



BID BULLETIN NO. 1

08 March 2022

- I. Attention is hereby invited to the Bidders of **PROCUREMENT OF MANPOWER OUTSOURCING CONTRACT FOR PROVISION OF TECHNICAL AND NON-TECHNICAL PERSONNEL SUPPORT SERVICE REQUIREMENTS FOR CAAP CENTRAL OFFICE AND AREA CENTERS NATIONWIDE UNDER A THREE (3)-YEAR SERVICE AGREEMENT – Bid No. 22-003-01 Bravo (RE-BID)**.
- II. Please be informed of the following issues/clarifications:

Issues / Queries	Clarification/s
<p>1. We noted that based on the latest and revised Terms of Reference the COLA amount and the amount for the Provision for Janitorial Supplies and Materials are not provided under the Schedule of Requirement and Technical Specifications. Under the previous TOR the COLA amount was computed at 10% of the Basic Monthly Salary while Provision for Janitorial Supplies and Materials is computed at 5% of the total of 1,330 AFC cost.</p> <p>We therefore request clarification of said items in the Technical Specifications for compliance of the bidders thereof.</p>	<p>i. Cost of Living Allowance (COLA) at 10% is included in the computation for Non-tech and Technical personnel complement. Below is the amended par. 3 of III. Obligations and Responsibilities in the Terms of Reference:</p> <p>CAAP shall pay the winning manpower service provider/contractor the Monthly Billing Rates stipulated in said Contract, inclusive of the following, subject to existing government auditing and accounting rules and regulations, for and in consideration of the services rendered by support personnel deployed by the winning manpower service provider/contractor and upon presentation of its semi-monthly personnel payment and affidavit or sworn certification that it has paid the salaries and benefits of its personnel for the period covered, per submitted payroll and remitted the corresponding premiums to Pag-IBIG,</p>

	<p>SSS, PhilHealth, ECC, etc. as well as the withholding of taxes to BIR.</p> <p>3.1 Basic Salary 3.2 Overtime Pay 3.3 Night Differential 3.4 Social Security System (SSS) 3.5 PhilHealth 3.6 Home Development Mutual Fund (HDMF) 3.7 Employee Compensation (EC) 3.8 Service Incentive Leave 3.9 13th Month Pay 3.10 <u>Cost of Living Allowance (10%)</u> 3.11 Administrative Cost 3.12 Value Added Tax (VAT)</p> <p>ii. Janitorial supplies and materials are included in the costing and computed at 5% of the total of 1,330 Airport/Facility Cleaner costs.</p> <p><i>nothing follows</i></p>
<p>2. We respectfully request that the other Statutory Benefits due to workers in the private sector such as under the Paternity Leave Law, Magna Carta for Women, Solo Parent' s Welfare Act of 2000, Anti-Violence against Women and their Children Act of 2004, etc. be separately billed and at cost to CAAP whenever availed of by our Managed Employees deployed to CAAP. Please note that since these statutory benefits apply only to qualified workers and under certain contingencies; hence, they are not be included in the regular billing rates wherein all the item are applicable/payable to all personnel deployed under the contract.</p>	<p>The enumeration of the salaries and benefits as provided in par.3 of III. Obligations and Responsibilities in the Terms of Reference, as amended, is an exclusive list. No separate billing shall be considered other than those mentioned in the cited provision.</p> <p><i>nothing follows</i></p>
<p>3. Revision on bidding form CAAP-BAC-SF Annex "C" Form 1 regarding the Item B. Cost of Supplies and Materials</p>	<p>*Changed from: "B. Cost of Supplies and Materials" to</p>

	<p><i>"B. Cost of Supplies and Materials (Minimum of 5% of "n." for Airport Facility Cleaners)"</i> <i>nothing follows</i></p>
<p>4. Revision on bidding form CAAP-BAC-SF Annex "C" Form 2 regarding the Item O. Personnel Services</p>	<p>*Changed from: <i>"O. Personnel Services (F+K+N)"</i> to <i>"O. Personnel Services (F+K+L+M+N)"</i> <i>nothing follows</i></p>
<p>5. Revision on CAAP-BAC-SF Annex "C" Form 4 on the NFCC Computation</p>	<p>Changed from:</p> <p>A. Summary of the Applicant Supplier's/Distributor's/Manufacturer's bidder's assets and liabilities on the basis of the attached Income Tax Return and Audited Financial Statement, stamped "RECEIVED" by the Bureau of Internal Revenue (BIR) or BIR authorized collecting agent, for the immediately preceding year and a certified copy of Schedule of Fixed Assets particularly the list of construction equipment.</p> <p>To read as:</p> <p>A. Summary of the bidder's assets and liabilities on the basis of the attached Income Tax Return and Audited Financial Statement, stamped "RECEIVED" by the Bureau of Internal Revenue (BIR) or BIR authorized collecting agent, for the immediately preceding year.</p> <p><i>nothing follows</i></p>

III. Attachments:

1. Revised Portion of the Terms of Reference
2. Revised Bidding Form CAAP-BAC-SF Annex "C" Form 1
3. Revised Bidding Form CAAP-BAC-SF Annex "C" Form 2

For the information and guidance of all concerned.


CAPTAIN DONALDO A. MENDOZA
Chairperson
Bids and Awards Committee – Bravo

TERMS OF REFERENCE

I. BACKGROUND AND OBJECTIVE

The Civil Aviation Authority of the Philippines (CAAP) is a Government Owned and Control Corporation duly organized and existing under and by virtue of the laws of the Republic Act No. 9497, with principal office address MIA Road, Pasay City, Philippines.

The first institutional manpower outsourcing contract entered into by CAAP with the LServ Corporation expired on December 31, 2021, it was renewed under CAAP Board Resolution dated June 11, 2021 for a period of ten (10) months from March 1, 2020, thereafter, extended until 28 February 2022.

In support of CAAP's day-to-day operations, it requires the provision of manpower services of Three Thousand Nine Hundred Thirty-Three (3,933) broken down into: Technical, Non-Technical and Contract of Service to be deployed to the 12 Area Centers of CAAP and its Head Office through competitive public bidding in accordance with the amended Implementing Rules and Regulations (IRR) of RA9184. The contract is renewable yearly, which shall be subject to performance evaluation. Renewal of contract shall not exceed three (3) year.

This would provide the necessary temporary manpower augmentation in CAAP Central Office and Area Centers while awaiting the results of the ongoing CAAP Reorganization Plan which, when approved, will eventually address the current lack of regular appointive technical and other administrative support staff positions.

The corporate responsibility of the CAAP organization under RA 9497 involving the development, maintenance, and operation of airports nationwide which is adversely affected by the inadequacy of available regular plantilla positions in critical technical operational and inspectorate service areas, and functional support areas requires substantial manpower augmentation through outsourcing which needs to be addressed through the immediate conduct of a public bidding.

CAAP therefore seeks to enter into a new manpower outsourcing agreement with a private entity for the continued supply and provision of competent technical and administrative support personnel required by CAAP Head Office and its Civil Aviation Area Centers, through competitive bidding in accordance with the provisions of RA No. 9184 and its Implementing Rules and Regulations (IRR), and in compliance with CSC-COA-DBM Joint Circular No. 1, s. 2017 dated June 15, 2017, as amended.

A valid manpower service contract acquired through competitive public bidding conducted in accordance with provisions of RA No. 9184 and its IRR will assure a steady supply of competent technical and administrative support personnel to CAAP Head Office and Area Centers where manpower augmentation and support may be required.

With manpower requirements sourced from private Contractors, CAAP will be free from labor related liabilities since there is no employer-employee relationship between CAAP and outsourced personnel.

To address personnel turnover and fill up the vacuum created by the issuance of CSC-COA-DBM Joint Circular No. 1, s. 2017, as amended, and Executive Order No. 366 prohibiting the direct hiring of temporary technical and administrative manpower support during an extended period of time under job order status or Contract of Service while rationalization/reorganization efforts in CAAP are ongoing

To help the country in the generation of employment opportunities to thwart the creeping problems brought about by the global economic crisis in compliance with E.O. 782 and 783.

II. APPROVED ABC FOR THE CONTRACT

CAAP shall allocate the total amount of *One Billion Three Hundred Eighty-Nine Million Two Hundred Ninety-Five Thousand One Hundred Fifteen Pesos and 04/100 (PhP1,389,295,115.04)* as the Approved Budget for this Contract (ABC) to cover the payment of the services rendered by the technical and administrative support personnel deployed thereat by the winning manpower service contractor.

III. OBLIGATIONS AND RESPONSIBILITIES

1. After determining the lowest and most responsive bidder in the competitive bidding to be conducted for this purpose, CAAP shall grant and award to the winning manpower service provider/contractor, the Contract to Provide the Necessary Manpower Support Personnel effective for a period of One (1) Year, effective March 1, 2022 up to February 28, 2023, *which may be renewed every year thereafter, at the option of CAAP, and subject to a satisfactory result of the performance evaluation and approval of the CAAP Board, up to a maximum period of Three (3) Years.*
2. The winning manpower service provider/contractor, shall provide the CAAP with the necessary number of a total of 502 number of Technical Personnel and 3,431 Administrative Support Personnel. As the need arises, the winning manpower service provider/contractor hereby obligates itself to post such additional personnel within seventy-two (72) hours upon receipt of request in writing by CAAP. CAAP may likewise, at any time, reduce such number of personnel to conform to its requirements. CAAP will provide the list of required personnel to be assigned in the different offices/units of CAAP. They should be physically and mentally fit, of good moral character, honest, reliable, and competent and of cooperative disposition. CAAP, however, reserves the right to demand the immediate replacement of any personnel assigned by the winning manpower service provider/contractor, to the job whose services will be prejudicial to the interests of the CAAP.
3. CAAP shall pay the winning manpower service provider/contractor the Monthly Billing Rates stipulated in said Contract, inclusive of the following, subject to existing government auditing and accounting rules and regulations, for and in consideration of the services rendered by support personnel deployed by the winning manpower service provider/contractor and upon presentation of its semi-monthly personnel payment and affidavit or sworn certification that it has paid the

salaries and benefits of its personnel for the period covered, per submitted payroll and remitted the corresponding premiums to Pag-IBIG, SSS, PhilHealth, ECC, etc. as well as the withholding of taxes to BIR.

- 3.1 Basic Salary
 - 3.2 *Overtime Pay*
 - 3.3 *Night Differential*
 - 3.4 Social Security System (SSS)
 - 3.5 PhilHealth
 - 3.6 Home Development Mutual Fund (HDMF)
 - 3.7 Employee Compensation (EC)
 - 3.8 Service Incentive Leave
 - 3.9 13th Month Pay
 - 3.10 *Cost of Living Allowance (10%)*
 - 3.11 Administrative Cost
 - 3.12 Value Added Tax (VAT)
4. The winning Contractor, in coordination with the CAAP-HRMD, shall likewise establish systems and procedures that shall rationalize the implementation of the following human resource management concerns of temporary support personnel deployed by the winning Contractor in various offices/units of CAAP Central Office and the Area Centers.
 - 4.1 Hiring/augmentation of managed personnel deployed in CAAP;
 - 4.2 Absences, Tardiness, and Leaves of Absence;
 - 4.3 Usage of Office supplies;
 - 4.4 Office Discipline and Decorum;
 - 4.5 Disciplinary Actions;
 - 4.6 Resignations, Termination, and other forms of separation;
 - 4.7 Periodic Work Performance Evaluation;
 - 4.8 Conduct of Basic Orientation Seminar on the particular scope of work.
 5. Background Check and Character Assessment must be done on all personnel to be deployed at CAAP to eliminate the risk of employees engaging in illegal and other prohibited acts within airports premises and security-controlled areas.
 6. Winning Contractor shall be responsible for integrating a continuing personnel development program for all personnel deployed. Before deployment, the Winning Contractor shall guarantee and issue a training certification that the personnel to be deployed to position/s requiring training/seminar are being adequately trained for the position/s.
 7. Winning Contractor shall provide every year to their personnel deployed at CAAP one (1) set of office or working uniform consisting of one (1) upper and one (1) lower garment. The design and fabric shall be subject to the approval of CAAP. Winning Contractor shall shoulder the cost of the uniform of personnel and clothing, as the case may be, must also be supplied as required in a particular position.
 8. Upon written request, the CAAP may require immediate replacement of undesirable personnel. The Winning Contractor must provide replacement within seventy-two

[ATTACH COMPANY LETTERHEAD/LOGO]

CAAP-BAC-SF Annex "C" Form 1

PRICE SCHEDULE FOR NON-TECHNICAL PERSONNEL

Name of Project: **PROCUREMENT OF MANPOWER OUTSOURCING CONTRACT FOR PROVISION OF TECHNICAL AND NON-TECHNICAL PERSONNEL SUPPORT SERVICE REQUIREMENTS FOR CAAP CENTRAL OFFICE AND AREA CENTERS NATIONWIDE UNDER A THREE (3)-YEAR SERVICE AGREEMENT**

	Accountant	Accounting Analyst	Accounting Assistant	Administrative Assistant	Air Conditioning Technician	Air Traffic Flow Management Assistant	Airport Facility Cleaner	Airport Firefighter	Aviation Medical Assistant	Budgeting Analyst	Budgeting Assistant	Building Electrician	Building Maintenance	Building Maintenance Worker	CCTV Operator	Computer Specialist	Data Encoder	Driver	Equipment Maintenance Service Technician	Human Resource Management Assistant	IT Assistant	Mechanical Plant Operator	Nurse	Para Legal Aide	Parking Attendant	Revenue Collection Clerk	Terminal Fee Collector
Salary Grade	13	11	8	8	5	11	3	6	9	11	8	3	4	4	4	8	8	4	6	8	8	4	11	6	2	4	3
Amount Payable to the Employee																											
a. Basic Pay																											
b. Service Incentive Leave																											
c. 13th Month Pay																											
d. COLA																											
e. Sub-Total (a+b+c+d)																											
Amount Payable to the Government																											
f. Pag-ibig Contribution																											
g. SSS Contribution																											
h. PHIC																											
i. ECC																											
j. Sub-Total (f+g+h+i)																											
k. Total Amount Payable to Employee and the Government (e+j)																											
l. No. of Personnel	3	29	72	1,186	3	7	1,330	254	8	5	5	4	42	201	6	6	72	46	36	38	10	8	47	2	3	1	7
m. TOTAL MONTHLY PAYABLE TO EMPLOYEE AND GOVERNMENT (k x l)																											
n. TOTAL ANNUAL PAYABLE TO EMPLOYEE AND GOVERNMENT (m x 12)																											

- A. TOTAL LABOR COST FOR ONE (1) YEAR _____
- B. COST OF SUPPLIES AND MATERIALS _____
(Minimum 5% of "n." for Airport Facility Cleaners)
- C. SUB-TOTAL (A+B) _____
- D. ADD: ADMINISTRATIVE FEE (% OF C) _____
- E. SUB-TOTAL (C+D) _____
- F. ADD: VAT (12% OF E) _____
- G. TOTAL CONTRACT AMOUNT FOR ONE (1) YEAR (E+F) _____

SUBMITTED BY: _____

Printed Name & Signature

Designation

Date

{ATTACH COMPANY LETTERHEAD/LOGO}

CAAP-BAC-SF Annex "C" Form 2

PRICE SCHEDULE FOR TECHNICAL PERSONNEL

Name of Project: **PROCUREMENT OF MANPOWER OUTSOURCING CONTRACT FOR PROVISION OF TECHNICAL AND NON-TECHNICAL PERSONNEL SUPPORT SERVICE REQUIREMENTS FOR CAAP CENTRAL OFFICE AND AREA CENTERS**

NO.	Position Title / Description	Salary Grade	A. Proposed Monthly Salary	Additional Fringe Benefits		D. Subtotal (A+B+C)	E. Months	F. Proposed Annual Salary (D x E)	Employer Social Insurance Counterpart Contribution (Annual)				K. Subtotal (G+H+I+J)	L. Overtime Pay (Annual) (7% x A x E)	M. Night Differential (Annual) (7% x A x E)	N. 13th Month Pay (Annual)	O. Personnel Services (F+K+L+M+N)	P. Number of Existing Personnel	Q. TOTAL (O x P)
				B. Service Incentive Leave	C. COLA				G. Pag-IBIG	H. SSS	I. PhilHealth	J. ECC							
38	HRM Consultant																	1	
39	Intelligence Operative																	1	
40	IT Consultant																	1	
41	Legal, Accounting and Finance Consultant																	1	
42	Liaison Officer																	1	
43	Medical Examiner																	3	
44	Multimedia Officer																	1	
45	Optometrist																	1	
46	Organizational and Management Development Consultant																	1	
47	Paralegal																	4	
48	Pathologist																	1	
49	Pilot Examiner																	10	
50	Press Relations Officer																	1	
51	Project Research Specialist																	1	
52	Psychiatrist																	1	
53	Radiologist																	1	
54	Resident Engineer																	4	
55	Senior Dangerous Goods Inspector																	1	
56	Special Projects Research Officer																	6	
57	Special Projects Researcher																	1	
58	State Safety Program Consultant																	3	
59	Strategic Planning Technical Consultant																	1	
60	Technical Assistant																	9	
61	Technical Consultant																	2	
Total																		502	

Legend/s:

*Position Titles with Overtime and Night Differential computed each at 7% of their respective "A. Proposed Monthly Salary" (For Costing Purposes)

R. Add: Administrative Cost (% of Total Q) _____

S. Value Added Tax [12% of (Total Q + R)] _____

GRAND TOTAL (Total Q + R + S) _____

SUBMITTED BY:

Printed Name & Signature

Designation

Date