to and received by the Secretariat of the Bids and Awards Committee at the PDO Manila/Northern Luzon Conference Room, 3rd Floor, PDO Manila Building, 22 Muelle de San Francisco, South Harbor, Port Area, Manila not later than **9:00 A.M.** on **January 13, 2012**. 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) Cash, cashier's/manager's check, bank draft/guarantee confirmed by a Universal or Commercial Bank.	Two percent (2%)
b) Irrevocable letter of credit issued by a Universal or Commercial Bank;	
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	Proportionate to share of form with respect to total amount of security

8. Bid opening shall be on **January 13, 2012** at **9:00 A.M.** at PDO Manila/Northern Luzon Conference Room, 3rd Floor, PDO Manila Building, 22 Muelle de San Francisco, South Harbor, Port Area, Manila. Bids will be opened in the presence of the Bidder's official representative/s who choose to attend at the above address. Late bids shall not be accepted.
9. The PPA-PDO Manila/Northern Luzon 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:

Mr. Gallardo G. Guerrero
Secretariat, Bids and Awards Committee
2nd Floor, PDO Manila Bldg. 22 Muelle de San Francisco
South Harbor, Port Area, Manila
Tel. No. (02) 525-5264 local 416
Facsimile No. 301-9043

(Sgd.) VERTUDES M. ARIAS
Chairperson
Bids and Awards Committee