



BONIFACIO DRIVE SOUTH HARBOR PORT AREA, MANILA 1018 PHILIPPINES
PO BOX 436 MANILA, PHILIPPINES
TEL. NO (0632) 527-8356 FAX NO (0632) 527-4855
<http://www.ppa.com.ph>



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PPA ADMINISTRATIVE ORDER

NO 06 - 2018

TO All Port Managers
Cargo Handling Operators/Terminal Operators
Cargo Owners/Brokers/Truckers/Shipping Lines
Others Concerned

SUBJECT TERMINAL APPOINTMENT BOOKING SYSTEM (TABS)

1 AUTHORITY

1.1 Article IV, Section 6-a (III) and (X) of Presidential Decree No 857, as amended

1.2 Board Resolution No 2678

2 RATIONALE

To enhance the implementation of the TABS at Manila Ports in order to maximize efficiency in the delivery and withdrawal of cargoes

To enhance the operating guidelines and standardize fees for TABS being implemented at the Ports of South Harbor and Manila International Container Terminal (MICT)

To rationalize the delivery and withdrawal of cargoes to and from Manila Ports

3 SCOPE

This Order shall cover the delivery and withdrawal of cargoes, including repositioning of empty containers, handled at the Ports of South Harbor and MICT

4. GENERAL GUIDELINES

The following are hereby prescribed in the implementation of TABS

4.1 Booking for the delivery and withdrawal of cargoes, including repositioning of empty containers, shall be allowed under the following circumstances

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

6/15/18 30218 - CAO/TABS-01

4 1 1 For Inbound Cargoes - receipt by the Terminal Operator of the On-Line Release System (OLRS) instruction from the Bureau of Customs (BOC)

4 1 2 For Outbound Cargoes - submission to the Terminal Operator of the Pre-Advice Notice from Shipping Lines

4 2 Booking Time Slots

4 2 1 For purposes of this Order, the Booking Time Slots shall be generally described as period of the week from Monday to Sunday divided into Twenty Four (24) Slots daily, and classified into **Four (4) Demand Zones**, as follows:

- a Free - Blue Slots
- b Medium - Green Slots
- c High - Red Slots
- d Rebate - Yellow Slots

4 2 1 1 Booking Time Slots – South Harbor

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
0000-0059	FREE	FREE	FREE	FREE	FREE	FREE	REBATE
0100-0159	FREE	FREE	FREE	FREE	FREE	FREE	REBATE
0200-0259	FREE	FREE	FREE	FREE	FREE	FREE	REBATE
0300-0359	FREE	FREE	FREE	FREE	FREE	FREE	REBATE
0400-0459	MEDIUM	MEDIUM	MEDIUM	MEDIUM	MEDIUM	MEDIUM	REBATE
0500-0559	MEDIUM	MEDIUM	MEDIUM	MEDIUM	MEDIUM	MEDIUM	REBATE
0600-0659	HIGH	HIGH	HIGH	HIGH	HIGH	HIGH	REBATE
0700-0759	HIGH	HIGH	HIGH	HIGH	HIGH	HIGH	REBATE
0800-0859	HIGH	HIGH	HIGH	HIGH	HIGH	HIGH	REBATE
0900-0959	HIGH	HIGH	HIGH	HIGH	HIGH	HIGH	REBATE
1000-1059	MEDIUM	MEDIUM	MEDIUM	MEDIUM	MEDIUM	MEDIUM	REBATE
1100-1159	FREE	FREE	FREE	FREE	FREE	FREE	REBATE
1200-1259	FREE	FREE	FREE	FREE	FREE	FREE	REBATE
1300-1359	FREE	FREE	FREE	FREE	FREE	FREE	REBATE
1400-1459	FREE	FREE	FREE	FREE	FREE	FREE	REBATE
1500-1559	FREE	FREE	FREE	FREE	FREE	FREE	REBATE
1600-1659	MEDIUM	MEDIUM	MEDIUM	MEDIUM	MEDIUM	MEDIUM	REBATE
1700-1759	HIGH	HIGH	HIGH	HIGH	HIGH	HIGH	REBATE
1800-1859	HIGH	HIGH	HIGH	HIGH	HIGH	HIGH	REBATE
1900-1959	HIGH	HIGH	HIGH	HIGH	HIGH	HIGH	REBATE
2000-2059	HIGH	HIGH	HIGH	HIGH	HIGH	HIGH	REBATE
2100-2159	HIGH	HIGH	HIGH	HIGH	HIGH	HIGH	REBATE
2200-2259	FREE	FREE	FREE	FREE	FREE	FREE	REBATE
2300-2359	FREE	FREE	FREE	FREE	FREE	FREE	REBATE

4 2 1 2 Booking Time Slots - MICT

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
0000-0059	FREE	FREE	FREE	FREE	FREE	FREE	REBATE
0100-0159	FREE	FREE	FREE	FREE	FREE	FREE	REBATE
0200-0259	FREE	FREE	FREE	FREE	FREE	FREE	REBATE
0300-0359	FREE	FREE	FREE	FREE	FREE	FREE	REBATE
0400-0459	MEDIUM	MEDIUM	MEDIUM	MEDIUM	MEDIUM	MEDIUM	REBATE
0500-0559	MEDIUM	MEDIUM	MEDIUM	MEDIUM	MEDIUM	MEDIUM	REBATE
0600-0659	MEDIUM	HIGH	HIGH	HIGH	HIGH	MEDIUM	REBATE
0700-0759	MEDIUM	HIGH	HIGH	HIGH	HIGH	MEDIUM	REBATE
0800-0859	MEDIUM	HIGH	HIGH	HIGH	HIGH	MEDIUM	REBATE
0900-0959	MEDIUM	HIGH	HIGH	HIGH	HIGH	MEDIUM	REBATE
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1500-1559	FREE	FREE	FREE	FREE	FREE	FREE	REBATE
1600-1659	MEDIUM	MEDIUM	MEDIUM	MEDIUM	MEDIUM	MEDIUM	REBATE
1700-1759	HIGH	HIGH	HIGH	HIGH	HIGH	MEDIUM	REBATE
1800-1859	HIGH	HIGH	HIGH	HIGH	HIGH	MEDIUM	REBATE
1900-1959	HIGH	HIGH	HIGH	HIGH	HIGH	MEDIUM	REBATE
2000-2059	HIGH	HIGH	HIGH	HIGH	HIGH	MEDIUM	REBATE
2100-2159	HIGH	HIGH	HIGH	HIGH	HIGH	MEDIUM	REBATE
2200-2259	FREE	FREE	FREE	FREE	FREE	FREE	REBATE
2300-2359	FREE	FREE	FREE	FREE	FREE	FREE	REBATE

4 2 2 The Authority, motu proprio or upon the request of the terminal operator, shall review the applicability of the Demand Zones and make appropriate adjustment as may be necessary

4 2 3 Booking Fees

Booking slots shall be essentially free except slots under Medium and High Demand Zones where the fees are as follows

Booking Fees – South Harbor and MICT

Booking Slot	Booking Fees
Free Demand Zone	Free of Charge
Medium Demand Zone	Php300.00 (per booking)
High Demand Zone	Php500.00 (per booking)
Rebate	Rebate of 300 points (can be used to set off other booking charges)

- 4 2 4 Double Transaction Incentive – Book an Export/Empty Drop-off and the associated Import pick-up shall be free of charge
- 4 2 5 Changes in Booking Slots -
 - 4 2 5 1 Slots can be changed anytime until the actual start of the Booked Zone
 - 4 2 5 2 Original booking charge will not be refunded, if slot is subject to payment of fee
 - 4 2 5 3 Listed bookings will only be charged a no-show penalty if nobody availed the booked slot from the slot pool/schedule (Note Every time a slot is listed, these slots are always the priority slots given away to the users to avoid penalties in the system)
 - 4 2 5 4 The appointed Truck may be substituted at any time prior to Gate-In at the Terminal
- 4 2 6 Rebates
 - 4 2 6 1 To encourage higher volume during Sundays where traditionally there is a very low number of drop-offs and pick-ups by brokers and truckers Rebate Slots are available on Sundays It also supports the TABS objective of spreading out deliveries throughout the week and eliminating peaks in traffic
 - 4 2 6 2 A rebate of 300 points is given to a user if a booking is met on time on a rebate slot
 - 4 2 6 3 One (1) point is equal to Php1 00 The 300 points Rebate can be used to set off other booking charges
 - 4 2 6 4 Rebates are earned as follows
 - 4 2 6 4 1 **South Harbor** – when the trucks arrives within the 3-hour arrival window
 - 4 2 6 4 2 **MICT** - when the trucks arrives within the 1-hour booked slot
 - 4 2 6 5 The 300 points Rebates are credited to the account after the transaction

5. ARRIVAL WINDOW

- 5 1 The truck should arrive at its appointed booked slot
- 5 2 However, Grace Period at the Port Terminal shall be allowed as follows

5 2 1 Grace Period – South Harbor

5 2 1 1 High-Demand Zone Booking

- a) One (1) hour BEFORE the Booked Slot
- b) Three (3) hours AFTER the Booked Slot

5 2 1 2 Medium-Demand Zone Booking

- a) One (1) hour BEFORE the Booked Slot
- b) Two (2) hours AFTER the Booked Slot

5 2 1 3 Free Slots and Rebates Slot Booking

- a) One (1) hour BEFORE the Booked Slot
- b) One (1) hour AFTER the Booked Slot

5 2 2 Grace Period – MICT

For All Types of Booking :

- a) Two (2) hours BEFORE the Booked Slot
- b) Two (2) hours AFTER the Booked Slot

6. SCHEDULE OF PENALTIES

- 6 1 A truck may avoid incurring any penalty if it is **ON-TIME**. A truck is considered "**ON-TIME**" when it arrives at the terminal within the *applicable allowable grace period*
- 6 2 To ensure compliance and protect the system from abuse, a truck that arrives **outside** of the applicable allowable grace period shall incur the following penalty

6 2 1 Schedule of Penalty – South Harbor

6 2 1 1 High-Demand Zone Booking

Particulars	Amount
No Show (if the truck did not show up or arrives more than three (3) hours after the booked slot)	Php1,625.50 (per booking)

6 2 1 2 Medium-Demand Zone Booking

Particulars	Amount
Out-of Zone (Late Penalty) (if the truck arrives more than two (2) hours after the booked slot)	Php1,625.50 (per booking)
No Show (if the truck did not show up or arrives more than three (3) hours after the booked slot)	Php3,251.00 (per booking)

6 2 1 3 Free Slots Booking

Particulars	Amount
Out-of Zone (Late Penalty) (if the truck arrives more than one (1) hour after the booked slot)	Php1,625.50 (per booking)
No Show (if the truck did not show up or arrives more than two (2) hours after the booked slot)	Php3,251.00 (per booking)

6 2 1 4 No Penalty shall be imposed on Bookings under Rebate Slots

6 2 2 Schedule of Penalty – MICT

For All Types of Booking :

Particulars	Amount
Out of Zone (Early Penalty) (if the truck arrives more than two (2) hours earlier than booked slot)	Php1,625.00 (per booking)
Out-of Zone (Late Penalty) (if the truck arrives more than two (2) hours after the booked slot)	Php1,625.00 (per booking)
No Show (if the truck did not show up or arrives more than three (3) hours after the booked slot)	Php3,251.00 (per booking)

6 2 3 The foregoing penalty will apply for pick-up and drop-off transactions

6 3 Notwithstanding the penalty incurred, the following rules shall apply after a truck arrives more than three (3) hours after booked slot

6 3 1 South Harbor

Trucks that arrive within two (2) hours after becoming a "No Show" will still be accepted. However, all arrivals more than two (2) hours after incurring the "No Show" Penalty will need to be rebooked accordingly

6 3 2 MICT

All trucks that arrived after incurring the No Show Penalty shall still be serviced by the Terminal Operator, without need to rebook

6 4 To support export growth and prevent shut-outs, containerized exports going to and arriving early at the terminal shall not be charged "Out-of-Zone (Early Penalty)"

6 5 The Authority, through the General Manager, may suspend the imposition of the following

6 5 1 Late Penalties for exceptional circumstances and/or

6 5 2 No Show Penalties due to force majeure

7. REMITTANCE UNDER THE CONTRACT

7 1 TABS being other port related services that may be undertaken by the Terminal Operator is subject to Government Share. Thus, the concerned Terminal Operators at said Manila Ports are required to remit to the Authority a 20% Government Share on TABS Gross Revenue in accordance with their respective contracts with PPA

7 2 Said 20% Government Share shall be retroactive from the start of their TABS operations

8. RESPONSIBILITIES FOR TABS

8 1 Terminal Operators

a Concerned Terminal Operators at said Manila Ports shall remit to the Authority the prescribed Government Share as provided in Section 7 hereof

- b The TABS established by the Terminal Operators shall feature a level of transparency that will allow the Authority and users to view useful booking information while at the same time prevent possible avenues for manipulation and abuse of system privileges

8.2 Brokers/Truckers/Shipping Lines

- a The Brokers/Truckers/Shipping Lines shall update the Trucks' plate numbers accordingly in bookings as this will be used for monitoring and tracking

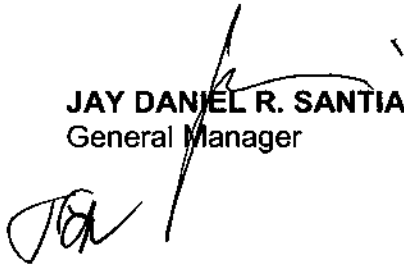
9. REPEALING CLAUSE

All existing rules, regulations and guidelines or parts thereof which are inconsistent with any part of this Order are hereby repealed or modified accordingly

10. EFFECTIVITY

This Order shall take effect immediately after its publication once in the Official Gazette or in a newspaper of general circulation and a copy filed with the University of the Philippines Law Center

JAY DANIEL R. SANTIAGO
General Manager



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