



Invitation to Bid for

PROVISION OF TEMPORARY NON-TECHNICAL MANPOWER SUPPORT SERVICES FOR CAAP CENTRAL OFFICE

Bid No: 19-004-02

The Civil Aviation Authority of the Philippines (CAAP), through the Corporate Operating Budget for CY 2017, intends to apply the sum of **NINETY THREE Million FOUR HUNDRED TWO Thousand FIVE HUNDRED NINETY and 86/100 PESOS (PhP 93,402,590.86)**, inclusive of Twelve Percent (12%) VAT, being the Approved Budget for the Contract (ABC) to payments under the **Contract for the Provision Temporary Non-Technical Manpower Support Services, including cost of janitorial supplies and materials, for CAAP Head Office** involving a total temporary manpower service requirement for **Two Hundred Ninety Eight (298)** outsourced personnel in **23** various administrative and support positions. Bids received in excess of the ABC shall be automatically rejected at bid opening.

CAAP now invites bids for the Provision of Temporary Non-Technical Manpower Support Services for CAAP Head Office in accordance with the following Schedule.

SCHEDULE OF NON-TECHNICAL MANPOWER SUPPORT POSITION ITEMS

CENTRAL OFFICE

ITEM NO.	POSITION TITLE	MONTHLY SALARY	COLA	NO. OF POSITION ITEMS REQUIRED	TOTAL COST**	DATE OF DELIVERY (Effectivity of Contract)
1	Accountant	25,232.00	2,523.20	3	1,151,689.88	June 1, 2019 - May 31, 2020
2	Accounting Analyst	20,754.00	2,075.40	15	4,778,286.42	June 1, 2019 - May 31, 2020
3	Accounting Assistant	16,758.00	1,675.80	7	1,821,691.94	June 1, 2019 - May 31, 2020
4	Administrative Assistant	16,758.00	1,675.80	101	26,284,412.34	June 1, 2019 - May 31, 2020
5	Airport Firefighter	14,847.00	1,484.70	0	-	June 1, 2019 - May 31, 2020
6	Airport Security Assistant	14,007.00	1,400.70	9	1,976,900.08	June 1, 2019 - May 31, 2020
7	Budgeting Analyst	20,754.00	2,075.40	3	955,657.28	June 1, 2019 - May 31, 2020
8	Budgeting Assistant	16,758.00	1,675.80	1	260,241.71	June 1, 2019 - May 31, 2020
9	Building Maintenance Worker	13,214.00	1,321.40	0	-	June 1, 2019 - May 31, 2020
10	Computer Specialist	16,758.00	1,675.80	5	1,301,208.53	June 1, 2019 - May 31, 2020
11	Data Encoder	16,758.00	1,675.80	20	5,204,834.13	June 1, 2019 - May 31, 2020
12	Driver	13,214.00	1,321.40	7	1,448,724.84	June 1, 2019 - May 31, 2020
13	Engineering Assistant	16,758.00	1,675.80	0	-	June 1, 2019 - May 31, 2020
14	Equipment Maintenance Service Technician (Airports/Facilities)	14,847.00	1,484.70	0	-	June 1, 2019 - May 31, 2020
15	Airport Facility Cleaner	12,466.00	1,246.60	94	18,345,159.55	June 1, 2019 - May 31, 2020
16	Human Resource Management Assistant	16,758.00	1,675.80	18	4,684,350.71	June 1, 2019 - May 31, 2020
17	IT Assistant	16,758.00	1,675.80	1	260,241.71	June 1, 2019 - May 31, 2020
18	Legal Officer	57,805.00	5,780.50	1	856,272.90	June 1, 2019 - May 31, 2020
19	Nurse	20,754.00	2,075.40	0	-	June 1, 2019 - May 31, 2020
20	Para Legal Assistant	25,232.00	2,523.20	1	383,896.63	June 1, 2019 - May 31, 2020
21	Personnel Officer	20,754.00	2,075.40	0	-	June 1, 2019 - May 31, 2020
22	Air Traffic Flow Management Assistant	20,754.00	2,075.40	3	955,657.28	June 1, 2019 - May 31, 2020
23	Aviation Medical Assistant	17,975.00	1,797.50	8	2,224,004.02	June 1, 2019 - May 31, 2020
24	Statistician	20,754.00	2,075.40	1	318,552.43	June 1, 2019 - May 31, 2020
25	Janitorial Supplies and Materials*				917,257.98	June 1, 2019 - May 31, 2020
298					PHP 74,129,040.36	
Administrative Cost (12.5%)					9,266,130.05	
Value Added Tax (12%)					10,007,420.45	
					PHP 93,402,590.86	

* Estimated at five percent (5%) of total cost requirement for 94 AFC.

** Does not include costs of social insurance premiums and SIL.