



Invitation to Bid for

PROVISION OF TEMPORARY NON-TECHNICAL SUPPORT SERVICES FOR CAAP AREA CENTER CLUSTER III

Bid No: 19-007-02

The Civil Aviation Authority of the Philippines (CAAP), through the Corporate Operating Budget for CY 2017, intends to apply the sum of **ONE HUNDRED FIFTY THREE Million FOUR HUNDRED NINETY THREE Thousand TWO HUNDRED NINETY SIX and 38/100 PESOS (PhP153,493,296.38)**, 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 Area Center Cluster III** involving a total temporary manpower service requirement for **Five Hundred Thirty Eight (538)** 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

TACLOBAN AREA CENTER/AREA CLUSTER III 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	1	383,896.63	June 1, 2019 - May 31, 2020
2	Accounting Analyst	20,754.00	2,075.40	1	318,552.43	June 1, 2019 - May 31, 2020
3	Accounting Assistant	16,758.00	1,675.80	18	4,684,350.71	June 1, 2019 - May 31, 2020
4	Administrative Assistant	16,758.00	1,675.80	116	30,188,037.94	June 1, 2019 - May 31, 2020
5	Airport Firefighter	14,847.00	1,484.70	42	9,758,946.67	June 1, 2019 - May 31, 2020
6	Airport Security Assistant	14,007.00	1,400.70	127	27,896,256.64	June 1, 2019 - May 31, 2020
7	Budgeting Analyst	20,754.00	2,075.40	0	-	June 1, 2019 - May 31, 2020
8	Budgeting Assistant	16,758.00	1,675.80	0	-	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	0	-	June 1, 2019 - May 31, 2020
11	Data Encoder	16,758.00	1,675.80	6	1,561,450.24	June 1, 2019 - May 31, 2020
12	Driver	13,214.00	1,321.40	1	206,960.69	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	221	43,130,641.07	June 1, 2019 - May 31, 2020
16	Human Resource Management Assistant	16,758.00	1,675.80	1	260,241.71	June 1, 2019 - May 31, 2020
17	IT Assistant	16,758.00	1,675.80	0	-	June 1, 2019 - May 31, 2020
18	Legal Officer	57,805.00	5,780.50	0	-	June 1, 2019 - May 31, 2020
19	Nurse	20,754.00	2,075.40	4	1,274,209.71	June 1, 2019 - May 31, 2020
20	Para Legal Assistant	25,232.00	2,523.20	0	-	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	0	-	June 1, 2019 - May 31, 2020
23	Aviation Medical Assistant	17,975.00	1,797.50	0	-	June 1, 2019 - May 31, 2020
24	Statistician	20,754.00	2,075.40	0	-	June 1, 2019 - May 31, 2020
25	Janitorial Supplies and Materials*				2,156,532.05	June 1, 2019 - May 31, 2020
538**					PHP 121,820,076.49	
Administrative Cost (12.5%)					15,227,509.56	
Value Added Tax (12%)					16,445,710.33	
					PHP 153,493,296.38	

* Estimated at five percent (5%) of total cost requirement for 221 AFC.

** To be assigned at

Area 5 (Legazpi, Bulan, Sorsogon, Daet, Masbate, Naga, Virac)

Area 8 (Biliran, Borongan, Calbayog, Catarman, Catbalogan, Tacloban, Guiuan, Hilongos, Maasin, Ormoc)

Area 12 (Butuan, Stargao, Surigao, Bislig, Tandag)

***Does not include costs of social insurance premiums on 1.00%