



Republic of the Philippines
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

PHILIPPINE BIDDING DOCUMENTS

PROCUREMENT OF MANPOWER OUTSOURCING
CONTRACT FOR PROVISION OF **GENERAL SUPPORT
SERVICES** FOR CAAP HEAD OFFICE AND AREAS
NATIONWIDE

Bid No. 24-043-06 BRAVO

Government of the Republic of the Philippines

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

Bid – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

Bidder – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

Bidding Documents – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

Consulting Services – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

CDA - Cooperative Development Authority.

Contract – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

DDP – Refers to the quoted price of the Goods, which means “delivered duty paid.”

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

Foreign-funded Procurement or Foreign-Assisted Project– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

Framework Agreement – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

GFI – Government Financial Institution.

GOCC – Government-owned and/or –controlled corporation.

Goods – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school

buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

Procurement Project – refers to a specific or identified procurement covering goods, infrastructure projects or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

Supplier – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

UN – United Nations.

Section I. Invitation to Bid



**INVITATION TO BID FOR
 PROCUREMENT OF ONE (1) YEAR MANPOWER OUTSOURCING CONTRACT
 FOR THE PROVISION OF GENERAL SUPPORT SERVICES FOR CAAP HEAD
 OFFICE AND AREAS NATIONWIDE**

(Bid No. 24-043-06 BRAVO)

1. The **CIVIL AVIATION AUTHORITY OF THE PHILIPPINES (CAAP)**, through the **CAAP Corporate Budget FY 2024** intends to apply the sum of **SIX HUNDRED THIRTY-FIVE MILLION THREE HUNDRED THIRTY-SIX THOUSAND ONE HUNDRED SEVENTY-ONE and 15/100 PESOS (Php 635,336,171.15)** for the **ONE YEAR PERIOD ONLY**, being the ABC to payments under the contract for **PROCUREMENT OF MANPOWER OUTSOURCING CONTRACT FOR PROVISION OF GENERAL SUPPORT SERVICES FOR CAAP HEAD OFFICE AND AREAS NATIONWIDE (Bid No. 24-043-06 BRAVO)**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **CAAP** now invites bids for the above Procurement Project (see details in the attached Terms of Reference). Delivery of the Goods is required for a **One-Year renewable within the Three (3)- Year period**.

Classification	No. of Position Items Required	Total Cost**
General Support Services	1,511	Php 635,336,171.15

Bidders should have completed a contract similar to the Project within five (5) years from the date of submission and receipt of bids. The description of an eligible bidder is contained in the Bidding Documents, particularly in Section II (Instructions to Bidders).

3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
 - a. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines and to citizens or organizations of a country whose laws or regulations grant similar rights or privileges to Filipino citizens, pursuant to RA 5183.

4. Prospective Bidders may obtain further information from **the CAAP Bids and Awards Committee** and inspect the Bidding Documents at the address given below during working days from 8:00 AM to 5:00 PM.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **26 June 2024 until deadline of submission of bid** from the given address and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Php 84,000.00 (inclusive of 12% VAT)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees by presenting the official receipt in person.
6. The Civil Aviation Authority of the Philippines will hold a Pre-Bid Conference¹ on **05 July 2024 @ 9:30 AM** through videoconferencing/webcasting via Jitsi/Zoom/Google Meet, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office indicated below on or before **19 July 2024 @ 9:30 AM**. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on **19 July 2024 @ 9:30 AM** at the given address below and/or via Jitsi/Zoom/Google Meet. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The **CAAP** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

ENGR. LEANDRO R. VARQUEZ
Head, BAC Secretariat
3rd Floor Supply, Procurement Building
Civil Aviation Authority of the Philippines
MIA Road corner Ninoy Aquino Avenue
1300 Pasay City, Metro Manila
Telephone number – (02) 8246-4988 loc.2236
Email: bac@caap.gov.ph
www.caap.gov.ph

¹ May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.

12. You may visit the following websites:
For downloading of Bidding Documents:
www.caap.gov.ph
www.philgeps.gov.ph

ATTY. DANJUN G. LUCAS
Chairperson, Bids and Awards Committee-Bravo

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, Civil Aviation Authority of the Philippines wishes to receive Bids for the **PROCUREMENT OF MANPOWER OUTSOURCING CONTRACT FOR PROVISION OF GENERAL SUPPORT SERVICES FOR CAAP HEAD OFFICE AND AREAS NATIONWIDE (Bid No. 24-043-06 BRAVO)** which may be renewed every year thereafter, at the option of CAAP, and subject to a very satisfactory result of the performance evaluation up to a period of Three (3) Years.

The Procurement Project is for the Provision of General Support Manpower Outsourcing Services, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

The GOP, through the source of funding as indicated below for the CAAP Corporate Budget FY 2024 in the amount of **SIX HUNDRED THIRTY-FIVE MILLION THREE HUNDRED THIRTY-SIX THOUSAND ONE HUNDRED SEVENTY-ONE and 15/100 PESOS (PhP 635,336,171.15)** for the one-year period only.

2.1. The source of funding is the Corporate Operating Budget.

3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules, and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration, and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex "I" of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

5. Eligible Bidders

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. Foreign ownership exceeding those allowed under the rules may participate pursuant to:
 - i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
 - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
 - iii. When the Goods sought to be procured are not available from local suppliers; or
 - iv. When there is a need to prevent situations that defeat competition or restrain trade.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
 - a. For procurement where the Procuring Entity has determined, after the conduct of market research, that imposition of either (a) or (b) will likely result to **monopoly** that will defeat the purpose of public bidding: the Bidder should comply with the following requirements:
 - i. Completed at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least fifty percent (50%) in the case of non-expendable supplies and services or twenty-five percent (25%) in the case of expendable supplies of the ABC for this Project; and
 - ii. The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

7. Subcontracts

- 7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address and/or through videoconferencing/webcasting as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10. Documents Comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within **Five (5) Years** prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents Comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.

- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Bid Prices

- 12.1 Prices indicated on the Price Schedule shall be entered separately in the following manner:
 - a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;
 - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
 - iv. The price of other (incidental) services, if any, listed in the BDS.
 - b. For Goods offered from abroad:
 - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
 - ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

13. Bid and Payment Currencies

- 13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.
- 13.2. Payment of the contract price shall be made in Philippine Pesos.

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration² or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until **120 calendar days from the opening of bids**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

Each Bidder is to submit one copy of the first and second components of its Bid.

The Procuring Entity requires additional electronic copies of the Bid which shall be in a USB and submitted during the opening of bids. However, failure of the Bidders to comply with the said request shall not be grounds for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

16. Deadline for Submission of Bids

- 16.1. The Bidders shall submit on the specified date and time and either at their physical address or through online submission as indicated in paragraph 7 of the **IB**.

17. Opening and Preliminary Examination of Bids

- 17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

- 17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

² In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

18. Domestic Preference

- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated “*passed*,” using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case may be. In this case, the Bid Security, as required by ITB Clause 15, shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows:
Option 1 – One Project having several items that shall be awarded as one contract.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

- 20.1 Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, or in the case of multi-year Framework Agreement, that it is one of the eligible bidders who have submitted bids that are found to be technically and financially compliant, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**. For every mini-competition in the Framework Agreement, the LCB shall likewise submit the required documents for final Post Qualification.

21. Signing of the Contract

- 21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

Section III. Bid Data Sheet

Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> a. General Support Manpower Services contracts equivalent to the following: <ul style="list-style-type: none"> i. Single contract equivalent to at least fifty percent (50%) of the ABC for this Project; or ii. At least two (2) similar contracts with aggregate amounts equivalent to at least fifty percent (50%) of the ABC for this Project. The largest of which must be equivalent to at least 25% of the ABC for this Project. b. Completed within the last five (5) years, prior to the deadline for the submission and receipt of bids.
7.1	<p>The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.</p>
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ul style="list-style-type: none"> a. The amount of not less than _____ <i>[Indicate the amount equivalent to two percent (2%) of ABC]</i>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than _____ <i>[Indicate the amount equivalent to five percent (5%) of ABC]</i> if bid security is in Surety Bond.
19.3	<p><i>[In case the Project will be awarded by lot, list the grouping of lots by specifying the group title, items, and the quantity for every identified lot, and the corresponding ABC for each lot.]</i></p> <p><i>[In case the project will be awarded by item, list each item indicating its quantity and ABC.]</i></p>
20.2	<p>Other appropriate documents required to be submitted during post-qualification:</p> <ol style="list-style-type: none"> 1. Latest Income and Business Tax Returns (Tax Return filed through the Electronic Filing and Payment System); 2. Certificate of PHILGEPS Registration; 3. Legal Clearance to be issued by the CAAP Enforcement and Legal Service with respect to the non-pending cases of the prospective bidders against this Authority;

4. Registration of Agency/Contractor with the Department of Labor and Employment (DOLE);
5. Certificate of satisfactory performance for Single Largest Completed Contract;
6. Current General Information Sheet submitted to the Securities and Exchange Commission;
7. Mayor's permit;
8. Bidders Company profile and organizational structure; and
9. Clearance Certificate or equivalent issued by SSS (Social Security System), Philhealth (Philippine Health Insurance Corporation), and HDMF (Home Development Mutual Fund), attesting that the bidder is up to date in remittances and/or non-delinquent or has no outstanding liability

Failure to submit any of the post-qualification requirements on time, or a finding against the veracity thereof, shall disqualify the bidder for award. CAAP shall thereafter award the contract to the next Lowest Calculated Responsive Bid.

Section IV. General Conditions of Contract

1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

2. Advance Payment and Terms of Payment

2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184. In the case of Framework Agreement, the Bidder may opt to furnish the performance security or a Performance Securing Declaration as defined under the Guidelines on the Use of Framework Agreement.

4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project or Framework Agreement specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section IV (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

5. Warranty

- 5.1 In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.
- 5.2 The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

Section V. Special Conditions of Contract

Special Conditions of Contract

GCC Clause	
1	<p>The additional requirements to be provided under the Contract shall include those specified in Terms of Reference.</p> <p>The contract for regular and recurring services shall be subject to a renewal whereby the performance evaluation of the service provider shall be conducted in accordance with Section VII. Technical specifications.</p>
2.1	<p>The terms of payment shall be as follows:</p> <p>Payment shall be made upon presentation by the Contractor of the billing for the covered period subject to the usual accounting and auditing rules and regulations. The billing shall be accompanied by the following document:</p> <ol style="list-style-type: none"> 1.) Certificate of Performance based on performance evaluation issued by the Human Resource Management Division certifying that the performance rating of Contractor is very satisfactory. 2.) Official Receipt (O.R.) of the remittances paid for the necessary benefits and social insurance contributions of General Support Services personnel deployed at CAAP Head Office and Areas (SSS, PhilHealth, Pag-IBIG and Withholding Taxes). 3.) Certification under oath attesting that it is compliant with the DOLE Minimum Wage Law in accordance with its representation and warranties. 4.) Provide masterlist of outsourced personnel deployed at CAAP Head Office and Areas 1-12 thru email to HRMD at the end of each month with the following details: name, position, salary rate, mandatory deductions, sex, date of birth, education, trainings, eligibility, attendance, place of assignment and separated personnel with effectivity date. 5.) Certification under oath attesting its prompt payment of wages and benefits to outsourced personnel deployed at CAAP Head Office and Areas 1-12. 6.) The Contractor shall promptly submit its billing to CAAP, subject to the agreed date of submission of their monthly billing, upon issuance of Notice to Proceed. <p>The Contractor shall pay taxes due in relation to the contract in full and on time; its failure to do so shall entitle CAAP to suspend payment for the services delivered. (E.O. 398).</p>

	<p>Performance of the Contractor under the Contract shall likewise be in accordance with the Terms of Reference (TOR).</p> <ol style="list-style-type: none"> 1. All bid prices for the duration of the contract shall be fixed and shall not be adjusted during contract implementation, except for the following: <ol style="list-style-type: none"> i. Increase in minimum daily wage, mandatory government contributions and other compensation and benefits pursuant to law or new wage order issued after bidding date; ii. Increase in the salary of comparable positions in the government pursuant to changes in policy, executive orders, circulars, rules and other relevant implementation of the Compensation and Position Classification System (CPCS) by the Governance Commission for GOCCs (GCG) as approved by the CAAP Board; iii. Increase in taxes; iv. If during the term of the contract CAAP sees the need for an increase or decrease in the number of personnel, the increase of which should not exceed 10% of the ABC for the contracted year, the corresponding increase/decrease in cost to be computed based on direct cost; v. Absence by any or all of the 1,511 without replacement; and vi. Tardiness/undertime by any or all of the 1,511 personnel
4.0	<p>The Inspections and Tests that will be cover the following:</p> <ol style="list-style-type: none"> 1.) Physical condition of Goods; 2.) Conformity with the Technical Specifications; 3.) Authenticity of Goods; and 4.) Whether Goods delivered are functioning. <p>The inspections and tests that will be conducted shall include but not limited to physical inspection and inventory, or whatever additional tests that the Technical Inspection Team may require.</p>

Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item Number	Description	Quantity	Unit	Delivered, Weeks/Months
1	<p>Provision of General Support Services for Head Office and Areas 1-12.</p> <p>Provision of thirteen (13) Coordinators who will be assigned to monitor and supervise support personnel in Area Centers and Head Office.</p> <p>Provision and delivery of office equipment and consumable office supplies to be used by their deployed personnel in connection with the preparation of DTRs, timesheets, accomplishment reports, overtime forms, and other documents relevant to their employment with the Contractor.</p>	See Terms of Reference and Quantity specified in Annex "A"	Position	Contract commences from the date indicated in the Notice to Proceed and actual deployment and ends one (1) year thereafter, except if renewed

Section VII. Technical Specifications

TECHNICAL SPECIFICATIONS			
<i>Item / Service</i>	<i>Maximum Quantity</i>	<i>Technical Specifications / Scope of Work</i>	<i>Statement of Compliance</i>
			<p><i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution.]</i></p>
Provision of General Support Personnel		See attached Annex “C” Form 1 for the detailed specification	

Provision of thirteen (13) Coordinators who will be assigned to monitor and supervise support personnel in Area Centers and Head Office			
Provision and delivery of office equipment and consumable office supplies to be used by their deployed personnel in connection with the preparation of DTRs, timesheets, accomplishment reports, overtime forms, and other documents relevant to their employment with the Contractor.			
Minimum Service Standards		See attached Annex “C“ for the details	
Obligations of the Contractor		See attached Terms of Reference	
General Condition		See attached Terms of Reference	
Performance Criteria		See attached Terms of Reference	
DOLE Requirements Including posting of Fidelity bond for Fee Collectors			

ADDITIONAL TECHNICAL PARAMETERS
Based on GPPB Circular No. 24-2007

Item No.	DESCRIPTION	BIDDER'S COMPLIANCE
1		Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the services/ equipment offered
2	Stability of the Company a. Years of Experience - Has been in the business for five (5) years - Is providing/ Has provided manpower outsourcing services to the government - Bidder shall submit a certification under oath of the list of contracts completed for the past five (5) years	
	b. Liquidity of the Contractor - Submit the Audited Financial Statement for the CY 2023 duly stamped and received by the BIR or its duly accredited and authorized institutions c. Organizational Setup - Submit a certification under oath of an updated copy of the Company profile, list of key officials, incorporators or stockholders	
3	Resources	
4	Other Factors a. Submit company policy of recruitment, selection criteria of outsourced personnel b. Benefits entitled to outsource manpower Personnel	

I hereby certify to comply with all the above Technical Specifications.

Name of Company/Bidder

Signature Over Printed Name of Representative

TERMS OF REFERENCE

BACKGROUND AND OBJECTIVE

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

In support of CAAP's day-to-day operations, it requires the provision of **General Support Services of One Thousand Five Hundred Eleven (1,511)** to be deployed at CAAP Head Office and twelve (12) Areas through competitive public bidding in accordance with the amended Implementing Rules and Regulations (IRR) of RA9184. The term of the contract shall be for one year and subject to a very satisfactory result of the performance evaluation. The contract may be renewed for another year thereafter up to a maximum period of three (3) years, at the discretion of CAAP.

The responsibility of CAAP under Republic Act No. 9497 includes the development, maintenance, and operation of majority airports nationwide. However, the inadequacy of available plantilla positions negatively impacts the efficient operation of airports. As CAAP's recourse to the endless concern of manpower shortages, CAAP will enter into an outsourcing agreement with a private entity for the continued supply and provision of competent General Support Services for CAAP Head Office and twelve (12) Areas through competitive bidding in accordance with the provisions of related laws.

PROVISION OF PERSONNEL

The Contractor shall provide total number of 1,511 general support personnel³, who qualifies the standards set by the CAAP.⁴

The Contractor shall also provide thirteen (13) Coordinators who will be assigned to monitor and supervise support personnel in Area Centers and Head Office at no cost to the CAAP. The coordinators' function includes consolidating daily time cards in preparation for the monthly billing to the CAAP. The Coordinators must not be among the deployed support personnel.

Workplace Assignments may be changed by CAAP as may deemed necessary upon approval by the following:

- a. If the change of assignment is within Area Center or Service, the approval must be made by the Civil Aviation Area Manager, Service Chief, or the duly authorized representative, and a copy of such approval must be furnished to the Human Resource Management Division (HRMD).
- b. If the change of assignment is outside Area Center or Service, the approval must be made by the Civil Aviation Area Manager, Service Chief, or the duly authorized representative of the employee's original place of assignment. Such approval is conditioned upon the acceptance of the receiving Area Center or Service. A copy of the approval must be furnished to the HRMD.

³ Annex A: Workplace assignment and Schedule

⁴ Annex B: Qualification Standards and Duties and Responsibilities

The Contractor shall submit within fifteen (15) calendar days from receipt of Notice to Proceed the employee file of each support personnel with complete attachments, such as but not limited to, resume, training certificate/s (when applicable), government mandated clearances, and medical certificate upon request of CAAP HRMD, as needed. CAAP reserves the right to examine and screen all applicants to determine whether or not the applicant possesses all the qualifications standards set by this Office.

The deployed personnel to be assigned to CAAP shall render work as per approved schedule. In case the need arises, said personnel may be required to render service beyond the eight (8) hour period or during holiday or rest day, Monday to Friday 8:00 AM to 5:00 PM or in accordance with the shift schedule provided by the Supervisor. The payment of such overtime work shall be paid in accordance with the Labor Laws and other pertinent policies issued by the Department of Labor and Employment.

Deployed personnel by the Contractor in CAAP under the Contract granted by CAAP shall not, under any circumstance, be considered organic CAAP personnel, nor will their respective deployment and assignment in CAAP establish an employee-employer relationship with CAAP.

STANDARD OF SERVICES

The Contractor shall fulfill the obligations under the agreement by using its technical expertise and in accordance with the best accepted professional and industry standards. The Contractor shall exercise all reasonable skill, care, diligence, and prudence in the discharge of the duties agreed to be performed and shall always work in the best interest of CAAP. To attain these, the Contractor shall provide personnel with sufficient qualifications and experience to ensure the full and satisfactory accomplishment of the required services/undertakings.

OBLIGATIONS AND RESPONSIBILITIES

CONTRACTOR

1. The Contractor shall provide the required 1,511 General Support personnel to CAAP Head Office and Areas in order to handle various support services listed in Annex B.
2. The Contractor hereby obligates itself to provide replacement due to resignation, termination, and such other causes within thirty (30) working days upon receipt of a request in writing by the Civil Aviation Area Manager, Service Chief or the duly authorized representative. A copy of such a request must be furnished to the HRMD.

Likewise, should any of its personnel perform acts prejudicial to the interest of CAAP or found incompetent and negligent in the performance of their functions, the Contractor shall immediately recall the personnel at its own instance or upon written request of the Civil Aviation Area Manager, Service Chief or the duly authorized representative and furnish such request to the HRMD. This is without prejudice to the filing of an appropriate case against the erring personnel.

3. The Contractor ensure compliance with relevant issuances of Department of Labor and Employment (DOLE), Social Security System (SSS), Pag-IBIG, Bureau of Internal

Revenue (BIR), PhilHealth, and the Revised Implementing Rules and Regulations (RIRR) of the Republic Act (RA) No. 9184 otherwise known as the Government Procurement Reform Act. To that end, the Contractor is not permitted to decrease/increase the compensation stated in Annex B except if compensation adjustment was brought about by the instructions of the CAAP through the HRMD or wage increase issuances by other competent authority. Further, the Contractor is obligated to provide COLA and other benefits mandated by labor laws.

4. 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.
5. The Contractor shall be responsible for integrating a continuing personnel development program for all personnel deployed. Before deployment, the 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.
6. The Contractor shall provide to their personnel an office including identification card (ID). Contractor shall shoulder the cost of the personnel ID.
7. The Contractor shall be responsible for the provision and delivery of office equipment and consumable office supplies to be used by their deployed personnel in connection with the preparation of DTRs, timesheets, accomplishment reports, overtime forms, and other documents relevant to their employment with the Contractor.
8. The Contractor shall fully assume all official and legal responsibilities over all personnel that shall be provided and deployed in Area Centers and Head Office under Contract.
9. The Contractor shall exercise sole administrative control and supervision over said deployed personnel.
10. The Contractor shall assume full responsibility in case the deployed personnel incur an accident while in the performance of duty.

CAAP

1. CAAP shall pay the Service Provider upon submission of the following:
 - a. statement of account/billing statement with the corresponding Monthly Billing Rates stipulated in the Contract subject to existing government auditing and accounting rules and regulations, for and in consideration of the services rendered by the support personnel deployed by the service provider/contractor;
 - b. upon submission of its 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, and ECC and payment of withheld compensation taxes to BIR.
2. CAAP shall likewise be obligated to reimburse to the Contractor any amount of additional expenses advanced by the Contractor incurred by deployed personnel for

necessary travel and overtime services rendered incidental to the performance of their respective duties and functions, provided such travel and rendition of overtime services shall have prior CAAP approval. Overtime and Night Differential will be billed separately and in accordance with the Labor Laws and other pertinent policies issued by the Department of Labor and Employment.

Provided that parties must set parameters to ensure that:

- a. Official Travel Orders with its prescribed format and required attachments will be issued and approved by the appropriate CAAP signatory and such will suffice as evidence to claim for cash advance/reimbursement of travel expenses;
- b. Payment for overtime services cannot be made as a cover for travel expenses.
- c. Payment for overtime services must be made with the appropriate authorization.

3. Electricity and water shall be provided by and shall be of the account of CAAP.

GENERAL CONDITIONS

1. The duration of the contract is for a period of one (1) year, subject to contract renewal in accordance with the General Procurement Policy Board (GPPB) guidelines.
2. The Contractor shall agree to increase or decrease the number of general support personnel to be deployed under the Contract, subject to the following conditions:
 - a. At any time, CAAP may reduce the number of personnel through the Civil Aviation Area Manager, Service Chief, or duly authorized representative to conform to its requirements and furnish the said personnel reduction to the CAAP-HRMD.
 - b. On the other hand, the increase in support personnel must be in accordance with the rules laid down by the HRMD. In the absence of approval by the HRMD, the Contractor has no obligation to comply with the request of the Area Center or Service Center. Provided that such increase shall not exceed ten (10%) percent of the original contract price.
3. All bid prices for the duration of the contract shall be fixed and shall not be adjusted during contract implementation, except for the following:
 - i. Increase in minimum daily wage, mandatory government contributions and other compensation and benefits pursuant to law or new wage order issued after bidding date;
 - ii. Increase in the salary, compensation and benefits of comparable positions in the government pursuant to changes in policy, executive orders, circulars, rules and other relevant implementation of the Compensation and Position Classification System (CPCS) by the Governance Commission for GOCCs (GCG) as approved by the CAAP Board;
 - iii. Increase in taxes;
 - iv. If during the term of the contract CAAP sees the need for an increase or decrease in the number of personnel, the increase of which should not

- exceed 10% of the ABC for the contracted year, the corresponding increase/decrease in cost is to be computed based on direct cost;
- v. Absence by any or all of the 1,511 without replacement; and
- vi. Tardiness/undertime by any or all of the 1,511 personnel

4. The Contractor, as the employer of the contracted personnel, assumes full responsibility for compliance with all existing Labor, Social Security, HDMF and PHIC laws, rules and regulations. The Contractor undertakes to inform the outsourced personnel at the time of hiring as to wages and working conditions under which they are employed including, among others, the following:
- i. The rate of pay per month, week, days or hours;
 - ii. Method of calculating of wages;
 - iii. The form, time, and place of payment of wage; and
 - iv. Any change with respect to any of the preceding items.

Should CAAP be made liable for the Contractor’s failure to comply with any labor law, rules and regulations, the Contractor hereby obligates itself to indemnify CAAP to the full extent of such liability, including attorney’s fees, and other damages permissible under the law.

5. The Contractor shall maintain a very satisfactory level of performance throughout the Contract period based on the following set of performance criteria:

	Performance Criteria	Weight
I	Conformity to Technical Requirements (a+b) a. Provision of Office Supplies & Project Coordinator (5) b. Salaries, Benefits, & Remittances (20)	(25)
II	Timeliness in the Deployment of Personnel to Office Units (basis for grading % 9184)	(25)
III	Behavior of Personnel (Courteous, Professional and Knowledgeable)	(20)
IV	Response to Complaints	(20)
V	Compliance with set of office policies for General Support Services	(10)
	Performance Rating Passing rate: 85 points	

The Contractor shall undergo a periodic review⁵ to ensure compliance with the technical specifications, as well as with the other terms and conditions imposed by the CAAP during the contract period.

⁵ Annex C: Performance Review and Assessment Form

The Contractor's performance shall be assessed by the Civil Aviation Area Managers, Service Chiefs, or the duly authorized representatives. The HRMD shall combine the evaluations provided by Area Centers and Services to determine the final rating of the Contractor.

6. Based on its assessment, the CAAP may pre-terminate the contract for failure by the Contractor to perform its obligations thereon following the procedure under the Guidelines on Termination of Contracts issued by the Government Procurement Policy Board.
7. CAAP may, without prejudice to other judicial or extrajudicial remedies available, suspend, cancel, or terminate this contract, after a 30-day notice, in whole or in part, due to default, insolvency, or for any justifiable cause, or any ground which it deems inimical to CAAP or to public interest, which includes but not limited to the following:
 - i. When the Contractor has violated other obligations required under this contract and refused to comply and/or remedy the violations within a reasonable period given by CAAP;
 - ii. When the Contractor fails to pay the salaries of employees for any billing period without just cause;
 - iii. When CAAP finds the Contractor to have failed in its obligations to any of its employees based on the Contractor's agreement with CAAP, thus, affecting the state of morale and efficiency of the workforce;
 - iv. When the Contractor decreased the number of employees without the written approval of CAAP and if so given shall also result in a proportional reduction of contract price;
 - v. In case of force majeure and the Contractor is unable to deliver or perform any or all of its obligations for a period of 30 calendar days after receipt of the notice from CAAP stating that the circumstances or force majeure is deemed to have ceased;
 - vi. CAAP may terminate this Contract, in whole or in part, if it has determined the existence of condition/s that makes project implementation economically, financially, or technically impractical and/or unnecessary, such as, but not limited to, fortuitous event/s or changes in law or national or local government policies.

ANNEX “A”

WORKPLACE ASSIGNMENT

The Contractor shall provide General Support Personnel to the Head Office and twelve (12) Areas of CAAP, to wit:

Office/Area Center	No. of Personnel
Central Office	318
Area 1	28
Area 2	25
Area 3	60
Area 4	96
Area 5	103
Area 6	265
Area 7	125
Area 8	62
Area 9	74
Area 10	160
Area 11	105
Area 12	90
TOTAL	1,511

ANNEX “A-1”

WORKPLACE ASSIGNMENT PER AREA/HEAD OFFICE

POSITION TITLE	AREA 1	AREA 2	AREA 3	AREA 4	AREA 5	AREA 6	AREA 7	AREA 8	AREA 9	AREA 10	AREA 11	AREA 12	HEAD OFFICE	TOTAL
Accountant			1				2							3
Administrative Support Staff	10	15	38	29	41	82	51	31	35	49	32	57	196	666
Air Conditioning Technician	1	1			2	3	1	3	1	4	1		1	18
Air Traffic Flow Management (ATFM) Assistant													7	7
Assistant Flight Inspection Pilot													2	2
Aviation Safety Assistant													6	6
Aviation State Safety Specialist													2	2
Building Management System Operator					2					3				5
Corporate Planning Specialist													1	1
Driver	1	1	5	4	3	15	2	1	1	9	2	1	10	55
Electrician				7				2	1	13	1		2	26
Engineer	3	3	6	6	6	12	8	2	3	5	4	2	23	83
Equipment Maintenance Service Technician				4	8	38	1			14				65
Fee Collector	8	2		20	15	36	10	5		6	13	3		118
Flight Information Display System Operator				5	2	3	13			6				29
Heavy Equipment Operator				3	5	15	22			10	9			64
HR Specialist													2	2
Information Technology Assistant				1	1				1		12		3	18
Legal Assistant			1						1				3	5
Mechanical Plant Operator					8									8
Medical Aide													2	2
Multimedia Specialist													1	1

POSITION TITLE	AREA 1	AREA 2	AREA 3	AREA 4	AREA 5	AREA 6	AREA 7	AREA 8	AREA 9	AREA 10	AREA 11	AREA 12	HEAD OFFICE	TOTAL
Nurse	3	1		6	2	18	4	5	4	5	8	3		59
Office Assistant	2	2	7	10	4	39	4	11	27	35	23	24	46	234
Technical Assistant			2	1	4	4	7	2		1			11	32
TOTAL	28	25	60	96	103	265	125	62	74	160	105	90	318	1,511

ANNEX “B”

QUALIFICATION STANDARDS

The deployed personnel must meet the following qualification standards:

Item	Position Title / Description	Monthly Salary	Qualification Standards	Duties and Responsibilities
1	Accountant	Php29,049	<p>Education: Bachelor's degree in Commerce/Business Administration major in Accounting/BS Accountancy</p> <p>Experience: None Required</p> <p>Training: None Required</p> <p>Eligibility: RA 1080</p>	<ol style="list-style-type: none"> 1. Provides assistance in accounting-related functions; 2. Ensuring the accuracy of financial documents, as well as submission of financial reports; 3. Shall perform accounting jobs and other related tasks that may be assigned to his/her in the place of work; 4. Performs other functions that may be assigned to him/her from time to time.
2	Administrative Support Staff	Php21,012	<p>Education: Bachelor's degree</p> <p>Experience: None Required</p> <p>Training: None Required</p> <p>Eligibility: Career Service (Professional)/ Second Level Eligibility (Preferably)</p>	<ol style="list-style-type: none"> 1. Assists in planning, directing and coordinating administrative service functions; 2. Assists in informing and implementation of office rules and regulations to the employees; 3. Performs support activities; 4. Undertakes research work on administrative matters and analyze data; 5. Assists in preparing/draft of official memos/correspondence/ circulars; 7. Assist in the processing of documents; 8. Attends to follow-ups of clientele; 9. Prepares and maintains Profiles of employees; 10. Performs such other functions that may be assigned from time to time.

				(see Annex B.1 for continuation)
3	Air Conditioning Technician	Php15,717	<p>Education: High School graduate with relevant vocational/trade course</p> <p>Experience: 1 year of relevant experience</p> <p>Training: None Required</p> <p>Eligibility: National Certificate II (NCII), Certificate of Competency (COC) (TESDA)</p>	<ol style="list-style-type: none"> 1. Conduct maintenance check for air-con, heaters and coolers Install Air-con and heaters. 2. Repair damaged and dysfunctional air-con, heaters and coolers 3. Check its functions and status 4. Fix and check package type and Split type, change spare parts 5. Encode the reported damage of the air-con, heaters or cooler; check the its major parts (i.e. Freon); conduct daily routine for inspections; and check leakage. 6. Performs other related functions that may be assigned to him/her from time to time.
4	Air Traffic Flow Management (ATFM) Assistant	Php21,012	<p>Education: Bachelor's degree</p> <p>Experience: None Required</p> <p>Training: at least six (6) months of Air Traffic Service Course (attended at CATC)</p> <p>Eligibility: None Required</p>	<ol style="list-style-type: none"> 1. Shall perform the job of a Flight Data Assistant and other related services assigned to him/her in the place of work and within the facility; 2. Performs other functions that may be assign him/her from time to time.

5	Assistant Flight Inspection Pilot	Php23,222	<p>Education: Bachelor's Degree and with flying school education</p> <p>Experience: 500 flying hours</p> <p>Training: Commercial Pilot Course</p> <p>Eligibility: Commercial Pilot License</p>	<ol style="list-style-type: none"> 1. Maintain run-up of aircraft used for FICG inspection flight. 2. Prepare documents for the commissioning Flight Inspection of Performance Based Navigation (PBN) Procedures and various Air Navigation equipment. 3. Prepare documents necessary for Flight Check Operations. 4. Shall familiarize himself/herself with flight inspection activities and procedures in order to provide necessary assistance during FICG inspection flights. 5. Performs other related functions that may be assigned to him/her from time to time.
6	Aviation Safety Assistant	Php23,222	<p>Education: Bachelor's Degree in Aviation or any related courses</p> <p>Experience: None Required</p> <p>Training: 40 hours relevant training</p> <p>Eligibility: Aircraft Maintenance Technician License or any appropriate License issued by CAAP</p>	<ol style="list-style-type: none"> 1. Assist in the conduct of safety inspections and prepares detailed report. 2. Assist in the preparation of safety inspection reports regarding violations of aviation safety regulations and directives for remedial action; 3. Assist in the conduct of routine safety surveillance of work activities being performed in aircraft hangars, workshops, and repair facilities. 4. Assist in the implementation of relevant safety regulations; and 5. Performs any other tasks as directed by Supervisors.
7	Aviation State Safety Specialist	Php51,155	<p>Education: Bachelor's degree</p> <p>Experience: Three (3) years functionally related supervisory or managerial experience.</p>	<ol style="list-style-type: none"> 1. Shall provide expert advice regarding safety concerns and issues pertinent to the CAAP State Safety Programme (SSP) and the implementation of Aviation Safety guidelines by the different Safety Management System (SMS) units in ATS, ANS, ADMS FSIS, AANSOO and Area Centers.

			<p>Training: 120 hours of supervisory or managerial training.</p> <p>Eligibility: Career Service Professional/ Second Level Eligibility</p>	<p>2. Shall assist in the conduct of periodic ICAO-prescribed safety audits under the CAAP State Safety Programme.</p> <p>3. Shall prepare and submit to CAAP management the annual SSP audit program.</p> <p>4. Shall prepare comprehensive safety audit reports for submissions to CAAP management and ICAO.</p> <p>5. Shall assist in the preparation and implementation of aviation safety training modules.</p> <p>6. Shall perform other relevant aviation safety audit activities that may be assigned from time to time.</p>
8	Building Management System Operator	Php15,717	<p>Education: Completion of two years studies in college relevant to the job (Electronics)</p> <p>Experience: None Required</p> <p>Training: Building Management System Technician Training</p> <p>Eligibility: None Required</p>	<p>1. Operates and maintains Building Management System (BMS) for proper function and monitors against approved benchmarks to include; Lighting, Security, Fire Suppression, Power Generation, Plumbing, and Electrical.</p> <p>2. Carry out routine checks for correct operation of all control equipment as directed by Maintenance Supervisor</p> <p>3. Performs routine checks and upgrades software as provided by the Manufacturer to ensure optimal functioning of the BMS system.</p> <p>4. Checks routinely for correct operation of all equipment in locations that include BMS control of systems.</p> <p>5. Promptly report all accidents, injuries and unsafe working conditions or practices.</p> <p>6. Monitors fire detection alarm systems, such as smoke detectors, heat detectors, sprinklers, and emergency exit, in coordination with Safety Function.</p> <p>7. Monitors of Water tank supply level</p>

				<p>alarm, air handling unit, and fresh air handling unit.</p> <p>8. Monitors and controls the Fire pump system, motors, sewage pump, electrical system, water system, and ventilation elevator control in the building.</p> <p>9. Performs miscellaneous tasks as assigned by his/her direct manager.</p>
9	Corporate Planning Specialist	Php51,155	<p>Education: Master’s Degree or Certificate in Leadership and Management from the CSC</p> <p>Experience: Five (5) years of supervisory/management experience.</p> <p>Training: 120 hours of supervisory/management learning and development intervention undertaken within the last 5 years.</p> <p>Eligibility: Career Service Professional/Second Level Eligibility</p>	<p>1. Shall provide expert advice on all strategic planning activities of the Corporate Planning Office.</p> <p>2. Shall facilitate the development of the Authority's corporate strategic plans</p> <p>3. Shall monitor the implementation of strategic plans and prepare reports accordingly.</p> <p>4. Shall assist and review corporate commitments and targets in line with National government plans and programs.</p> <p>5. Shall perform other related work assignments that may be assigned from time to time.</p>
10	Driver	Php14,596	<p>Education: High School Graduate</p> <p>Experience: 1 year relevant experience</p> <p>Training: None Required</p>	<p>1. Maintains the regular upkeep of the assigned service vehicle. The regular upkeep includes among others body wash, clean the interior of the car, change oil and engine wash.</p> <p>2. Coordinate with CAAP-Motor Pool to ensure that the service vehicle is always in good running condition.</p>

			<p>Eligibility: Professional Driver's License</p>	<p>3. Chauffeurs' the personnel to and from their place of destination in the performance of their official functions.</p> <p>4. Performs other duties that may be assigned from time to time.</p>
11	Electrician	Php15,846	<p>Education: Completion of two years studies in college or High School graduate with relevant vocational/trade course</p> <p>Experience: None Required</p> <p>Training: None Required</p> <p>Eligibility: National Certificate II (NCII), Certificate of Competency (COC) (TESDA) Electrician or relevant eligibility</p>	<p>1. Install, maintain, and repair electrical control, wiring and lighting system.</p> <p>2. Reading technical diagrams and blueprint.</p> <p>3. Perform general electrical maintenance.</p> <p>4. Inspect circuit breakers, and other electrical components.</p> <p>5. Troubleshoot electrical issues using appropriate devices</p> <p>6. Repair and replace equipment, electrical, wiring and fixtures following the standards of electrical code of the Philippines</p> <p>7. Perform electrical equipment maintenance</p> <p>8. Performs other related functions as instructed.</p>
12	Engineer	Php33,719	<p>Education: Bachelor's degree in Engineering (Civil/ Geodetic/ Electrical/ Mechanical) or BS in Architecture.</p> <p>Experience: One (1) year of relevant experience</p> <p>Training: Four hours of relevant training</p> <p>Eligibility: RA 1080</p>	<p>1. Verifies bills of materials and other inputs from engineering designs</p> <p>2. Responsible for the costing of engineering works</p> <p>3. Assist in engineering activities such as processing of permit and other requirements for the implementation of engineering work</p> <p>4. Assist in preparation of project planning and design and other engineering documents for the projects</p> <p>5. Performs other duties that may assigned from time to time.</p>

13	Equipment Maintenance Service Technician	Php15,846	<p>Education: Completion of two years studies in college or High School Graduate with relevant vocational/trade Course.</p> <p>Experience: None Required</p> <p>Training: None Required</p> <p>Eligibility: TESDA NC II</p>	<ol style="list-style-type: none"> 1. Attend to breakdowns in electronics and communications equipment; 2. Diagnose, test and rectify faults in electronic circuits and apparatus; 3. Troubleshoot digital subsystems, amplifiers and circuits; 4. Find and repair faults in complex power supplies; 5. Service broadcast, microwave and satellite technology; 6. Service analogue, digital and data equipment and signals; 7. Service fire and security alarm systems; 8. Repair cameras, TV receivers, DVDs, computers, business and medical equipment; 9. Dismantle, assemble and fabricate electrotechnology assemblies; 10. Install extra low voltage wiring systems; and 11. Install electrical and electronics control systems
14	FEE Collector	Php14,877	<p>Education: Completion of 2 years studies in college</p> <p>Experience: None Required</p> <p>Training: None Required</p> <p>Eligibility: None Required</p>	<ol style="list-style-type: none"> 1. Opens and closes terminal/parking fee booths in accordance with the airport operational hours. 2. Calculate fees in accordance with established rules and procedures. 3. Collect fees and issue receipts. 4. Performs other related functions that may be assigned to him/her from time to time.
15	Flight Information	Php15,717	<p>Education: Completion of two years studies in</p>	<ol style="list-style-type: none"> 1. Collate and summarize gathered Monthly data and PBB Operations Log

	Display System Operator		<p>college relevant to the job (Computer related Courses)</p> <p>Experience: None Required</p> <p>Training: None Required</p> <p>Eligibility: None Required</p>	<p>for submission to Admin and Accounting Department for billing purposes.</p> <p>2. Sending OF Daily Operations Logbook/End-of-Day Reports to the Area Center Manager and Airport Terminal Supervisors.</p> <p>3. Daily submission of Airport Operations Update.</p> <p>4. Daily Roll Call to departments/units involved in the frontline airport operations and maintenance of facilities.</p> <p>5. Designate personnel on standby for monitoring of emergency/sweeper flights.</p> <p>6. Daily roving at the Passenger Terminal Building to check all FIDS monitors and PA speakers and microphone units.</p>
16	Heavy Equipment Operator	Php15,846	<p>Education: High School graduate or completion of relevant vocational/trade course</p> <p>Experience: None Required</p> <p>Training: National Certificate II (NCII), Certificate of Competency (COC) (TESDA) Heavy Equipment Operation/ Services</p> <p>Eligibility: None Required-BHS Professional Driver License-PBB</p>	<p>1. Operates heavy trucks and other allied equipment.</p> <p>2. Transport machinery, construction materials and other heavy loads on heavy trucks.</p> <p>3. Makes minor repairs and maintenance of heavy equipment and machinery.</p> <p>4. Submits daily reports on gasoline and oil consumption.</p>
17	HR Specialist	Php66,551	<p>Education: Master's Degree or Certificate in</p>	<p>1. Shall provide expert advice and formulate development policy programs and plans.</p>

			<p>Leadership and Management from the CSC</p> <p>Experience: 4 years of supervisory/ management experience</p> <p>Training: 40 hours of supervisory/ management learning and development intervention undertaken within the last 5 years</p> <p>Eligibility: Career Service Professional/ Second Level Eligibility</p>	<p>2. Shall assist in organizational development activities and other special projects of HRMD.</p> <p>3. Shall provide expert advice regarding the formulation of strategic plans for the effective management and development of human resources in CAAP.</p> <p>4. Shall assist in the monitoring of the implementation of HR policies and guidelines prescribed by the CSC.</p> <p>5. Shall assist in the formulation of processes in accordance with the HRM-PRIME concept of the CSC.</p> <p>6. Shall assist in the implementation of various compliance requirements of the ARTA, AFS Manual and the CAAP QMS and the preparation of necessary reports.</p> <p>7. Shall perform other related work assignments that may be assigned from time to time.</p>
18	Information Technology Assistant	Php17,628	<p>Education: Bachelor's Degree or any related courses</p> <p>Experience: 1 year of relevant experience</p> <p>Training: 4 hours of relevant training</p> <p>Eligibility: CSC Sub-Prof/1st Level Eligibility (Preferably)</p>	<p>1. Troubleshoot computers and printers.</p> <p>2. Assists office staff in operating computers and printers.</p> <p>3. Monitors and troubleshoot internet connections and reliability</p> <p>4. Performs other duties that may be assigned from time to time.</p>

19	Legal Assistant	Php25,852	<p>Education: Bachelor's Degree in Law/Juris Doctor</p> <p>Experience: At least 2 years of relevant experience.</p> <p>Training: 120 hours of relevant training</p> <p>Eligibility: Career Service Professional/ Second Level Eligibility (Preferably)</p>	<ol style="list-style-type: none"> 1. Shall conducts research on relevant laws, regulations and legal articles; 2. Shall organize maintain documents in a paper or electronic filing system; Shall gather and arrange legal documents for CAAP's lawyers review and case preparation; 4. Shall prepare draft legal reports; 5. Shall assists CAAP lawyers during trials by handling exhibits, taking notes and reviewing trial transcripts 6. Shall assist in the evaluation of legal documents, such as contracts and concessions agreement. 7. Shall perform other related work assignments that may be assigned from time to time.
20	Mechanical Plant Operator	Php17,628	<p>Education: High School Graduate with relevant vocational/trade Course.</p> <p>Experience: None Required</p> <p>Training: Certificate in Airfield Lighting & Power Technical Course or its equivalent</p> <p>Eligibility: TESDA NC II</p>	<ol style="list-style-type: none"> 1. Under immediate supervision, operates, tends, and maintains the normal and efficient functional operation of airfield lighting system such as Approach Lighting, Visual Approach Slope Indicator, Precision Approach Path Indicator, Constant Current Regulator, Threshold Lights, Airport Rotating Beacon, Stopway Lights, Apron Flood Lights, Runway Threshold Identification Lights, Slope Lights, Runway Edge Lighting, Electrical Power Distribution, Taxiway Edge Lighting, Constant Voltage-Constant Frequency Regulator, Radar Antenna Drive Mechanism and Power Generator Sets; 2. Performs on-line monitoring of various airfield lighting and power supply system equipment using built-in test facility; 3. Maintains records (daily meter readings, fuel consumption, equipment parameter setting, etc.) and prepares monthly reports on the performance and

				<p>operating condition of airfield lighting equipment;</p> <p>4. Prepares requisition of materials and supplies necessary for continuous operation of various equipment;</p> <p>5. Performs such other duties as may be required by superiors.</p>
21	Medical Aide	Php15,846	<p>Education: Completion of High School Graduate with relevant vocational/trade Course</p> <p>Experience: None Required</p> <p>Training: None Required</p> <p>Eligibility: TESDA NC II</p>	<p>1. Sterilize dental and medical supplies.</p> <p>2. Assist the dentist and doctor</p> <p>3. Prepare reports.</p> <p>4. File patient records.</p> <p>5. Maintains dental/medical supplies</p>
22	Multimedia Specialist	Php30,797	<p>Education: Bachelor's Degree Relevant to the job</p> <p>Experience: 1 year of relevant experience</p> <p>Training: 4 hours of relevant training</p> <p>Eligibility: Career Service Professional/ Second Level Eligibility</p>	<p>1. Shall design and create information technology-based multimedia products;</p> <p>2. Shall gather data and maintain a database of photos that will be used for presentations, videos and print media;</p> <p>3. Shall develop the appropriate multimedia design packages using Photoshop/other new programs or apps and other multimedia aids.</p> <p>4. Shall produce the multimedia content in various formats, including, but not limited to: videos, online photo galleries, photo exhibits, webcasts, podcasts, infographics, slide shows and Power points;</p> <p>5. Shall support audio and visual needs of events, website and publications; Shall report directly to the Chief, CCS as Multimedia Officer of the Civil Aviation Authority of the Philippines (CAAP);</p>

				6. Shall perform other related work assignments that may be assigned from time to time.
23	Nurse	Php30,797	<p>Education: Bachelor of Science in Nursing</p> <p>Experience: None Required</p> <p>Training: None Required</p> <p>Eligibility: RA 1080</p>	<ol style="list-style-type: none"> 1. Provide First Aid like blood pressure taking and wound dressing to passengers and employees. 2. Response during emergencies. 3. Provide medical assistance to passengers when needed. 4. Provide daily body temperature checks to personnel 5. Performs other medical duties that may be assigned from time to time.
24	Office Assistant	Php16,608	<p>Education: Completion of 2 years studies in college</p> <p>Experience: None Required</p> <p>Training: None Required</p> <p>Eligibility: Career Service (Sub-professional) / First Level Eligibility (Preferably)</p>	<ol style="list-style-type: none"> 1. Receive documents, answer phone calls, and other inquiries. 2. Prepare presentations, memorandum, correspondence, certificates, and other office documents. 3. Manage paperwork, filling and scheduling of meetings 4. Encode and monitor office data. 5. Performs other related functions that may be assigned to him/her from time to time. <p>(see Annex B.2 for continuation)</p>

25	Technical Assistant	Php25,852	<p>Education: Bachelor's Degree in Engineering</p> <p>Experience: 1 year related experience</p> <p>Training: 40 hours of relevant training</p> <p>Eligibility: Career Service Professional/ Second Level Eligibility (Preferably)</p>	<ol style="list-style-type: none"> 1. Directs and participates in performing a variety of research work; 2. Handles administrative and technical duties which assist the executive in reaching or implementing substantive decisions; 3. Informs division/ section heads on matters relative to departmental policies and procedures; and 4. Does related work as may be assigned by superiors.
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ANNEX “B.1”

Item	Position Title / Description	Monthly Salary	Qualification Standards	Duties and Responsibilities
1	Administrative Support Staff (Accounting)	Php21,012	<p>Education: Bachelor's degree</p> <p>Experience: None Required</p> <p>Training: None Required</p> <p>Eligibility: Career Service (Professional)/ Second Level Eligibility (Preferably)</p>	<ol style="list-style-type: none"> 1. Assists in planning, directing and coordinating administrative service functions; 2. Assists in informing and implementing office rules and regulations to the employees; 3. Performs Accounting support activities; 4. Undertakes research work on administrative matters; 5. Performs research and analysis on specific issues, as required. 6. Assists in preparing/drafting official memos/correspondence/ circulars; 7. Assist in preparation and checking daily time cards of Accounting Division personnel and prepare monthly reports of absences and undertime; 8. Assist in the processing of leave monetization applications. 9. Attends to follow-ups of clientele; 10. Prepares and maintains Profiles of employees; 11. Performs such other functions that may be assigned from time to time.

	Administrative Support Staff (OFSAM)	Php21,012		<ol style="list-style-type: none"> 1. Assists in planning, directing and coordinating administrative service functions; 2. Assists in informing and implementing office rules and regulations to the employees; 3. Performs OFSAM support activities; 4. Undertakes research work on administrative matters; 5. Assists in preparing/draft of official memos/correspondence/ circulars; 6. Assist in preparation and checks daily time cards of OFSAM personnel and prepares monthly report of absences and undertime; 7. Attends to follow-ups of clientele; 8. Prepares and maintains Profiles of employees; 9. Performs such other functions that may be assigned from time to time.
	Administrative Support Staff (Budget)	Php21,012		<ol style="list-style-type: none"> 1. Assists in planning, directing and coordinating administrative service functions; 2. Assists in informing and implementation of office rules and regulations to the employees; 3. Performs Budget support activities; 4. Undertakes research work on administrative matters; 5. Performs research and analysis on specific issues, as required. 6. Assists in preparing/draft of official memos/correspondence/ circulars;

			<p>7. Assist in preparation and checking daily time cards of Budget Division personnel and prepare monthly reports of absences and undertime;</p> <p>8. Attends to follow-ups of clientele;</p> <p>9. Prepares and maintains Profiles of employees;</p> <p>10. Performs such other functions that may be assigned from time to time.</p>
	Administrative Support Staff (HRMD)	Php21,012	<p>1. Assists in planning, directing and coordinating administrative service functions;</p> <p>2. Assists in informing and implementing office rules and regulations to the employees;</p> <p>3. Performs HR support activities;</p> <p>4. Assist in preparation of payrolls for salary/claims and all benefits and reflect deductions accordingly and or put on hold such claims upon notice for stoppage or removal from the roster of employees;</p> <p>5. Undertakes research work on administrative matters;</p> <p>6. Assists in preparing/drafting official memos/correspondence/ circulars;</p> <p>7. Assist in preparation and checking daily time cards of all personnel and prepare monthly report of absences and undertime;</p> <p>8. Assist in the processing of leave applications.</p> <p>9. Attends to follow-ups of clientele;</p> <p>10. Prepares and maintains Profiles of employees;</p>

				<p>11. Prepare proposed PS, HRMD PPMP and training budget.</p> <p>12. Performs such other functions that may be assigned from time to time.</p>
	Administrative Support Staff (Legal)	Php21,012		<p>1. Assists in planning, directing and coordinating administrative service functions;</p> <p>2. Assists in informing and implementing office rules and regulations to the employees;</p> <p>3. Performs Legal support activities;</p> <p>4. Undertakes research work on administrative matters;</p> <p>5. Assists in preparing/drafting official memos/correspondence/ circulars;</p> <p>6. Assist in preparation and checking daily time cards of Enforcement and Legal Service personnel and prepare monthly reports of absences and undertime;</p> <p>7. Attends to follow-ups of clientele;</p> <p>8. Prepares and maintains Profiles of employees;</p> <p>9. Performs such other functions that may be assigned from time to time.</p>
	Administrative Support Staff (Cashiering)	Php21,012		<p>1. Assists in planning, directing and coordinating administrative service functions;</p> <p>2. Assists in informing and implementing office rules and regulations to the employees;</p> <p>3. Performs Cashiering support activities;</p> <p>4. Undertakes research work on administrative matters;</p>

			<p>5. Assists in preparing/drafting official memos/correspondence/ circulars;</p> <p>6. Assist in preparation and checking daily time cards of Cashiering Division personnel and prepare monthly reports of absences and undertime;</p> <p>7. Attends to follow-ups of clientele;</p> <p>8. Prepares and maintains Profiles of employees;</p> <p>9. Performs such other functions that may be assigned from time to time.</p>
	Administrative Support Staff (ADMS)	Php21,012	<p>1. Assists in planning, directing and coordinating administrative service functions;</p> <p>2. Assists in informing and implementing office rules and regulations to the employees;</p> <p>3. Performs ADMS support activities;</p> <p>4. Undertakes research work on administrative matters;</p> <p>5. Assists in preparing/drafting official memos/correspondence/ circulars;</p> <p>6. Assist in preparation and checking daily time cards of ADMS personnel and prepare monthly reports of absences and undertime;</p> <p>7. Attends to follow-ups of clientele;</p> <p>8. Prepares and maintains Profiles of employees;</p> <p>9. Performs such other functions that may be assigned from time to time.</p>

	Administrative Support Staff (Admin)	Php21,012		<ol style="list-style-type: none"> 1. Assists in planning, directing and coordinating administrative service functions; 2. Assists in informing and implementing office rules and regulations to the employees; 3. Performs Admin Support activities; 4. Undertakes research work on administrative matters; 5. Assists in preparing/drafting official memos/correspondence/ circulars; 6. Assist in preparation and checking daily time cards of Administrative Department personnel and prepare monthly reports of absences and undertime; 7. Attends to follow-ups of clientele; 8. Prepares and maintains Profiles of employees; 9. Prepares trip tickets to drivers; 10. Receives statement of account for gasoline/oil and bills for electricity, water and prepares vouchers; and 11. Performs such other functions that may be assigned from time to time.
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ANNEX “B.2”

Item	Position Title / Description	Monthly Salary	Qualification Standards	Duties and Responsibilities
2	Office Assistant (Accounting)	Php16,608	<p>Education: Completion of 2 years studies in college</p> <p>Experience: None Required</p> <p>Training: None Required</p> <p>Eligibility: Career Service (Sub professional) / First Level Eligibility (Preferably)</p>	<ol style="list-style-type: none"> 1. Do various clerical works. 2. Pre-audit of various claims. 3. Preparation of BIR Form 2306 and 2307 4. Updating of Supplies Ledger. 5. Receive and encode incoming and outgoing documents. 6. Performs other related functions that may be assigned to him/her from time to time.
	Office Assistant (OFSAM)	Php16,608		<ol style="list-style-type: none"> 1. Checked routing slip of Airmen applicants for the validity of ancillary tests such as; Chest X-Ray, ECG, Treadmills Stress Test and Blood Chemistry. 2. Checked the validity of Airmen's Ancillary Test Records. 3. Ensures that Airmen's medical records are complete. 4. Filing of medical records to its corresponding folders. 5. Sorting of Medical records folders. 6. Caters the requests of airmen for copies of their medical records. 7. Archived medical records according to the standards stipulated in the National Archives of the Philippines. 8. Maintains cleanliness and orderliness at the medical records room.

			9. Performs other related functions that maybe assigned to him/her from time to time.
	Office Assistant (Budget)	Php16,608	<p>1. Shall perform Budgeting Assistant job and other related services assigned to him/her in the place of work and within the Budget Division.</p> <p>2. Encode and monitor office data.</p> <p>3. Sorting of Budget records folders.</p> <p>4. Receive and encode incoming and outgoing documents.</p> <p>5. Perform other related tasks as needed from time to time.</p>
	Office Assistant (HRMD)	Php16,608	<p>1. Encode data of following documents:</p> <ul style="list-style-type: none"> a. summary of personnel records and information b. Personal Data Sheet Application c. employee's leave application <p>2. Update employee's training record</p> <p>3. Update and Posting Leave Cards</p> <p>4. Encode Notice of Step Increment.</p> <p>5. Receive and encode incoming and outgoing documents.</p> <p>6. Update service record.</p> <p>7. Receive, Sort and Update Daily Time Record Monitoring.</p> <p>8. Receive and record IPCR and OPCR.</p> <p>9. Process applications, appointments and separation of employees</p> <p>11. Process loans and monitor deductions on payrolls of employees</p>

				12. Perform other related tasks as needed from time to time.
	Office Assistant (Legal)	Php16,608		<p>1. Assist in legal and factual research functions</p> <p>2. Drafts, review and prepare legal documents and perform other related tasks as directed.</p> <p>3. Receive and encode incoming and outgoing documents.</p> <p>4. Perform other related tasks as needed from time to time.</p>
	Office Assistant (Cashiering)	Php16,608		<p>1. Encoded Daily report of collections and deposits of collecting officers in preparation for daily deposit transaction.</p> <p>2. Receive and encode incoming and outgoing documents.</p> <p>3. Performs other related duties as directed.</p>
	Office Assistant (ADMS)	Php16,608		<p>1. Prepares estimates, bills of materials, and cost data reports;</p> <p>2. Assists in the structural design and detailing of minor structures;</p> <p>3. Assists in computations and analysis in connection with the programming of projects, preparation of engineering reports and statistics, and engineering researches and studies;</p> <p>4. Computes factors needed in the appointment of funds for proposed projects; and</p> <p>5. Performs other related duties as directed.</p>

ANNEX “C”

GENERAL SERVICES Performance Review and Assessment Form

Control No.: _____

Airport/Facility : _____
Date : _____

I. INSTRUCTIONS:

- Rate each item based on the listed weights of the Performance Criteria in accordance with the General Support Services Contract Agreement and Terms of Reference (TOR).
- Select the phrase that most accurately describes the performance for each criteria and write down the rating on the space provided.
- Attach reports, pictures and other pertinent documents to support your rating.
- Ensure that all of the Performance Criteria are rated, with supporting documents and properly labeled.
- Ensure that the Performance Review and Assessment Form is properly signed by the HR Officer In-Charge and concurred by the Service Head/Civil Aviation Area Manager.
- Equivalent rating shall be based on the computed performance rating and the results shall reflect on the annual performance rating of the General Support Services Provider.

II. PERFORMANCE CRITERIA:

A. Conformity to Technical Requirement (25 %)

Provision of Office Supplies and Project Coordinator	- 5 %
Salaries, Benefits, and Remittances	- <u>20 %</u>
Total	- 25 %

A.1 Provision of Office Supplies and Project Coordinator

100	<ul style="list-style-type: none"> ▪ with Project Coordinator ▪ with basic IT equipment (laptop/desktop, printer) ▪ with consumable office supplies (bond paper, ink)
95	<ul style="list-style-type: none"> ▪ with Project Coordinator ▪ with some basic IT equipment ▪ with consumable office supplies
90	<ul style="list-style-type: none"> ▪ with Project Coordinator ▪ with some basic IT equipment ▪ with some consumable office supplies
85	<ul style="list-style-type: none"> ▪ with Project Coordinator ▪ without basic IT equipment

	<ul style="list-style-type: none"> ▪ <i>with some</i> consumable office supplies
80	<ul style="list-style-type: none"> ▪ with Project Coordinator ▪ <i>without</i> basic IT equipment ▪ <i>without</i> consumable office supplies
50	<ul style="list-style-type: none"> ▪ <i>without</i> Project Coordinator ▪ <i>without</i> basic IT equipment ▪ <i>without</i> consumable office supplies

A.2 Salaries, benefits and remittances

100	<ul style="list-style-type: none"> ▪ complied without any deficiencies in the release of salaries, benefits, claims, and provision of payslip to employees
95	<ul style="list-style-type: none"> ▪ complied with minor deficiencies in the release of salaries, benefits, claims, and provision of payslip to employees
90	<ul style="list-style-type: none"> ▪ complied with deficiencies in the release of salaries, benefits, claims, and provision of payslip to employees but 5% to 10% of employees have problems
85	<ul style="list-style-type: none"> ▪ complied with major deficiencies in the release of salaries, benefits, claims, and provision of payslip to employees but more than 10% of employees have problems
80	<ul style="list-style-type: none"> ▪ partially complied with deficiencies in the release of salaries, benefits, claims, and provision of payslip to employees
50	<ul style="list-style-type: none"> ▪ failed to comply

B. Timeliness in the Delivery of Services (25 %)

100	<ul style="list-style-type: none"> ▪ on time compliance of Notice to Proceed ▪ on time compliance of actual deployment ▪ on time payroll processing and release of salaries, benefits and claims
90	<ul style="list-style-type: none"> ▪ on time compliance of Notice to Proceed ▪ delayed compliance of actual deployment of 5% request for replacement ▪ delayed payroll processing and release of salaries, benefits and claims of 5% of employees
80	<ul style="list-style-type: none"> ▪ on time compliance of Notice to Proceed ▪ delayed compliance of actual deployment of 10% request for replacement ▪ delayed payroll processing and release of salaries, benefits and claims of 10% of employees
50	<ul style="list-style-type: none"> ▪ delayed compliance of Notice to Proceed ▪ delayed compliance of actual deployment of more than 10% request for replacement ▪ delayed payroll processing and release of salaries, benefits and claims of more than 10% of employees

C. Behavior of Personnel (20 %)

General Services Provider shall conduct quarterly performance evaluation on the behavior of personnel deployed at the CAAP airports and facilities and the total average score shall be the reference for this item in the Performance Criteria (item C. Behavior of Personnel).

100	▪ total average weight score is 90-100
90	▪ total average weight score is 80-90
80	▪ total average weight score is 70-80
50	▪ total average weight score is below 70

D. Response to Complaints (20%)

100	▪ all complaints answered/complied/addressed on time
90	▪ 90% to 99% of complaints answered/complied/addressed on time
80	▪ 80% to 89% of complaints answered/complied/addressed on time
50	▪ 79% and below of complaints answered/complied

E. Compliance with set of office policies for General Support Services (10%)

100	<ul style="list-style-type: none"> ▪ with Employee’s Manual/Code of Ethics, company policies, rules and regulations ▪ with monitoring system as to the implementation of company policies, rules and regulations ▪ completely conducted orientation program to the employees ▪ completely conducted onboarding program to the employees
95	<ul style="list-style-type: none"> ▪ with Employee’s Manual/Code of Ethics on company policies, rules and regulations ▪ with monitoring system as to the implementation of company policies, rules and regulations ▪ completely conducted orientation program to the employees ▪ delayed but completely conducted onboarding program to the employees
90	<ul style="list-style-type: none"> ▪ with Employee’s Manual/Code of Ethics on company policies, rules and regulations ▪ with monitoring system as to the implementation of company policies, rules and regulations ▪ delayed but completely conducted orientation program to the employees ▪ delayed but completely conducted onboarding program to the employees
85	<ul style="list-style-type: none"> ▪ with Employee’s Manual/Code of Ethics on company policies, rules and regulations ▪ with monitoring system as to the implementation of company policies, rules and regulations ▪ delayed but completely conducted orientation program to the employees ▪ delayed and failed to complete the conduct of onboarding program to the employees

80	<ul style="list-style-type: none"> ▪ with Employee’s Manual/Code of Ethics on company policies, rules and regulations ▪ with monitoring system as to the implementation of company policies, rules and regulations ▪ delayed and failed to complete the conduct of orientation program to the employees ▪ delayed and failed to complete the conduct of onboarding program to the employees
50	<ul style="list-style-type: none"> ▪ with Employee’s Manual/Code of Ethics on company policies, rules and regulations ▪ with monitoring system as to the implementation of company policies, rules and regulations ▪ failed to conduct orientation program to the employees ▪ failed to conduct onboarding program to the employees

Comment/Recommendations:

III. PERFORMANCE PERCENTAGE & EQUIVALENT RATING:

Performance Percentage

Performance Criteria	Weight	Performance Rating
I. Conformity to Technical Requirements (a+b)	25%	
a. Provision of Office Supplies & Project Coordinator (5)		
b. Salaries, Benefits & Remittances (20)		
II. Timeliness in the Delivery of Services	25%	
III. Behavior of Personnel (Courteous, Professional & Knowledgeable)	20%	
IV. Response to Complaints	20%	
V. Compliance with set of Office Policies	10%	
Total	100%	

Equivalent Rating

<u>RATING</u>	<u>PERCENTAGE</u>
Outstanding	95 to 100
Excellent	90 to 94
Very Satisfactory	85 to 89
Satisfactory	80 to 84
Unsatisfactory	Below 80

COMPUTED RESULT OF ASSESSMENT:

Performance Percentage:	Equivalent Rating:
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Prepared by:

Admin Officer/HR Officer

Attested by:

**Service Chief/Civil
Aviation Area Manager**

This is to acknowledge the above-stated observations of the HRMD to examine and evaluate diligent compliance to the Terms of Reference of the signed Janitorial Services Agreement between Civil Aviation Authority of the Philippines (CAAP) and _____ for CY _____ to _____.

Section VIII. Checklist of Technical and Financial Documents

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE	
<i>Class "A" Documents</i>	
<u>Legal Documents</u>	
<input type="checkbox"/>	(a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR;
<u>Technical Documents</u>	
<input type="checkbox"/>	(b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid (BF Form 1); <u>and</u>
<input type="checkbox"/>	(c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents (BF Form 2); <u>and</u>
<input type="checkbox"/>	(d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission; <u>or</u> Original copy of Notarized Bid Securing Declaration (BF Form 3); <u>and</u>
<input type="checkbox"/>	(e) Conformity with the Technical Specifications and Technical Parameters, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable (BF Form 4); <u>and</u>
<input type="checkbox"/>	(f) Original duly signed Omnibus Sworn Statement (Revised) (OSS) (BF Form 5); and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of

	Attorney () of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.
<i>Financial Documents</i>	
<input type="checkbox"/>	(g) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC) (BF Form 6); or A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.
Class "B" Documents	
<input type="checkbox"/>	(h) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence; or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

II. FINANCIAL COMPONENT ENVELOPE	
<input type="checkbox"/>	(i) Original of duly signed and accomplished Financial Bid Form (BF Form 7); and
<input type="checkbox"/>	(l) Original of duly signed and accomplished Breakdown of Financial Proposal for Manpower Outsourcing (BF Form 8);
<input type="checkbox"/>	(m) Original of duly signed and accomplished Summary of Bid Proposal (BF Form 9).
<i>Other documentary requirements under RA No. 9184 (as applicable)</i>	
<input type="checkbox"/>	(n) <i>[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]</i> Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
<input type="checkbox"/>	(o) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

{ATTACH COMPANY LETTERHEAD/LOGO}

Statement if all ON-GOING government and private contracts within ten (10) years from the submission of bids, including contracts awarded but not yet started.

Name of Project : _____

Location of Project : _____

Name of Company : _____

Address of Company : _____

Name of Contract	a. Owner's Name b. Address c. Telephone No.	Nature of Work	Contractor's Role		Contract Amount at Award	a. Date Awarded b. Date of Contract c. Contract Duration d. Date Started e. Date Completed	Accomplishment		Values of Outstanding Works
			Description	%			Planned	Actual	
<u>Government</u>									
<u>Private</u>									
							Total value of outstanding works		

Submitted By : _____

(Print Name & Signature)

Designation : _____

Date : _____

{ ATTACH COMPANY LETTERHEAD/LOGO }

Statement of single largest COMPLETED contract similar to the contract to be bid

Name of Project : _____

Location of Project : _____

Name of Company : _____

Address of Company : _____

Name of Contract	a. Owner's Name b. Address c. Telephone No.	Nature of Work	Contractor's Role		Contract Amount at Award	a. Date Awarded b. Date of Contract c. Contract Duration d. Date Started e. Date Completed
			Description	%		

Submitted by : _____

(Print Name & Signature)

Designation : _____

Date : _____

BID SECURING DECLARATION FORM

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

X-----X

BID SECURING DECLARATION
Invitation to Bid: [Insert Reference number]

To: *[Insert name and address of the Procuring Entity]*

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
 - (a) Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - (b) I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;
 - (c) I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of [month] [year] at [place of execution].

[Insert NAME OF BIDDER'S AUTHORIZED REPRESENTATIVE]

[Insert Signatory's Legal Capacity]
Affiant

SUBSCRIBED AND SWORN to before me this ____ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ____ at _____.

Witness my hand and seal this ____ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ [date issued], [place issued]

IBP No. _____ [date issued], [place issued]

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

TECHNICAL SPECIFICATIONS			
<i>Item / Service</i>	<i>Maximum Quantity</i>	<i>Technical Specifications / Scope of Work</i>	<i>Statement of Compliance</i>
			<p><i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution.]</i></p>
Provision of Personnel		See attached Annex “C” Form 1 for the detailed specification	

Minimum Service Standards		See attached Annex "C" for the details	
Obligations of the Contractor		See attached Terms of Reference	
General Condition		See attached Terms of Reference	
Performance Criteria		See attached Terms of Reference	
DOLE Requirements Including posting of Fidelity bond for Fee Collectors			

SUBMITTED BY:

Signature: _____

Printed Name: _____

Position: _____

Name of Company: _____

Date: _____

ADDITIONAL TECHNICAL PARAMETERS
Based on GPPB Circular No. 24-2007

Item No.	DESCRIPTION	BIDDER'S COMPLIANCE
1		Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the services/ equipment offered
2	<p>Stability of the Company</p> <p>a. Years of Experience</p> <ul style="list-style-type: none"> - Has been in the business for five (5) years - Is providing/ Has provided manpower outsourcing services to the government - Bidder shall submit a certification under oath of a list of contracts completed for the past five (5) years 	
	<p>b. Liquidity of the Contractor</p> <ul style="list-style-type: none"> - Submit the Audited Financial Statement for the CY 2023 duly stamped and received by the BIR or its duly accredited and authorized institutions <p>c. Organizational Setup</p> <ul style="list-style-type: none"> - Submit a certification under oath of an updated copy of the Company profile, list of key officials, incorporators or stockholders 	
3	Resources	
4	<p>Other Factors</p> <ul style="list-style-type: none"> a. Submit company policy of recruitment, selection criteria of outsourced personnel b. Housekeeping Plan c. Benefits entitled to outsource manpower Personnel 	

I hereby certify to comply with all the above Technical Specifications.

Name of Company/Bidder

Signature Over Printed Name of Representative

Omnibus Sworn Statement (Revised)
Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

If a sole proprietorship: I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

If a sole proprietorship: As the owner and sole proprietor, or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached duly notarized *Special Power of Attorney*;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institutions whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

If a sole proprietorship: The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and

8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:

a) Carefully examine all of the Bidding Documents;

b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;

c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and

d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ___ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ___ at _____.

Witness my hand and seal this ___ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ [date issued], [place issued]

IBP No. _____ [date issued], [place issued]

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

{ ATTACH COMPANY LETTERHEAD/LOGO }

FINANCIAL DOCUMENTS FOR ELIGIBILITY CHECK

A. Summary of the Applicant Supplier’s/Distributor’s/Manufacturer’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.

Item No.	Particular	Year

B. The Net Financial Contracting Capacity (NFCC) based on the above data is computed as follows:

NFCC = K (Current Assets – Current Liabilities) minus value of all outstanding works under ongoing contracts including awarded contracts yet to be started

NFCC = Php _____

K = 15 regardless of the period or duration of the project.

Or

Commitment from a licensed bank to extend to it a credit line if awarded the contract or cash deposit certificate in the amount of at least 10% of the proposed project to bid.

Name of Bank: _____ Amount: _____

Herewith attached are certified true copies of the Income Tax Return and Audited Financial Statement stamped "RECEIVED" by the BIR or BIR authorized collecting agent for the immediately preceding year and the cash deposit certificate or certificate of commitment from a licensed bank to extend a credit line.

SUBMITTED BY:

Signature: _____

Printed Name: _____

Position: _____

Name of Company: _____

Date: _____

{ATTACH COMPANY LETTERHEAD/LOGO}

Bid Form

Date: _____
 Invitation to Bid⁶ N^o: _____

To: *[name and address of Procuring Entity]*

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said Bidding Documents for the sum of *[total Bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in BDS provision for **ITB Clause 14.2** and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:⁷

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

(if none, state "None")

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

⁶ If ADB, JICA and WB funded projects, use IFB.

⁷ Applicable only if the Funding Source is the ADB, JICA or WB.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements as per **ITB Clause 10.1** of the Bidding Documents.

We likewise certify/confirm that the undersigned, *[for sole proprietorships, insert: as the owner and sole proprietor or authorized representative of Name of Bidder, has the full power and authority to participate, submit the bid, and to sign and execute the ensuing contract, on the latter's behalf for the Name of Project of the Name of the Procuring Entity] [for partnerships, corporations, cooperatives, or joint ventures, insert: is granted full power and authority by the Name of Bidder, to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf for Name of Project of the Name of the Procuring Entity].*

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Dated this _____ day of _____ 20_____.

[signature]

[in the capacity of]

**BREAKDOWN OF FINANCIAL PROPOSAL
FOR MANPOWER OUTSOURCING FOR A PERIOD OF 1 YEAR**

No.	Contractual Position Title	Proposed	Additional Fringe Benefits		Sub Total	Months	Proposed Annual	Employer Social Insurance Counterpart Contribution				Sub Total	13th Month Pay	Personnel Services	Number of	Grand Total
			Service Incentive Leave	COLA				PAG-IBIG	SSS	Phil Health	ECC					
		(1)	(2)	(3)	(4=1+2+3)	(5)	(6 = 5X4)	(7)	(8)	(9)	(10)	(11=7+8+9+10)	(12)	(13= 6+11+12)	(14)	(15= 13x14)
1.	Accountant	Php29,049	550.17	2,904.90	32,504.07	12	390,048.84	2,400.00	33,630.00	8,714.76	360.00	45,104.76	29,049	464,202.60	3	1,392,607.80
2.	Administrative Support Staff	Php21,012	397.95	2,101.20	23,511.15	12	282,133.80	2,400.00	24,510.00	6,303.60	360.00	33,573.60	21,012	336,719.40	666	224,255,120.40
3.	Air Conditioning Technician	Php15,717	297.67	1,571.70	17,586.37	12	211,036.44	2,400.00	18,240.00	4,715.16	360.00	25,715.16	15,717	252,468.60	18	4,544,434.80
4.	Air Traffic Flow Management (ATFM) Assistant	Php21,012	397.95	2,101.20	23,511.15	12	282,133.80	2,400.00	24,510.00	6,303.60	360.00	33,573.60	21,012	336,719.40	7	2,357,035.80
5.	Assistant Flight Inspection Pilot	Php23,222	439.81	2,322.20	25,984.01	12	311,808.12	2,400.00	26,790.00	6,966.60	360.00	36,516.60	23,222	371,546.72	2	743,093.44
6.	Aviation Safety Assistant	Php23,222	439.81	2,322.20	25,984.01	12	311,808.12	2,400.00	26,790.00	6,966.60	360.00	36,516.60	23,222	371,546.72	6	2,229,280.32
7.	Aviation State Safety Specialist	Php51,155	968.84	5,115.50	57,239.34	12	686,872.08	2,400.00	34,200.00	15,346.56	360.00	52,306.56	51,155	790,333.64	2	1,580,667.28
8.	Building Management System Operator	Php15,717	297.67	1,571.70	17,586.37	12	211,036.44	2,400.00	18,240.00	4,715.16	360.00	25,715.16	15,717	252,468.60	5	1,262,343.00
9.	Corporate Planning Specialist	Php51,155	968.84	5,115.50	57,239.34	12	686,872.08	2,400.00	34,200.00	15,346.56	360.00	52,306.56	51,555	790,333.64	1	790,333.64

No.	Contractual Position Title	Proposed Monthly Salary	Additional Fringe Benefits		Sub Total	Months	Proposed Annual Salary	Employer Social Insurance Counterpart Contribution				Sub Total	13th Month Pay	Personnel Services (PS)	Number of Personnel	Grand Total
			Service Incentive Leave	COLA				PAG-IBIG	SSS	Phil Health	ECC					
		(1)	(2)	(3)	(4=1+2+3)	(5)	(6 = 5X4)	(7)	(8)	(9)	(10)	(11=7+8+9+10)	(12)	(13= 6+11+12)	(14)	(15= 13x14)
10.	Driver	Php14,596	276.44	1,459.60	16,332.04	12	195,984.48	2,400.00	17,100.00	4,378.80	360.00	24,238.80	14,596	234,819.28	55	12,915,060.40
11.	Electrician	Php15,846	300.11	1,584.60	17,730.71	12	212,768.52	2,400.00	18,240.00	4,753.80	360.00	25,753.80	15,846	254,368.32	26	6,613,576.32
12.	Engineer	Php33,719	638.62	3,371.90	37,729.52	12	452,754.24	2,400.00	34,200.00	10,115.76	360.00	47,075.76	33,719	533,549.00	83	44,284,567.00
13.	Equipment Maintenance Service Technician	Php15,846	300.11	1,584.60	17,730.71	12	212,768.52	2,400.00	18,240.00	4,753.80	360.00	25,753.80	15,846	254,368.32	65	16,533,940.80
14.	Fee Collector	Php14,877	281.76	1,487.70	16,646.46	12	199,757.52	2,400.00	17,100.00	4,463.16	360.00	24,323.16	14,877	238,957.68	118	28,197,006.24
15.	Flight Information Display System Operator	Php15,717	297.67	1,571.70	17,586.37	12	211,036.44	2,400.00	18,240.00	4,715.16	360.00	25,715.16	15,717	252,468.60	29	7,321,589.40
16.	Heavy Equipment Operator	Php15,846	300.11	1,584.60	17,730.71	12	212,768.52	2,400.00	18,240.00	4,753.80	360.00	25,753.80	15,846	254,368.32	64	16,279,572.48
17.	HR Specialist	Php66,551	1,260.44	6,655.10	74,466.54	12	893,598.48	2,400.00	34,200.00	19,965.36	360.00	56,925.36	66,551	1,017,074.84	2	2,034,149.68
18.	Information Technology Assistant	Php17,628	333.86	1,762.80	19,724.66	12	236,695.92	2,400.00	20,520.00	5,288.40	360.00	28,568.40	17,628	282,892.32	18	5,092,061.76
19.	Legal Assistant	Php25,852	489.62	2,585.20	28,926.82	12	347,121.84	2,400.00	30,210.00	7,755.60	360.00	40,725.60	25,852	413,699.44	5	2,068,497.20
20.	Mechanical Plant Operator	Php17,628	333.86	1,762.80	19,724.66	12	236,695.92	2,400.00	20,520.00	5,288.40	360.00	28,568.40	17,628	282,892.32	8	2,263,138.56
21.	Medical Aide	Php15,846	300.11	1,584.60	17,730.71	12	212,768.52	2,400.00	18,240.00	4,753.80	360.00	25,753.80	15,846	254,368.32	2	508,736.64

No.	Contractual Position Title	Proposed Monthly Salary	Additional Fringe Benefits		Sub Total		Proposed Annual Salary	Employer Social Insurance Counterpart Contribution				Sub Total	13th Month Pay	Personnel Services (PS)	Number of Personnel	Grand Total
			Service Incentive Leave	COLA				PAG-IBIG	SSS	Phil Health	ECC					
		(1)	(2)	(3)	(4=1+2+3)	(5)	(6 = 5X4)	(7)	(8)	(9)	(10)	(11=7+8+9+10)	(12)	(13= 6+11+12)	(14)	(15= 13x14)
22.	Multimedia Specialist	Php30,797	583.28	3,079.70	34,459.98	12	413,519.76	2,400.00	34,200.00	9,239.16	360.00	46,199.16	30,797	490,515.92	1	490,515.92
23.	Nurse	Php30,797	583.28	3,079.70	34,459.98	12	413,519.76	2,400.00	34,200.00	9,239.16	360.00	46,199.16	30,797	490,515.92	59	28,940,439.28
24.	Office Assistant	Php16,608	314.55	1,660.80	18,583.35	12	223,000.20	2,400.00	19,380.00	4,982.40	360.00	27,122.40	16,608	266,730.60	234	62,414,960.40
25.	Technical Assistant	Php25,852	489.62	2,585.20	28,926.82	12	347,121.84	2,400.00	30,210.00	7,755.60	360.00	40,725.60	25,852	413,699.44	32	13,238,382.08

- A. Total Labor Cost for 12 Months ₱ _____
- B. Administrative Fee (A x % of Admin fee) ₱ _____
- C. Sub-Total (A+B) ₱ _____
- D. Add: VAT (12% of C) ₱ _____
-
- E. **Total Contract Amount For 12 Months (C+D)** ₱ _____

Submitted By:

Printed Name & Signature

Designation

Date

{ATTACH COMPANY LETTERHEAD/LOGO}

Summary of Bid Proposal

Name of Project: **PROCUREMENT OF MANPOWER OUTSOURCING CONTRACT FOR PROVISION OF GENERAL SUPPORT SERVICES FOR CAAP HEAD OFFICE AND AREAS NATIONWIDE FOR THE PERIOD OF ONE (1) YEAR** which may be renewed every year thereafter, at the option of CAAP, and subject to a satisfactory result of the performance evaluation up to a period of Three (3) Years

Classification	Position Items / Lot	A. Annual Salaries / Cost	B. Admin Cost (% of A)*	C. 12 %VAT [12% x (A+B)]	D. Total (A+B+C)
Accountant	3	1,392,607.80			
Administrative Support Staff	666	224,255,120.40			
Air Conditioning Technician	18	4,544,434.80			
Air Traffic Flow Management (ATFM) Assistant	7	2,357,035.80			
Assistant Flight Inspection Pilot	2	743,093.44			
Aviation Safety Assistant	6	2,229,280.32			
Aviation State Safety Specialist	2	1,580,667.28			
Building Management System Operator	5	1,262,343.00			
Corporate Planning Specialist	1	790,333.64			
Driver	55	12,915,060.40			
Electrician	26	6,613,576.32			
Engineer	83	44,284,567.00			
Equipment Maintenance Service Technician	65	16,533,940.80			

Classification	Position Items / Lot	A. Annual Salaries / Cost	B. Admin Cost (% of A)*	C. 12 %VAT [12% x (A+B)]	D. Total (A+B+C)
Fee Collector	118	28,197,006.24			
Flight Information Display System Operator	29	7,321,589.40			
Heavy Equipment Operator	64	16,279,572.48			
HR Specialist	2	2,034,149.68			
Information Technology Assistant	18	5,092,061.76			
Legal Assistant	5	2,068,497.20			
Mechanical Plant Operator	8	2,263,138.56			
Medical Aide	2	508,736.64			
Multimedia Specialist	1	490,515.92			
Nurse	59	28,940,439.28			
Office Assistant	234	62,414,960.40			
Technical Assistant	32	13,238,382.08			

*The Administrative Cost must be in accordance with the DOLE DO No. 174.17. Non-compliance is a ground of DISQUALIFICATION.

SUBMITTED BY:

Signature: _____

Printed Name: _____

Position: _____

Name of Company: _____

Date: _____

