

TERMS OF REFERENCE

PROJECT : MANPOWER SERVICES

APPROVED BUDGET : Thirty Six Million Four Hundred Forty Thousand Pesos
(PhP 36,440,000.00)

DURATION: One (1) Year

1. MINIMUM QUALIFICATIONS OF BIDDER

- 1.1 With at least five (5) years experience in providing manpower services to financial institutions and/or commercial banks;
- 1.2 Capable of providing at least 180 manpower agency personnel (excluding janitorial and security personnel); and
- 1.3 With financial capability of advancing the expenses (e.g., wages, overtime, additional benefits, travel expenses) of manpower agency personnel in relation to their assignment with PDIC for at least two (2) months, with a minimum amount of PhP 7 million/month;

2. SCOPE OF WORK

- 2.1 Administrative and/or technical support to PDIC;
- 2.2 Project-based or time-bound activities; and
- 2.3 Work or service related or incidental to PDIC's functions and operations.

3. MANPOWER REQUIREMENT

- 3.1 Place of assignment and number of required manpower agency personnel

ASSIGNMENT	8 HOURS A DAY/ 5 DAYS A WEEK
PDIC SSS Bldg. Ayala Ave. corner V.A.Rufino St., Makati City Or anywhere in the Philippines.	At least 180 Manpower Agency Personnel

- 3.2 Qualifications of Service Contractor's personnel

- 3.2.1 For Administrative support personnel (e.g., Clerk, Secretary), the qualifications are:

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- a) Bachelor's degree;
- b) With basic computer (MS Word and Excel) and typing skills; and
- c) Preferably with Professional Civil Service Eligibility.

3.2.2 For Technical support personnel (e.g., Accountant, IT Specialist, Appraiser), the qualifications are:

- a) Bachelor's degree in **relevant field**;
- b) At least one (1) year of relevant experience;
- c) Knowledgeable in computer applications required of the job; and
- d) Preferably with appropriate eligibility/license.

3.2.3 For Skilled personnel (e.g., Driver, Carpenter, Electrician), the qualifications are:

- a) At least one (1) year relevant experience; and
- b) With appropriate license, if applicable.

3.2.4 Manpower agency personnel to be provided must not be related to any regular PDIC officer and staff within the fourth degree of consanguinity or affinity.

4. OTHERS

4.1 The minimum for the administrative fee is ten percent (10%) of the **Total Amount Paid to Employees and Government** (Please refer to item C of Bid Form No. 2). The minimum for the daily wage of manpower agency personnel is P481.00. However, PDIC may require manpower agency personnel with higher qualifications and more experience for which it shall pay a daily wage higher than minimum wage.

4.2 For the advances made relative to the travel expenses of its deployed personnel, a service charge of ten percent (10%) shall be charged by the provider;

4.3 All manpower agency personnel to be assigned to PDIC must submit NBI Clearance and Medical Health Certificate, both issued within 6 months immediately prior to their assignment.

4.4 The winning bidder must give additional benefits other than those provided by law in an amount/value not less than P25.00/day (e.g., meal subsidy/allowance, additional incentive leave);

4.5 The winning bidder must provide annual health protection benefit/coverage through an HMO of at least ₱100,000.00 to manpower agency personnel;

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4.6 The winning bidder must provide nine (9) biometric machines for attendance monitoring of manpower agency personnel assigned in PDIC;

4.7 The winning bidder shall have the opportunity to make an offer to provide the manpower requirements of the closed banks under PDIC receivership/liquidation of at least 100 manpower agency personnel under the same terms and conditions and shall take this into consideration in the determination of its bid.

4.8 Provision of resident administrator (at no cost to PDIC) to address all the concerns regarding the deployment of manpower agency personnel to PDIC.

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