



## Bid Notice Abstract

### Invitation to Bid (ITB)

**Reference Number** 10187955  
**Procuring Entity** DBP LEASING CORPORATION  
**Title** PROCUREMENT OF MANPOWER SERVICES FOR DBPLC  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	TOR No. 2023-09-003	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	2
<b>Procurement Mode:</b>	Public Bidding	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods - General Support Services	<b>Document Request List</b>	0
<b>Category:</b>	Services	<b>Date Published</b>	04/10/2023
<b>Approved Budget for the Contract:</b>	PHP 1,800,000.00	<b>Last Updated / Time</b>	04/10/2023 00:00 AM
<b>Delivery Period:</b>	1 Year/s	<b>Closing Date / Time</b>	11/10/2023 17:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Carlo G. Eneria Assistant Inspector/BAC Secretariat 2nd Floor Pacific Star Building Sen. Gil J. Puyat Ave. cor. Makati Ave. Makati City Metro Manila Philippines 1200 63-2-09195699711  cgeneria@dbp-leasing.ph		

#### Description

##### A. BACKGROUND AND OBJECTIVE/S

DBP Leasing Corporation (DBPLC) is a wholly-owned subsidiary of the Development Bank of the Philippines (DBP) that provides leasing and financing services to help private enterprises and publicly-owned entities acquire new equipment and other productive capital assets in support of government's priorities and nationwide development with the principal office address at 2/F Pacific Star Building, Sen Gil J. Puyat Ave. cor. Makati Ave., Makati City.

In support of DBPLC's day-to-day operations, DBPLC plans to engage the services of a reputable MANPOWER AGENCY for the provision of two (2) Drivers and two (2) Messengers (quantity or number of personnel required may change depending on the demand in the manpower) to be deployed at DBPLC's office at Pacific Star Building through competitive bidding.

##### B. DURATION OF THE PROJECT

The contract for the MANPOWER AGENCY shall be for a period of one (1) year, renewable for another year, subject to performance evaluation.

##### C. SERVICES TO BE PERFORMED

The MANPOWER AGENCY shall provide DBPLC with the necessary number of Messengers and Drivers.

The messengers and drivers to be assigned in DBPLC should be physically and mentally fit, of good moral character, honest, reliable, and competent and of cooperative disposition. DBPLC, however, reserves the right to demand the immediate replacement of any worker assigned by the MANPOWER AGENCY to the job whose services will be prejudicial to the interests of DBPLC.

The MANPOWER AGENCY shall provide services at least five (5) days a week and DBPLC shall prescribe the time or schedule of work to be followed by the drivers and messengers. No work shall be rendered during legal and special public holidays, but some Drivers and/or Messengers may be required to perform services beyond prescribed working time or schedule, or whenever necessary.

The MANPOWER AGENCY is required to immediately provide replacement for the regular drivers and messenger in case needed. Further, the MANPOWER AGENCY shall submit to DBPLC HR Specialist the profile of replacement within seventy-two (72) hours before deployment, or, in case of emergency, twenty-four (24) hours from deployment for further instructions to the incoming personnel.

The MANPOWER AGENCY hereby authorizes the DBPLC to have discipline, control and supervision over the drivers and messengers assigned to DBPLC during their hour of duty, and the exercise by the DBPLC of its authority shall not be deemed nor interpreted as relinquishment of the powers by the MANPOWER AGENCY as an employer of the drivers.

#### D. SCOPE OF WORK/COMPENSATION AND MANNER OF PAYMENT

##### Messengers

- Schedules daily deliveries of all mails and other outgoing communications
- Delivers and secures the acknowledgement of the precise recipients
- Sorts and distributes all incoming mails of the officers and employees
- Assists in the payment and reports submission to all regulatory agencies, including but not limited to SEC, BIR, SSS, Pag-IBIG, Philhealth and utility companies
- Cleans the office premises
- Performs Other tasks that may be assigned from time to time

##### Drivers

- Experienced in driving cars and its maintenance familiarization
- Familiar with the local roads and routes within and outside Metro Manila
- Able to work beyond normal office hours and/or during weekends and holidays
- With valid Professional Driver's License

The Drivers and Messengers shall be paid on a monthly, or semi-monthly, basis for eight (8) working hours a day, Monday to Friday. These rate and manner of payment shall be subject to adjustments in accordance with law and wage orders issued by the Government and as may be agreed upon between the MANPOWER AGENCY and DBPLC.

Every payment of salary, allowances or any remuneration to the drivers and messengers assigned by the MANPOWER AGENCY to DBPLC must be accompanied by a pay slip issued by MANPOWER AGENCY, detailing how the amount of salary due and paid was arrived at.

All the drivers and messengers must receive their salaries, allowances or any remuneration due them in the Savings Account they opened where they are assigned, on their scheduled pay days. Fifteen (15) days after end of each calendar quarter, the MANPOWER AGENCY shall furnish DBPLC a copy of the remittances schedule showing the names of drivers and messengers assigned to DBPLC and Official Receipt acknowledging said remittance to SSS, Pag-IBIG and Philhealth, Inc.

All bid prices for the duration of the contract shall be fixed and shall not be adjusted during contract implementation, except for the following:

1. Increase in minimum daily wage pursuant to law or new wage order issued after bidding date;
2. Increase in taxes;
3. If during the term of the contract DBPLC sees the need for an increase or decrease in the number drivers and/or messengers, the increase of which should not exceed the ABC for the contracted year, the corresponding increase/decrease in cost to be computed based on direct cost;
4. Absence by any or all of assigned drivers and messengers without replacement; and
5. Tardiness/ under time by any or all of assigned drivers and messengers.

#### E. TECHNICAL REQUIREMENTS

The MANPOWER AGENCY should be duly registered with the Securities and Exchange Commission (SEC) and/or the Department of Trade and Industry (DTI) for at least three (3) years either as a corporation, a partnership or a single proprietorship. Further, it should be duly registered and accredited by the Department of Labor and Employment (DOLE), and it should be having an existing and valid business permit and/or clearance from the DOLE and other concerned government agencies to do, perform, and/or engage in the business as herein specified.

The MANPOWER AGENCY should have at least three (3) years continuous actual work experience in rendering clerical and transportation services and should have developed a good company image for its reliability, efficiency and effectiveness in its work performance.

The MANPOWER AGENCY shall properly train and thoroughly screen its personnel prior to deployment, and require them to present valid police, barangay, and/or NBI Clearances and medical certificates attesting to their credibility and physical fitness for the work involved.

The MANPOWER AGENCY, as the employer of the drivers and messengers, assumes full responsibility for compliance with all existing labor, Social Security, HDMF and PHIC laws, rules and regulations, specifically of the Department of Labor and Employment;

The MANPOWER AGENCY assumed full responsibility for compliance with all existing labor laws, rules, and

regulations. The MANPOWER AGENCY undertakes to inform the drivers and messengers at the time of hiring as to wages and working conditions under which they are employed including, among others, the following:

- a. The rate of pay per month, week, days or hours
- b. Method of calculating of wages;
- c. The form, time and place of payment of wages, and
- d. Any change with respect to any of the preceding items.

Should DBPLC be made liable for the MANPOWER AGENCY's failure to comply with any labor law, rules and regulations, the MANPOWER AGENCY hereby obligates itself to indemnify DBPLC to the full extent of such liability, including attorney's fee.

**F. JUSTIFICATION/OTHERS {Special Instructions}**

- The MANPOWER AGENCY shall follow the minimum wage law and requirements of the Department of Labor and Employment.
- The number of days and/or hours of work per day may be extended during some unavoidable circumstances that we will be needing help, special occasions and as may be necessary, subject to compensation.
- All additional working hours/days shall be subject to prior approval of the approving authority of DBPLC.
- The MANPOWER AGENCY shall subject the drivers and messengers to tests and examinations required under occupational, health and safety standards and regulations adhered to by DBPLC.
- Service provider is preferably ISO 9001:2015 certified.

**G. PROCUREMENT MODE**

Competitive Bidding

**H. SOURCE OF FUND**

Corporate Operating Budget (Support Services Unit)

**I. TERMS OF PAYMENT**

- Payment is within fifteen (15) working days after the receipt of the Monthly Statement of Account from MANPOWER SERVICES.
- Monthly Billing/ Statement of Account shall be submitted along with the Daily Time Record verified and certified correct by the authorized representative of the MANPOWER AGENCY.

Interested supplier/service provider is required to submit the following documents:

1. Valid and current Mayor's Permit/Business Permit
2. DTI or Securities Exchange Commission Registration
3. PhilGEPS Registration Number
4. Tax Clearance and Tax Identification Number
5. Omnibus Sworn Statement (OSS)
6. Certification of Completion/ Satisfactory Performance  
(If supplier has previously been awarded by DBP or any of its subsidiaries of a similar contract)

**Pre-bid Conference**

Date	Time	Venue
10/10/2023	10:00:00 AM	2nd Floor Pacific Star Building Sen. Gil J. Puyat Ave. cor. Makati Ave. Makati City Metro Manila Philippines 1200

**Created by** Carlo G. Eneria

**Date Created** 03/10/2023

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