

**[CPA ADMINISTRATIVE ORDER NO. 03-99, July
15, 1999]**

**GUIDELINES ON THE BIDDING OF CARGO HANDLING
CONTRACT/PERMITS AT SUBPORTS**

Pursuant to the provisions of Section 7, 9, and 21 of RA 7621 (CPA Charter) and CPA Board Resolution No. ____-99, the following guidelines are hereby promulgated:

SECTION 1. Scope of the Regulation — This Order provides the guidelines and procedures in the selection of cargo handling service providers and award of cargo handling contracts/permits in all government subports within the jurisdiction of the Authority; Provided, That ports with low cargo volume shall continue to be governed by existing rules and regulations.

SECTION 2. Statement of Policies — As a general rule, management contracts/permits for cargo handling services in government subports shall be awarded through the system of public bidding, except in the following cases:

2.1 Cargo handling contractors in subports with existing or expired contracts whose performance is satisfactory shall be granted renewal of their contracts.

2.2 Cargo handling operators issued one-year permits and have already been in operation for at least six (6) months prior to the effectivity of this Order, shall be audited, and if found satisfactory, awarded contracts.

SECTION 3. Creation of the Prequalification, Bidding and Awards Committee (PBAC) — For purposes of conducting the public bidding, there shall be created a Prequalification, Bidding and Awards Committee (PBAC), for a port subject to bidding to be composed of the following:

Chairman	:	General Manager
Vice-Chairman	:	PSD Manager
Members	:	LAD Manager
	:	Chairman, CPC
	:	Committee on Cargo Handling
	:	Chairman, CPC Committee on
	:	Port Development Observer

: COA Representative

SECTION 4. Powers and Functions of the PBAC — The PBAC, thus created, shall have the following functions:

- 4.1 Reproduce and/or prepare of all necessary bid documents/form requirement;
- 4.2 Publish the invitation to prequalify;
- 4.3 Provide relevant information to prospective bidders;
- 4.4 Send notice to prospective bidders;
- 4.5 Conduct pre-qualification meeting/evaluation and shortlisting of bidders;
- 4.6 Conduct pre-bidding conference/s with shortlisted bidders and give instructions to the latter on the bidding procedure;
- 4.7 Receive and evaluate bids based on factors formulated by the PBAC as basis for recommendation for the award of contract/permit;
- 4.8 Select and recommend the winning bidder;
- 4.9 Notify the bidders of the result of the selection, including the return of unopened sealed bids of financial offers and bidders bond to losing bidders;
- 4.10 Such other tasks as may be given by the General Manager.

SECTION 5. Bidding Procedure — The procedure for public bidding shall be as follows:

- 5.1 The PBAC shall advertise/publish the "Invitation to Prequalify" in a newspaper for a bidding of cargo handling services or in papers at least three (3) times within a reasonable period of not less than two (2) weeks.
- 5.2 The PBAC shall conduct a pre-qualification meeting and prepare a short listing of responding bidders based on their "Technical Offer" including evaluation and comparison of their qualifications using, among others, such factors like completeness and authenticity of required legal and other documents submitted, capitalization, experience of firm, length of operations and other relevant information/data to establish that such bidders are qualified to participate in the public bidding. The PBAC shall prescribe a minimum overall score of 60 points for prospective bidders to pre-qualify.
- 5.3 The PBAC shall then conduct a pre-bidding conference with pre-qualified bidders. Only those who attend the pre-bidding conference shall be allowed to participate in the bidding proper.
- 5.4 The shortlisted bidders shall be required to submit their "Financial Offer" during the date of the bidding proper. After the prescribed time and date of submitting the bid documents, the PBAC shall open the sealed envelope for "Financial Offer."