



PMO-General Santos

Bids and Awards Committee for the Procurement of Goods

BID BULLETIN NO. 1

**Procurement of Temporary Support Personnel of Port Management Office of General Santos for
CY 2012**

The public is hereby notified on the following rulings of the Bids and Awards Committee for the Procurement of Goods (BAC-PG) arrived at during the Pre-Bid Conference on 5 December 2011, to wit:

1. For Item number 4, under Obligations and Responsibilities of the Terms of Reference, the phrase "...FIVE MILLION NINE HUNDRED FORTY FIVE THOUSAND EIGHT HUNDRED EIGHTY THREE AND 60/100 PESOS (p5,945,883.60)..." should be read as **"...SIX MILLION THREE HUNDRED NINETY FIVE THOUSAND ONE HUNDRED FIFTY TWO AND 08/100 PESOS (P6,395,152.08)"**.
2. For Items number 11, 12, & 13, under Obligations and Responsibilities of the Terms of Reference, it should be numbered as **"12, 13, & 14,"** respectively.
3. For Item number 11, under Obligations and Responsibilities of the Terms of Reference, it should be read as **"The basic monthly salary of personnel to be assigned to Port Management Office of General Santos shall be based on DBM-Approved salary schedule effective July 1, 2010. Computation of daily rate shall be based on a divisor of 26 days. Remuneration of personnel shall be on a daily rate basis as computed, multiplied by the total number of days worked in a given period. The policy of no work no pay shall be applied."**
4. For the mentioned form **"Letter Certificate to the Procuring Entity (Form 006-A)"** under the Technical Documents of the Checklist of Requirements for Bidders, it should be as shown below.

Form No. 006-A

Contractor's Letter-Certificate to Procuring Entity

Date of Issuance

Engr. Liberto C. Dela Rosa
Port Manager
Philippine Ports Authority
Port Management Office-General Santos
Makar Wharf, General Santos City

Dear Sir:

Supplementing our Organizational Chart for the Contract, we have the honor to submit herewith, and to certify as true and correct, the following pertinent information:

1. That I/we have engaged the services of (Name of Employee), to be the (Designation) of the (Name of Contract), who is a (Profession) who has performed the duties as enumerated in the Individual Task List.

2. The said personnel shall be designated by us as our (Designation) to personally perform the duties of the said position in the above-mentioned Project, if and when the same is awarded in our favor.

3. That said personnel shall employ the best care, skill and ability in performing his duties in accordance with the Contract Agreement, Conditions of Contract, Terms of Reference, Special Provisions, and other provisions embodied in the proposed contract.

4. That said personnel shall be personally present at the jobsite to supervise the phase of the work pertaining to this assignment as (Designation), all the time.

5. That, in order to guarantee that said personnel shall perform his duties properly and be personally present in the Job Site, he is hereby required to secure a certificate of appearance for the Procuring Entity at the end of every month.

That, in the event that I/we elect or choose to replace said (Designation) with another personnel, the Procuring Entity will be accordingly notified by us in writing at least twenty one (21) days before making the replacement. We will submit to the Procuring Entity, for prior approval, the name of the proposed new (Designation), his qualifications, experience, list of projects undertaken and other relevant information.

6. That any willful violation on my/our part of the herein conditions may prejudice my/our standing as a reliable contractor in future bidding of the Procuring Entity.

Very truly yours,

(Authorized Representative of Bidder)

CONCURRED IN:

(Name of personnel)

(Address)

5. For the Annex "A," List of Positions with corresponding qualifications including Job Description and Task List, it should be as shown below:

List of Positions with Individual Job Descriptions and Task List

NO	Position		Job Descriptions/Task List
1	Plant Mechanic (Shall render duty six (6) days a week)	1 2 3	Operates stand-by generating sets in case of power failure Undertakes preventive maintenance of standby generating sets Assists in the conduct of mechanical equipment minor repair works and other related tasks assigned by the immediate supervisor

		4	Operate and maintain port equipment to include but not limited to the operation and maintenance of 60 and 144 outlets reefer facilities in 24/7 operation and (4) units power generating sets
		5	Perform related task as directed by immediate supervisor
2	Building Electrician A (Shall render duty six (6) days a week)	1	Performs routine maintenance works such as removal and replacement of damaged electrical lightings, wirings & power system of the port and PMO offices and buildings.
		2	Operates standby generating sets in case of power failure
		3	Assists in the operation of 60 and 144 reefer outlets in 24/7 operation
3	Clerk Processor A (Shall render duty five (5) days a week)	1	Undertakes all clerical works and other related tasks assigned by the Supervisor
4	Data Encoder (Shall render duty six (6) days a week)	1	Performs encoding of cargoes per Bills of Lading of foreign and domestic inbound and outbound manifests
		2	Reconciles manifest with the discharging/loading of tally sheets (DLTS)
		3	Segregates manifests per vessel and voyage number.
		4	Assists in the preparation of statistical reports for government and non-government agencies
		5	Performs other related functions that may be assigned by the Immediate Supervisor
5	Engineering Assistant A (Shall render duty five (5) days a week)	1	Assist in the preparation of engineering projects reports and reports relevant to the satisfactory completion of the project
		2	Prepares logbook of daily activities of all on-going RM and infra projects
		3	Assist in the daily monitoring of on-going RM and infra projects
		4	Perform related task as directed by immediate supervisor
6	Utility Worker (Shall render duty six (6) days a week)	1	Perform maintenance and cleanliness works at port area to include grass cutting, trimming of trees, sweeping and cleaning of clogged drainage
		2	Assist in the minor repair works of port facilities and equipment
		3	Perform related task as directed by immediate supervisor
7	Plumber A (Shall render duty six (6) days a week)	1	Undertakes all plumbing related works of port facilities, buildings and equipment in accordance with the approved plans and programs of RM projects including emergency repair
		2	Repair minor damages in sanitary and water distribution lines of all existing port facilities, buildings and equipment
		3	Maintains workability of drainage lines and water lines of all port facilities, buildings and other works assigned by the immediate supervisor
		4	Assist in the cleanliness of port area.
8	Mason II (Shall render duty six (6) days a week)	1	Undertake all masonry related works of the port facilities and buildings in accordance with the approved plans/programs for R/M projects including emergency repairs.
		2	Repair minor damages on concrete structures of all existing port facilities and buildings as well as new projects.
		3	Maintains workability of existing port facilities and buildings to ensure convenience and safety of port users.
		4	Provides technical information on all masonry and concrete related works.
		5	Assists in the conduct of inspection of port facilities and buildings.
		6	Assist in the cleanliness of port area.
		7	Perform related task as directed by immediate supervisor
9	Senior Carpenter A (Shall render duty six (6) days a week)	1	Undertakes all minor and major carpentry works of the port facilities and buildings in accordance with the approved plans and programs for RM projects including emergency repairs
		2	Repair minor damages of existing port facilities, building and furnitures
		3	Provide technical knowledge in all carpentry related works
		4	Assist in the conduct of inspection of port facilities, buildings and furnitures
		5	Assist in the cleanliness of port area.
		6	Perform related task as directed by immediate supervisor
10	Computer Operator	1	Undertakes all computer related works directed by the ESD Manager

	(Shall render duty five (5) days a week)	2 3 4	Performs AutoCAD operations Prepares presentation materials using Powerpoint. Performs clerical works
11	Senior Engineer (Shall render duty six (6) days a week)	1 2 3 4	Supervises and monitors operation of port equipments, i.e. 4 units power generating sets; 144 & 60 units reefer outlets and other electrical and mechanical facilities and equipment of the port. Conduct regular check-up of port equipments. Recommends to the ESD Manager necessary repair and maintenance works of port equipment and port facilities. Perform related task as directed by immediate supervisor
12	Driver Mechanic (Shall render duty six (6) days a week)	1 2 3 4 5 6	Drives car and makes minor mechanical repair. Picks up and transports personnel to and from point of destination Prepares and submits reports on fuel and oil consumption Cleans and maintains assigned vehicle Makes daily check up of all servicing needs of vehicle Perform other related functions
13	Water Utilities Facilities Operator C (Shall render duty six (6) days a week)	1 2 3 4 5 6 7 8 9 10	Operates the waste water treatment facility Prepare logbook of operation and maintains the same Prepares and submit Operation Monitoring Report daily to the office of Engineering Manager Prepares and submit daily utilization report of the facility to the office of Engineering Manager Monitor compliance of livestock clients on the utilization of the livestock yard Prepares draft annual maintenance program of the facility for review of the Engineering Manager Conduct daily inspection of the facility and submit necessary repair works to the Office of the Engineering Manager should there be any damage/s found Strictly implement into action the maintenance program to ensure workability of the facility in 24/7 operation. Assess/computes waste treatment fees

Qualifications of Technical Support Personnel

POSITIONS	AGE	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	OTHERS
1. Plant Mechanic	Must be between 25 to 40 years old	Completed 2 years relevant vocational/course	Two (2) years relevant experience	Eight (8) hours relevant training	Plant Mechanic A (CSC-MC 11s.96)	a. NBI Clearance b. Health Certificate c. Willing to be assigned on a shifting basis
2. Building Electrician	Must be between 25 to 40 years old	At least high school graduate or completion of relevant vocational/trade course	Three (3) years experience in port lighting system if necessary	4 hours of relevant training	TESDA National Certificate (NC) 2 Building/Wiring Installation or Building/Wiring Electrician (CSC-MC 11s. 96)	a. NBI Clearance b. Health Certificate c. Willing to be assigned on a shifting basis
3. Clerk Processor A	Must be between 21 to 40 years old	Bachelors Degree relevant to the job	One (1) year of relevant experience	four (4) hours of relevant training	none required	a. Health Certificate b. NBI Clearance
4. Data Encoder	Must be between 21 to 40 years old	College graduate, pref. Accounting/Computer Science	Minimum of six (6) months related experience	none required	none required	a. NBI Clearance b. Health Certificate c. Willing to be assigned on a shifting basis

5. Senior Carpenter	Not more than 40 years old.	High School graduate.	Two (2) years experience in carpentry	none required	Carpenter (CSC-MC 11s.96)	a. NBI Clearance b. Health Certificate
6. Plumber A	Not more than 40 years old.	High School graduate.	Two (2) years experience in plumbing related works	none required	TESDA Plumbing National Certificate (NC) 2 to 3 or Pipe Fitter (CSC-MC 11s. 96)	a. NBI Clearance b. Health Certificate
7. Computer Operator	Must not be more than 35 years old.	College graduate, pref. Accounting/Comp. Science	Must be computer literate	none required	none required	a. NBI Clearance b. Health Certificate
8. Mason II	Not more than 40 years old.	High School graduate.	Two (2) years experience in masonry & other related work	none required	Mason 1 or A (CSC-MC 11 s.96)	a. NBI Clearance b. Health Certificate
9. Engineering Assistant A	Must be at least 25 years old but not more than 35 years old	Bachelors Degree in Civil Engineering	Minimum of one (1) year relevant experience	8 hours of relevant training	none required	a. NBI Clearance b. Health Certificate c. CAD Literate
10. Utility Worker	Must be at least 25 years old.	Preferably high school graduate.	Minimum of one (1) year relevant experience	none required	none required	a. NBI Clearance b. Health Certificate
11. Senior Engineer A	At least 25 years old but not more than 35 years old	Bachelor's degree in Engineering relevant to the job	Minimum of one (1) year relevant experience	4 hours of relevant training	RA 1080	a. NBI Clearance b. Health Certificate
12. Water Resources Facilities Operator	Must not be more than 35 years old.	High School Graduate or completion of relevant vocational/trade course	None required	None required	none required	a. NBI Clearance b. Health Certificate c. Willing to be assigned on a shifting basis
13. Driver Mechanic	Must not be more than 35 years old.	High School Graduate or completion of relevant vocational/trade course	None required	None required	With professional driver's license	a. NBI Clearance b. Health Certificate

All terms, conditions and instructions to bidders specified in the Bidding Documents consistent with this Bid Bulletin shall remain in full force and effect.

For information and guidance of all prospective bidders.

December 9, 2011

(SGD)
LUZ PATRICIA F. TANCO
Chairperson

(SGD)
NAZARIO C. PONCE
Vice-Chairperson

(SGD)
BRANDON RAE T. SENDICO
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MERLINDELLA D. BIRUAR
Member

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ARMANDO B. ULUAN
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LEOVIGILDA C. GRAFILO
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