

#### INVITATION TO BID

December 29, 2016

The ***Philippine Ports Authority***, ***Port Management Office of Surigao,*** through its Bids and Awards Committee (BAC), invites suppliers to apply to bid for the hereunder project:

Name of Project : PROVISION OF TEMPORARY ADMINISTRATIVE AND

TECHNICAL SUPPORT PERSONNEL FOR PHILIPPINE PORTS AUTHORITY, PMO SURIGAO FOR CY 2017

Location : Philippine Ports Authority, Port Management Office of Surigao

Port Area, Surigao City

Approved Budget

For the Contract : Php6,457,750.11

Funding : PPA Corporate Funds

Contract Duration : Upon Issuance of NTP until December 31, 2017

Temporary Support Personnel

No. of Personnel Position

1. Data Encoder

(3) Clerk Processor B

(3) Cashiering Assistant

(1) Statistical Assistant

1. Driver Mechanic B

(4) Utility Worker A

1. Plant Electrician C
2. Carpenter A
3. Mason B
4. Welder 1
5. Painter B
6. Electronics & Comm. Equip’t. Tech. 1
7. Senior Management Information System Analyst

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1. Prospective bidders should have been in existence for at least five (5) consecutive years prior to the advertisement and/or posting of the invitation to bid, and should have completed within the last five (5) years from the date of submission and receipt of bids, a contract similar to the project to be bid amounting to at least 50% of the Approved Budget for the Contract to be bid. The description of an eligible bidder is contained in the Bidding Documents, particularly in Section 5 of the ITB.

2. Bidders must have substantial capital and/or investment of at least Three Million Pesos (Php3,000,000.00) of its paid-up capital stocks/shares in the case of corporations, partnership and cooperatives, and at least Three Million Pesos (Php3,000,000.00) of its net worth in the case of a single proprietorship on the basis of its financial statements for CY 2015, duly audited and stamped received by the BIR.

3. 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 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 organization of a country the laws or regulations of which grant similar or privileges to Filipino citizens, pursuant to RA 5183 and subject to Commonwealth Act 138.

4. Interested bidders may obtain further information from the Philippine Ports Authority, Port Management Office of Surigao (PPA, PMO-Sug) and inspect the Bidding Documents at the address given below during 8:00 AM -5:00 PM.

5. All particulars relative to Eligibility Statement and Screening, Bid Security, Performance Security, Pre-Bidding Conference(s), Evaluation of Bids, Post-Qualification and Award of Contract shall be governed by the pertinent provisions of R.A. 9184 and its Implementing Rules and Regulation (IRR).

## The complete schedule of activities is listed, as follows:

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| Activities | Schedule |
| 1. Issuance of Bid Documents | December 29, 2016 to January 16, 2017 (8:00 a.m.-5:00 p.m. Monday to Friday except on January 16, 2017 which is until 8:30 a.m. only) |
| 2. Pre-Bid Conference | January 4, 2017 at 10:00 A.M. |
| 3. Submission of Bids | January 16, 2017 at 9:30 A.M. |
| 4. Opening of Bids | January 16, 2017 at 10:00 A.M.. |

6. Bid Documents will be available only to prospective bidders upon payment of a non-refundable amount of **Ten Thousand Pesos Only (Php 10,000.00)** to the Philippine Ports Authority.

7. Representative/s of the prospective bidders must present a duly notarized Authorization or Special Power of Attorney (SPA) for Sole Proprietorship, or a duly notarized Secretary’s Certificate for Corporation, Partnership or Joint Venture, showing that they are the duly authorized representative/s of the company to attend the Pre-Bid Conference and Opening of Bids.

8. The Philippine Ports Authority, Port Management Office of Surigao reserves the right to accept or reject any and/or all bids, 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.

Further information may be obtained from the following:

BAC Secretariat:

EDMUNDO C, BAYANG, JR.

Head, Secretariat

Bids and Awards Committee-PG

PPA, PMO Surigao

Port Area, Surigao City 8400

Telephone Nos. 826-2015 local 826-5233

Fax No. 826-5589

Email ad: pmosurigao@yahoo.com.

**(SGD.)FROILAN U. CATURLA**

BAC Chairman