



TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY  
TESDA REGION 10

## PHILIPPINE BIDDING DOCUMENTS

# Provision of Security Services Requirement for FY 2024

Government of the Republic of the Philippines

TESDA-RO-2023-01

**Sixth Edition**  
**July 2020**

# Preface

These Philippine Bidding Documents (PBDs) for the procurement of Goods through Competitive Bidding have been prepared by the Government of the Philippines for use by any branch, constitutional commission or office, agency, department, bureau, office, or instrumentality of the Government of the Philippines, National Government Agencies, including Government-Owned and/or Controlled Corporations, Government Financing Institutions, State Universities and Colleges, and Local Government Unit. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract or Framework Agreement, as the case may be; (ii) the eligibility requirements of Bidders; (iii) the expected contract or Framework Agreement duration, the estimated quantity in the case of procurement of goods, delivery schedule and/or time frame; and (iv) the obligations, duties, and/or functions of the winning bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Goods to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the “*name of the Procuring Entity*” and “*address for bid submission*,” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.

- d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.
- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.
- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

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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 project 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***

### **Notes on the Invitation to Bid**

The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 21.2 of the 2016 revised IRR of RA No. 9184.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

- a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;
- b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;
- c. The deadline for the submission and receipt of bids; and
- d. Any important bid evaluation criteria (*e.g.*, the application of a margin of preference in bid evaluation).

The IB should be incorporated in the Bidding Documents. The information contained in the IB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.





## INVITATION TO BID FOR THE PROVISION OF SECURITY SERVICES REQUIREMENT FOR FY 2024

1. The *Technical Education and Skills Development Authority Regional Office and its' Twelve (12) Operating Units*, through the *General Appropriations Act (GAA) for FY 2024 and Sariling Sikap Program Fund* intends to apply the sum of **Eight Million Six Hundred Sixty Nine Thousand Nine Hundred Thirty Nine and 64/100 (Php 8,669,939.64)** being the ABC to payments under the contract for each Operating Unit/Lot for the Provision of Security Services Requirement for FY 2024/TESDA-RO-2023-01. Bids received in excess of the ABC shall be automatically rejected at bid opening.

Lot No.	Operating Unit	Number of Security Guards Required			Fund Source	Approved Budget for the Contract (ABC)
		8 Hours Duty w/ Night Differential	8 Hours Duty w/o Night Differential	12 Hours Duty	NEP FY 2024	
1	TESDA Regional Office	1	2		/	830,891.16
2	PO Bukidnon	1	2		/	830,891.16
3	PO Lanao del Norte	1	2		/	830,891.16
4	PO Misamis Occidental		1		/	264,299.28
5	PO Misamis Oriental		1		/	274,335.12
6	RTC – Iligan	1	2		/	830,891.16
7	RTC – Tagoloan	2	2		/	1,113,112.08
8	COBSAT	1	2		/	830,891.16
9	CSAT	1			/	271,921.20
10	KNAS		1		/	264,299.28
11	LNNAIS			3	/	1,255,075.92
12	OAIS	1	2		/	800,519.76
13	STS	1			/	271,921.20
<b>TOTAL</b>		<b>10</b>	<b>17</b>	<b>3</b>		<b>8,669,939.64</b>

2. The *TESDA Regional Office and the Twelve (12) Operating Units* now invite bids for the above Procurement Project. Delivery of the Goods is required by **01 January 2024 to 31 December 2024** to *fourteen locations (14) locations from the thirteen (13) Operating Units specific address*. Bidders should have completed, within *five (5) years*

from the date of submission and receipt of bids, a contract similar to the Project. 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.
4. Prospective Bidders may obtain further information from *TESDA Regional Office 10* and inspect the Bidding Documents at the address given below during *office hours from 8:00 a.m. to 5:00 p.m. starting November 25, 2023.*
5. A complete set of Bidding Documents may be acquired by interested Bidders on **November 25, 2023** from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Ten Thousand Pesos (Php 10,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in the manner if it will be presented in person, by facsimile, or through electronic means.
6. The *TESDA Regional Office 10* will hold a Pre-Bid Conference<sup>1</sup> on **6 December 2023, 2 o’clock in the afternoon** at *TESDA Regional Office Conference Room* and/or through video conferencing or webcasting *via Zoom* which shall be open to prospective bidders.

Zoom Meeting Link:

Meeting ID: 839 6357 2205

Passcode: TESDA10

7. Bids must be duly received by the BAC Secretariat through manual submission together with the electronic/scan copy of all documents submitted at the office address indicated below on or before **18 December 2023; 9:00AM**. 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 **18 December 2023; 10:00AM** at the given address below and/or via *Zoom*. Bids will be opened in the presence of the bidders’ representatives who choose to attend the activity.

Zoom Meeting Link:

Meeting ID: 864 3363 0528

Passcode: TESDA10

10. Interested bidders must use a back-up data or cloud storage to facilitate online bid opening.
11. The *TESDA-10* 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

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<sup>1</sup> 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.

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.


12. For further information, please refer to:

*JULFER JOHN A. REYES*  
*TESDA Regional Office 10*  
*P. Chavez-Jupiter St. Brgy. Macasandig, Cagayan de Oro City*  
*Email Address: jjareyes@tesda.gov.ph*  
*Telephone Number: (08822) 712861/ (088) 857-1665*  
*Cellphone Number: 0935-288-0787*  
*Website: <https://tesdaregion10.ph/>*

13. You may visit the following websites:

For downloading of Bidding Documents:  
<https://tesdaregion10.ph/transparency-seal-2/>

*Date of Issue: November 25, 2023*

  
**LONIE B. GONZAGA**  
*Chairperson, Regional Bids and Awards  
Committee*

## ***Section II. Instructions to Bidders***

### **Notes on the Instructions to Bidders**

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.

## 1. Scope of Bid

The Procuring Entity, *TESDA-10* wishes to receive Bids for the Provision of Security Services Requirement for FY 2024, with identification number TESDA-RO-2023-01.

The Procurement Project referred to herein as “Security Service” is composed of Thirteen (13) Operating Units/Lots, the details of which are described in Section VII (Technical Specifications).

## 2. Funding Information

2.1. The GOP through the source of funding as indicated below for *FY 2024 MOOE* in the amount of **Three Million Thirty One Thousand Three Hundred Seven and 88/100 (Php 3,031,307.88)** and Sariling Sikap Program Fund in the amount of **Five Million Six Hundred Thirty Eight Thousand Six Hundred Thirty One and 76/100 (Php 5,638,631.76)**.

2.2. The source of funding is:

- a. NGA, the National Expenditure Program (NEP) and Sariling Sikap Program Fund of each respective Operating Units concerned.

## 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 limited to those allowed under the rules may participate in this Project.
- 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 the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
- 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 Procuring Entity has prescribed that subcontracting is not allowed.

## 8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the **06 December 2023; 2 o'clock in the afternoon** and either at its physical address TESDA 10 Regional Office Conference Room and/or through videoconferencing/webcasting } as indicated in paragraph 6 of the **IB**.

Zoom Meeting Link:  
Meeting ID: 839 6357 2205  
Passcode: TESDA10

## 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 *[state relevant period as provided in paragraph 2 of the **IB**]* 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 the **BDS**.

### **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:
- a. Philippine Pesos.

### **14. Bid Security**

- 14.1. The Bidder shall submit a Bid Securing Declaration<sup>2</sup> 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 **17 April 2024**. 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 shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

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<sup>2</sup> 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.



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 its 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.

## **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 Entity's 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 maybe. In this case, the Bid Security as required by **ITB** Clause 14 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 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**.

## **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***

### **Notes on the Bid Data Sheet**

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

- a. Information that specifies and complements provisions of the ITB must be incorporated.
- b. Amendments and/or supplements, if any, to provisions of the ITB as necessitated by the circumstances of the specific procurement, must also be incorporated.

# Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p style="margin-left: 40px;">a. <i>Security Service.</i></p> <p style="margin-left: 40px;">b. completed within 5 years prior to the deadline for the submission and receipt of bids.</p>
7.1	The Procuring Entity has prescribed that subcontracting is not allowed.
12	<p>The price of the Goods shall be quoted DDP to the following operating units for this Project.</p> <p><b>TESDA Regional Office</b> Jupiter- Chavez St., Macasandig, Cagayan de Oro City</p> <p><b>TESDA PO Bukidnon</b> Brgy. 4 Kapitan Juan Melendez St., Malaybalay City</p> <p><b>TESDA PO Lanao del Norte</b> Maria Cristina, Iligan City</p> <p><b>TESDA PO Misamis Occidental</b> Centex Bldg., OAIS Compound, Purok 3, Brgy. Villaflor, Oroquieta City</p> <p><b>TESDA PO Misamis Oriental</b> Door 4&amp;5, Trinidad Bldg., Yacapin-Corrales St., Cagayan de Oro City</p> <p><b>Regional Training Center- Iligan</b> Maria Cristina, Iligan City</p> <p><b>Regional Training Center- Tagoloan</b> PHIVIDEC Industrial Estate, Tagoloan, Misamis Oriental</p> <p><b>Cagayan de Oro (Bugo) School of Arts and Trades</b> Bugo, Cagayan de Oro City</p> <p><b>Camiguin School of Arts and Trades</b> Lumad, Mambajao, 9100 Camiguin</p> <p><b>Kinoguitan National Agricultural School</b> Buko, Kinoguitan, Misamis Oriental</p> <p><b>Lanao Norte National Agro- Industrial School</b> Extension Campus, Poblacion, Tubod, Lanao del Norte</p> <p><b>Oroquieta Agro- Industrial School</b> Independence St, Oroquieta City, 7207 Misamis Occidental</p>

	<b>Salvador Trade School</b> Poblacion, Salvador, Lanao del Norte, 9212																																																																																
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: <ul style="list-style-type: none"> <li>a. The amount of not less than <b>One Hundred Seventy Three Thousand Three Hundred Ninety Eight and 79/100 Only (Php 173,398.79)</b> equivalent to two percent (2%) of ABC, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than <b>Four Hundred Thirty Three Thousand Four Hundred Ninety Six and 98/100 Only (Php 433,496.98)</b> equivalent to five percent (5%) of ABC if bid security is in Surety Bond.</li> </ul>																																																																																
15	Each bidder shall submit one (1) copy of the 1st and 2nd components of its Bid together with an <b>electric/scan copy saved in a USB flash drive</b> .  The Procuring Entity requests two (2) additional hard copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.																																																																																
19.3	<p><i>All Goods are grouped in lots listed below.</i></p> <p><i>In all cases, the NFCC computation, if applicable, must be sufficient for all the lots or contracts to be awarded to the Bidder.</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">Lot No.</th> <th rowspan="2">Operating Unit</th> <th colspan="3">Number of Security Guards Required</th> <th>Fund Source</th> <th rowspan="2">Approved Budget for the Contract (ABC)</th> </tr> <tr> <th>8 Hours Duty w/ Night Differential</th> <th>8 Hours Duty w/o Night Differential</th> <th>12 Hours Duty</th> <th>NEP FY 2023</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>TESDA Regional Office</td> <td>1</td> <td>2</td> <td></td> <td>/</td> <td>830,891.16</td> </tr> <tr> <td>2</td> <td>PO Bukidnon</td> <td>1</td> <td>2</td> <td></td> <td>/</td> <td>830,891.16</td> </tr> <tr> <td>3</td> <td>PO Lanao del Norte</td> <td>1</td> <td>2</td> <td></td> <td>/</td> <td>830,891.16</td> </tr> <tr> <td>4</td> <td>PO Misamis Occidental</td> <td></td> <td>1</td> <td></td> <td>/</td> <td>264,299.28</td> </tr> <tr> <td>5</td> <td>PO Misamis Oriental</td> <td></td> <td>1</td> <td></td> <td>/</td> <td>274,335.12</td> </tr> <tr> <td>6</td> <td>RTC – Iligan</td> <td>1</td> <td>2</td> <td></td> <td>/</td> <td>830,891.16</td> </tr> <tr> <td>7</td> <td>RTC – Tagoloan</td> <td>2</td> <td>2</td> <td></td> <td>/</td> <td>1,113,112.08</td> </tr> <tr> <td>8</td> <td>COBSAT</td> <td>1</td> <td>2</td> <td></td> <td>/</td> <td>830,891.16</td> </tr> <tr> <td>9</td> <td>CSAT</td> <td>1</td> <td></td> <td></td> <td>/</td> <td>271,921.20</td> </tr> </tbody> </table>							Lot No.	Operating Unit	Number of Security Guards Required			Fund Source	Approved Budget for the Contract (ABC)	8 Hours Duty w/ Night Differential	8 Hours Duty w/o Night Differential	12 Hours Duty	NEP FY 2023	1	TESDA Regional Office	1	2		/	830,891.16	2	PO Bukidnon	1	2		/	830,891.16	3	PO Lanao del Norte	1	2		/	830,891.16	4	PO Misamis Occidental		1		/	264,299.28	5	PO Misamis Oriental		1		/	274,335.12	6	RTC – Iligan	1	2		/	830,891.16	7	RTC – Tagoloan	2	2		/	1,113,112.08	8	COBSAT	1	2		/	830,891.16	9	CSAT	1			/	271,921.20
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	10	KNAS		1		/	264,299.28
	11	LNNAIS			3	/	1,255,075.92
	12	OAIS	1	2		/	800,519.76
	13	STS	1			/	271,921.20
	<b>TOTAL</b>		<b>10</b>	<b>17</b>	<b>3</b>		<b>8,669,939.64</b>
20.2	<p>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, the Bidder shall submit the following additional documents required for submission during post-qualification:</p> <p><i>i. Proof of completion of the Single Largest Completed Contract which shall be a copy of any verifiable document(s) such as but not limited to the following (a) Contract/s (b) Official Receipt/Cash Receipt/Collection Receipt; and ( c) Certificate of Satisfactory Completion</i></p> <p><i>ii. Audited Financial Statement for 2021 and 2022 as bases for the computation of paid-up capital of at least Php5,000,000.00</i></p> <p><i>iii. Latest Annual Income Tax Returns (BIR Form 1701 or 1702) as filed through the Electronic Filing and Payment System (eFPS) And Either of the following:</i></p> <ul style="list-style-type: none"> <li>● <i>Value Added Tax Returns (Forms 2550M and 2550Q) covering the previous six (6) months (May-October 2023) as filed through eFPS; or</i></li> <li>● <i>Percentage Tax Returns (Form 2551M) covering the previous six (6) months (May-October 2023) as filed through eFPS</i></li> </ul> <p><i>iv. Valid and updated PhilGEPS Certificate of Registration (Platinum Membership) including the updated list of eligibility documents as stated in Annex “A” of the said Certificate of Registration.</i></p> <p><i>v. Proof of payment and remittance of SSS, Pag-ibig and Philhealth Contributions for within one (1) year from remittance period November 2022 - October 2023 for at least one (1) similar ongoing contracts.</i></p>						
21.2	<i>No additional requirement</i>						

## ***Section IV. General Conditions of Contract***

### **Notes on the General Conditions of Contract**

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing performance of the Supplier, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, which may be needed, shall be introduced only through the Special 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 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.

## **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. In addition to tests in the **SCC, Section VII (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***

### **Notes on the Special Conditions of Contract**

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC found in Section IV.

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Goods purchased. In preparing this Section, the following aspects should be checked:

- a. Information that complements provisions of the GCC must be incorporated.
- b. Amendments and/or supplements to provisions of the GCC as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of the GCC should be incorporated herein.

## Special Conditions of Contract

GCC Clause	
1	<p>The delivery terms applicable to this Contract are delivered in the following Operating Units as detailed below; and for purposes of this Clause the Procuring Entity's Representative at each Project Site are the following:</p> <p><b>DAN M. NAVARRO, DPA</b> TESDA Regional Office Jupiter- Chavez St., Macasandig, Cagayan de Oro City</p> <p><b>DIR. ADRIAN B. AMPONG</b> TESDA PO Bukidnon Brgy. 4 Kapitan Juan Melendez St., Malaybalay City</p> <p><b>DIR. NORAYAH A. ACAS, J.D.</b> TESDA PO Lanao del Norte Maria Cristina, Iligan City</p> <p><b>DIR. NORALAIN R. RASUL, LPT, PHD</b> TESDA PO Misamis Occidental Centex Bldg., OAS Compound, Purok 3, Brgy. Villaflor, Oroquieta City</p> <p><b>DIR. MARIGOLD CHERIE R. GARRIDO</b> TESDA PO Misamis Oriental Door 4&amp;5, Trinidad Bldg., Yacapin-Corrales St., Cagayan de Oro City</p> <p><b>VICTORIA E. MIRADOR</b> Center Administrator Regional Training Center- Iligan Maria Cristina, Iligan City</p> <p><b>MARIO S. LABISIG</b> Center Administrator Regional Training Center- Tagoloan PHIVIDEC Industrial Estate, Tagoloan, Misamis Oriental</p> <p><b>MIRAFLOR B. EMATA</b> School Administrator Cagayan de Oro Bugo School of Arts and Trades Bugo, Cagayan de Oro City</p> <p><b>KAROL SANGGOMAY P. RANALAN</b> School Administrator Camiguin School of Arts and Trades Lumad, Mambajao, 9100 Camiguin</p> <p><b>MELODY V. ACENAS</b> School Administrator</p>

Kinoguitan National Agricultural School  
Buko, Kinoguitan, Misamis Oriental

**MAYNARD C. JUMAWAN**

School Administrator  
Lanao Norte National Agro-Industrial School  
Extension Campus, Poblacion, Tubod, Lanao del Norte

**ENGR. LEE R. CATANE**

School Administrator  
Oroquieta Agro- Industrial School  
Independence St, Oroquieta City, 7207 Misamis Occidental

**AUGUSTUS R. RELATADO**

School Administrator  
Salvador Trade School  
Poblacion, Salvador, Lanao del Norte, 9212

For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:

**Incidental Services –**

The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:

- a. performance or supervision of on-site Security Guards;
- b. furnishing of tools/ equipment and other paraphernalia required by the Security Guards during its tour of duty;
- c. furnishing of a detailed operations plan for each appropriate operating units;
- d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract.

The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.

	<p><b>Deployment of Security Guards</b></p> <p>The TESDA Regional Office 10 and the twelve (12) Operating Units have the right to effect changes in assignment/ deployment of the security guards at any time during the contract period through a written notice to the Contractor.</p> <p>Likewise, TESDA Regional Office 10 and its Operating Units may increase or decrease the number of security guards as may be necessary, and reserves the right to increase, reduce, or limit the scope of services for the contract.</p> <p>On the other hand, the term of contract shall have a period of 01 January 2024 until 31 December 2024. Contract price shall be fixed and shall not be adjusted during contract implementation.</p> <p>The Contract shall strictly comply with Section VII Technical Specifications, as well as other TESDA rules and regulations.</p>
2.2	<p><i>The terms of payment shall be as follows:</i></p> <p>Upon submission of the Statement of Account for an aggregate sum of the bid awarded per month payable in two bi-monthly payments, every 15th and end of each month provided further, that the above amount shall be billed separately by lot to each operating unit in accordance with the following schedule.</p> <p>Provided further, the award of contract for the Provision of Security Services undertaken may be made only upon:</p> <ul style="list-style-type: none"> <li>• approval and effectivity of the General Appropriation Act (GAA) for FY 2024; or</li> <li>• the reenactment of the previous year’s budget which constitutes the current year’s authorized budget, when authorized by the Constitution, law or rules.</li> </ul>
4	Not applicable.

## *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.

Lot No.	Operating Unit	Deployment Sites (Areas to be assigned)	Number of Security Guards Required			Total Guards for Deployment	Service Required
			8 Hours Duty w/ Night Differential	8 Hours Duty w/o Night Differential	12 Hours Duty		
1	TESDA Regional Office	1. Jupiter-Chavez St., Macasandig, Cagayan de Oro City	1	2	-	3	Provide security services requirements to the specified Operating Units. With Twelve (12) months contract duration and on duty seven days a week, 24 hours per day including holidays.
2	PO Bukidnon	2. Brgy. 4 Kapitan Juan Melendez St., Malaybalay City	1	2	-	3	
3	PO Lanao del Norte	3. Maria Cristina, Iligan City	1	2	-	3	
4	PO Misamis Occidental	4. Centex Bldg., OAIS Compound, Purok 3, Brgy. Villaflor, Oroquieta City	-	1	-	1	
5	PO Misamis Oriental	5. Door 4&5, Trinidad Bldg., Yacapin-Corrales St., Cagayan de Oro City	-	1	-	1	
6	Regional Training Center – Iligan	6. Maria Cristina, Iligan City	1	2	-	3	
7	Regional Training Center – Tagoloan	7. PHIVIDEC Industrial Estate, Tagoloan, Misamis Oriental	2	2	-	4	
8	Cagayan de Oro (Bugo) School of Arts and Trades	8. Villa Trinitas, Bugo, Cagayan de Oro city	1	2	-	3	
9	Camiguin School of Arts and Trades	9. Lumad, Mambajao, 9100 Camiguin	1	-	-	1	
10	Kinoguitan National	10. Buko, Kinoguitan, Misamis Oriental	-	1	-	1	

	Agricultural School						
11	Lanao Norte National Agro-Industrial School	11. Bualan, Tubod, Lanao del Norte	-	-	1	1	
		12. Poblacion, Tubod, Lanao del Norte	-	-	2	2	
12	Oroquieta Agro-Industrial School	13. Independence St, Oroquieta City, 7207 Misamis Occidental	1	2	-	3	
13	Salvador Trade School	14. Poblacion, Salvador, Lanao del Norte, 9212	1	-	-	1	
<b>TOTAL</b>			<b>10</b>	<b>17</b>	<b>3</b>	<b>30</b>	

## ***Section VII. Technical Specifications***

### **Notes for Preparing the Technical Specifications**

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their Bids. In the context of Competitive Bidding, the specifications (*e.g.* production/delivery schedule, manpower requirements, and after-sales service/parts, descriptions of the lots or items) must be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of transparency, equity, efficiency, fairness, and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post-qualification facilitated. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in the Contract.

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications.

#### **Sample Clause: Equivalency of Standards and Codes**

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words “*or at least equivalent.*” References to brand names cannot be used when the funding source is the GOP.



Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

Bidders are also required, as part of the technical specifications, to complete their statement of compliance demonstrating how the items comply with the specification.

In case of Renewal of Regular and Recurring Services, the Procuring Entity must indicate here the technical requirements for the service provider, which must include the set criteria in the conduct of its performance evaluation.

# Technical Specifications

Item	Specification	Statement of Compliance
		<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 subject to the applicable laws and issuances.]</i></p>

### Technical Specifications

Item	Specification	Statement of Compliance*	Reference/ Evidence
Security Agency	<p>Must be a duly licensed and registered private security agency and have satisfied the requirements of all appropriate regulatory bodies.</p> <p><i>a. License to Operate Private Security Agencies (PSAs)</i></p> <p><i>b. Security Guard/ Officer License</i></p> <p><i>c. Firearm License/ Permit</i></p> <p><i>d. Certificate of Membership issued by Philippine Association of Detective and Protective Agency Operators, Inc. or other associations recognized by the PNP-CSG-SOSIA (DO. No. 150-16)</i></p> <p><i>e. Certificate of Pending or No Pending Labor Standards violation case/s issued by the NLRC or DOLE. (DO. No. 150-16)</i></p>		Appendix A
	Must have at least five (5) years in the business.		Appendix B
	Must have an existing office in Region X with latest local business permit prior to posting of ITB		Appendix C
	Must have a regular program for training and re-training of security guards such as but not limited to training for firing/ use of firearms		Appendix D
	Must have a satisfactory level of performance throughout the term of contract.		Appendix E
Security Guards	<p>Organizational Chart</p> <p>✓Regional Office 10 – 3</p> <p>✓PO BUK - 3</p> <p>✓PO LDN – 3</p> <p>✓PO MOC - 1</p> <p>✓PO MOR – 1</p> <p>✓RTC- Iligan – 3</p> <p>✓RTC- Tagoloan- 4</p> <p>✓COBSAT - 3</p> <p>✓CSAT - 1</p> <p>✓KNAS- 1</p> <p>✓LNNAIS- 3</p> <p>✓OAIS - 3</p> <p>✓STS – 1</p> <p>Total of Thirty (30) security guards for the whole contract duration.</p>		Appendix F
	Must have previous experience of at least three (3) years		Appendix G
	Must be a Licensed Security Guard at the time of the bid opening (preferably Security Services NC II).		Appendix H
Comprehensive Security Plan	Comprehensive Security Plan which details the following:		Appendix I

	<ul style="list-style-type: none"> <li>✓Estimated deployment of security guards on all areas of concern ;</li> <li>✓Number of shift in a 24 hour round the clock duty, 7 days a week;</li> <li>✓List of trainings provided to the security guards to respond in case of emergency;</li> <li>✓Duties and functions of security guards</li> <li>✓Special Orders for Security</li> <li>✓Contingency Plan for disasters and eventualities.</li> </ul>		
Firearms & Ammunitions	<ul style="list-style-type: none"> <li>✓At least:</li> <li><b>For Offices like RO, PO BUK, PO LDN, PO MOC, PO MOR:</b> provided with short arms (pistol automatic 9mm, cartridge 9x19mm, 9 rounds)</li> <li><b>For Center/Schools like RTCIligan, RTC- Tagoloan, COBSAT, CSAT, KNAS, LNNAIS, OAIS &amp; STS:</b></li> <li>provided with long-arms like Shotgun, armscor with seven slugs</li> <li>✓At least one (1) flashlight for each guard on duty.</li> <li>✓At least one (1) security guard baton for each guard on duty.</li> <li>✓At least one (1) complete set of uniforms for each guard.</li> <li>✓At least one (1) handcuff for each OU</li> <li>✓At least one (1) whistle for each guard on duty.</li> </ul>		Appendix J

I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct, otherwise, if bound to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

Name of Company/Bidder	Signature Over Printed Name of Authorized Representative	Date

*<sup>2</sup>In the Column “Statement of Compliance”, the bidder must state “comply” against each of the individual parameters of each specification corresponding to performance parameter of equipment offered of “comply” must be supported by evidence in a bidders bid and cross-reference to that evidence. Evidence shall be in the form of manufacturer’s or distributor’s un-amended sales literature, unconditional statements or specification and compliance issued by the manufacturer or distributor, samples, independent test data etc., as appropriate.*

## ***Section VIII. Checklist of Technical and Financial Documents***

### **Notes on the Checklist of Technical and Financial Documents**

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

- a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or
- b. Any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary “pass/fail” criterion pursuant to Section 30 of the 2016 revised IRR of RA No. 9184.

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class “A” Documents*

#### Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) **in accordance with Section 8.5.2 of the IRR; or**
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document, **and**
- (c) Mayor’s or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas; **and**
- (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

#### Technical Documents

- (e) 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; **and**
- (f) 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; **and**
- (g) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission **or** Original copy of Notarized Bid Securing Declaration; **and**
- (h) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (i) Original duly signed Omnibus Sworn Statement (OSS) **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.

#### Financial Documents

- (j) The Supplier’s audited financial statements, showing, among others, the Supplier’s total and current assets and liabilities, stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; and
- (k) The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC) **or** A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

***Class “B” Documents***

- (c) 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**

- (d) Original of duly signed and accomplished Financial Bid Form; **and**
- (e) Original of duly signed and accomplished Price Schedule(s).

***Other documentary requirements under RA No. 9184 (as applicable)***

- (f) *[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]* 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.
- (g) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

**ANNEX E**

**STATEMENT OF (i) ONGOING CONTRACTS (ii) AWARDED BUT NOT YET STARTED CONTRACTS**

This is to certify that \_\_\_\_\_ (company) \_\_\_\_\_ has the following ongoing and awarded but not yet started contracts:

Contracting Party	Name of Contract	Date and Status of the Contract	Kind of Goods	Amount of Contract	Value of Outstanding Contracts	Date of Delivery	Purchase Order Number/s or Date of Contract/s

\_\_\_\_\_  
Name and Signature of Authorized Representative

\_\_\_\_\_  
Date

**\*Instructions:**

- a) State all ongoing contracts including those awarded but not yet started (government and private contracts which may be similar or not similar to the project called for bidding) as of:
  - i. The day before the deadline of submission of bids.
- b) If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state none or equivalent term.
- c) The total amount of the ongoing and awarded but not yet started contracts should be consistent with those used in the Net Financial Contracting Capacity (NFCC) in case an NFCC is submitted as an eligibility document.
- d) "Name of Contract". Indicate here the Nature/ Scope of the Contract for easier tracking of the entries/ representations



**ANNEX F**

**STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT SIMILAR TO THE CONTRACT TO BE BID**

This is to certify that \_\_\_\_\_ (company) \_\_\_\_\_ has the following completed contracts within five (5) years prior to the date of submission and receipt of bids, a contract similar to the Project

Contracting Party	Name of Contract	Date of the Contract	Kind of Goods	Amount of Contract	Date of Delivery	Please submit any of the following attachment: a. Copy of End User's Acceptance; <u>OR</u> b. Copy of Official Receipts; <u>OR</u> c. Copy of Sales Invoice with Collection Receipts/s

\_\_\_\_\_  
Name and Signature of Authorized Representative

\_\_\_\_\_  
Date

\* Instructions:

- a) Cut-off date as of:
- (i) Up to the day before the deadline of submission of bids.
- b) In the column under "Dates" indicate the dates of Delivery/End-user's Acceptance and Official Receipt.
- c) "Name of Contract". Indicate here the Nature/ Scope of the Contract for the Procuring Entity to determine the relevance of the entry with the Procurement at hand.

## **Bid Securing Declaration Form**

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**REPUBLIC OF THE PHILIPPINES)**  
**CITY OF \_\_\_\_\_) S.S.**

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

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

I/We<sup>2</sup>, 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.

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<sup>2</sup> Select one and delete the other. Adopt the same instruction for similar terms throughout the document.

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 OR ITS  
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 \_\_\_\_\_

\*The identification card shall be at least one of the acceptable proofs of identity as identified under the provisions of the 2014 Rules on Notarial Practice.

"Sec. 12. Competent Evidence of Identity— The phrase "competent evidence of identity" refers to the identification of an individual based on:

At least one current identification document issued by an official agency bearing the photograph and signature of the individual, such as but not limited to, passport, driver license, Professional Regulations Commission ID, National Bureau of Investigation clearance, police clearance, postal ID, voter's ID, Barangay certification, Government Service and Insurance System (GSIS) e-card, Social Security System (SSS) card, Philhealth card, senior citizen card, Overseas Workers Welfare Administration (OWWA) ID, OFW ID, seaman's book, alien certificate of registration/immigrant certificate of registration, government office ID, certification from the National Council for the Welfare of Disabled Persons (NCWDP), Department of Social Welfare and Development (DSWD) certification:

The Board Resolution or Secretary's Certificate referring to the said Board Resolution designating the bidder's authorized representative and signatory need not specifically indicate the particular project where such authority is given provided that the said authority covers activities by TESDA.

## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

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 institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

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 responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing 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.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*  
Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*

# Bid Form for the Procurement of Goods

*[shall be submitted with the Bid]*

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## BID FORM

Date : \_\_\_\_\_

Project Identification No. : \_\_\_\_\_

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

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or 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 PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

*[Insert this paragraph if Foreign-Assisted Project with the Development Partner:*

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:

Name and address of agent	Amount and 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.

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 pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached *[state the written authority]*.

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.

Name: \_\_\_\_\_

Legal capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

Date: \_\_\_\_\_



**PRICE SCHEDULE**

**Category Number No. I & II: (RO/BUK/LDN/MIS.ORIENTAL/RTC-ILIGAN/RTC TAGOLOAN/COBSAT)**

BREAKDOWN OF COST	MINIMUM CONTRACT RATE FOR EACH GUARD	
	8 Hours Duty with Night Differential	8 Hours Duty without Night Differential
Days worked per week: 7 days No. of days per year: 395 8 or 12 hours work per day		
<b>AMOUNT TO GUARD</b>		
New Daily Wage (DW)		
Average Pay/Month (DW x no. of days per year/12)		
Night Differential Pay (Ave. Pay/month x 10% x1/3)		
13th Month Pay (DW x 365/12/12)		
5 Days Incentive Pay (DWx5/12)		
Uniform Allowance (R.A 5487)		
<b>Sub-total</b>		
Retirement benefit, RA7641 (DWx22.5 days/12)		
SSS Premium		
Philhealth Contribution		
State Insurance Fund		
Pag-ibig Fund		
<b>Sub-total</b>		
<b>A. TOTAL AMOUNT TO GUARD AND GOVERNMENT</b>		
<b>B. AGENCY FEE</b>		
<b>B. VALUE ADDED TAX (Agency fee x12% VAT-RMC-39-2007)</b>		
<b>MONTHLY MINIMUM CONTRACT RATE PER GUARD:</b>		
<b>Number of Guards Required:</b>		
<b>TOTAL PER MONTH</b>		
Signature Over Printed Name of Authorized Representative		Date

**PRICE SCHEDULE**

**Category Number No. III&IV :** (MIS.OCCIDENTAL, CSAT, KNAS, LNN AIS, O AIS, STS)

BREAKDOWN OF COST	MINIMUM CONTRACT RATE FOR EACH GUARD		
	8 Hours Duty with Night Differential	8 Hours Duty without Night Differential	12 Hours Duty (Minimum contract rate for 8 hours x 1.5)
Days worked per week: 7 days No. of days per year: 395 8 or 12 hours work per day			
<b>AMOUNT TO GUARD</b>			
New Daily Wage (DW)			
Average Pay/Month (DW x no. of days per year/12)			
Night Differential Pay (Ave. Pay/month x 10% x1/3)			
13th Month Pay (DW x 365/12/12)			
5 Days Incentive Pay (DWx5/12)			
Uniform Allowance (R.A 5487)			
<b>Sub-total</b>			
Retirement benefit, RA7641 (DWx22.5 days/12)			
SSS Premium			
Philhealth Contribution			
State Insurance Fund			
Pag-ibig Fund			
<b>Sub-total</b>			
<b>A. TOTAL AMOUNT TO GUARD AND GOVERNMENT</b>			
<b>B. AGENCY FEE</b>			
<b>B. VALUE ADDED TAX (Agency fee x12% VAT-RMC-39-2007)</b>			
<b>MONTHLY MINIMUM CONTRACT RATE PER GUARD:</b>			
<b>Number of Guards Required:</b>			
<b>TOTAL PER MONTH</b>			
Signature Over Printed Name of Authorized Representative		Date	

## Price Schedule for Goods Offered from Within the Philippines

*[shall be submitted with the Bid if bidder is offering goods from within the Philippines]*

### For Goods Offered from Within the Philippines

**NAME OF BIDDER:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Address** : \_\_\_\_\_

**Project ID No.** : \_\_\_\_\_

OPERATING UNITS	CATEGORY	NUMBER OF GUARDS REQUIRED			BID AMOUNT IN 12 MONTHS			TOTAL BID AMOUNT PER OU
		8 Hours Duty with Night Differential	8 Hours Duty without Night Differential	12 Hours Duty	8 Hours Duty with Night Differential	8 Hours Duty without Night Differential	12 Hours Duty	
RO	I	1	2	-				
BUKIDNON	I	1	2	-				
LANAO DEL NORTE	I	1	2	-				
MISAMIS OCCIDENTAL	III	-	1	-				
MISAMIS ORIENTAL	I	-	1	-				
RTC-ILIGAN	I	1	2	-				
RTC-TAGOLOAN	I	2	2	-				
COBSAT	I	1	2	-				
CSAT	III	1	-	-				
KNAS	IV	-	1	-				
LNNAIS	IV	-	-	3				
OAIS	III	1	2	-				
STS	III	1	-	-				
<b>TOTAL BID AMOUNT</b>								

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

## Performance Securing Declaration (Revised)

*[if used as an alternative performance security but it is not required to be submitted with the Bid, as it shall be submitted within ten (10) days after receiving the Notice of Award]*

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REPUBLIC OF THE PHILIPPINES)  
CITY OF \_\_\_\_\_ ) S.S.

### PERFORMANCE SECURING DECLARATION

Invitation to Bid: [Insert Reference Number indicated in the Bidding Documents]

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

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, to guarantee the faithful performance by the supplier/distributor/manufacture/contractor/consultant of its obligations under the Contract, I/we shall submit a Performance Securing Declaration within a maximum period of ten (10) calendar days from the receipt of the Notice of Award prior to the signing of the Contract.
2. I/We accept that: I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of one (1) year for the first offense, or two (2) years **for the second offense**, upon receipt of your Blacklisting Order if I/We have violated my/our obligations under the Contract;
3. I/We understand that this Performance Securing Declaration shall cease to be valid upon:
  - a. issuance by the Procuring Entity of the Certificate of Final Acceptance, subject to the following conditions:
    - i. Procuring Entity has no claims filed against the contract awardee;
    - ii. It has no claims for labor and materials filed against the contractor; and
    - iii. Other terms of the contract; or
  - b. replacement by the winning bidder of the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 as required by the end-user.

**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 OR ITS  
AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*

## Contract Agreement Form for the Procurement of Goods (Revised)

[Not required to be submitted with the Bid, but it shall be submitted within ten (10) days after receiving the Notice of Award]

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### CONTRACT AGREEMENT

THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between [name of PROCURING ENTITY] of the Philippines (hereinafter called “the Entity”) of the one part and [name of Supplier] of [city and country of Supplier] (hereinafter called “the Supplier”) of the other part;

WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly [brief description of goods and services] and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of [*contract price in words and figures in specified currency*] (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, *viz.*:
  - i. Philippine Bidding Documents (PBDs);
    - i. Schedule of Requirements;
    - ii. Technical Specifications;
    - iii. General and Special Conditions of Contract; and
    - iv. Supplemental or Bid Bulletins, if any
  - ii. Winning bidder’s bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;  
  
Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents submitted (*e.g.*, Bidder’s response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity’s bid evaluation;
  - iii. Performance Security;
  - iv. Notice of Award of Contract; and the Bidder’s conforme thereto; and
  - v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**

3. In consideration for the sum of *[total contract price in words and figures]* or such other sums as may be ascertained, *[Named of the bidder]* agrees to *[state the object of the contract]* in accordance with his/her/its Bid.
4. The *[Name of the procuring entity]* agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

*[Insert Name and Signature]*

*[Insert Name and Signature]*

*[Insert Signatory's Legal Capacity]*

*[Insert Signatory's Legal Capacity]*

*for:*

*for:*

*[Insert Procuring Entity]*

*[Insert Name of Supplier]*

**Acknowledgment**

*[Format shall be based on the latest Rules on Notarial Practice]*

