

PHILIPPINE BIDDING DOCUMENTS

Procurement of Security Services

Philippine Statistics Authority

PUBLIC BIDDING NO. 2022 – 14

**Sixth Edition
July 2020**

Preface

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

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

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

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

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

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

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

Bid – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

Bidder – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

Bidding Documents – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

Consulting Services – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

CDA - Cooperative Development Authority.

Contract – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

DDP – Refers to the quoted price of the Goods, which means “delivered duty paid.”

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

Foreign-funded Procurement or Foreign-Assisted Project– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

Framework Agreement – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

GFI – Government Financial Institution.

GOCC – Government-owned and/or –controlled corporation.

Goods – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national

buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

Procurement Project – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

Supplier – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

UN – United Nations.

Section I. Invitation to Bid

Notes on the Invitation to Bid

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

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

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

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



INVITATION TO BID FOR SECURITY SERVICES

1. The *Philippine Statistics Authority (PSA)*, through the *FY 2023 National Expenditure Program* intends to apply the sum of *Eighty Million Three Hundred Thousand Pesos (PhP80,300,000.00)* being the ABC to payments under the contract for *Procurement of Security Services*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *PSA* now invites bids for the above Procurement Project. Delivery of the Goods is required by *January up to 31 December 2023*. Bidders should have completed, within *Five (5) years* from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

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 *Bids and Awards Committee (BAC) Secretariat* and inspect the Bidding Documents at the address given below during *8:00 a.m. to 5:00 p.m. except weekends and holidays*.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **15 December 2022** from the given address and website(s) below *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Fifty Thousand Pesos (PhP50,000.00)*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *in person*.
6. The *BAC* will hold a Pre-Bid Conference on **23 December 2022 at 2:00PM** through video conferencing or webcasting *via Zoom*, which shall be open to prospective bidders.
7. Bids must be duly received by the *BAC Secretariat* through manual submission at the office address indicated below on or before **04 January 2023 at 9:00 A.M.** Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 14**.

9. Bid opening shall be on **04 January 2023 at 2:00 P.M. via Zoom**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The PSA 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.
11. For further information, please refer to:

JOSEPH P. CAJITA

Head

BAC Secretariat

11th Floor Cyberpod Centris One

EDSA cor. Quezon Ave.,

Diliman, Quezon City

bac-secretariat@psa.gov.ph or bacsecretariat.psa@gmail.com

12. You may visit the following websites:

For downloading of Bidding Documents:

www.psa.gov.ph or <https://procurement.gov.ph>

(SGD.)

MINERVA ELOISA P. ESQUIVIAS

Chairperson, PSA Bids and Awards Committee

Section II. Instructions to Bidders

Notes on the Instructions to Bidders

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

1. Scope of Bid

The Procuring Entity, PSA wishes to receive Bids for the *Procurement of Security Services* with identification number *Public Bidding No. 2022 – 14*.

The Procurement Project (referred to herein as “Project”) is composed of one (1) lot, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for *FY 2023* in the amount of *PhP80,300,000.00*.

2.2. The source of funding is the National Expenditure Program.

3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

5. Eligible Bidders

5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

5.2. Foreign ownership limited to those allowed under the rules may participate in this Project.

5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the

value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to 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

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 through Zoom 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 *Five (5) years* prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Bid Prices

Prices indicated on the Price Schedule shall be entered separately in the following manner:

- a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;
 - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
 - iv. The price of other (incidental) services, if any, listed in the **BDS**.
- b. For Goods offered from abroad:
 - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
 - ii. The price of other (incidental) services, if any, as listed in the **BDS**.

13. Bid and Payment Currencies

- 13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation,

Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.

13.2. Payment of the contract price shall be made in Philippine Pesos.

14. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration 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 *One Hundred Twenty (120) days from the date of the opening of bids*. 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.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

16. Deadline for Submission of Bids

The Bidders shall submit on the specified date and time and at the physical address of the Procuring Entity 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

The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case may be. In this case, the Bid Security as required by **ITB** Clause 14 shall be submitted for each lot or item separately.
- 19.3. The Project shall be awarded as One (1) contract.
- 19.4. 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

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

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	For this purpose, contracts similar to the Project shall be: <ol style="list-style-type: none"> a. <i>Provision of security services.</i> b. completed within Five (5) years prior to the deadline for the submission and receipt of bids.
7	<i>Subcontracting is not allowed.</i>
12	The price of the Goods shall be quoted DDP <i>PSA Complex, East Avenue, Diliman, Quezon City</i> or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: <ol style="list-style-type: none"> a. The amount of not less than <u>One Million Six Hundred Six Thousand Pesos (PhP1,606,000.00)</u>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than <u>Four Million Fifteen Thousand Pesos (PhP4,015,000.00)</u> if bid security is in Surety Bond.
19.3	<i>The Project will be awarded as one (1) contract.</i>
20	<p><i>Other requirements:</i></p> <ul style="list-style-type: none"> • <i>Authenticated photocopy of Certificate of Membership/Registration from the Philippines Association of Detective and protection Agency Operators (PADPAO), Inc.</i> • <i>Authenticated copy of Valid/Regular License to Operate (LTO) issued by PNP-Security Agencies and Guards Supervision Division (PNP-SAGSD) under RA 5487, known as Private Security Agency as Amended</i> • <i>Valid NLRC and DOLE Certificate stating that there is no pending or adverse decided case in areas where the security agency has on-going or completed contracts from CY 2016 to present</i> • <i>Valid NTC License for radio transceivers and radio operator</i> • <i>Certified True Copy of Summary of Firearms and explosive office</i>
21	<i>Including the Terms of Reference and Supplemental Bid Bulletin, if any.</i>

Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

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

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

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

1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

2. Advance Payment and Terms of Payment

2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.

4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section VII (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

5. Warranty

- 5.1 In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.
- 5.2 The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

Section V. Special Conditions of Contract

Notes on the Special Conditions of Contract

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

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

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

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

Special Conditions of Contract

GCC Clause	
1	<p>Delivery and Documents –</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 the Contract are DDP delivered <i>PSA Complex, East Avenue, Diliman, Quezon City</i>. In accordance with INCOTERMS.”</p> <p>“The delivery terms applicable to this Contract are delivered <i>PSA Complex, East Avenue, Diliman, Quezon City</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>the Division Chief or Officer-in-Charge of the General Services Division</i>.</p> <p>Incidental Services –</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> <ol style="list-style-type: none"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and e. training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.

	<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>
<p>2.2</p>	<p>The terms of payment shall be on a monthly billing based on the services rendered. The total billing should not exceed the ABC for the whole duration.</p> <p>The submission of claim for payment should be supported by:</p> <ol style="list-style-type: none"> 1. The summary of attendance of all security guards signed by the Division Chief or Officer-in-Charge of the General Services Division (GSD) and the Security Coordinator and/or duly authorized representative of the Agency; 2. Proof of previous months remittances to SSS, Philhealth and Pag-IBIG together with the transmittal sheet with stamped received by the said agencies; and, 3. Invoice of Billing or Statement of Account for the period covered. <p>Thereafter, payment shall be made only upon certification by the GSD to the effect that Goods/Services have been delivered or rendered in accordance with the terms of the Contract.</p> <p>Bids may be adjusted, if during the term of the contract, the PSA sees the need for an increase or decrease in the number of security guards. The said adjustment must be supported by an amendment to the contract agreed upon and executed by both parties.</p>
<p>4</p>	<p>The inspection and test that shall be conducted are:</p> <ol style="list-style-type: none"> 1. The PSA, the Head of Security Section, and the Chief of the GSD have the right to inspect the Security Guards in their post to determine compliance with the physical conditions required from them including but not limited to accessories and equipment. 2. The inspection shall put emphasis to whether the Security Guard is under the influence of liquor or other intoxicating substances or prohibited drugs. 3. The Service Provider/Contractor shall immediately relieve and replaced any Security Guard found to be under the influence of liquor or other intoxicating substances or prohibited drugs. Reports of Security Guard under the influence of liquor or other intoxicating substances or prohibited drugs shall be a ground for suspension. 4. In no way that the Security Guard will leave or sleep during duty hours.

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 Number	Description	Quantity	Total	Delivered, Weeks/ Months
1	<p>Security Services for PSA premises in:</p> <ul style="list-style-type: none"> ➤ 171 Security Guards (SGs) <ul style="list-style-type: none"> ✓ PSA Complex, East Avenue, Diliman, Quezon City <ul style="list-style-type: none"> ✓ TAM Bldg. <p>12 SGs - 9 SGs (7days/week @12hrs duty, day shift) - 3 SGs (7days/week @12hrs duty, night shift)</p> <ul style="list-style-type: none"> ✓ CRS Bldg. <p>72 SGs - 10 SGs (7days/week @12hrs duty, day shift) - 7 SGs (7days/week @12hrs duty, night shift) - 19 SGs (6days/week @12hrs duty, day shift) - 36 SGs (5days/week @12hrs duty, day shift)</p> <ul style="list-style-type: none"> ✓ CVEA Bldg. <p>25 SGs - 8 SGs (7days/week @12hrs duty, day shift) - 7 SGs (7days/week @12hrs duty, night shift) - 5 SGs (6days/week @12hrs duty, day shift) - 5 SGs (6days/week @12hrs duty, night shift)</p>	1	PhP80,300,000.00	From January to 31 December 2023

	<p>✓ 11th Floor Cyberpod Centris One</p> <p>7 SGs - 5 SGs (7days/week @12hrs duty, day shift) - 2 SGs (7days/week @12hrs duty, night shift)</p> <p>✓ 16th and 17th Floors Cyberpod Centris Three</p> <p>14 SGs - 9 SGs (7days/week @12hrs duty, day shift) - 5 SGs (7days/week @12hrs duty, night shift)</p> <p>✓ 11th and 12th Floors Cyberpod Centris Five</p> <p>20 SGs - 13 SGs (7days/week @12hrs duty, day shift) - 7 SGs (7days/week @12hrs duty, night shift)</p> <p>✓ Jacala Warehouses in Amparo</p> <p>16 SGs - 8 SGs (7days/week @12hrs duty, day shift) - 8 SGs (7days/week @12hrs duty, night shift)</p> <p>✓ Pasay Outlet</p> <p>5 SGs - 1 SG (7days/week @12hrs duty, day shift) - 1 SG (7days/week @12hrs duty, night shift) - 3 SGs (6days/week @12hrs duty, day shift)</p> <p>➤ Accessories and Equipment used by SGs</p> <p>✓ At least 73 units of valid licensed service firearm in good condition,</p>			
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	<p>combination of 9mm caliber pistol with twelve (12) live ammunitions each and shotgun with nine (9) live ammunitions each</p> <ul style="list-style-type: none"> ✓ At least 73 units of VHF portable handheld radio, 200-300 Mhz with extra battery pack and battery charger. An extra radio set shall be provided to the Client's representative when needed or required. ✓ At least 8 units of portable metal detector ✓ At least 171 units of flashlights with batteries ✓ At least 171 units of night sticks ✓ At least 171 units of tear gas ✓ At least 171 units of handcuffs ✓ At least 171 units of first aid kits ✓ At least 15 units of first aid cabinets ✓ At least 15 units of traffic vest and gloves ✓ At least 15 units of raincoats ✓ At least 15 pairs of rain boots ✓ At least 15 units of big umbrellas ✓ At least 171 units of whistles ✓ At least 15 units of megaphones with batteries ✓ At least 3 units of surveillance mirrors ✓ At least 1 unit of binocular 			
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	<ul style="list-style-type: none"> ✓ Bomb sniffing canine unit certified by PNP-SOSIA, with licensed handler, as need arises ✓ COVID related equipment (10 thermal scanners and 10 alcohol dispensers) ✓ Provision of five (5) Closed-Circuit Television (CCTV) to be placed at every floor of the PSA TAM Building with CCTV control/monitor 			
<i>SIGNATURE OVER PRINTED NAME</i>	<i>POSITION</i>	<i>DEPARTMENT/DIVISION</i>		

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
	Procurement of Security Services for the PSA premises from January to 31 December 2023.	<i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered.]</i>
I.	TECHNICAL EVALUATION PARAMETERS (supported by Company Profile) during the OPENING OF BIDS and BID EVALUATION	
	1. Stability <ul style="list-style-type: none"> a) Years of Experience: at least three (3) years in security services and knowledge in handling at least 500 clients a day b) Liquidity of the Contractor: Must be able to finance the salary of the security guards for at most three (3) months in case of delay in fund release or other fortuitous events c) Organizational set-up: with clear organizational structure, well established office set-up, personnel and office facilities and equipment. 	
	2. Resources <ul style="list-style-type: none"> a) Number of Equipment and supplies: as specified in Section VI. Schedule of Requirements. b) Number of Licensed Guards: Must have at least 500 security guards in its roster – qualified, licensed, bonded, uniformed, highly trained and armed security c) Supervisors: with at least ten (10) supervisors 	
	3. Security Plan during the opening of bids <ul style="list-style-type: none"> ✓ Bidders must submit a security plan tailored fit for the PSA addressing concerns given under III of this Section. 	
	4. Other Factors – for the winning bidder <ul style="list-style-type: none"> a) Recruitment and Selection Criteria: training conducted for the Security 	

	<p>Guards before deployment, educational and age requirements, among others, such as:</p> <ul style="list-style-type: none"> i. Guards must be at least second year college and physically, mentally, psychologically and emotionally fit to work; ii. Guards must be of good moral character and reputation, alert and without criminal or police records; iii. Guards must be at least five feet and six inches (5'6") tall for male and at least five feet and two inches (5'2"), at least 120 lbs. and not less than 21 years old; iv. Guards must have at least six (6) months experience as Security Guards: v. Guards must have been cleared from derogatory records both by the local and national clearing authorities and duly licensed to exercise the profession by the Philippine National Police Supervisory Office for Security and Investigation Agency (PNP-SOSIA); vi. Guards must understand oral and written instructions, policies, rules and regulations and implement them in tactful and non-confrontational manner; vii. Guards must have the necessary public relations and effective communication skills to deal with employees and customers in a professional and courteous manner. They must maintain post, self-control, discipline, tact, diplomacy and mature judgment under stressful situations. <p>b) Completeness of Uniform and other Paraphernalia as prescribed under RA No. 5487 and its IRR;</p> <p>c) Proof of paid remittances to the following government agencies: SSS, PhilHealth and Pag-ibig in the form of a certification issued by the said agencies;</p>	
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	<p>d) The agency shall submit to PSA qualification requirements for each security personnel, including:</p> <ul style="list-style-type: none"> • bio-data or resume • properly annotated licensed papers • result of neuro-psychotic examination • drug test result • training certificates clearance from the National Bureau of Investigation (NBI), Philippine National Police (PNP) and Barangay <p>e) Track record: submit at least two (2) contracts and certification of satisfactory performance with at least fifty (50) security guards deployed and telephone number of contact persons for the period of last five (5) years.</p> <p>f) Security agency shall submit the following clearances/certification:</p> <ol style="list-style-type: none"> 1. Clearance for no pending case from the Department of Labor and Employment (DOLE); 2. Securities and Exchange Commission (SEC) registration; and, 3. Certificate of compliance with DOLE Department Order 18-A, otherwise known as the “Rules Implementing Articles 106-109 of the Labor Code, as amended.” 	
II	PERFORMANCE CRITERIA (for the winning bidder)	
	<p>The Bidder shall comply with the following performance criteria:</p> <ol style="list-style-type: none"> a) Quality of service delivered; b) Management and suitability of personnel; c) Contract administration and management; d) Provision of weekly accomplishment report and incident report as the need arises; e) Attentiveness and presence of mind of guards on duty; f) Compliance with Office policies/guidelines; g) Immediate provision of recorded videos from the security cameras whenever requested 	
III	SECURITY REQUIREMENTS (for the winning bidder)	
A	SECURITY OF HUMAN RESOURCES	
A.1	PSA MANCOM OFFICIALS AND VIP GUESTS	
	1. Provide close-in security as may be required	

	2. Exercise courtesy and tact at all times 3. Provided security assistance as may be required/instructed	
A.2	PSA EMPLOYEE	
	1. Monitor/render weekly report in the strict implementation of “ No ID/No Uniform entry rule ”, and other policies as required by the management	
	2. Monitor/search for deadly weapons, explosive, toxic chemical, 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. No entry and stay in office after office hours including Saturdays, Sundays and Legal Holidays unless authorized	
	10. Full concentration on security work. Minimal use of cellular phones.	
A.3	PSA GUESTS/VISITORS	
	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, explosive, 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 for the entry of visitor/s	
A.4	CUSTOMER/CLIENT	
	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 Supervisors of security agency and copy furnished the PSA management	
	9. Prevent entry after office hours including Saturdays, Sundays and Legal Holidays unless authorized	
B.	SECURITY FOR PHYSICAL RESOURCES	
B.1	VEHICLE CONTROL	
	1. Inspect vehicle entering and leaving PSA premises	
	2. Maintain a logbook on the arrival and departure of PSA vehicles	
	3. Control flow of traffic and direct drivers to park their vehicle properly in designated parking area	
	4. Safeguard and protect vehicle from pilferage of accessories	
	5. Require trip ticket for outgoing PSA vehicle duly signed by the approving authorities	
	6. Fill-out turn-over slip for all the PSA vehicles parked in the PSA	
	7. Prohibit overnight parking for non-PSA vehicles	
	8. Recommend parking/proper traffic signs	

B.2	FACILITIES AND BUILDINGS	
	1. Post Notice prohibiting entry deadly weapons at entrance building	
	2. Provide partial lock and key control (except in restricted areas)	
	3. Deny access to restricted areas	
	4. Check that all doors and windows are closed and locked after office hours	
	5. Deny entry to peddlers and unauthorized vendors	
	6. Identify need for lighting and recommend measures	
	7. Identify fire hazard and recommend measures	
	8. Regularly check location and condition of fire extinguisher and recommend measures	
	9. Regularly check conditions of fire hydrants, hoses and alarms system	
	10. Recommend formation of fire brigades, fire drill and earthquake drills	
	11. Observe that all lights are switched off and all electrically operated office equipment are unplugged when occupants of the office are all out	
	12. Regular inspection of storage areas and recommend measures, if necessary	
	13. Conduct regular roving patrol and inspection of critical sites as may be specified	
	14. Switch on and off of security and perimeter fence lights and other designated area/s	
B.3	SUPPLIES AND EQUIPMENT	
	1. All incoming and outgoing properties must be covered with a gate pass duly signed by the authorized signatories indicating the quantity, type, person moving the equipment, time, date, etc.	
	2. Personal properties shall be covered by personal pass	
	3. Access to supply rooms and areas will be allowed to authorized personnel only	
	4. Provide lock and key control	
	5. Ensure security of supplies, equipment and documents	
C	CONTINGENCY PLAN FOR VARIOUS RISK	
C.1	FIRE	
	1. Inform the Bureau of Fire Protection in case of fire	
	2. Know status and location of firefighting equipment	

	3. Know how to operate firefighting equipment	
	4. Be familiar with fire exist and electrical control switches	
	5. Execute fire alarms procedures	
	6. Report fire and any fire hazard in the building and adjacent areas	
	7. Report inadequate water supply, firefighting equipment and fire exist	
	8. Assist in the conduct of fire drills and related information dissemination	
	9. Assist in the evacuation of employees, records and equipment	
	10. In case of fire, clear driveways and empty spaces, and secure records and equipment	
C.2	THEFT, PILFERAGE AND BURGLARY	
	1. Secure all entry and exit points	
	2. Conduct investigation and submit written report within 48 hours to PSA management	
	3. Identify witnesses, if possible	
	4. Apprehend culprit within the premises, secure incident areas to protect evidence	
	5. Coordinate with appropriate PNP unit (Theft and Robbery Section)	
	6. Assist in controlling violence	
	7. Limit number of entry to premises to as few as possible	
C.3	TRESSPASSING	
	1. Challenge and detain trespassers	
	2. Turn-over trespassers to proper authorities	
	3. Report to the management	
C.4	HOSTAGE SITUATION	
	1. Notify PNP, PSA management and all guards	
	2. Act as temporary negotiator until the arrival of the expert negotiator	
	3. Take appropriate measures to prevent hostage-taker from harming hostage	
C.5	EARTHQUAKE	
	1. Prevent panic and maintain calm	
	2. Prevent use of elevator and direct escape thru other means of exit	
	3. If possible, urge personnel to seek refuge under strong piece of furniture and keep away from dangerous falling objects	
	4. Assist in conducting earthquake drills and dissemination of safety measures	
	5. Assist in evacuation of personnel, secure supplies, materials and equipment	
C.6	FLOOD AND TYPHOON	

	1. Advice employees and clients in case of floods, strong winds and other related risks outside the building	
	2. Assist in evacuation of personnel, secure supplies, materials and equipment	
C.7	SABOTAGE/BOMB THREAT	
	1. Cordon the affected area to secure evidence	
	2. In case of explosion, help evacuate all personnel from affected area	
	3. Immediate report to PNP and Bureau of Fire Protection	
	4. Inform PSA management	
C.8	CROWD CONTROL	
	1. Maintain orderly queuing of the transacting public	
	2. Inform PSA management or its representative of untoward incidents	
	3. Maximum tolerance must be observed	
	4. Ensure that entrance gate is not blocked by the unruly public	
	5. Efforts should be made to conduct PSA business as normal as possible if there are obstructive and/or disruptive action	
C.9	PROPOSED DEPLOYMENT OF GUARDS	
	The guards shall be deployed in accordance with Section VI of this document. No guard shall be allowed to render more than 12 hours straight duty in any given day	
C.10	ADDITIONAL REQUIREMENTS TO BE SUBMITTED: <i>Other requirements:</i> <ul style="list-style-type: none"> • <i>Authenticated photocopy of Certificate of Membership/Registration from the Philippines Association of Detective and protection Agency Operators (PADPAO), Inc.</i> • <i>Authenticated copy of Valid/Regular License to Operate (LTO) issued by PNP-Security Agencies and Guards Supervision Division (PNP-SAGSD) under RA 5487, known as Private Security Agency as Amended</i> • <i>Valid NLRC and DOLE Certificate stating that there is no pending or adverse decided case in areas where the security agency has on-going or completed contracts from CY 2016 to present</i> 	

	<ul style="list-style-type: none">• <i>Valid NTC License for radio transceivers and radio operator</i> <p><i>Certified True Copy of Summary of Firearms and Explosive Office</i></p>	
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Section VIII. Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

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

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

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

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) **in accordance with Section 8.5.2 of the IRR;**

Technical Documents

- (b) 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**
- (c) 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**
- (d) 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**
- (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (f) 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

- (g) 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

- (h) 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

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

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

- (k) [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.
- (l) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

