

# **BIDDING DOCUMENTS**

## **Procurement of Security Services for Philippine Statistics Authority 7(PSA 7) for the Provinces of Bohol, Cebu, Negros Oriental, Siquijor and Regional Statistical Services Office**

*PHILIPPINE STATISTICS AUTHORITY 7*  
Gaisano Capital South Bldg. Colon St., Cebu City, Philippines

**PUBLIC BIDDING NO. 2021-001**

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# 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.





Republic of the Philippines  
**PHILIPPINE STATISTICS AUTHORITY**

**INVITATION TO BID**

**Procurement of Security Services for Philippine Statistics Authority 7 (PSA 7) for the Provinces of Bohol, Cebu, Negros Oriental, Siquijor and Regional Statistical Services Office**

1. The *Philippine Statistics Authority 7 (PSA 7)*, through the *RA 11465 (2021 General Appropriations Act)*<sup>1</sup> intends to apply the sum of *Three Million One Hundred Twenty Three Thousand Nine Hundred Thirty Pesos only (PhP3,120,930)* being the ABC to payments under the contract for *Procurement of Security Services for Philippine Statistics Authority 7 (PSA 7) for the Provinces of Bohol, Cebu, Negros Oriental, Siquijor and Regional Statistical Services Office*. Bids received in excess of the ABC shall be automatically rejected at bid opening.

Item No.	Item Description	Approved Budget for the Contract (ABC)
1	<b>Security Services for Philippine Statistics Authority 7 (PSA 7) for the Provinces of Bohol, Cebu, Negros Oriental, Siquijor and Regional Statistical Services Office for one (1) year contract with the following details:</b>	<b>3,120,930.00</b>
1.1	<b>Security Services for PSA Bohol Provincial Office</b>	<b>277,542.00</b>
	*12 hours service (7:00 AM to 7:00 PM) Mondays to Fridays (including holidays)	
1.2	<b>Security Services for PSA Cebu Provincial Office</b>	<b>750,600.00</b>
	*24 hours service , Mondays to Sundays (including holidays)	
1.3	<b>Security Services for PSA Negros Oriental Provincial Office</b>	<b>679,716.00</b>
	*24 hours service, Mondays to Sundays (including holidays)	
1.4	<b>Security Services for PSA Siquijor Provincial Office</b>	<b>662,472.00</b>
	*24 hours service, Mondays to Sundays (including holidays)	
1.5	<b>Security Services for PSA RSSO7</b>	<b>750,600.00</b>
	*24 hours service, Mondays to Sundays (including holidays)	

<sup>1</sup> Ibid.

2. The ***Philippine Statistics Authority 7 (PSA 7)*** now invites bids for the above Procurement Project. Delivery of the Goods is required on ***01 April 2021 – 31 March 2022***. Bidders should have completed, within ***three 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.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information from ***PSA 7 through the RBAC Secretariat*** and inspect the Bidding Documents at the address given below during ***working days, 8:00 a.m. to 5:00 p.m.***
5. A complete set of Bidding Documents may be acquired by interested Bidders on ***16 January 2021 – 08 February 2021 (until 12:00nn only)*** from the address 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:

<b><i>APPROVED BUDGET FOR THE CONTRACT (ABC)</i></b>	<b><i>COST OF THE BIDDING DOCUMENTS (in Philippine Peso)</i></b>
<i>500,000 and below</i>	<i>500.00</i>
<i>More than 500,000 up to 1 Million</i>	<i>1,000.00</i>
<i>More than 1 Million up to 5 Million</i>	<i>5,000.00</i>
<i>More than 5 Million up to 10 Million</i>	<i>10,000.00</i>
<i>More than 10 Million up to 50 Million</i>	<i>25,000.00</i>

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity (<http://rso07.psa.gov.ph>), provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.


6. The ***PSA 7*** will hold a Pre-Bid Conference on ***25 January 2021, 1:30 P.M*** at ***2/F Philippine Statistics Authority Regional Statistical Services Office No.7 (PSA-RSSO 7), Gaisano Capital South Bldg., Colon St., Cebu City***, and through video conferencing via ***google meet*** <https://meet.google.com/xfk-kttx-eat>, which shall be opened to prospective bidders.
7. Bids must be duly received by the ***RBAC Secretariat*** at the address below on or before ***08 February 2021, 12:00nn***.
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 **08 February 2021, 1:30 PM** at **2/F Philippine Statistics Authority Regional Statistical Services Office No.7 (PSA-RSSO 7), Gaisano Capital South Bldg., Colon St., Cebu City**, and via **google meet <https://meet.google.com/xfk-tktx-eat>**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The Schedule of Bidding Activities shall be as follows:

<b>ACTIVITIES</b>	<b>DATE AND TIME</b>	<b>VENUE</b>
Sale and Issuance of Bid Documents	25 January 2021 to 08 February 2021 (until 12:00nn only) 8:00A.M. to 5:00 P.M.	2/F Philippine Statistics Authority Regional Statistical Services Office No.7 (PSA-RSSO7), Gaisano Capital South Bldg., Colon St., Cebu City
Pre-Bid Conference	25 January 2021 1:30 P.M.	2/F Philippine Statistics Authority Regional Statistical Services Office No.7 (PSA-RSSO 7), Gaisano Capital South Bldg., Colon St., Cebu City, and via google meet <b><a href="https://meet.google.com/xfk-tktx-eat">https://meet.google.com/xfk-tktx-eat</a></b>
Submission of Bids	08 February 2021 12:00 NN	2/F Philippine Statistics Authority Regional Statistical Services Office No.7 (PSA-RSSO7), Gaisano Capital South Bldg., Colon St., Cebu City
Opening of Bids	08 February 2021 1:30 P.M.	2/F Philippine Statistics Authority Regional Statistical Services Office No.7 (PSA-RSSO 7), Gaisano Capital South Bldg., Colon St., Cebu City, and via google meet <b><a href="https://meet.google.com/xfk-tktx-eat">https://meet.google.com/xfk-tktx-eat</a></b>

11. The **PSA 7** 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 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:

**Ms. Edwina M. Carriaga/Ms. Irish B. Velasco/Ms. Melita C. Jomuaad/  
Mr. Caylord D. Niala**  
**Philippine Statistics Authority Regional Statistical Services Office 7**  
**Gaisano Capital South Bldg. Colon St., Cebu City**  
**Tel. nos.:(032)412-6794/254-0470/256-0592**  
**Email address: psa07.rbac@gmail.com**  
**Telefax nos.:(032)412-6794/254-0470**

  
**EDWINA M. CARRIAGA**  
*R07-BAC Chairperson*

## ***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, Philippine Statistics Authority 7 wishes to receive Bids for the Procurement of Security Services for the Provinces of Bohol, Cebu, Negros Oriental, Siquijor and Regional Statistical Services Office for one (1) year contract, with P.B No. 2020-001

## **2. Funding Information**

The Procuring Entity has a budget or has received funds from the Funding Source named in the [BDS](#), and in the amount indicated in the [BDS](#). It intends to apply part of the funds received for the Project, as defined in the [BDS](#), to cover eligible payments under the contract.

## **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. 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 Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

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 specified date and time and either at its physical address *2/F Philippine Statistics Authority Regional Statistical Services Office No.7 (PSA-RSSO 7), Gaisano Capital South Bldg., Colon St., Cebu City*, and through video conferencing *via google meet* as indicated in paragraph 6 of the **IB**.

## 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 *three (3) years 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.

## 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 e.
  - 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 **Section VII (Technical Specifications)**.

## 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 **07 June 2021**. 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.

## **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 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 15 shall be submitted for each lot or item separately.

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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.



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:

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**

20.2. 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 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. The name of the Contract is <i>Procurement of Security Services for Philippine Statistics Authority 7 (PSA 7) for the Provinces of Bohol, Cebu, Negros Oriental, Siquijor and Regional Statistical Services Office.</i></p> <p style="margin-left: 40px;">b. completed within <i>the last three (3) years</i> prior to the deadline for the submission and receipt of bids.</p>																						
7.1	<p><i>The Lot and reference is:</i></p> <p><b><i>Procurement of Security Services for Philippine Statistics Authority 7 (PSA 7) for the Provinces of Bohol, Cebu, Negros Oriental, Siquijor and Regional Statistical Services Office for one (1) year contract under PR No. 0700-2021-01-001 / Public Bidding No. 2020-001.</i></b></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 10%; text-align: center;">Item No.</th> <th style="width: 60%; text-align: center;">Item Description</th> <th style="width: 30%; text-align: center;">Approved Budget for the Contract (ABC)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;"><b>Security Services for Philippine Statistics Authority 7 (PSA 7) for the Provinces of Bohol, Cebu, Negros Oriental, Siquijor and Regional Statistical Services Office for one (1) year contract with the following details:</b></td> <td style="text-align: center;"><b>3,120,930.00</b></td> </tr> <tr> <td style="text-align: center;">1.1</td> <td style="text-align: center;"><b>Security Services for PSA Bohol Provincial Office</b> *12 hours service (7:00 AM to 7:00 PM) Mondays to Fridays (including holidays)</td> <td style="text-align: center;"><b>277,542.00</b></td> </tr> <tr> <td style="text-align: center;">1.2</td> <td style="text-align: center;"><b>Security Services for PSA Cebu Provincial Office</b> *24 hours service , Mondays to Sundays (including holidays)</td> <td style="text-align: center;"><b>750,600.00</b></td> </tr> <tr> <td style="text-align: center;">1.3</td> <td style="text-align: center;"><b>Security Services for PSA Negros Oriental Provincial Office</b> *24 hours service, Mondays to Sundays (including holidays)</td> <td style="text-align: center;"><b>679,716.00</b></td> </tr> <tr> <td style="text-align: center;">1.4</td> <td style="text-align: center;"><b>Security Services for PSA Siquijor Provincial Office</b> *24 hours service, Mondays to Sundays (including holidays)</td> <td style="text-align: center;"><b>662,472.00</b></td> </tr> <tr> <td style="text-align: center;">1.5</td> <td style="text-align: center;"><b>Security Services for PSA RSSO7</b> *24 hours service, Mondays to Sundays (including holidays)</td> <td style="text-align: center;"><b>750,600.00</b></td> </tr> </tbody> </table>		Item No.	Item Description	Approved Budget for the Contract (ABC)	1	<b>Security Services for Philippine Statistics Authority 7 (PSA 7) for the Provinces of Bohol, Cebu, Negros Oriental, Siquijor and Regional Statistical Services Office for one (1) year contract with the following details:</b>	<b>3,120,930.00</b>	1.1	<b>Security Services for PSA Bohol Provincial Office</b> *12 hours service (7:00 AM to 7:00 PM) Mondays to Fridays (including holidays)	<b>277,542.00</b>	1.2	<b>Security Services for PSA Cebu Provincial Office</b> *24 hours service , Mondays to Sundays (including holidays)	<b>750,600.00</b>	1.3	<b>Security Services for PSA Negros Oriental Provincial Office</b> *24 hours service, Mondays to Sundays (including holidays)	<b>679,716.00</b>	1.4	<b>Security Services for PSA Siquijor Provincial Office</b> *24 hours service, Mondays to Sundays (including holidays)	<b>662,472.00</b>	1.5	<b>Security Services for PSA RSSO7</b> *24 hours service, Mondays to Sundays (including holidays)	<b>750,600.00</b>
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12	Not Applicable.								
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <p>a. The amount of not less than _____ <i>[Insert 2% of ABC]</i>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p>b. The amount of not less than _____ <i>[Insert 5% of ABC]</i> if bid security is in Surety Bond.</p> <table border="1"> <thead> <tr> <th>Lot No.</th> <th>Item Description</th> <th>2% of the ABC (1)</th> <th>5% of the ABC (2)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Security Services for Philippine Statistics Authority 7 (PSA 7) for the Provinces of Bohol, Cebu, Negros Oriental, Siquijor and Regional Statistical Services Office</td> <td>PhP62,418.60</td> <td>PhP156,046.50</td> </tr> </tbody> </table>	Lot No.	Item Description	2% of the ABC (1)	5% of the ABC (2)	1	Security Services for Philippine Statistics Authority 7 (PSA 7) for the Provinces of Bohol, Cebu, Negros Oriental, Siquijor and Regional Statistical Services Office	PhP62,418.60	PhP156,046.50
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1	Security Services for Philippine Statistics Authority 7 (PSA 7) for the Provinces of Bohol, Cebu, Negros Oriental, Siquijor and Regional Statistical Services Office	PhP62,418.60	PhP156,046.50						
19.3	No further instructions								
20.2	<p><b><i>Additional appropriate licenses, permits, and documents to be submitted:</i></b></p> <ol style="list-style-type: none"> <li><i>1. License to Operate issued by PNP Security Agencies and Guards Supervision Division (SAGSG) – certified true copy</i></li> <li><i>2. Certificate of Membership and Registration with the Philippine Association of Detective and Protective Agency Operators, Inc. (PADPAO) - certified true copy</i></li> <li><i>3. License issued by the appropriate government agencies required for the service Firearms - certified true copy</i></li> <li><i>4. Updated Organizational Chart</i></li> <li><i>5. Audited Financial Statement for the last three (3) years as of December 31, 2018</i></li> </ol>								
21.2	No additional requirement.								

## ***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 prior to 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 IV (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><b>Delivery and Documents</b></p> <p>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:</p> <p>“The delivery terms applicable to this Contract are delivered <i>to the delivery sites defined in Error! Reference source not found.</i> Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is <i>(Caylord Niala, RO7-BAC Secretariat)</i></p> <p><b>Incidental Services</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ul style="list-style-type: none"> <li>(a) supervision of Security Guards; and</li> <li>(b) training of the Procuring Entity’s personnel in accordance to the security plan laid out by the Security Agency and/or required by any governing body.</li> </ul> <p>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>
2.2	<p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
4	<p>The inspections and tests that will be conducted are: <i>no further instructions.</i></p>

## *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.

Item No.	Description	Quantity	Total	Delivered, Weeks/Months
1	<b>Security Services for Philippine Statistics Authority 7 (PSA 7) for the Provinces of Bohol, Cebu, Negros Oriental, Siquijor and Regional Statistical Services Office for one (1) year contract with the following details:</b>	1	3,120,930.00	<i>01 April 2021 – 31 March 2022</i>
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1.2	<b>Security Services for PSA Cebu Provincial Office</b> *24 hours service , Mondays to Sundays (including holidays)	3	750,600.00	
1.3	<b>Security Services for PSA Negros Oriental Provincial Office</b> *24 hours service, Mondays to Sundays (including holidays)	3	679,716.00	
1.4	<b>Security Services for PSA Siquijor Provincial Office</b> *24 hours service, Mondays to Sundays (including holidays)	3	662,472.00	
1.5	<b>Security Services for PSA RSSO7</b> *24 hours service, Mondays to Sundays (including holidays)	3	750,600.00	

**I hereby commit to comply and deliver all the above requirements in accordance with the above-stated schedule.**

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Signature over Printed Name of  
Authorized Representative

\_\_\_\_\_  
Date

### Delivery Sites and Contact Persons<sup>3</sup>

Project Site	Contact Person/ Address/Telephone/Email Address	Goods to be delivered	Date of Delivery
PSA, Bohol	Jessamyn Anne C. Alcazaren Chief Statistical Specialist Philippine Statistics Authority 3 <sup>rd</sup> floor Galleria Luisa, Gallares St., Poblacion 2, Tagbilaran City, Bohol Tel. No. : (038) 501-0996 Email: <a href="mailto:psa07.bohol@gmail.com">psa07.bohol@gmail.com</a>	Security services  *12 hours service (7:00 Am to 7:00 PM) Mondays to Fridays (including holidays)	<b>01 April 2021 – 31 March 2022</b>
PSA, Cebu	Firmo C. Diputado Chief Statistical Specialist Philippine Statistics Authority 2 <sup>nd</sup> floor, Martina Sugbo Center, P. Burgos St., Cebu City, Cebu Tel. No. : (032) 412-1337/255-8573 Email: <a href="mailto:psa07.ceb@gmail.com">psa07.ceb@gmail.com</a>	Security services  *24 hours service , Mondays to Sundays (including holidays)	
PSA, Negros Oriental	Engr. Ariel T. Fortuito Chief Statistical Specialist Philippine Statistics Authority Purple Bldg., Bagacay, Dumaguete City, Negros Oriental Tel. No.: (035) 422-4374/422-4372 Email: <a href="mailto:psa07.negrosoriental@gmail.com">psa07.negrosoriental@gmail.com</a>	Security Services  *24 hours service, Mondays to Sundays (including holidays)	
PSA, Siquijor	Aurelia M. Canda Chief Statistical Specialist Philippine Statistics Authority 3 <sup>rd</sup> floor, Siquijor Business and Convention Center Bldg., Corner Mabini & Sta. Fe Sts., Poblacion Siquijor, Siquijor Tel. No. (035) 480-9003/344-2002 Email: <a href="mailto:psa07.siquijor@gmail.com">psa07.siquijor@gmail.com</a>	Security Services  *24 hours service, Mondays to Sundays (including holidays)	
PSA- RSSO7	Engr. Ariel E. Florendo Regional Director Philippine Statistics Authority-RSSO7 Gaisano Capital South Bldg., Colon St., Cebu City, Cebu Tel. No. (032) 412-6794/256-0592 Email: <a href="mailto:psa07.rss@gmail.com">psa07.rss@gmail.com</a>	*24 hours service, Mondays to Sundays (including holidays)	

<sup>3</sup> The names of contact persons are tentative and the delivery sites are subject to change within the same city/municipality or province.

## ***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.

# Technical Specifications

Item	Specification	Statement of Compliance
		<p>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 Bidders 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 provisions of <b>ITB Clause Error! Reference source not found.</b> and/or <b>GCC Clause Error! Reference source not found.</b></p>
<b>I</b>	<b>PERFORMANCE CRITERIA</b>	
	The Bidder shall comply with the following performance criteria:	

	<ul style="list-style-type: none"> <li>(a) Quality of service delivered;</li> <li>(b) Time management;</li> <li>(c) Management and suitability of personnel;</li> <li>(d) Contract administration and management;</li> <li>(e) Provision of monthly accomplishment report and incident report as the need arises;</li> <li>(f) Attentiveness and presence of mind of guards on duty;</li> <li>(g) Compliance with Office policies /guidelines</li> </ul>	
<b>II</b>	<b>TECHNICAL EVALUATION PARAMETERS</b> <i>(supported by Company Profile)</i>	
	<p><b>1. Stability</b></p> <ul style="list-style-type: none"> <li>(a) Years of Experience: at least five (5) years in front line security service</li> <li>(b) Capable of paying the salaries and wages of security guards for at most two (2) months in case of unavoidable delays</li> <li>(c) Liquidity of the Contractor: At least Php 500,000.00 (Current Assets minus stocks minus current liabilities based on latest Balance Sheet as of December 31, 2018)</li> <li>(d) Organizational Set-up: with good office set-up, personnel, and office tools and equipment</li> <li>(a) Training facilities and programs for guards</li> </ul>	
	<p><b>2. Resources</b></p> <ul style="list-style-type: none"> <li>(a) Number and Kind of Equipment and Supplies: with the minimum number and kind of equipment and supplies as specified in Item B.4 of the Technical Specifications (Supplies and Equipment to be provided by the Agency)</li> <li>(b) Number of Licensed Guards: At least 30 security guards - qualified, licensed, bonded, uniformed, highly trained and armed security guards</li> <li>(c) Supervisors: with at least one (1) Supervisor and required to supervise all provinces</li> <li>(d) No. and kind of Motor Powered Vehicle - at least (1) service vehicle for mobility/ready at all times to transport guard for back-up in case of emergency</li> </ul>	

	<p><b>6. Security Plan</b></p> <p>(a) Tailored fit for PSA especially areas with frontline services in accordance with the minimum requirements below. Statement / enumerate the specific methodology to execute the Plan.</p> <p>Security Plan: Provide security plan for the following areas of concern:</p> <ol style="list-style-type: none"> <li>1. Duties and responsibilities of the assigned guards;</li> <li>2. Security measures on: Entry control, inspection and surveillance, control vehicular entry and access, provision of escort;</li> <li>3. Deployment system and procedure;</li> <li>4. Crowd control;</li> <li>5. Crisis Management/Emergency Response (fire, natural calamities, riots, civil disturbances, and armed attack, and other emergencies)</li> <li>6. Inspections activities;</li> <li>7. Reports and Manner of Reporting;</li> <li>8. Personnel discipline;</li> <li>9. Supervision</li> </ol>	
	<p>7. Other Factors</p> <p>(a) Recruitment and Selection Criteria: training conducted for the Security Guards before deployment, educational and age requirements , among others, as such:</p> <ol style="list-style-type: none"> <li>i. With at least two (2) relevant trainings relative to frontline services</li> <li>ii. Physically and mentally fit</li> <li>iii. With clearance from NBI, PNP, PDEA, psychiatry test</li> </ol> <p>(b) Completeness of Uniform and other Paraphernalia as prescribed under RA No. 5487 and its IRR</p> <p>(c) Proof of paid remittances for the following government agencies: SSS, Philhealth and Pagibig in the form of a certification issued by the said agencies</p> <p>(d) Copies of the licenses, results of neuropsychiatric examination, training certificates and other requirements of the</p>	

	guards shall be furnished to PSA.	
<b>III</b>	<b>SECURITY PLAN</b>	
<b>A</b>	<b>SECURITY OF HUMAN RESOURCES</b>	
<b>A.1</b>	<b>PSA MANCOM OFFICIALS and VIP GUESTS</b>	
	1. Provide close-in security as may be Required	
	2. Exercise courtesy and tact at all times	
	3. Provide security assistance as may be required/instructed	
<b>A.2</b>	<b>PSA EMPLOYEES</b>	
	1. Monitor/render weekly report in the strict implementation of “No ID/No Uniform entry rule”	
	2. Monitor/search for deadly weapons, explosives, toxic chemicals, drugs and contraband items/harmful materials upon reasonable grounds for suspicion, cause arrest of employees	
	3. Check big bags/plastic bags/boxes going in and out of the office for security purposes	
	4. Prevent/detect any form of breach of PSA rules and regulations and if possible report or cause the arrest of the perpetrator/s.	
	5. Implement strictly the “No Entry” to security/restricted areas without proper authorization/clearance	
	6. Exercise tact and courtesy at all times	
	7. Assist employees as requested	
	8. Maintain logbook for personnel and property/equipment movements	
	9. Notify HR for the non-attendance of the flag raising & flag lowering	
	10. No entry and stay in office after office hours including Saturdays, Sundays and Legal Holidays unless authorized	
	11. Full concentration on security work. Avoid chatting to employees, texting while on duty	
<b>A.3</b>	<b>PSA GUESTS / VISITORS</b>	
	1. Implement strictly the “No ID No Entry rule”	
	2. Check big bags/plastic bags/boxes for security purposes	
	3. Monitor/search for deadly weapons, explosives, toxic chemicals, drugs and contraband items/harmful materials upon	



	reasonable grounds for suspicion, cause arrest of visitors	
	4. Prevent/detect any form of breach of PSA rules and regulations and if possible report or cause the arrest of the perpetrator/s.	
	5. Prevent entry to security/restricted areas without proper authorization/clearance	
	6. Exercise tact and courtesy at all times	
	7. Assist as may be required	
	8. Maintain logbook	
	9. Prevent entry after office hours including Saturdays, Sundays and Legal Holidays unless authorized	
	10. Prohibit loitering in the premises after visitor's business is done	
	11. Issue visitor's slip and ID to all non-PSA personnel and properly coordinate with the officials/employees concerned the entry of visitor/s	
<b>A.4</b>	<b>CUSTOMER/CLIENTS</b>	
	1. Exercise tact and courtesy at all times	
	2. Check baggage for security purposes	
	3. Provide direction within the premises and refer to CARE Officer/Information Counter	
	4. Answering queries related to Office procedures are not allowed	
	5. Assist in the smooth operations of the Office frontline services as required by PSA	
	6. Immediate response in case of emergency/untoward incident, and prepare necessary report to the PSA management	
	7. Prevent entry to security/restricted areas without proper authorization/clearance	
	8. Regular reports of untoward incidents/complaints from the public shall be forwarded by the Supervisor of security agency and copy furnished the PSA management	
<b>B</b>	<b>SECURITY FOR PHYSICAL RESOURCES</b>	
<b>B.1</b>	<b>VEHICLE CONTROL</b>	
	1. Require trip ticket for outgoing PSA vehicles duly signed by the approving authorities	
	2. Maintain a logbook on the arrival and departure of PSA Vehicles	
	3. Together with the designated driver,	

	inspect PSA vehicles before departure and upon arrival using the prescribed vehicle monitoring form, if applicable.	
	4. Control flow of traffic and direct drivers to park their vehicles properly in designated parking area, if applicable.	
	5. Safeguard and protect vehicle from pilferage of accessories and other attachments, if applicable.	
<b>B.2</b>	<b>FACILITIES AND BUILDINGS</b>	
	1. Post Notice prohibiting entry or carrying deadly weapons at entrance building	
	2. Provide partial lock and key control (except in restricted areas)	
	3. Deny access to restricted areas	
	4. Identify and record in logbook authorized persons entering restricted area/s	
	5. Check that all doors and windows are closed and locked after office hours	
	6. Deny entry to peddlers, vendors, and solicitors.	
	7. Identify need for lighting and recommend Measures	
	8. Identify fire hazard and recommend Measures	
	9. Regularly check location and condition of fire extinguishers and recommend measures	
	10. Regularly check conditions of fire hydrants, hoses and alarm systems	
	11. Recommend formation of fire brigades, fire drills and earthquake drills	
	12. Observe that all lights are switched off and all electrically operated office equipment (e.g.: UPS, computers, aircon, electric fan, water dispenser, etc.) are unplugged when occupants of the office are all out	
	13. Regular inspection of storage areas and recommend measures, if necessary	
	14. Switch on and off of security and perimeter fence lights, if applicable.	
	15. Conduct of roving inspection of the perimeter every hour after office hours.	
<b>B.3</b>	<b>SUPPLIES AND EQUIPMENT</b>	
	1. All outgoing properties must be covered with appropriate documents duly signed by the authorized signatories indicating serial/property number, person moving the equipment, time, date, etc.	
	2. Personal properties shall be covered by	

	personal property slip issued by the security detachment	
	3. Provide/partial lock and key control (properly labeled)	
	4. Ensure security of supplies, equipment, documents at all times	
B.4	<b>SUPPLIES AND EQUIPMENT (to be provided by the Agency)</b>	
	<p>1. (1 pc. each for RSSO, Bohol, Cebu, Negros Oriental, and Siquijor) Valid Licensed Service Firearms</p> <p>(a) Revolver cal. 38 with twelve (12) live ammunitions each</p> <p>2. (1 pc. each for RSSO, Bohol, Cebu, Negros Oriental, and Siquijor) Closed-circuit TV (monitor), 32”</p> <p>3. (4 units each for RSSO, Bohol, Cebu, Negros Oriental, and Siquijor) Security Camera with video (w/video recorder), 1 TB hardisk, saved in CD/DVD/Memory Card</p> <p>4. (1 pc. each for RSSO, Bohol, Cebu, Negros Oriental, and Siquijor) Flashlight for guard use only (Batteries to be provided by the Security Agency)</p> <p>5. (1 pc. each for RSSO, Bohol, Cebu, Negros Oriental, and Siquijor) Night Stick</p> <p>6. (1 pc. each for RSSO, Bohol, Cebu, Negros Oriental, and Siquijor) Tear Gas</p> <p>7. (1 pc. each for RSSO, Bohol, Cebu, Negros Oriental, and Siquijor) Handcuffs with key</p> <p>8. (1 pc. each for RSSO, Bohol, Cebu, Negros Oriental, and Siquijor) Medical Kit (with standard contents such as surgical tape, plaster strips, elastic bandage, gauze pad 2”x2”, providine iodine, alcohol, cotton buds, antiseptic cleansing wipes, ammonia 15ml, vapor rub 10grams)</p> <p>9. (1 set each for RSSO, Bohol, Cebu, Negros Oriental, and Siquijor) 2-way Handheld Radio (between the designated SO and Security Guard)</p>	

	<p>10. (3 pcs. each for RSSO, Cebu, Negros Oriental, and Siquijor) Whistle (2 pcs. for Bohol) Whistle</p> <p>11. (1 pc. each for RSSO, Bohol, Cebu, Negros Oriental, and Siquijor) Megaphone</p> <p>12. (1 pc. each for RSSO, Bohol, Cebu, Negros Oriental, and Siquijor) Metal Detector</p> <p>13. Other tools and equipment:</p> <p>a. (1 pc. each for RSSO, Bohol, Cebu, Negros Oriental, and Siquijor) Hard hat and other safety gears for emergencies</p> <p>b. (1 pc. each for RSSO, Bohol, Cebu, Negros Oriental, and Siquijor) Reflectorized Vest</p> <p>c. (1 unit each for RSSO, Bohol, Cebu, Negros Oriental, and Siquijor) Steel Firearms/Deadly Weapons Box with lock , dimension: 24”thickness x 36” height x 12” width</p> <p><i>Note: Above units shall have at least 10% buffer stock. Unserviceable unit/s shall be replaced within five (5) calendar days. Video in CDs/memory cards for the month shall be submitted to PSA five (5) days after the reference month.</i></p>	
<b>C</b>	<b>CONTINGENCY PLAN FOR VARIOUS RISK</b>	
<b>C.1</b>	<b>FIRE</b>	
	1. Prepare and submit a Fire Escape Plan	
	2. Prepare and submit a Fire Fighting Plan	
	3. Conduct fire drills at least once a year with all employees	
	4. Inform Fire Department	
	5. Know status and location of fire fighting Equipment	
	6. Know how to operate fire fighting Equipment	
	7. Be familiar with fire exit and electrical control switches	

	8. Issue fire alarm	
	9. Report fire and any fire hazard	
	10. Report inadequate water supply, fire fighting equipment and fire exit	
	11. Recommend and assist in the formation of fire brigade	
	12. Assist in the evacuation of employees, records and equipment	
	13. In case of fire, clear driveways and empty spaces, records and equipment	
<b>C.2</b>	<b>THEFT, PILFERAGE AND BURGLARY</b>	
	1. Secure all entry and exit points	
	2. Inform immediately the PSA Security Officer/RD/PSO/OIC	
	3. Conduct investigation and submit written report within 48 hours to PSA Management and PNP (Theft and Robbery Section)	
	4. Identify witnesses, if possible	
	5. Apprehend culprit within the premises, secure incident area to protect evidence	
	6. Coordinate with appropriate PNP unit (Theft and Robbery Section)	
	7. Assist in controlling violence	
	8. Limit number of entry to premises to as few as possible	
<b>C.3</b>	<b>TRESPASSING</b>	
	1. Challenge and detain trespassers	
	2. Immediately inform PSA Security Officer/RD/PSO/OIC	
	3. Turn-over trespassers	
<b>C.4</b>	<b>HOSTAGE SITUATION</b>	
	1. Prepare and submit a Hostage Scenario Plan	
	2. Conduct hostage scenario drills, if the need Arises	
	3. Notify PNP, PSA management (Security Officer/RD/PSO/OIC) and all guards	
	4. Act as temporary negotiator until the arrival of the expert negotiator	
	5. Hostage-taker not to harm hostage	
<b>C.5</b>	<b>EARTHQUAKE</b>	
	1. Prepare and submit Earthquake Evacuation Plan	
	2. Conduct of Earthquake Drill at least once a year with all employees	
	3. Prevent panic and maintain calm	
	4. Prevent use of elevator and direct escape thru other means of exit	
	5. If possible, urge personnel to seek refuge under strong piece of furniture and keep	

	away from dangerous falling objects	
	6. Assist in evacuation of personnel, supplies, materials and equipment	
<b>C.6</b>	<b>FLOOD AND TYPHOON</b>	
	1. Prevent crossing of employees on flooded areas	
	2. Prevent exit when there are strong winds outside the building	
	3. Assist in evacuation of personnel, supplies, materials and equipment	
<b>C.7</b>	<b>SABOTAGE</b>	
	1. Cordon the affected area to secure Evidence	
	2. Immediately inform PSA Security Officer/RD/PSO/OIC	
	3. In case of explosion, help evacuate all personnel from affected area	
	4. Inform Fire Department	
<b>C.8</b>	<b>BOMB THREAT</b>	
	1. Prepare and submit “Bomb Threat” Evacuation Plan	
	2. Conduct a “Bomb Threat” drill at least once a year with all employees	
	3. Immediately report to PNP	
	4. Inform PSA management (Security Officer/RD/PSO/OIC)	
	5. Assist evacuation of personnel	
	6. Secure PSA property and clear from unauthorized persons	
<b>C.9</b>	<b>CROWD CONTROL</b>	
	1. Inform PSA management	
	2. Maximum tolerance must be observed	
	3. Ensure that entrance gate must not be blocked by the unruly public	
	4. Non-obstructive action should not be interrupted. Efforts should be made to conduct PSA business as normally as possible	
	5. Disrupted actions shall be terminated in coordination with PSA authorized personnel/Outlet Supervisor	
<b>C.10</b>	<b>PROPOSED DEPLOYMENT OF GUARDS</b>	
	1. Services to be rendered are as follows: <ul style="list-style-type: none"> <li>• PSA Bohol Provincial Office <ul style="list-style-type: none"> <li>- 12 hours service (7:00 Am to 7:00 PM) Mondays to Fridays (including holidays)</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>• PSA Cebu Provincial Office <ul style="list-style-type: none"> <li>- 24 hours service , Mondays to Sundays (including holidays)</li> </ul> </li> <li>• PSA Negros Oriental Provincial Office <ul style="list-style-type: none"> <li>- 24 hours service, Mondays to Sundays (including holidays)</li> </ul> </li> <li>• PSA Siquijor Provincial Office <ul style="list-style-type: none"> <li>- 24 hours service, Mondays to Sundays (including holidays)</li> </ul> </li> <li>• PSA Regional Statistical Services Office 7 <ul style="list-style-type: none"> <li>- 24 hours service, Mondays to Sundays (including holidays)</li> </ul> </li> </ul>	
<b>C.11</b>	<b>OTHER OFFERS, If any</b>	

## ***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);  
**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**

- (l) 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**

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

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

- (o) *[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.
  
- (p) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

# Bidding Forms

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## BID FORM

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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 Currency	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: \_\_\_\_\_

## Detailed Computation of Bid

<b>FACTOR: 313 DAYS</b>	
<b>FOR THOSE WHO DO NOT WORK AND ARE NOT CONSIDERED PAID ON SUNDAYS OR RESTDAYS, BUT PAID DURING SPECIAL AND REGULAR HOLIDAYS EVEN IF UNWORKED</b>	
<b>MONTHLY BREAKDOWN</b>	<b>BOHOL PROVINCIAL OFFICE CLASS B</b>
Applicable Daily Minimum Wage (Wage Order No. VII-22 effective January 5, 2020)	<b>366.00</b>
Equivalent Monthly Rate (#1x313/12)	
13th Month Pay PD 851 [(#1x313/12)/12]*	
5 days Service Incentive Leave (#1x5/12)	
Night Shift Differentials [(#1x298/12)10%/3]	
Monthly Uniform Allowance RA 5487	
Retirement Benefit RA 7641 (#1 x 22.5/12)**	
Total Monthly Salary due to guard (#2 + #3 + #4 + #5 + #6 + #7)	
Philhealth (employer's share only per Philhealth table based on #2, effective Jan 2020)***	
Add employer's share SSS + P10.00 as EC (per SSS table based on #2, effective Apr. 2019 per RA 11199)	
Employer's share on HDMF Contribution (Salary bracket P5,000 & above @ 2% based on #2, RA 9679)	
Total amount due to guard and government (#8 + #9 + #10 + #11)	
Administrative Overhead Margin for Security Agency (#12 x 20%)***	
Gross Amount due to Guard, Government and Security Agency (#12+ #13)	
VAT of 12% based on Admin. Margin #13 (per BIR Rev. Cir. Memo #039-2007)****	
Contract rate (#14 + #15)	
<b>TOTAL BID QUOTATION</b>	
<b>ROUND TO (P)</b>	

Detailed Computation of Bid	
<b>FACTOR: 393.5 DAYS</b>	
<b>FOR THOSE WHO ARE REQUIRED TO WORK EVERYDAY, INCLUDING SUNDAYS OR REST DAYS, SPECIAL AND REGULAR HOLIDAYS</b>	
MONTHLY BREAKDOWN	CEBU PROVINCIAL OFFICE CLASS A
Applicable Daily Minimum Wage ( <i>Wage Order No. VII-22 effective January 5, 2020</i> )	<b>404.00</b>
Equivalent Monthly Rate (#1x393.5/12)	
13th Month Pay PD 851 [(#1/365/12)/12]*	
5 days Service Incentive Leave (#1x5/12)	
Night Shift Differentials [(#1x298/12)10%/3] + [(1X1.3X55/12)10%/3] + [(#1X2X12/12)10%/3]	
Monthly Uniform Allowance RA 5487	
Retirement Benefit RA 7641 (#1 x 22.5/12)**	
Total Monthly Salary due to guard (#2 + #3 + #4 + #5 + #6 + #7)	
Philhealth ( <i>employer's share only per Philhealth table based on 365 factor, effective Jan. 2020</i> )***	
Add employer's share SSS + P10.00 as EC ( <i>per SSS table based on 365 table factor, effective Jan. 2014</i> )	
Employer's share on HDMF Contribution ( <i>salary bracket P5,000 &amp; above @ 2% based on #2, RA 9679</i> )	
Total amount due to guard and government (#8 + #9 + #10 + #11)	
Administrative Overhead Margin for Security Agency (#12 x 20%)***	
Gross Amount due to Guard, Government and Security Agency (#12+ #13)	
VAT of 12% based on Admin. Margin #13 ( <i>per BIR Rev. Cir. Memo #039-2007</i> )****	
Contract rate (#14 + #15)	
<b>TOTAL BID QUOTATION</b>	
<b>ROUND TO (P)</b>	



Detailed Computation of Bid	
<b>FACTOR: 393.5 DAYS</b>	
<b>FOR THOSE WHO ARE REQUIRED TO WORK EVERYDAY, INCLUDING SUNDAYS OR REST DAYS, SPECIAL AND REGULAR HOLIDAYS</b>	
MONTHLY BREAKDOWN	NEGROS ORIENTAL PROVINCIAL OFFICE CLASS B
Applicable Daily Minimum Wage ( <i>Wage Order No. VII-22 effective January 5, 2020</i> )	<b>366.00</b>
Equivalent Monthly Rate (#1x393.5/12)	
13th Month Pay PD 851 [(#1/365/12)/12]*	
5 days Service Incentive Leave (#1x5/12)	
Night Shift Differentials [(#1x298/12)10%/3] + [(1X1.3X55/12)10%/3] + [(#1X2X12/12)10%/3]	
Monthly Uniform Allowance RA 5487	
Retirement Benefit RA 7641 (#1 x 22.5/12)**	
Total Monthly Salary due to guard (#2 + #3 + #4 + #5 + #6 + #7)	
Philhealth ( <i>employer's share only per Philhealth table based on 365 factor, effective Jan. 2020</i> )***	
Add employer's share SSS + P10.00 as EC ( <i>per SSS table based on 365 table factor, effective Jan. 2014</i> )	
Employer's share on HDMF Contribution ( <i>salary bracket P5,000 &amp; above @ 2% based on #2, RA 9679</i> )	
Total amount due to guard and government (#8 + #9 + #10 + #11)	
Administrative Overhead Margin for Security Agency (#12 x 20%)***	
Gross Amount due to Guard, Government and Security Agency (#12+ #13)	
VAT of 12% based on Admin. Margin #13 ( <i>per BIR Rev. Cir. Memo #039-2007</i> )****	
Contract rate (#14 + #15)	
<b>TOTAL BID QUOTATION</b>	
<b>ROUND TO (P)</b>	

Detailed Computation of Bid	
<b>FACTOR: 393.5 DAYS</b>	
<b>FOR THOSE WHO ARE REQUIRED TO WORK EVERYDAY, INCLUDING SUNDAYS OR REST DAYS, SPECIAL AND REGULAR HOLIDAYS</b>	
MONTHLY BREAKDOWN	SIQUIJOR PROVINCIAL OFFICE CLASS C
Applicable Daily Minimum Wage ( <i>Wage Order No. VII-22 effective January 5, 2020</i> )	<b>356.00</b>
Equivalent Monthly Rate (#1x393.5/12)	
13th Month Pay PD 851 [(#1/365/12)/12]*	
5 days Service Incentive Leave (#1x5/12)	
Night Shift Differentials [(#1x298/12)10%/3] + [(1X1.3X55/12)10%/3] + [(#1X2X12/12)10%/3]	
Monthly Uniform Allowance RA 5487	
Retirement Benefit RA 7641 (#1 x 22.5/12)**	
Total Monthly Salary due to guard (#2 + #3 + #4 + #5 + #6 + #7)	
Philhealth ( <i>employer's share only per Philhealth table based on 365 factor, effective Jan. 2020</i> )***	
Add employer's share SSS + P10.00 as EC ( <i>per SSS table based on 365 table factor, effective Jan. 2014</i> )	
Employer's share on HDMF Contribution ( <i>salary bracket P5,000 &amp; above @ 2% based on #2, RA 9679</i> )	
Total amount due to guard and government (#8 + #9 + #10 + #11)	
Administrative Overhead Margin for Security Agency (#12 x 20%)***	
Gross Amount due to Guard, Government and Security Agency (#12+ #13)	
VAT of 12% based on Admin. Margin #13 ( <i>per BIR Rev. Cir. Memo #039-2007</i> )****	
Contract rate (#14 + #15)	
<b>TOTAL BID QUOTATION</b>	
<b>ROUND TO (P)</b>	

<b>Detailed Computation of Bid</b>	
<b>FACTOR: 393.5 DAYS</b>	
<b>FOR THOSE WHO ARE REQUIRED TO WORK EVERYDAY, INCLUDING SUNDAYS OR REST DAYS, SPECIAL AND REGULAR HOLIDAYS</b>	
<b>MONTHLY BREAKDOWN</b>	<b>REGIONAL STATISTICAL SERVICES OFFICE 7 CLASS A</b>
Applicable Daily Minimum Wage ( <i>Wage Order No. VII-22 effective January 5, 2020</i> )	<b>404.00</b>
Equivalent Monthly Rate (#1x393.5/12)	
13th Month Pay PD 851 [(#1/365/12)/12]*	
5 days Service Incentive Leave (#1x5/12)	
Night Shift Differentials [(#1x298/12)10%/3] + [(1X1.3X55/12)10%/3] + [(#1X2X12/12)10%/3]	
Monthly Uniform Allowance RA 5487	
Retirement Benefit RA 7641 (#1 x 22.5/12)**	
Total Monthly Salary due to guard (#2 + #3 + #4 + #5 + #6 + #7)	
Philhealth ( <i>employer's share only per Philhealth table based on 365 factor, effective Jan. 2020</i> )***	
Add employer's share SSS + P10.00 as EC ( <i>per SSS table based on 365 table factor, effective Jan. 2014</i> )	
Employer's share on HDMF Contribution ( <i>salary bracket P5,000 &amp; above @ 2% based on #2, RA 9679</i> )	
Total amount due to guard and government (#8 + #9 + #10 + #11)	
Administrative Overhead Margin for Security Agency (#12 x 20%)***	
Gross Amount due to Guard, Government and Security Agency (#12+ #13)	
VAT of 12% based on Admin. Margin #13 ( <i>per BIR Rev. Cir. Memo #039-2007</i> )****	
Contract rate (#14 + #15)	
<b>TOTAL BID QUOTATION</b>	
<b>ROUND TO (P)</b>	

## CONTRACT AGREEMENT

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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]*

## Omnibus Sworn Statement

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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]*

## Bank Guarantee Form for Advance Payment

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To: *[name and address of PROCURING ENTITY]*  
*[name of Contract]*

Gentlemen and/or Ladies:

In accordance with the payment provision included in the Special Conditions of Contract, which amends Clause **Error! Reference source not found.** of the General Conditions of Contract to provide for advance payment, *[name and address of Supplier]* (hereinafter called the "Supplier") shall deposit with the PROCURING ENTITY a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract in an amount of *[amount of guarantee in figures and words]*.

We, the *[bank or financial institution]*, as instructed by the Supplier, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the PROCURING ENTITY on its first demand without whatsoever right of objection on our part and without its first claim to the Supplier, in the amount not exceeding *[amount of guarantee in figures and words]*.

We further agree that no change or addition to or other modification of the terms of the Contract to be performed thereunder or of any of the Contract documents which may be made between the PROCURING ENTITY and the Supplier, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall remain valid and in full effect from the date of the advance payment received by the Supplier under the Contract until *[date]*.

Yours truly,

Signature and seal of the Guarantors

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*[name of bank or financial institution]*

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*[address]*

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*[date]*



## Bid Securing Declaration Form

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

### **BID SECURING DECLARATION** **Project Identification No.: [Insert number]**

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

I/We, 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 procurement 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 No. 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; and
  - 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.

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]*

