

# TERMS OF REFERENCE

**PROJECT:** MANPOWER SERVICES

**YEAR:** 2014

**APPROVED BUDGET:** Twenty Four Million Four Hundred Seventy Nine Thousand Pesos (PhP 24,479,000.00) per contract

**DURATION:** Contract A - 6 months  
Contract B - 6 months

## 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 250 manpower agency personnel (excluding janitorial and security personnel); and
- 1.3 With financial capability of advancing expenses (e.g., wages, overtime, additional benefits, travel) of agency personnel in relation to their assignment to 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 Number of required agency personnel: at least 250
- 3.2 Work Hours: minimum of 8 hours a day and 5 days a week
- 3.3 Place of assignment: PDIC, SSS Bldg. Ayala Ave. corner V. A. Rufino St., Makati City or anywhere in the Philippines
- 3.4 Qualifications of Service Contractor's personnel
  - 3.4.1 For Administrative Support personnel (e.g., Clerk, Secretary):

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

3.4.2 For Technical Support personnel (e.g., Accountant, IT Specialist, Appraiser):

- a) Bachelor's degree in any 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.

3.4.3 For Skilled personnel (e.g., Driver, Carpenter, Electrician):

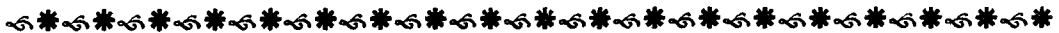
- a) At least one (1) year relevant experience; and
- b) With appropriate license, if applicable.

3.4.4 Agency personnel assigned to PDIC must not be related to any regular PDIC officer and employee 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).
- 4.2 The minimum daily wage of the agency personnel is P466.00. However, PDIC may require agency personnel with higher qualifications for which it shall pay higher daily wage.
- 4.3 The maximum service charge for actual travel expenses of deployed agency personnel, pursuant to the instructions and standardized rates provided by PDIC, is ten percent (10%) (Please refer to item K of Bid Form No. 2).
- 4.4 The manpower agency shall submit to PDIC the current NBI Clearance and Medical Health Certificate of agency personnel prior to their assignment to PDIC or one (1) month after the signing of the Contract for Manpower Services.
- 4.5 The manpower agency shall provide its agency personnel additional benefits (e.g., meal subsidy/allowance, additional incentive leave) other than those provided by law in an amount/value not less than ₱25.00/day.
- 4.6 The manpower agency shall provide its agency personnel an annual health protection benefit/coverage, through an HMO, of at least ₱100,000.00.

- 4.7 The manpower agency shall provide its agency personnel an accident insurance of at least ₱100,000.00.
- 4.8 The manpower agency shall provide nine (9) biometric machines for the attendance monitoring of its agency personnel assigned to PDIC;
- 4.9 The manpower agency 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 agency personnel under the same terms and conditions and shall take this into consideration in the determination of its bid.
- 4.10 The manpower agency shall provide a Resident Administrator at PDIC (at no cost to PDIC) to act as its liaison and address concerns of agency personnel assigned to PDIC.



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