



**PORT MANAGEMENT OFFICE OF  
MISAMIS ORIENTAL/CAGAYAN DE ORO**

**INVITATION TO BID FOR THE CONTRACT FOR THE PROVISION OF TECHNICAL AND  
ADMINISTRATIVE SUPPORT PERSONNEL FOR THE PORT MANAGEMENT OFFICE OF  
MISAMIS ORIENTAL/CAGAYAN DE ORO  
FOR THE PERIOD JULY 1, 2018 TO DECEMBER 31, 2018**

1. The Philippine Ports Authority, Port Management Office of Misamis Oriental/ Cagayan de Oro, (PPA, PMO-MO/C), through the Corporate Budget CY 2018 for the contract approved by the governing Boards intends to apply the sum of **Seven Million Six Hundred Fifty Thousand Six Hundred Sixty Two Pesos and 64/100 (Php. 7,650,662.64)** being the Approved Budget for the Contract (ABC) to payments under the Contract for the Provision of Technical and Administrative Support Personnel for the Port Management Office of Misamis Oriental/Cagayan de Oro. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The Philippine Ports Authority, Port Management Office of Misamis Oriental/ Cagayan de Oro, (PPA, PMO-MO/C) now invites bids for the Contract for the Provision of Technical and Administrative Support Personnel for the Port Management Office of Misamis Oriental/Cagayan de Oro. Delivery of the Goods is required for the period July 1, 2018 to December 31, 2018, for Seventy (70) temporary technical and administrative support personnel with respective qualifications and requirements, broken down as follows:

LIST OF POSITIONS REQUIRED, STATEMENT OF EXPERIENCE AND PROFESSIONAL QUALIFICATIONS FOR EACH POSITION

POSITION	SG	MONTHLY SALARY	NO. OF PAX	EDUCATION	EXPERIENCE	TRAINING	REQUIREMENTS
<b>Administrative</b>							
Gatekeepers	4	10,358.00	13	Elementary School Graduate	2 years experience of relevant course	-	with knowledge in MS Office
Clerk Processor B	6	11,992.00	4	2 years studies in college	1 yr. experience in relevant fields	-	with knowledge in MS Office
<b>Non-Traditional Project</b>							
Accounting Processor B	6	11,992.00	3	2 years studies in college	1 yr. experience in relevant fields	-	with 6 units in Accounting
Clerk Processor B	6	11,992.00	17	2 years studies in college	1 yr. experience in relevant fields	-	with knowledge in MS Office
Engineering Aide B	4	10,358.00	1	HS Grad. w/ complete relevant vocational trade course	2 years experience in cost estimates	-	TESDA-NC II (Airconditioning)
Mechanic Helper	2	8,932.00	1	Must be able to read and write	2 yrs. Experience in maintenance of Generator Set	-	
Plumber C	3	10,252.00	1	Elementary School Graduate	2 yrs. Experience in Plumbing works	-	Pipefitter or Plumber (MC 11, s.96-Cat. 1)
Utility Worker A	3	10,252.00	3	Must be able to read and write			
<b>MIS Computerization</b>							
Data Encoder	7	12,880.00	20	Completion of 2 years in college or high school graduate with relevant vocation/trade course	At least 2 years experience in data encoding	-	> Proficient knowledge in MS Office, PPA PROMPT, Oracle/ AFMS & FIRST > Basic troubleshooting for computer hardware & peripherals > 2 encoders proficient in computer & LAN connections & networking with TESDA certificate > 2 encoders proficient in Desktop Publishing.
Management Information Systems Design Specialist A	19	30,474.00	1	Bachelor's Degree Relevant to the Job	2 yrs. Of Relevant Experience	8 hrs of Relevant Training	> Proficient in Computer Programming, System Analysis & Designs, Web Page Designing
<b>R/M Engineering Services</b>							
Engineering Assistant A	10	15,948.00	1	Completion of 2 years in college	3 years experience in POW	8 hours relevant training	CADD Proficient
Engineering Assistant B	8	13,833.00	1	Completion of 2 years in college	2 years exp. In cost estimates	-	CADD Proficient
Painter II (A)/Signage Artist	5	11,145.00	1	Elementary School Graduate	2 years exp in civil engineering & 2 yrs experience in painting/lettering of signages, streamers & panaflex	-	TESDA-NC II (Painter)
Carpenter/Mason II (A)	5	11,145.00	1	Elementary School Graduate	2 yrs exp. In furniture & masonry works	-	TESDA-NC II (Carpenter)
Utility Worker A	3	10,252.00	2	Must be able to read and write	2 yrs. Experience in supplying water on board vessels or 2 yrs. Experience in maintenance of port facilities & equipment	-	

3. Bidders should have completed, within the last five (5) years from the date of submission and receipt of bids, a single contract 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 II. Instructions to Bidders.
4. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the Revised 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 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 from the Philippine Ports Authority, Port Management Office of Misamis Oriental/ Cagayan de Oro, (PPA, PMO-MO/C) and inspect the Bidding Documents at the address given below during 8:00AM-5:00PM.

A complete set of Bidding Documents may be purchased by interested Bidders on **27 April 2018** from the address below and upon payment of a nonrefundable fee for the Bidding Documents in the amount of **Ten Thousand Pesos (P10,000.00)**, inclusive of VAT.

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

6. The PPA, PMO-MO/C, BAC-PGS will hold a Pre-Bid Conference on **04 May 2018, 2:00P.M.** at PPA PMO, GAD Hall (Admin Bldg. 2), Agora Gate, Port Area, Cagayan de Oro City, which shall be open to all interested parties. However, only those who have purchased the Bidding Documents shall be allowed to raise or submit written queries/clarifications after the pre-bid conference.
7. Bids must be delivered to the address below on or before **1:30PM, 16 May 2018**. 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 **2:00P.M, 16 May 2018** at PPA PMO, GAD Hall (Admin Bldg. 2), Agora Gate, Port Area, Cagayan de Oro 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.

8. The Philippine Ports Authority, Port Management Office of Misamis Oriental/ Cagayan de Oro, (PPA, PMO-MO/C) 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.

9. For further information, please refer to:  
**FIDELA M. SANCHEZ**  
*Secretariat, BAC-PGS*  
*PPA, PMO-Misamis Oriental/Cagayan de Oro*  
*Admin Bldg.2, Agora Gate, Port Area, Cagayan de Oro City*  
*e-mail Address: fmsanchez@ppa.com.ph*  
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**RUBY MARIA O. GUMAPON**  
Chairperson, BAC-PGS