

Technical Specifications/Terms of Reference (ToR)

PROCUREMENT OF TWENTY SEVEN (27) TEMPORARY TECHNICAL AND ADMINISTRATIVE SUPPORT PERSONNEL FOR PPA PMO-EASTERN LEYTE/SAMAR CY 2018.

INTRODUCTION

The on-going rationalization efforts to streamline functions and operations in the government corporate sector pursuant to Executive Order No. 366 has forced government agencies, including PPA, to outsource temporarily its manpower requirements from reputable private manpower agencies in order not to sacrifice the implementation of priority government services and projects.

In the case of the Philippine Ports Authority, Port Management Office of Eastern Leyte/Samar, the development, design, and implementation of port projects, maintenance activities and general administrative office requirements will require substantial manpower augmentation which cannot be provided by existing regular PPA personnel. It is in this light that PPA, PMO Eastern Leyte/Samar seeks to enter into an outsourcing agreement with private entity for the supply and provision of competent professional, technical and administrative support manpower services through competitive bidding in accordance with provisions of R.A. No. 9184 and its implementing Rules and Regulations (IRR).

PPA is currently implementing the 4th phase of its GCG approved Rationalization Plan, which is the filling up of priority positions under the approved staffing pattern. However, that incurs no significant increase yet in the number of personnel nationwide, since most of the filled up positions were due to promotion of personnel from within. Nevertheless, the Management adheres to its earlier decision that authorized outsourced positions which are equivalent or similar regular plantilla positions shall be deemed redundant once filled. Hence, affected outsourced personnel shall be automatically terminated anytime during the term of the contract or whenever the services of the outsourced personnel are no longer required.

OBJECTIVES

1. To fill up the vacuum created by the issuances of DBM and CSC guidelines and policies prohibiting the direct hiring of temporary technical and administrative manpower support during an extended period of time while rationalization efforts are ongoing pursuant to Executive Order No. 366.
2. To help generate employment opportunities in Leyte/Samar in compliance with EO 782 and 783.

QUALIFICATION OF BIDDERS.

1. Prospective bidder must have completed, within the period specified in the Invitation to Bid, an SLCC that is similar to the contract to be bid, and whose value, adjusted to current prices using the Philippine Statistics Authority (PSA) consumer price indices, must be at least 50% of the ABC.

A similar contract means, a contract at least fifty percent (50%) of the scope of services provided therein involves Technical and Administrative support personnel.

2. Must be able to provide **twenty-seven (27) Temporary Technical and Administrative Support Personnel** with complete **uniform and identification card**.
3. Must be duly registered with the Department of Labor and Employment, SSS, PhilHealth and Home Development Mutual Fund (HDMF) (Pag-ibig).

OBLIGATIONS AND RESPONSIBILITIES

1. Pursuant to the terms and conditions of the Contract granted by the PPA, the Service Provider shall provide all technical and administrative support manpower required, as listed in ANNEX "A". Hiring and deployment of personnel to specific sites/workstation shall be based on the actual need of RC Head concerned as required in the actual implementation of the projects or commitments to be undertaken. Likewise, occupied positions may be vacated as an effect of the approved Rationalization Plan as discussed in the introduction.
2. After determining the lowest and most responsive bidder in the competitive bidding to be conducted for this purpose, PPA, Port Management Office of Eastern Leyte/Samar shall award to the winning manpower service provider/contractor, the Contract for the Procurement of the Temporary Technical and Administrative Support Personnel effective for the period of **Seven (7) Months from June 01, 2018 to December 31, 2018.**
3. PPA, PMO Eastern Leyte/Samar shall allocate the total amount of **Three Million Six Hundred Seventy-Two Thousand One Hundred Seventy-Five Pesos (Php 3,672,175.00)** as the Approved Budget for the Contract (ABC) for the period of **Seven (7) Months from June 01, 2018 to December 31, 2018,** which compose of the following:
 - 3.1 Monthly Basic Salary – Based on DBM-approved Salary Schedule effective June 1, 2011.
 - 3.2 Five (5) Day Service Incentive Leave
 - 3.3 13th Month Pay
 - 3.4 Administrative Cost – Percentage of the amount payable to Government and employee (Monthly Basic Salary, SSS, Philhealth, HDMF (Pag-ibig), EC, COLA, SIL, 13th Month Pay)
 - 3.5 Social Security System (SSS)
 - 3.6 PhilHealth
 - 3.7 Home Development Mutual Fund (HDMF) (Pag-ibig)

