

TERMS OF REFERENCE

FOR THE OUTSOURCING OF TEMPORARY SUPPORT PERSONNEL FOR PROJECTS, AND ALL OTHER ACTIVITIES, TO BE UNDERTAKEN BY THE PORT MANAGEMENT OFFICE OF SOCSARGEN OF THE PHILIPPINE PORTS AUTHORITY FOR APRIL 01, 2017 TO MARCH 31, 2018

INTRODUCTION

In view of the implementation of the Rationalization Plan pursuant to EO 366 and to streamline functions and operations in the government corporate sector, there is a need to maintain status quo of the current manpower requirements.

In the case of the Philippine Ports Authority (PPA), the development, design, and implementation of port infrastructure construction projects, and the nationwide roll-out of the computerized port management system, including other similar port maintenance activities will require substantial manpower augmentation which cannot be provided by existing positions in the PPA personnel plantilla.

It is in this light that PPA seeks to enter into an outsourcing agreement with private manpower service provider agencies for the supply and provision of competent Temporary Support Personnel (TSP) required by the Port Management Office of SOCSARGEN (PMO-SOCSARGEN) thru competitive bidding in accordance with provisions of Republic Act (RA) No.9184 and its Revised Implementing Rules and Regulations (IRR).

RATIONALE

1. The outsourcing of TSP from outside private sources under comprehensive manpower service contract will enable PPA to comply strictly with Department of Budget and Management (DBM) and Civil Service Commission (CSC) guidelines and policies prohibiting the direct hiring of temporary support and technical personnel including utility workers/janitors during an extended period of time while filling up of vacant positions under Rationalization Plan is not fully completed.
2. A valid temporary support service contract acquired through competitive public bidding conducted in accordance with provisions of R.A. No.9184 and its IRR will assure a steady supply of competent TSP to the PMO-SOCSARGEN where temporary support services augmentation and support may be required.
3. With temporary support services requirements sourced from private Temporary Support Service Providers/Contractors, the PMO-SOCSARGEN will be free from labor and service liabilities which shall be borne by the contracted private TSP provider.

OBJECTIVES

1. PPA will be able to immediately address the urgent need for TSP which cannot be provided in the restructured PPA personnel plantilla by engaging with the manpower services provider/contractor who shall provide the additional TSP requirements of the PMO-SOCSARGEN.
2. PPA will cease to be bound by any employer-employee relationship with the TSP to be provided by the winning bidder.
3. The winning bidder shall be held totally responsible for the competencies and quality of work that shall be rendered by TSP.
4. The winning bidder will be obligated to provide all the TSP required by PMO-SOCSARGEN as specified in ANNEXES "A", "B" AND "C" hereof and shall

further ensure that all personnel to be deployed under the contract meet the work experience and professional/technical qualifications of each position.

OBLIGATIONS AND RESPONSIBILITIES

A. PHILIPPINE PORTS AUTHORITY

1. After determining the lowest calculated and most responsive bidder in the competitive bidding to be conducted for this purpose, the PMO-SOCSARGEN shall recommend the award of contract for a duration of **one (1) year**.
2. The PMO-SOCSARGEN shall be obligated to pay the winning bidder the quoted Monthly Billing Rates stipulated in said contract. This is subject to existing government auditing and accounting rules and regulations, for and in consideration of the services rendered by winning bidder. The same shall be paid within ten (10) working days upon presentation of a Monthly Statement of Account with a certification that all wages and social security premiums due, including applicable taxes, have been settled.
3. The PMO-SOCSARGEN shall be obligated to reimburse the winning bidder any amount of additional expenses incurred for the following:
 - a. Necessary official travel of technical and administrative personnel;
 - b. Rendition of overtime services rendered incidental to the performance of their respective duties and functions.

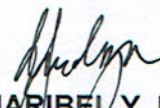
Such travel and rendition of overtime (OT) services shall have prior PPA approval pursuant to existing PPA policies. However, rendition of OT in excess of prescribed limits shall be allowed in exceptional and justifiable instances.
4. The PMO-SOCSARGEN shall allocate the total amount of **Eight Million Five Hundred Forty Two Thousand Nine Hundred Eighty Five and 40/100 Pesos Only (P8,542,985.40)** as the Approved Budget for the Contract (ABC) for one (1) year to cover the payment of the services rendered by the winning bidder.
5. The PMO-SOCSARGEN reserves the right to reject and/or re-evaluate any or all TSP recommended by the winning bidder who shall be found unqualified and unfit to cope with PPA job requirements. This is based on the personnel qualification to be submitted by the winning bidder and the re-evaluation to be conducted by PMO-SOCSARGEN.

B. CONTRACTOR (deliverable)

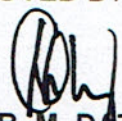
1. Pursuant to the terms and conditions of the contract granted by PPA, the winning bidder shall provide all TSP services required, as listed in ANNEXES "A" and "B" hereof, for deployment in project sites/work stations in PMO-SOCSARGEN.
2. The winning bidder shall provide thirty four (34) TSP and agree to increase or decrease the number of TSP to be deployed under the contract during the effectivity of the same subject to actual outsourcing requirements of PMO-SOCSARGEN and the provisions of RA 9184. In case of leave of absence of TSP, the contractor shall provide the reliever so as not to disrupt the services to be rendered to PPA unless otherwise not required by PPA.
3. The winning bidder shall guarantee that the gross pay of employees shall not be less than the amount cited as "*due to employees as computed*" indicated in the Financial Bid document.

4. The winning bidder shall fully assume all official and legal responsibilities over all TSP that shall be provided and deployed in PMO-SOCSARGEN under the contract. The same shall exercise sole administrative control and supervision over their functions and activities and on any or all matters regarding their respective work assignments in PPA.
5. The winning bidder shall fully guarantee the qualifications, performance and work behavior of TSP to be assigned in PMO_SOCSARGEN based on the work experience and qualifications specified in ANNEXES "A" and "B". The winning bidder shall agree to any personnel changes that PPA may require in case the individual work performance of a concurrent TSP fall down below the set work performance standards.
6. The TSP shall render **eight (8) hours a day, five (5) days a week** on a per schedule basis. If need arises and with the approval of the Port Manager, the TSP may be required to render **overtime service on regular working days** with a **maximum of four (4) hours** only or during **holidays or rest days** for a **maximum of eight (8) hours** only. Provided the total hours rendered by TSP for overtime services shall **not exceed forty (40) hours per month**, except in meritorious cases and justifiable instances. The payment of such overtime work shall be paid in accordance with the applicable government rules and regulations.
7. The basic monthly salary of TSP of PMO-SOCSARGEN shall be based on DBM-Approved Salary Schedule effective June 1, 2011. Computation of daily rate shall be based on a divisor of **twenty two (22) 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 and in accordance with labor laws. The policy of no work no pay shall apply.
8. The winning bidder shall advance travelling expenses incurred during official travel outside their official station needed in the performance of their duties subject to reimbursement by PPA upon submission of complete travel documents. Provided such travel shall have prior PPA approval pursuant to existing PPA policies.
9. The winning bidder shall provide Annual Medical check up and Drug Test to ensure that personnel assigned in the PMO are in good health and physically fit to work. Copies of medical results and drug tests shall be furnished to PMO SOCSARGEN within thirty (30) days from commencement of the contract.
10. The TSP deployed by the winning bidder shall not, under any circumstance, be considered organic PPA personnel, nor will their respective deployment and assignment in PMO-SOCSARGEN establish an employee-employer relationship with PPA and considered as valid services in the government.
11. The winning bidder shall warrant that TSP assigned in the PMO have not reached the compulsory retirement age.

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05 January 2017

Encls.:

ANNEX A: Qualifications of Technical Support Personnel

ANNEX B: List and Number of Positions with Individual Job Description and Task List

Qualifications of Technical Support Personnel

"Annex A"

POSITIONS	AGE	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	OTHERS
1. Plant Mechanic	Must be at least 21 years old	Completed 2 years relevant vocational/course	One (1) years relevant experience	Eight (8) hours relevant training	TESDA National Cert (NC) II in Plant Mechanic A or Automotive Servicing (CSC-MC 11 s. 96)	NBI Clearance Health Certificate Drug Test Willing to be assigned on shifting basis
2. Building Electrician	Must be at least 21 years old	At least High school graduate or completion of relevant vocational course	One (1) year experience in port lighting system if necessary	4 hours of relevant training	TESDA National Certificate (NC) II in Electrical Installation & Maintenance (CSC-MC 11 s. 96)	NBI Clearance Health Certificate Drug Test Willing to be assigned on shifting basis
3. Clerk-Processor A	Must be at least 21 years old	Bachelors Degree relevant to the job	One (1) year of relevant experience	four (4) hours of relevant training	none required	NBI Clearance Health Certificate Drug Test
4. Data Encoder	Must be at least 21 years old	College graduate, pref. Accounting/Comp. Science	Minimum of six (6) months related experience	none required	Preferably with CS Eligibility	NBI Clearance Health Certificate Drug Test Willing to be assigned on shifting basis
5. Senior Carpenter	Must be at least 21 years old	At least high school graduate.	One (1) year experience in carpentry	none required	TESDA National Cert (NC) II in Carpentry (CSC-MC 11 s.96)	NBI Clearance Health Certificate Drug Test
6. Plumber A	Must be at least 21 years old	Preferably high school graduate	One (1) year experience in plumbing related works	none required	TESDA National Cert (NC) II to III or Pipe/Plumbing Fitter (CSC-MC 11 s. 96)	NBI Clearance Health Certificate Drug Test
7. Computer Operator	Must be at least 21 years old	Preferably Bachelor's Degree in Civil Engineering	Six (6) months relevant experience Must have knowledge in AUTOCADD	6 hours relevant training	Preferably with CS Eligibility	NBI Clearance Health Certificate Drug Test
8. Computer Operator	Must be at least 21 years old	Any 4-Year course related in Information Technology	Must have knowledge in basic PC/LAN trouble shooting	6 hours relevant training	Preferably with CS Eligibility	NBI Clearance Health Certificate Drug Test
9. Senior Management Information Systems Analyst	Must be at least 21 years old	Bachelor's Degree in Information Technology or any 4-year course related to IT	Two (2) years relevant experience preferably in Network Administration, PC support and troubleshooting, programming or combination hereof	6 hours relevant training	Preferably with CS Eligibility	NBI Clearance Health Certificate Drug Test
10. Mason II	Must be at least 21 years old	At least high school graduate.	One (1) year experience in masonry & other related work	none required	TESDA NC II in Masonry or Mason I or A (CSC-MC 11 s. 96)	NBI Clearance Health Certificate Drug Test
11. Engineering Assistant A	Must be at least 21 years old	Bachelors Degree in Civil Engineering	Minimum of one (1) year relevant experience	4 hours of relevant training	Preferably with CS Eligibility	NBI Clearance Health Certificate Drug Test
12. Utility Worker	Must be at least 21 years old	Preferably high school graduate.	Minimum of one (1) year relevant experience	none required	none required	NBI Clearance Health Certificate Drug Test

Qualifications of Technical Support Personnel

"Annex A"

POSITIONS	AGE	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	OTHERS
13. Senior Engineer A	Must be at least 21 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	NBI Clearance Health Certificate Drug Test
14. Water Utilities Facilities Operator	Must be at least 21 years old	At least high school graduate or completion of relevant vocational course	None required	None required	none required	NBI Clearance Health Certificate Drug Test Willing to be assigned on shifting basis
15. Driver Mechanic	Must be at least 25 years old	High School Graduate or completion of relevant vocational/trade course	Minimum of one (1) year relevant experience	None required	With professional driver's license or TESDA Certificate	NBI Clearance Health Certificate Drug Test
16. Accounting Processor	Must be at least 21 years old	College graduate, pref. Accounting	1 year of relevant experience	4 hours of relevant training	Preferably with CS Eligibility	NBI Clearance Health Certificate Drug Test

List and Number of Positions with Individual Job Descriptions and Task List

No. of Personnel	Position	Job Descriptions/Task List
1	Plant Mechanic	<ol style="list-style-type: none"> 1 Operates stand-by generating sets in case of power interruption. 2 Undertakes preventive maintenance of standby generating sets 3 Assists in the conduct of mechanical equipment minor repair works and other related tasks assigned by the immediate supervisor 4 Operates and maintains 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 Performs other related task as directed by immediate supervisor
1	Building Electrician A	<ol style="list-style-type: none"> 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 interruption. 3 Assists in the operation of 60 and 144 reefer outlets in 24/7 operation.
7	Clerk Processor A	<ol style="list-style-type: none"> 1 Undertakes all clerical works and other related tasks assigned by the Supervisor
7	Data Encoder	<ol style="list-style-type: none"> 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
1	Engineering Assistant A	<ol style="list-style-type: none"> 1 Assists in the preparation of engineering projects reports and reports relevant to the satisfactory completion of the project. 2 Prepares logbook of activities of all on-going RM and infra projects. 3 Assists in the daily monitoring of on-going RM and infra projects 4 Performs other related task as directed by the immediate supervisor
4	Utility Worker	<ol style="list-style-type: none"> 1 Performs maintenance and cleanliness works at port area to include grass cutting, trimming of trees, sweeping and cleaning of clogged drainage. 2 Assists in the minor repair works of port facilities and equipment. 3 Performs other related tasks as directed by the immediate supervisor.
1	Plumber A	<ol style="list-style-type: none"> 1 Undertakes all plumbing related works of port facilities and buildings in accordance with the approved plans/programs for RM projects including emergency repair. 2 Repairs 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 Assists in the cleanliness of port area.
1	Mason II	<ol style="list-style-type: none"> 1 Undertakes 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 Repairs 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 Assists in the cleanliness of port area. 7 Performs other related task as directed by the immediate supervisor
1	Senior Carpenter A	<ol style="list-style-type: none"> 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 Repairs minor damages of existing port facilities, building and furnitures. 3 Provides technical knowledge in all carpentry related works. 4 Assists in the conduct of inspection of port facilities, buildings and furnitures. 5 Assists in the cleanliness of port area. 6 Performs other related task as directed by the immediate supervisor.
1	Computer Operator(ESD)	<ol style="list-style-type: none"> 1 Undertakes all computer related works directed by the ESD Manager 2 Performs AutoCAD operations. 3 Prepares presentation materials using Powerpoint. 4 Performs clerical works.
1	Computer Operator(Admin)	<ol style="list-style-type: none"> 1 Maintains local area network and ensure its optimum working condition. 2 Conducts regular cleaning of computer stations and maintenance checks-ups 3 Provides trouble shooting support to computer users. 4 Coordinates with the PMO designated Site Administrator in conducting Routine Resetting of Modem provided by internet service providers (ISP) such as Globe and Bayantel and Resetting of Anti-virus server.

List and Number of Positions with Individual Job Descriptions and Task List

No. of Personnel	Position	Job Descriptions/Task List
		5 Conducts diagnostic resetting of modems in coordination with the Site Administrator. 6 Conducts routine check of Data Room in coordination with the Site Administrator 7 Conducts periodic housekeeping at Data Room which include cleaning of airconditioning unit, cleaning/vacuuming of room and equipment in coordination with the Site Administrator. 8 Conducts IT-related services as requested.
1	Senior Management Information Systems Analyst	1 Develops and implements an efficient utilization and maintenance program of the IT resources of the PMO which include but are not limited to the Local Area Network (LAN) including Network Switches/Routers, Computer Desktops/Stations, Computer Peripherals (printers, scanners) an related support devices, Uninterrupted Power Supply and AVR. 2 Maintains internet facility and web visibility of the PMO/ 3 Implements an efficient on-site IT support and troubleshooting program to PMO end-users which would complement the 24/7 operation of the PPA MIS computerization at the PMO level 4 Prepares and submits regular IT reports, including IT assets inventory plans and programs as required by Head Office and the PMO. 5 Submits recommendations to the Port Manager for the continual improvement of the IT utilization in the PMO. 6 Performs other tasks are required by the Port manager.
1	Senior Engineer	1 Supervises and monitors the 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. 2 Conducts regular check-up of port equipments. 3 Recommends to the ESD Manager the necessary repair and maintenance works of port equipment and port facilities. 4 Performs other related task as directed by the immediate supervisor.
1	Driver Mechanic	1 Drives car and makes minor mechanical repair. 2 Picks up and transports personnel to and from point of destination 3 Prepares and submits reports on fuel and oil consumption 4 Cleans and maintains assigned vehicle 5 Makes daily check up of all servicing needs of vehicle 6 Performs other related functions
3	Water Utilities Facilities Optr. C	1 Operates the waste water treatment facility 2 Prepares logbook of operation and maintains the same 3 Prepares and submit Operation Monitoring Report daily to the office of Engineering Manager 5 Monitors compliance by livestock clients on the utilization of the livestock yard. 6 Prepares draft annual maintainance program of the facility for review of the Engineering Manager 7 Conducts daily inspection of the facility and submit necessary repair works to the Office of the Engineering Manager should there be any damage found. 8 Implements stricly into action the maintainance program to ensure workability of the facility in 24/7 operation. 9 Assesses/computes waste treatment fees.
2	Accounting Processor	1 Assists in the pre-audit of Disbursement Vouchers. 2 Maintains the RF Subsidiary (Manual). 3 Maintains Index of Payment of PMO Personnel. 4 Maintains stock card of inventories of official supplies and construction materials. 5 Submits paid DVs with complete documents to COA. 6 Prepares transmittal re submission of reports to HO, PDO and COA. 7 Prepares monthly financial reports on schedules handled.
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