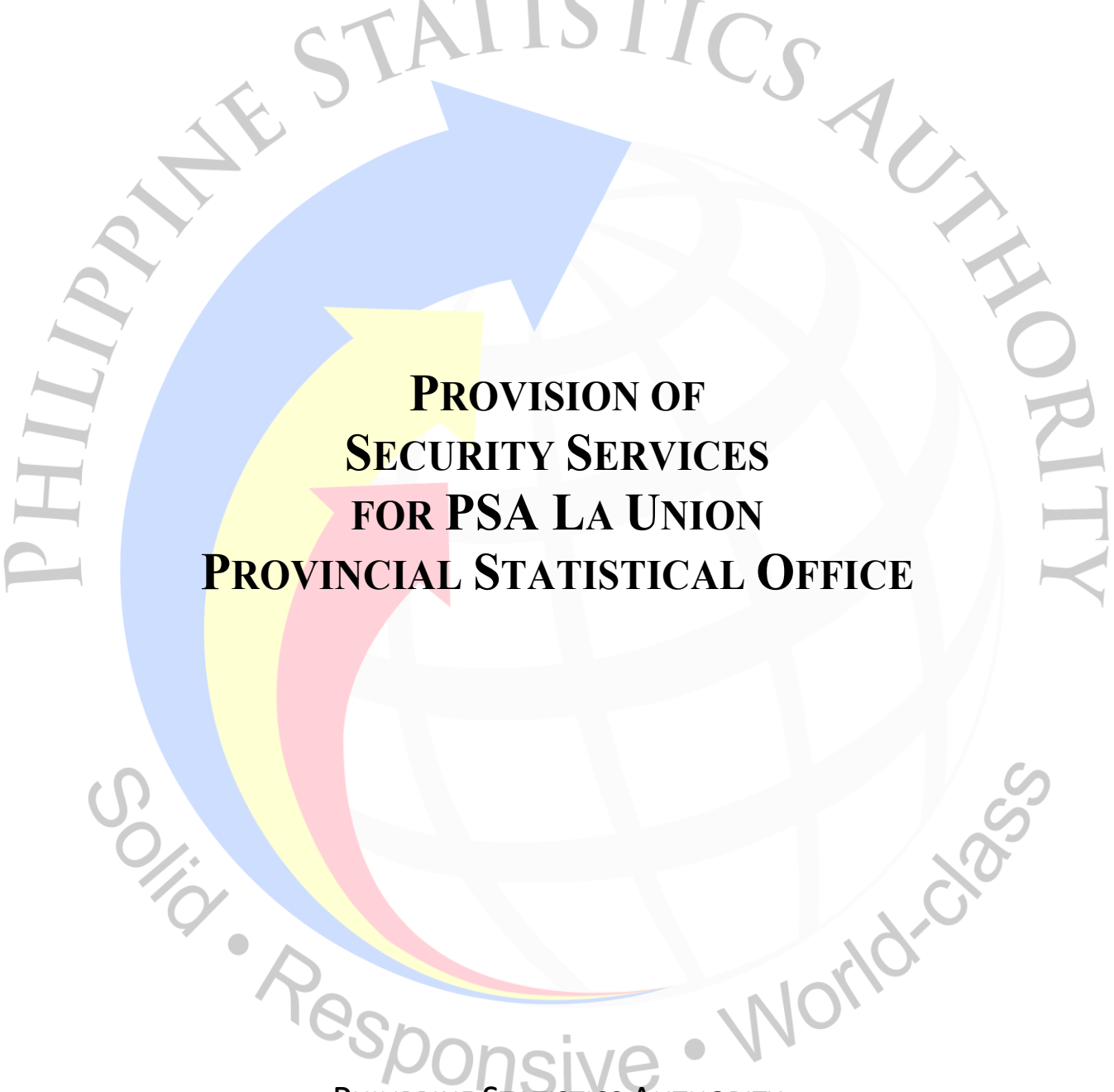


# **BIDDING DOCUMENTS**



## **PROVISION OF SECURITY SERVICES FOR PSA LA UNION PROVINCIAL STATISTICAL OFFICE**

**PHILIPPINE STATISTICS AUTHORITY**  
Regional Statistical Services Office I

March 20, 2017

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# ***Introduction***

The Philippine Statistics Authority (PSA) was created on September 12, 2013 when the Philippine Statistical Act of 2013 (Republic Act No. 10625) was signed by President Benigno S. Aquino III. The new government authority was created by merging the National Statistics Office, the National Statistical Coordination Board, the Bureau of Agricultural Statistics, and the Bureau of Labor and Employment Statistics.

PSA requires manpower, machines and equipment, and supplies, among others, to conduct the designated censuses and surveys. Presently, the PSA employs nearly 3,000 employees nationwide, of which about 14 are based at La Union Provincial Statistical Office. Various office machines and IT equipment, office vehicles, official documents, sales of Civil Registry Forms, collection of Solemnizing Officers application, and voluminous office supplies are found in the PSA office. Civil registry documents are also archived in designated office building.

The PSA employees and the general public who transact business with the agency, the office machines and IT equipment, office vehicles, official documents including civil registry documents, office supplies, and all other assets are very important in the day-to-day operations of the agency. Thus, these need to be protected 24 hours every day of the year. To mention, the complete address of PSA-La Union Provincial Statistical Office is The Fifth Building, Ancheta Street, Barangay III, San Fernando City, La Union. Hence, the PSA will conduct a public bidding for the ***Provision of Security Services***.

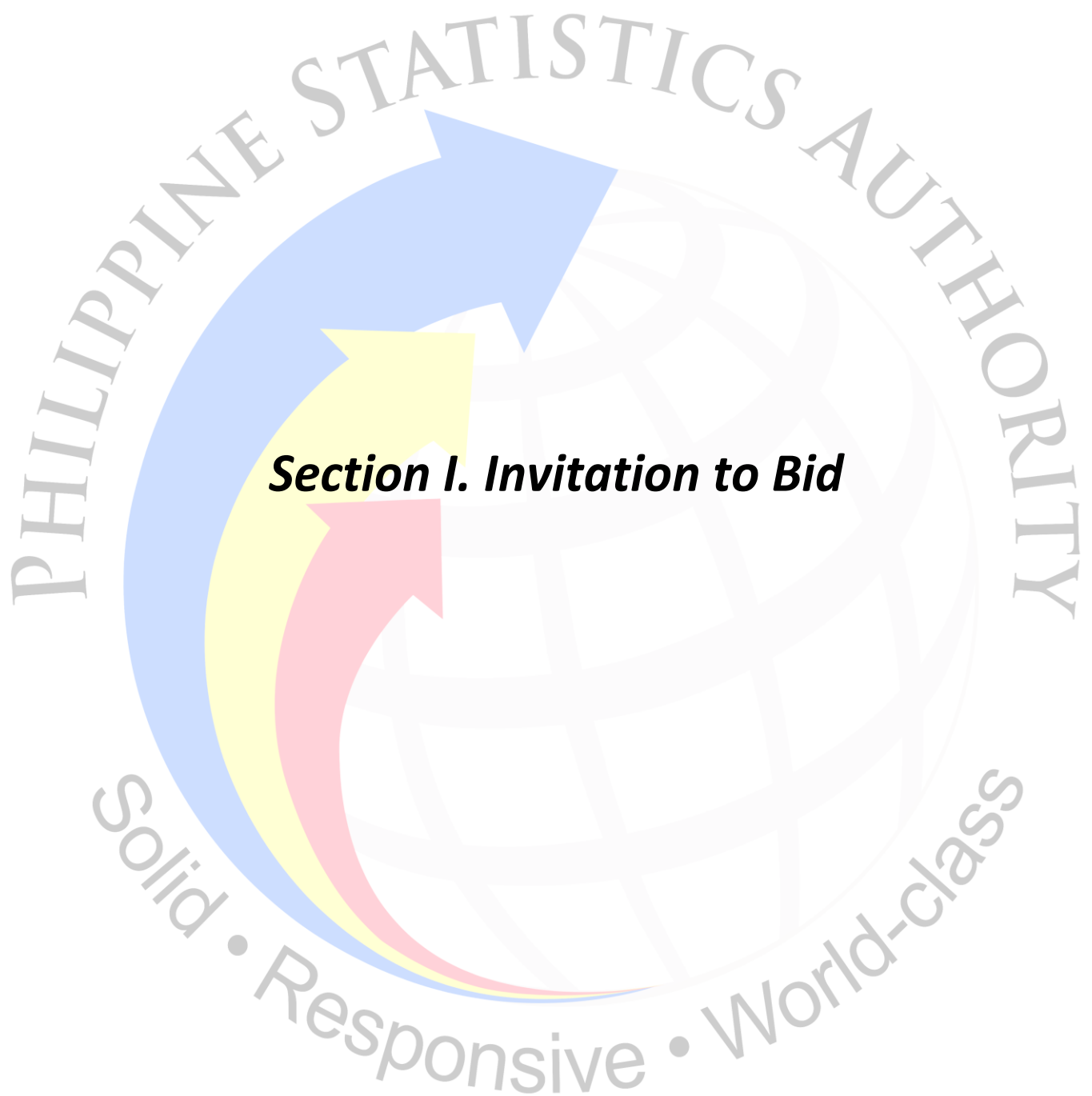
The Bidding Documents for the ***Provision of Security Services*** present the technical specifications and details of the said items and provide instructions to bidders. The ground rules that will guide the bidding process and other relevant information are also provided.

The Bidding Document has been developed in accordance with the provisions of the Revised Implementing Rules and Regulations of Republic Act 9184, otherwise known as the "Government Procurement Reform Act" (Revised IRR of R.A. 9184). Thus, all other provisions and/or conditions not specifically stated in this document shall be referred to the Revised IRR of R.A. 9184.

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## **Invitation to Bid Provision of Security Services**

1. The **PHILIPPINE STATISTICS AUTHORITY-REGIONAL STATISTICAL SERVICES OFFICE I (PSA-RSSO I)**, through the authorized appropriations for fiscal years (FY) 2017 General Appropriations Act intends to apply for eligibility and to bid through public bidding for the hereunder project:

Name of the Project	Provision of Security Services for PSA-La Union Provincial Statistical Office
Brief Description of the Project	Two (2) male guards shall serve for two (2) shifts (6 am to 6 pm and 6 pm to 6 am) including Sundays and holidays, to secure PSA building and all the properties within the building premises, occupants and general public transacting business there at
Contract Duration	April 6, 2017 to December 31, 2019 (renewable yearly)
ABC (one year only)	PhP 519,275.00
Date of delivery	April 6, 2017

2. Bids received in excess of the ABC shall be automatically rejected at bid opening.
3. Prospective bidders should have at least **five (5) years** experience in undertaking frontline security services for the period 2012 to 2016. The Bidders should have had a single contract similar to the Project with an amount of at least 50% of the ABC. The description of an eligible Bidder is contained in Section II of the Bidding Documents, Instructions to Bidders (ITB).
4. Bidding will be conducted through open competitive bidding procedures using a non-discretionary pass/fail criterion as specified in the Implementing Rules and Regulations (IRR) of RA 9184, otherwise known as the "Government Procurement Reform Act". Bidding is open to all interested Bidders subject to the conditions for eligibility provided in the IRR of RA 9184.
5. Interested Bidders may obtain further information from the RBAC Secretariat at tel. no.(072) 888-2582 or (072) 888-4804, inspect the Bidding Documents at 3/F Parammata Building C, Diversion Road, Sitio 5, Barangay Biday, San Fernando City, La Union **starting March 21 to 29, 2017 anytime from 8:00 AM to 5:00 PM**. The Bidding Documents may also be downloaded free of charge at PhilGEPS and PSA website, **www.psa.gov.ph**.
6. Only those Bidders who shall pay the nonrefundable fee in the amount of **PhP 1,000.00** for the Bidding Documents can participate in the bidding. Schedule as follows:

Procurement Activity	Date/Time	Venue
<b>Submission and Opening of Bids</b>	<b>Thursday, March 30, 2017 12:00 Noon and 1:30 pm</b>	<b>PSA Region I Conference Room</b>

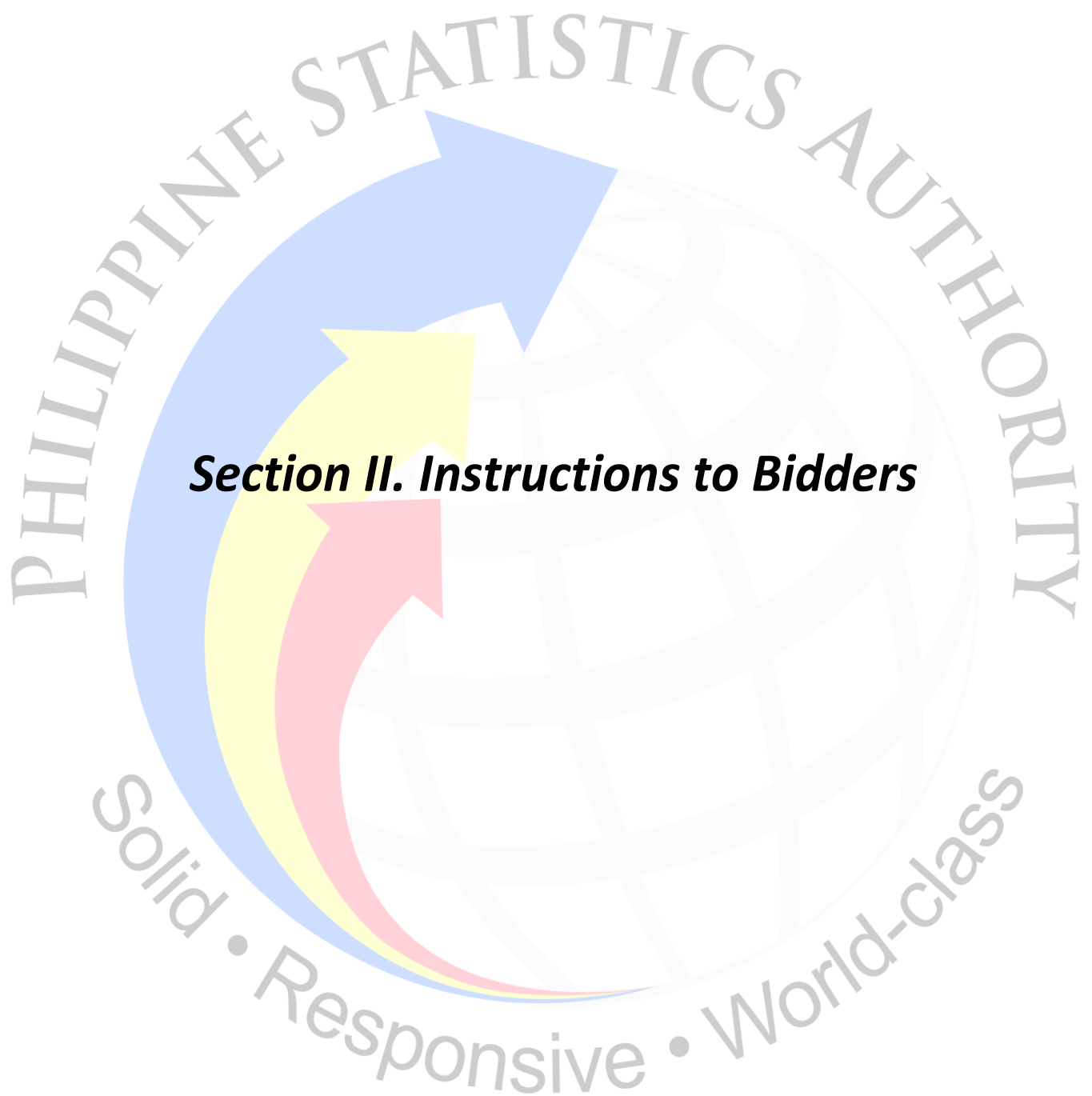
7. The PSA-RSSO I reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or Bidders.

(Sgd) **REYNOR R. FERNANDO**  
RBAC Chairperson

Invitation to Bid No. 2017-1

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## A. General

### 1. Scope of Bid

- 1.1. The PROCURING ENTITY named in the **Bid Data Sheet (BDS)** (hereinafter referred to as the "PROCURING ENTITY") wishes to receive Bids for supply and delivery of the goods as described in Section VII. Technical Specifications (hereinafter referred to as the "GOODS").
- 1.2. The name, identification, and number of lots specific to this bidding are provided in the **BDS**. The contracting strategy and basis of evaluation of lots is described in **ITB Clause 1)28**.

### 2. Source of Funds

- 2.1. The PROCURING ENTITY has a budget or has applied for or 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. Corrupt, Fraudulent, and Coercive Practices

- 3.1. Unless otherwise specified in the **BDS**, 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. In pursuance of this policy, the PROCURING ENTITY:
  - (a) defines, for purposes of this provision, the terms set forth below as follows:
    1. "corrupt practice" means behavior on the part of officials in the public or private sectors by which they improperly and unlawfully enrich themselves, others, or induce others to do so, by misusing the position in which they are placed, and includes the offering, giving, receiving, or soliciting of anything of value to influence the action of any such official in the procurement process or in contract execution; entering, on behalf of the Government, into any contract or transaction manifestly and grossly disadvantageous to the same, whether or not the public officer profited or will profit thereby, and similar acts as provided in RA 3019.
    2. "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the PROCURING ENTITY, and includes collusive practices among Bidders (prior to or after Bid submission) designed to establish Bid prices at artificial, non-competitive levels and to deprive the PROCURING ENTITY of the benefits of free and open competition.
    3. "collusive practices" means a scheme or arrangement between two or more Bidders, with or without the knowledge of the

PROCURING ENTITY, designed to establish Bid prices at artificial, non-competitive levels.

4. "coercive practices" means harming or threatening to harm, directly or indirectly, persons, or their property to influence their participation in a procurement process, or affect the execution of a contract;
5. "obstructive practice" is
  - (a) deliberately destroying, falsifying, altering or concealing of evidence material to an administrative proceedings or investigation or making false statements to investigators in order to materially impede an administrative proceedings or investigation of the Procuring Entity or any foreign government/foreign or international financing institution into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the administrative proceedings or investigation or from pursuing such proceedings or investigation; or
  - (b) acts intended to materially impede the exercise of the inspection and audit rights of the Procuring Entity or any foreign government/foreign or international financing institution herein.
- (b) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in any of the practices mentioned in this Clause for purposes of competing for the contract.

3.2. Further, the PROCURING ENTITY will seek to impose the maximum civil, administrative and/or criminal penalties available under applicable laws on individuals and organizations deemed to be involved in any of the practices mentioned in ITB Clause 3.1(a).

3.3. Furthermore, the Funding Source and the PROCURING ENTITY reserve the right to inspect and audit records and accounts of a bidder or supplier in the bidding for and performance of a contract themselves or through independent auditors as reflected in the GCC Clause 3.

#### 4. Conflict of Interest

4.1. All Bidders found to have conflicting interests shall be disqualified to participate in the procurement at hand, without prejudice to the imposition of appropriate administrative, civil, and criminal sanctions. A Bidder may be considered to have conflicting interests with another Bidder in any of the events described in paragraphs (a) through (c) below and a general conflict of interest in any of the circumstances set out in paragraphs (d) through (f) below:

- (a) A Bidder has controlling shareholders in common with another Bidder;



- (b) A Bidder receives or has received any direct or indirect subsidy from any other Bidder;
- (c) A Bidder has the same legal representative as that of another Bidder for purposes of this Bid;
- (d) A Bidder has a relationship, directly or through third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder or influence the decisions of the PROCURING ENTITY regarding this bidding process. This will include a firm or an organization who lends, or temporarily seconds, its personnel to firms or organizations which are engaged in consulting services for the preparation related to procurement for or implementation of the project if the personnel would be involved in any capacity on the same project;
- (e) A Bidder submits more than one Bid in this bidding process. However, this does not limit the participation of subcontractors in more than one Bid; or
- (f) A Bidder who participated as a consultant in the preparation of the design or technical specifications of the GOODS and related services that are the subject of the Bid.

4.2. In accordance with Section 47 of the IRR of RA 9184, all Bidding Documents shall be accompanied by a sworn affidavit of the Bidder that it is not related to the Head of the PROCURING ENTITY, members of the Bids and Awards Committee (BAC), members of the Technical Working Group (TWG), members of the BAC Secretariat, the head of the Project Management Office (PMO) or the end-user unit, and the project consultants, by consanguinity or affinity up to the third civil degree. On the part of the Bidder, this Clause shall apply to the following persons:

- (a) If the Bidder is an individual or a sole proprietorship, to the Bidder himself;
- (b) If the Bidder is a partnership, to all its officers and members;
- (c) If the Bidder is a corporation, to all its officers, directors, and controlling stockholders; and
- (d) If the Bidder is a joint venture (JV), the provisions of items (a), (b), or (c) of this Clause shall correspondingly apply to each of the members of the said JV, as may be appropriate.

Relationship of the nature described above or failure to comply with this Clause will result in the automatic disqualification of a Bidder.

## 5. Eligible Bidders

5.1. Unless otherwise indicated in the BDS, the following persons shall be eligible to participate in this Bidding:

- (a) Duly licensed Filipino citizens/sole proprietorships;

- (b) Partnerships duly organized under the laws of the Philippines, and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;
- (c) Corporations duly organized under the laws of the Philippines, and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines;
- (d) Cooperatives duly organized under the laws of the Philippines, and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines; and
- (e) Unless otherwise provided in the **BDS**, persons/entities forming themselves into a JV, i.e., a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, that Filipino ownership or interest of the joint venture concerned shall be at least sixty percent (60%).

5.2. Foreign Bidders may be eligible to participate when any of the following circumstances exist, as specified in the **BDS**:

- (a) When a Treaty or International or executive Agreement as provided in Section 4 of the RA 9184 and its IRR allow foreign bidders to participate;
- (b) Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
- (c) When the GOODS sought to be procured are not available from local suppliers; or
- (d) When there is a need to prevent situations that defeat competition or restrain trade.

5.3. Government corporate entities may be eligible to participate only if they can establish that they (a) are legally and financially autonomous, (b) operate under commercial law, and (c) are not dependent agencies of the GOP or the PROCURING ENTITY.

5.4. Unless otherwise provided in the **BDS**, the Bidder must have completed at least one contract similar to the Project the value of which, adjusted to current prices using the Philippine Statistics Authority consumer price index, must be at least equivalent to a percentage of the ABC stated in the **BDS**.

For this purpose, contracts similar to the Project shall be those described in the **BDS**, and completed within the relevant period stated in the Invitation to Bid and **ITB** Clause 12.1(a)3.

5.5. The Bidder must submit a computation of its Net Financial Contracting Capacity (NFCC) or a commitment from a Universal or Commercial Bank to extend a credit line in its favor if awarded the contract for this Project (CLC).

The NFCC, computed using the following formula, must be at least equal to the ABC to be bid:

$$\text{NFCC} = [(\text{Current assets minus Current liabilities}) (K)] \text{ minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started coinciding with the contract for this Project.}$$

Where:

K = 10 for a contract duration of one year or less, 15 for a contract duration of more than one year up to two years, and 20 for a contract duration of more than two years.

The CLC must be at least equal to ten percent (10%) of the ABC for this Project. If issued by a foreign bank, it shall be confirmed or authenticated by a Universal or Commercial Bank. In the case of local government units (LGUs), the Bidder may also submit CLC from other banks certified by the Bangko Sentral ng Pilipinas (BSP) as authorized to issue such financial instrument.

## 6. Bidder's Responsibilities

- 6.1. The Bidder or its duly authorized representative shall submit a sworn statement in the form prescribed in Section VIII. Bidding Forms as required in ITB Clause 12.1(b)3.
- 6.2. The Bidder is responsible for the following:
  - (a) Having taken steps to carefully examine all of the Bidding Documents;
  - (b) Having acknowledged all conditions, local or otherwise, affecting the implementation of the contract;
  - (c) Having made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - (d) Having complied with its responsibility to inquire or secure Supplemental/Bid Bulletin(s) as provided under ITB Clause 10.3.
  - (e) Ensuring that it is not "blacklisted" or barred from bidding by the GOP or any of its agencies, offices, corporations, or LGUs, including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the GPPB;
  - (f) Ensuring that 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;
  - (g) Authorizing the Head of the PROCURING ENTITY or its duly authorized representative/s to verify all the documents submitted;
  - (h) Ensuring that the signatory is the duly authorized representative of the Bidder, and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the Bidder in the bidding, with the duly notarized Secretary's Certificate attesting to such fact, if the Bidder is a corporation, partnership, cooperative, or joint venture;

- (i) Complying with the disclosure provision under Section 47 of RA 9184 in relation to other provisions of RA 3019; and
- (j) Complying with existing labor laws and standards, in the case of procurement of services.

Failure to observe any of the above responsibilities shall be at the risk of the Bidder concerned.

- 6.3. The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Documents.
- 6.4. It shall be the sole responsibility of the Bidder to determine and to satisfy itself by such means as it considers necessary or desirable as to all matters pertaining to the contract to be bid, including: (a) the location and the nature of this Project; (b) climatic conditions; (c) transportation facilities; and (d) other factors that may affect the cost, duration, and execution or implementation of this Project.
- 6.5. The PROCURING ENTITY shall not assume any responsibility regarding erroneous interpretations or conclusions by the prospective or eligible bidder out of the data furnished by the procuring entity.
- 6.6. The Bidder shall bear all costs associated with the preparation and submission of his bid, and the PROCURING ENTITY will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 6.7. Before submitting their bids, the Bidder is deemed to have become familiar with all existing laws, decrees, ordinances, acts and regulations of the Philippines which may affect this Project in any way.
- 6.8. The Bidder should note that the PROCURING ENTITY will accept bids only from those that have paid the nonrefundable fee for the Bidding Documents at the office indicated in the Invitation to Bid.

## 7. Origin of GOODS

- 7.1. Unless otherwise indicated in the **BDS**, there is no restriction on the origin of GOODS other than those prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, subject to **ITB** Clause 1)27.1.

## 8. Subcontracts

- 8.1. Unless otherwise specified in the **BDS**, the Bidder may subcontract portions of the GOODS to an extent as may be approved by the PROCURING ENTITY and stated in the **BDS**. However, subcontracting of any portion shall not relieve the Bidder from any liability or obligation that may arise from the contract for this Project.
- 8.2. Subcontractors must comply with the eligibility criteria and the documentary requirements specified in the **BDS**. In the event that any subcontractor is found by the PROCURING ENTITY to be ineligible, the subcontracting of such portion of the GOODS shall be disallowed.

- 8.3. The Bidder may identify the subcontractor to whom a portion of the GOODS will be subcontracted at any stage of the bidding process or during contract implementation. If the Bidder opts to disclose the name of the subcontractor during bid submission, the Bidder shall include the required documents as part of the technical component of its bid.

## **B. Contents of Bidding Documents**

### **9. Clarification and Amendment of Bidding Documents**

- 9.1. Bidders who have purchased the Bidding Documents may request for clarifications on any part of the Bidding Documents for an interpretation. Such a request must be in writing and submitted to the Procuring Entity at the address indicated in the **BDS** at least ten (10) calendar days before the deadline set for the submission and receipt of bids.
- 9.2. Supplemental/Bid Bulletins may be issued upon the PROCURING ENTITY'S initiative for purposes of clarifying or modifying any provision of the Bidding Documents not later than seven (7) calendar days before the deadline for the submission and receipt of bids. Any modification to the Bidding Documents shall be identified as an amendment.
- 9.3. Any Supplemental/Bid Bulletin issued by the BAC shall also be posted on the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity concerned, if available. It shall be the responsibility of all Bidders who secure the Bidding Documents to inquire and secure Supplemental/Bid Bulletins that may be issued by the BAC. However,



Bidders who have submitted bids before the issuance of the Supplemental/Bid Bulletin must be informed and allowed to modify or withdraw their bids in accordance with ITB Clause 1)23.

## C. Preparation of Bids

### 10. Language of Bid

- 11.1. The Bid, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the PROCURING ENTITY, shall be written in English. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation in English certified by the appropriate embassy or consulate in the Philippines, in which case the English translation shall govern for purposes of interpretation of the Bid.

### 11. Documents Comprising the Bid: Eligibility and Technical Components

- 11.1. Unless otherwise indicated in the **BDS**, the first envelope shall contain the following eligibility and technical documents:

(a) **Eligibility Documents -**

Class "A" Documents:

1. Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, or any proof of such registration as stated in the **BDS**;
2. Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
3. Statement of all its ongoing and completed government and private contracts within the period stated in the **BDS**, including contracts awarded but not yet started, if any. The statement shall include, for each contract, the following:
  - (i) name of the Contract;
  - (ii) date of the Contract;
  - (iii) kinds of Goods;
  - (iv) amount of Contract and value of outstanding contracts;
  - (v) date of delivery; and
  - (vi) end user's acceptance, or official receipt(s) issued for the contract, if completed.
4. Audited financial statements, stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized

institutions, for the preceding calendar year, which should not be earlier than two (2) years from bid submission;

5. NFCC computation or CLC in accordance with **ITB** Clause 5.5; and

Class “B” Document:

6. If applicable, the 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.

(b) **Technical Documents -**

1. Bid Security in accordance with **ITB** Clause 1)18. If the Bidder opts to submit the bid security in the form of:
  - (i.1) a bank draft/guarantee or an irrevocable letter of credit issued by a foreign bank, it shall be accompanied by a confirmation from a Universal or Commercial Bank; or
  - (i.2) a surety bond, it shall be accompanied by a certification by the Insurance Commission that the surety or insurance company is authorized to issue such instruments;
2. Conformity with technical specifications, as enumerated and specified in Sections VI and VII of the Bidding Documents; and
3. Sworn statement in accordance with Section 25.2(a)(iv) of the IRR of RA 9184 and using the form prescribed in Section VIII. Bidding Forms.

## **12. Documents Comprising the Bid: Financial Component**

12.1. Unless otherwise stated in the **BDS**, the Financial Component of the Bid shall contain the following:

- (a) Financial Bid Form, which includes bid prices and the bill of quantities and the applicable Price Schedules, in accordance with **ITB** Clauses 1)15 and 1)15.4;
- (b) If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification from the DTI, SEC, or CDA issued in accordance with **ITB** Clause 1)27, unless otherwise provided in the **BDS**; and
- (c) Any other document related to the financial component of the bid as stated in the **BDS**.

12.2. (a) Unless otherwise stated in the **BDS**, all bids that exceed the ABC shall not be accepted.

- (b) Unless otherwise indicated in the **BDS**, for foreign-funded procurement, a ceiling may be applied to bid prices provided the following conditions are met:
- i. Bidding Documents are obtainable free of charge on a freely accessible website. If payment of Bidding Documents is required by the procuring entity, payment could be made upon the submission of bids.
  - ii. The procuring entity has procedures in place to ensure that the ABC is based on recent estimates made by the responsible unit of the procuring entity and that the estimates reflect the quality, supervision and risk and inflationary factors, as well as prevailing market prices, associated with the types of works or goods to be procured.
  - iii. The procuring entity has trained cost estimators on estimating prices and analyzing bid variances.
  - iv. The procuring entity has established a system to monitor and report bid prices relative to ABC and engineer's/procuring entity's estimate.
  - v. The procuring entity has established a system to monitor and report bid prices relative to ABC and procuring entity's estimate. The procuring entity has established a monitoring and evaluation system for contract implementation to provide a feedback on actual total costs of goods and works.

### 13. Alternative Bids

- 13.1. Alternative Bids shall be rejected. For this purpose, alternative bid is an offer made by a Bidder in addition or as a substitute to its original bid which may be included as part of its original bid or submitted separately therewith for purposes of bidding. A Bid with options is considered an alternative bid regardless of whether said Bid proposal is contained in a single envelope or submitted in two (2) or more separate bid envelopes.

### 14. Bid Prices

- 14.1. The Bidder shall complete the appropriate Price Schedules included herein, stating the unit prices, total price per item, the total amount and the expected countries of origin of the **GOODS** to be supplied under this Project.
- 14.2. The Bidder shall fill in rates and prices for all items of the Goods described in the Bill of Quantities. Bids not addressing or providing all of the required items in the Bidding Documents including, where applicable, Bill of Quantities, shall be considered non-responsive and, thus, automatically disqualified. In this regard, where a required item is provided, but no price is indicated, the same shall be



considered as non-responsive, but specifying a "0" (zero) for the said item would mean that it is being offered for free to the Government.

- 14.3. The terms Ex Works (EXW), Cost, Insurance and Freight (CIF), Cost and Insurance Paid to (CIP), Delivered Duty Paid (DDP), and other trade terms used to describe the obligations of the parties, shall be governed by the rules prescribed in the current edition of the International Commercial Terms (INCOTERMS) published by the International Chamber of Commerce, Paris.

- 14.4. 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), including all customs duties and sales and other taxes already paid or payable:

1. on the components and raw material used in the manufacture or assembly of Goods quoted ex works or ex factory; or
2. on the previously imported Goods of foreign origin quoted ex warehouse, ex showroom, or off-the-shelf and any Procuring Entity country sales and other taxes which will be payable on the Goods if the contract is awarded.

- ii. The price for inland transportation, insurance, and other local costs incidental to delivery of the Goods to their final destination.

- iii. 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 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, listed in the **BDS**.

- 14.5. Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to variation or price escalation on any account, unless otherwise specified in the **BDS**. A Bid submitted with an adjustable price quotation shall be treated as non-responsive and shall be rejected, pursuant to **ITB Clause 1)24**.

- 14.6. All bid prices shall be considered as fixed prices, and therefore not subject to price escalation during contract implementation, except under extraordinary circumstances. Extraordinary circumstances refer to events that may be

determined by the National Economic and Development Authority in accordance with the Civil Code of the Philippines, and upon the recommendation of the Procuring Entity. Nevertheless, in cases where the cost of the awarded contract is affected by any applicable new laws, ordinances, regulations, or other acts of the GOP, promulgated after the date of bid opening, a contract price adjustment shall be made or appropriate relief shall be applied on a no loss-no gain basis.

## 15. Bid Currencies

15.1. Prices shall be quoted in the following currencies:

- (a) For GOODS that the Bidder will supply from within the Philippines, the prices shall be quoted in Philippine Pesos.
- (b) For GOODS that the Bidder will supply from outside the Philippines, the prices may be quoted in the currency(ies) stated in the **BDS**. 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.

15.2. If so allowed in accordance with ITB Clause 16.1, the Procuring Entity for purposes of bid evaluation and comparing the bid prices will convert the amounts in various currencies in which the bid price is expressed to Philippine Pesos at the foregoing exchange rates.

15.3. Unless otherwise specified in the **BDS** payment of the contract price shall be made in Philippine Pesos.

## 16. Bid Validity

16.1. Bids shall remain valid for the period specified in the **BDS** which shall not exceed one hundred twenty (120) days from the date of the opening of Bids.

16.2. In exceptional circumstances, prior to the expiration of the Bid validity period, the PROCURING ENTITY may request Bidders to extend the period of validity of their Bids. The request and the responses shall be made in writing. The Bid Security described in ITB Clause 18 should also be extended corresponding to, at least, the extension of the bid validity period. A Bidder may refuse the request without forfeiting its Bid Security, but his Bid shall no longer be considered for further evaluation and award. A Bidder granting the request shall not be required or permitted to modify its Bid.

## 17. Bid Security

17.1. The Bid security, in the amount stated in the **BDS** shall be equal to the percentage of the ABC in accordance with the following schedule:

Form of Bid Security	Amount of Bid Security (Equal to Percentage of the ABC)
(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Two percent (2%)

- (b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.
- (c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security. Five percent (5%)
- (d) Any combination of the foregoing. Proportionate to share of form with respect to total amount of security

For biddings conducted by LGUs, the Bidder may also submit bid securities in the form of cashier's/manager's check, bank draft/guarantee, or irrevocable letter of credit from other banks certified by the BSP as authorized to issue such financial statement.

- 17.2. The Bid Security should be valid for the period specified in the **BDS**. Any Bid not accompanied by an acceptable Bid security shall be rejected by the PROCURING ENTITY as non-responsive.
- 17.3. No Bid Securities shall be returned to bidders after the opening of bids and before contract signing, except to those that failed to comply with any of the requirements to be submitted in the first bid envelope of the bid. Without prejudice on its forfeiture, Bid Securities shall be returned only after the bidder with the Lowest Calculated Responsive Bid has signed the contract and furnished the Performance Security, but in no case later than the expiration of the Bid Security validity period indicated in ITB Clause 18.2.
- 17.4. Upon signing and execution of the contract, pursuant to ITB Clause 1)32, and the posting of the performance security, pursuant to ITB Clause 1)33, the successful Bidder's Bid security will be discharged, but in no case later than the Bid security validity period as indicated in the **ITB** Clause 18.2.
- 17.5. The Bid security may be forfeited:
  - (a) If a Bidder:
    - (i) withdraws its bid during the period of bid validity specified in **ITB** Clause **Error! Reference source not found.**;
    - (ii) does not accept the correction of errors pursuant to **ITB** Clause 1)1.1(b);
    - (iii) fails to submit the requirements within the prescribed period or a finding against their veracity as stated in **ITB** Clause 1)29.2

- (iv) submission of eligibility requirements containing false information or falsified documents;
  - (v) submission of bids that contain false information or falsified documents, or the concealment of such information in the bids in order to influence the outcome of eligibility screening or any other stage of the public bidding;
  - (vi) allowing the use of one's name, or using the name of another for purposes of public bidding;
  - (vii) withdrawal of a bid, or refusal to accept an award, or enter into contract with the Government without justifiable cause, after the Bidder had been adjudged as having submitted the Lowest Calculated and Responsive Bid;
  - (viii) refusal or failure to post the required performance security within the prescribed time;
  - (ix) refusal to clarify or validate in writing its bid during post-qualification within a period of seven (7) calendar days from receipt of the request for clarification;
  - (x) any documented attempt by a bidder to unduly influence the outcome of the bidding in his favor;
  - (xi) failure of the potential joint venture partners to enter into the joint venture after the bid is declared successful; or
  - (xii) all other acts that tend to defeat the purpose of the competitive bidding, such as habitually withdrawing from bidding, submitting late Bids or patently insufficient bid, for at least three (3) times within a year, except for valid reasons.
- (b) if the successful Bidder:
- (i) fails to sign the contract in accordance with **ITB** Clause 1)32; or
  - (ii) fails to furnish performance security in accordance with **ITB** Clause 1)33.

## 18. Format and Signing of Bids

- 18.1. Bidders shall submit their bids through their duly authorized representative using the appropriate forms provided in Section VIII. Bidding Forms on or before the deadline specified in the **ITB** Clauses 21 in two (2) separate sealed bid envelopes, and which shall be submitted simultaneously. The first shall contain the technical component of the bid, including the eligibility requirements under **ITB** Clause 12.1, and the second shall contain the financial component of the bid.

- 18.2. Forms as mentioned in **ITB** Clause 19.1 must be completed without any alterations to their format, and no substitute form shall be accepted. All blank spaces shall be filled in with the information requested.
- 18.3. The Bidder shall prepare and submit an original of the first and second envelopes as described in **ITB** Clauses 12 and 13. In the event of any discrepancy between the original and the copies, the original shall prevail.
- 18.4. The Bid, except for unamended printed literature, shall be signed, and each and every page thereof shall be initialed, by the duly authorized representative/s of the Bidder.
- 18.5. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the Bidder.

## **19. Sealing and Marking of Bids**

- 19.1. Unless otherwise indicated in the **BDS**, Bidders shall enclose their original Eligibility and Technical Documents described in **ITB** Clause 12 in one sealed envelope marked "ORIGINAL - TECHNICAL COMPONENT", and the original of their Financial Component in one sealed envelope marked "ORIGINAL - FINANCIAL COMPONENT", sealing them all in an outer envelope marked "ORIGINAL BID"
- 19.2. Each copy of the first and second envelopes shall be similarly sealed duly marking the inner envelopes as "COPY NO. \_\_\_\_ - TECHNICAL COMPONENT" and "COPY NO. \_\_\_\_ - FINANCIAL COMPONENT" and the outer envelope as "COPY NO. \_\_\_\_", respectively. These envelopes containing the original and the copies shall then be enclosed in one single envelope.
- 19.3. The original and the number of copies of the Bid as indicated in the **BDS** shall be typed or written in indelible ink and shall be signed by the bidder or its duly authorized representative/s.
- 19.4. All envelopes shall:
  - (a) contain the name of the contract to be bid in capital letters;
  - (b) bear the name and address of the Bidder in capital letters;
  - (c) be addressed to the PROCURING ENTITY's BAC in accordance with **ITB** Clause 1.1;
  - (d) bear the specific identification of this bidding process indicated in the **ITB** Clause 1.2; and
  - (e) bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of Bids, in accordance with **ITB** Clause 21.
- 19.5. If Bids are not sealed and marked as required, the PROCURING ENTITY will assume no responsibility for the misplacement or premature opening of the Bid.

## **D. Submission and Opening of Bids**

## **20. Deadline for Submission of Bids**

- 20.1. Bids must be received by the PROCURING ENTITY's BAC at the address and on or before the date and time indicated in the **BDS**.



## 21. Late Bids

- 21.1. Any Bid submitted after the deadline for submission and receipt of Bids prescribed by the PROCURING ENTITY, pursuant to ITB Clause 21, shall be declared "Late" and shall not be accepted by the PROCURING ENTITY.

## 22. Modification and Withdrawal of Bids

- 22.1. The Bidder may modify its Bid after it has been submitted; provided that the modification is received by the PROCURING ENTITY prior to the deadline prescribed for submission and receipt of Bids. The Bidder shall not be allowed to retrieve its original bid, but shall be allowed to submit another bid equally sealed, properly identified, linked to its original bid marked as "TECHNICAL MODIFICATION" or "FINANCIAL MODIFICATION" and stamped "received" by the BAC. Bid modifications received after the applicable deadline shall not be considered and shall be returned to the Bidder unopened.
- 22.2. A Bidder may, through a Letter of Withdrawal, withdraw its Bid after it has been submitted, for valid and justifiable reason; provided that the Letter of Withdrawal is received by the PROCURING ENTITY prior to the deadline prescribed for submission and receipt of Bids.
- 22.3. Bids requested to be withdrawn in accordance with ITB Clause 23.1 shall be returned unopened to the Bidders. A Bidder may also express its intention not to participate in the bidding through a letter which should reach and be stamped by the BAC before the deadline for submission and receipt of Bids. A Bidder that withdraws its Bid shall not be permitted to submit another Bid, directly or indirectly, for the same contract.
- 22.4. No Bid may be modified after the deadline for submission of Bids. No Bid may be withdrawn in the interval between the deadline for submission of Bids and the expiration of the period of Bid validity specified by the Bidder on the Financial Bid Form. Withdrawal of a Bid during this interval shall result in the forfeiture of the Bidder's Bid Security, pursuant to ITB Clause 18.5, and the imposition of administrative, civil and criminal sanctions as prescribed by RA 9184 and its IRR.

## 23. Opening and Preliminary Examination of Bids

- 23.1. The BAC shall open the first Bid envelopes of Bidders in public as specified in the BDS to determine each Bidder's compliance with the documents prescribed in ITB Clause 12. For this purpose, the BAC shall check the submitted documents of each Bidder against a checklist of required documents to ascertain if they are all present, using a non-discretionary "pass/fail" criterion. If a bidder submits the required document, it shall be rated "passed" for that particular requirement. In this regard, bids that fail to include any requirement or are incomplete or patently insufficient shall be considered as "failed". Otherwise, the BAC shall rate the said first bid envelope as "passed".
- 23.2. Immediately after determining compliance with the requirements in the first envelope, the BAC shall forthwith open the second bid envelope of each remaining eligible bidder whose first bid envelope was rated "passed". The second envelope of each complying bidder shall be opened within the same day. In case one or more of

the requirements in the second envelope of a particular bid is missing, incomplete or patently insufficient, and/or if the submitted total bid price exceeds the ABC unless otherwise provided in **ITB** Clause 13.2, the BAC shall rate the bid concerned as “failed”. Only bids that are determined to contain all the bid requirements for other components shall be rated “passed” and shall immediately be considered for evaluation and comparison.

- 23.3. Letters of withdrawal shall be read out and recorded during Bid opening, and the envelope containing the corresponding withdrawn Bid shall be returned to the Bidder unopened. If the withdrawing Bidder’s representative is in attendance, the original Bid and all copies thereof shall be returned to the representative during the Bid opening. If the representative is not in attendance, the Bid shall be returned unopened by registered mail. The Bidder may withdraw its Bid prior to the deadline for the submission and receipt of Bids, provided that the corresponding Letter of Withdrawal contains a valid authorization requesting for such withdrawal, subject to appropriate administrative sanctions.
- 23.4. If a Bidder has previously secured a certification from the PROCURING ENTITY to the effect that it has previously submitted the above-enumerated Class “A” Documents, the said certification may be submitted in lieu of the requirements enumerated in **ITB** Clause 12.1(a), items (i) to (v).
- 23.5. In the case of an eligible foreign Bidder as described in **ITB** Clause 5, the Class “A” Documents described in **ITB** Clause 12.1(a) may be substituted with the appropriate equivalent documents, if any, issued by the country of the foreign Bidder concerned.
- 23.6. Each partner of a joint venture agreement shall likewise submit the requirements in **ITB** Clauses 12.1(a)1 and 12.1(a)2. Submission of documents required under **ITB** Clauses 12.1(a)3 to 12.1(a)5 by any of the joint venture partners constitutes compliance.
- 23.7. A Bidder determined as “failed” has three (3) calendar days upon written notice or, if present at the time of bid opening, upon verbal notification, within which to file a request or motion for reconsideration with the BAC: Provided, however, that the motion for reconsideration shall not be granted if it is established that the finding of failure is due to the fault of the Bidder concerned: Provided, further, that the BAC shall decide on the request for reconsideration within seven (7) calendar days from receipt thereof. If a failed Bidder signifies his intent to file a motion for reconsideration, the BAC shall keep the bid envelopes of the said failed Bidder unopened and/or duly sealed until such time that the motion for reconsideration or protest has been resolved.
- 23.8. The Procuring Entity shall prepare the minutes of the proceedings of the bid opening that shall include, as a minimum: (a) names of Bidders, their bid price, bid security, findings of preliminary examination; and (b) attendance sheet. The BAC members shall sign the abstract of bids as read.

## **E. Evaluation and Comparison of Bids**

### **24. Process to be Confidential**

- 24.1. Members of the BAC, including its staff and personnel, as well as its Secretariat and TWG, are prohibited from making or accepting any kind of communication with any

Bidder regarding the evaluation of their Bids until the issuance of the Notice of Award, unless otherwise allowed in the **BDS** or in the case of ITB Clause 26.

- 24.2. Any effort by a Bidder to influence the PROCURING ENTITY in the Procuring Entity's decision in respect of bid evaluation, bid comparison or contract award will result in the rejection of the Bidder's bid.

## **25. Clarification of Bids**

- 25.1. To assist in the evaluation, comparison, and post-qualification of the Bids, the PROCURING ENTITY may ask in writing any Bidder for a clarification of its Bid. All responses to requests for clarification shall be in writing. Any clarification submitted by a Bidder in respect to its Bid and that is not in response to a request by the PROCURING ENTITY shall not be considered.

## **26. Domestic Preference**

- 26.1. Unless otherwise stated in the **BDS**, the PROCURING ENTITY will grant a margin of preference for the purpose of comparison of bids in accordance with the following:

- (a) The preference shall be applied when (i) the lowest Foreign Bid is lower than the lowest bid offered by a Domestic Bidder, or (ii) the lowest bid offered by a non-Philippine national is lower than the lowest bid offered by a Domestic Entity.
- (b) For evaluation purposes, the lowest Foreign Bid or the bid offered by a non-Philippine national shall be increased by fifteen percent (15%).
- (c) In the event that (i) the lowest bid offered by a Domestic Entity does not exceed the lowest Foreign Bid as increased, or (ii) the lowest bid offered by a non-Philippine national as increased, then the Procuring Entity shall award the contract to the Domestic Bidder/Entity at the amount of the lowest Foreign Bid or the bid offered by a non-Philippine national, as the case may be.
- (d) If the Domestic Entity/Bidder refuses to accept the award of contract at the amount of the Foreign Bid or bid offered by a non-Philippine national within two (2) calendar days from receipt of written advice from the BAC, the Procuring Entity shall award to the bidder offering the Foreign Bid or the non-Philippine national, as the case may be, subject to post-qualification and submission of all the documentary requirements under these Bidding Documents.

- 26.2. A Bidder may be granted preference as a Domestic Entity subject to the certification from the DTI (in case of sole proprietorships), SEC (in case of partnerships and corporations), or CDA (in case of cooperatives) that the (a) sole proprietor is a citizen of the Philippines or the partnership, corporation, cooperative, or association is duly organized under the laws of the Philippines with at least seventy five percent (75%) of its interest or outstanding capital stock belonging to citizens of the Philippines, (b) habitually established in business and habitually engaged in the manufacture or sale of the merchandise covered by his bid, and (c) the business has been in existence for at least five (5) consecutive years prior to the advertisement and/or posting of the Invitation to Bid for this Project.



- 26.3. A Bidder may be granted preference as a Domestic Bidder subject to the certification from the DTI that the Bidder is offering unmanufactured articles, materials or supplies of the growth or production of the Philippines, or manufactured articles, materials, or supplies manufactured or to be manufactured in the Philippines substantially from articles, materials, or supplies of the growth, production, or manufacture, as the case may be, of the Philippines.

## 27. Detailed Evaluation and Comparison of Bids

- 27.1. The PROCURING ENTITY will undertake the detailed evaluation and comparison of Bids which have passed the opening and preliminary examination of Bids, pursuant to **ITB** Clause 24, in order to determine the Lowest Calculated Bid.

- 27.2. The Lowest Calculated Bid shall be determined in two steps:

- (a) The detailed evaluation of the Financial Component of the Bids, to establish the correct calculated prices of the Bids; and
- (b) The ranking of the total bid prices as so calculated from the lowest to the highest. The Bid with the lowest price shall be identified as the Lowest Calculated Bid.

- 27.3. The PROCURING ENTITY's BAC shall immediately conduct a detailed evaluation of all Bids rated "passed," using non-discretionary pass/fail criteria. Unless otherwise specified in the **BDS**, the BAC shall consider the following in the evaluation of bids:

- (a) Completeness of the bid. Unless the **ITB** specifically allows partial bids, Bids not addressing or providing all of the required items in the Schedule of Requirements including, where applicable, bill of quantities, shall be considered non-responsive and, thus, automatically disqualified. In this regard, where a required item is provided, but no price is indicated, the same shall be considered as non-responsive, but specifying a "0" (zero) for the said item would mean that it is being offered for free to the PROCURING ENTITY; and
- (b) Arithmetical corrections. Consider computational errors and omissions to enable proper comparison of all eligible bids. It may also consider bid modifications, if allowed in the **BDS**. Any adjustment shall be calculated in monetary terms to determine the calculated prices.

- 27.4. Based on the detailed evaluation of bids, those that comply with the above-mentioned requirements shall be ranked in the ascending order of their total calculated bid prices, as evaluated and corrected for computational errors, discounts and other modifications, to identify the Lowest Calculated Bid. Total calculated bid prices, as evaluated and corrected for computational errors, discounts and other modifications, which exceed the ABC shall not be considered.

- 27.5. Unless otherwise indicated in the **BDS**, the PROCURING ENTITY'S evaluation of Bids shall only be based on the bid price quoted in the Financial Bid Form.

- 27.6. Bids shall be evaluated on an equal footing to ensure fair competition. For this purpose, all bidders shall be required to include in their bids the cost of all taxes, such as, but not limited to, value added tax (VAT), income tax, local taxes, and other fiscal levies and duties which shall be itemized in the bid form and reflected in the detailed estimates. Such bids, including said taxes, shall be the basis for bid evaluation and comparison.

## 28. Post-Qualification

- 28.1. The PROCURING ENTITY shall determine to its satisfaction whether the Bidder that is evaluated as having submitted the Lowest Calculated Bid (LCB) complies with and is responsive to all the requirements and conditions specified in **ITB** Clauses 5, 12 and 13.
- 28.2. Within a non-extendable period of three (3) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the LCB, the Bidder shall submit the following documentary requirements:
- (a) Tax clearance per Executive Order 398, Series of 2005;
  - (b) Latest income and business tax returns in the form specified in the **BDS**;
  - (c) Certificate of PhilGEPS Registration; and
  - (d) Other appropriate licenses and permits required by law and stated in the **BDS**.
- Failure of the Bidder declared as Lowest Calculated Bid to duly submit the requirements under this Clause or a finding against the veracity of such shall be ground for forfeiture of the bid security and disqualification of the Bidder for award.
- 28.3. The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted pursuant to **ITB** Clauses 12 and 13, as well as other information as the Procuring Entity deems necessary and appropriate, using a non-discretionary "pass/fail" criterion.
- 28.4. If the BAC determines that the Bidder with the Lowest Calculated Bid passes all the criteria for post-qualification, it shall declare the said bid as the Lowest Calculated Responsive Bid, and recommend to the Head of the Procuring Entity the award of contract to the said Bidder at its submitted price or its calculated bid price, whichever is lower.
- 28.5. A negative determination shall result in rejection of the Bidder's Bid, in which event the Procuring Entity shall proceed to the next Lowest Calculated Bid to make a similar determination of that Bidder's capabilities to perform satisfactorily. If the second Bidder, however, fails the post qualification, the procedure for post qualification shall be repeated for the Bidder with the next Lowest Calculated Bid, and so on until the Lowest Calculated Responsive Bid is determined for contract award.
- 28.6. Within a period not exceeding seven (7) calendar days from the date of receipt of the recommendation of the BAC, the Head of the Procuring Entity shall approve or disapprove the said recommendation. In the case of GOCCs and GFIs, the period provided herein shall be fifteen (15) calendar days.

## 29. Reservation Clause

- 29.1. Notwithstanding the eligibility or post-qualification of a bidder, the PROCURING ENTITY concerned reserves the right to review its qualifications at any stage of the procurement process if it has reasonable grounds to believe that a misrepresentation has been made by the said bidder, or that there has been a change in the Bidder's capability to undertake the project from the time it submitted its eligibility requirements. Should such review uncover any misrepresentation made in the eligibility and bidding requirements, statements or documents, or any changes in the

situation of the Bidder which will affect its capability to undertake the project so that it fails the preset eligibility or bid evaluation criteria, the PROCURING ENTITY shall consider the said Bidder as ineligible and shall disqualify it from submitting a bid or from obtaining an award or contract.

29.2. Based on the following grounds, the PROCURING ENTITY reserves the right to reject any and all Bids, declare a Failure of Bidding at any time prior to the contract award, or not to award the contract, without thereby incurring any liability, and make no assurance that a contract shall be entered into as a result of the bidding:

- (a) If there is *prima facie* evidence of collusion between appropriate public officers or employees of the PROCURING ENTITY, or between the BAC and any of the Bidders, or if the collusion is between or among the Bidders themselves, or between a Bidder and a third party, including any act which restricts, suppresses or nullifies or tends to restrict, suppress or nullify competition;
- (b) If the PROCURING ENTITY'S BAC is found to have failed in following the prescribed bidding procedures; or
- (c) For any justifiable and reasonable ground where the award of the contract will not redound to the benefit of the GOP as follows:
  - i. If the physical and economic conditions have significantly changed so as to render the project no longer economically, financially or technically feasible as determined by the head of the procuring entity;
  - ii. If the project is no longer necessary as determined by the head of the procuring entity; and
  - iii. If the source of funds for the project has been withheld or reduced through no fault of the Procuring Entity.

29.3. In addition, the PROCURING ENTITY may likewise declare a failure of bidding when:

- (a) No Bids are received;
- (b) All prospective Bidders are declared ineligible;
- (c) All Bids fail to comply with all the bid requirements or fail post-qualification; or
- (d) The Bidder with the Lowest Calculated Responsive Bid (LCRB) refuses, without justifiable cause to accept the award of contract, and no award is made.

#### **F. Award of Contract**

### **30. Contract Award**

30.1. Subject to ITB Clause 29, the PROCURING ENTITY shall award the contract to the Bidder whose bid has been determined to be the LCRB.

30.2. Prior to the expiration of the period of bid validity, the PROCURING ENTITY shall notify the successful Bidder in writing that its bid has been accepted, through a Notice of

Award received personally or sent by registered mail or electronically, receipt of which must be confirmed in writing within two (2) days by the Bidder with the LCRB and submitted personally or sent by registered mail or electronically to the PROCURING ENTITY.

30.3. Notwithstanding the issuance of the Notice of Award, award of contract shall be subject to the following conditions:

- (a) Submission of the valid JVA, if applicable, within ten (10) calendar days from receipt by the Bidder of the notice from the BAC that the Bidder has the LCRB;
- (b) Posting of the performance security in accordance with **ITB** Clause 33;
- (c) Signing of the contract as provided in **ITB** Clause 32; and
- (d) Approval by higher authority, if required.

30.4. At the time of contract award, the Procuring Entity shall not increase or decrease the quantity of goods originally specified.

### **31. Signing of the Contract**

31.1. At the same time as the PROCURING ENTITY notifies the successful Bidder that its bid has been accepted, the PROCURING ENTITY shall send the Contract Form to the Bidder, which contract has been provided in the Bidding Documents, incorporating therein all agreements between the parties.

31.2. Within ten (10) calendar days from receipt of the Notice of Award, the successful Bidder shall post the required performance security and sign and date the contract and return it to the PROCURING ENTITY.

31.3. The PROCURING ENTITY shall enter into contract with the successful Bidder within the same ten (10) calendar day period provided that all the documentary requirements are complied with.

31.4. The following documents shall form part of the contract:

- (a) Contract Agreement;
- (b) Bidding Documents;
- (c) Winning bidder's bid, including the Technical and Financial Proposals, and all other documents/statements submitted;
- (d) Performance Security;
- (e) Credit line in accordance with **ITB** Clause 5.5, if applicable;
- (f) Notice of Award of Contract; and
- (g) Other contract documents that may be required by existing laws and/or specified in the **BDS**.

### **32. Performance Security**

32.1. To guarantee the faithful performance by the winning Bidder of its obligations under the contract, it shall post a performance security within a maximum period

of ten (10) calendar days from the receipt of the Notice of Award from the PROCURING ENTITY and in no case later than the signing of the contract.

- 32.2. The Performance Security shall be denominated in Philippine Pesos and posted in favor of the PROCURING ENTITY in an amount equal to the percentage of the total contract price in accordance with the following schedule:

Form of Performance Security	Amount of Performance Security (Equal to Percentage of the Total Contract Price)
(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	
(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	Five percent (5%)
(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security; and/or	Thirty percent (30%)
(d) Any combination of the foregoing.	Proportionate to share of form with respect to total amount of security

- 32.3. Failure of the successful Bidder to comply with the above-mentioned requirement shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security, in which event the Procuring Entity shall initiate and complete the post qualification of the second Lowest Calculated Bid. The procedure shall be repeated until the LCRB is identified and selected for contract award. However if no Bidder passed post-qualification, the BAC shall declare the bidding a failure and conduct a re-bidding with re-advertisement.

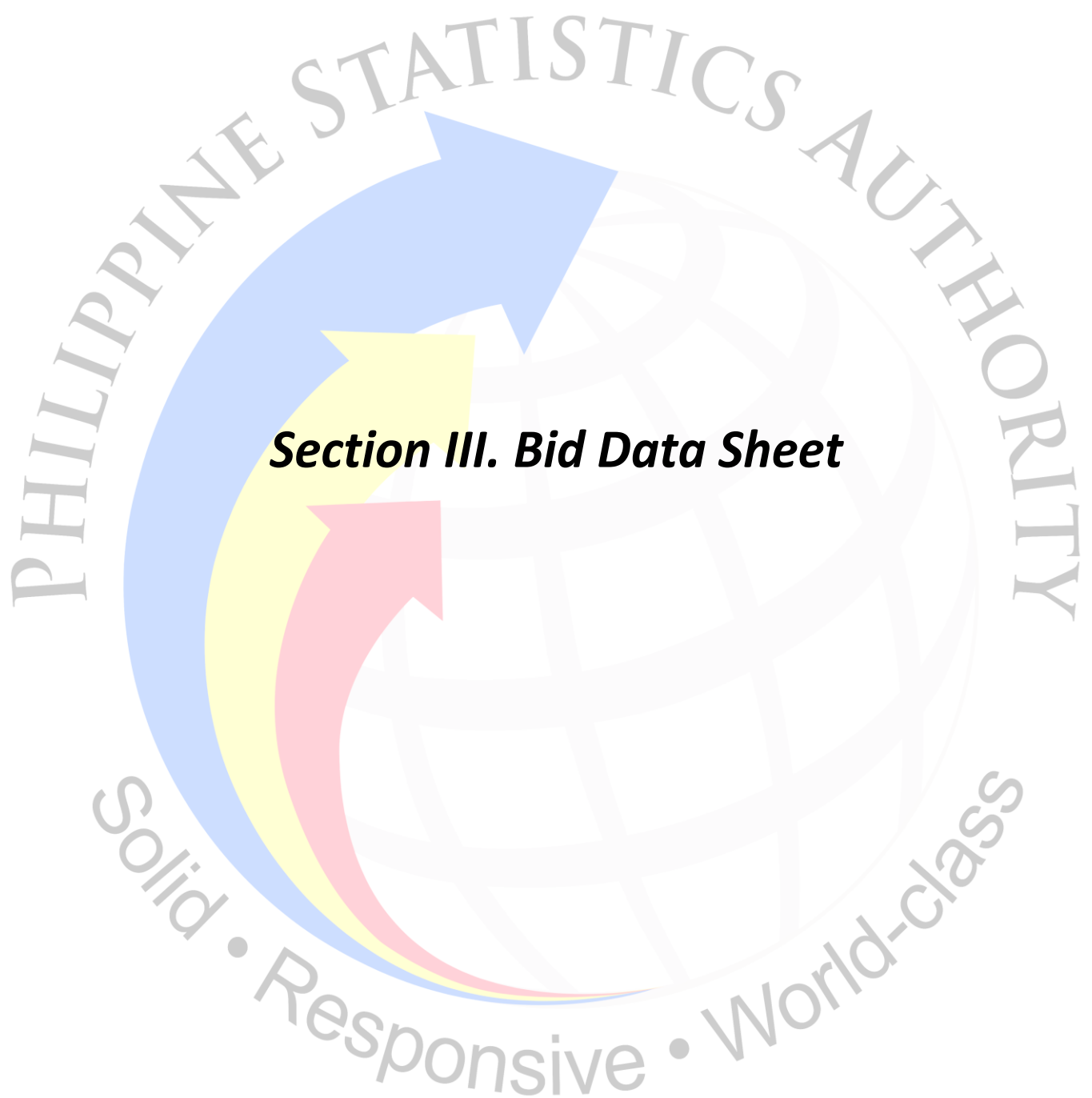
### 33. Notice to Proceed

- 33.1. Within three (3) calendar days from the date of approval of the contract by the appropriate government approving authority, the PROCURING ENTITY shall issue its Notice to Proceed to the Bidder.
- 33.2. The contract effectivity date shall be provided in the Notice to Proceed by the Procuring Entity, which date shall not be later than seven (7) calendar days from the issuance of the Notice to Proceed.

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### Bid Data Sheet

ITB Clause	
1.1	The PROCURING ENTITY is <b>PHILIPPINE STATISTICS AUTHORITY– REGIONAL STATISTICAL SERVICES OFFICE I (PSA-RSSO I)</b>
1.2	This bidding shall be as follows: <b>Provision of Security Services for PSA-La Union Provincial Statistical Office</b>
2	The Funding Source is: The Government of the Philippines (GOP) through General Appropriations Act of 2015 in the amount of <b>Five Hundred Nineteen Thousand Two Hundred Seventy Five Pesos Only (PhP 519,275.00)</b>  The ABC is good for one (1) year only.  The Name of the Project is: <b>Provision of Security Services for PSA-La Union Provincial Statistical Office</b>
3.1	No further instruction.
5.1	No further instruction.
5.2	None of the circumstances mentioned in the ITB Clause exists in this Project. Foreign bidders, except those falling under ITB Clause 5.2(b), may not participate in this Project.
5.4	The Bidder must have at least five (5) years experience in undertaking frontline security services for the period specified in the Invitation to Bid and ITB Clause <b>12.1(a)3</b> , a single contract that is similar to this Project, equivalent to <b>at least fifty percent (50%) of the ABC. Such contract must be part of, or included in, the Statement under item 12.1(a)3 hereof.</b>  A copy of the Single Largest Contract and proof of completion, i.e. certificate of Satisfactory Performance from the bidder's client or official receipt of the bidder, shall be submitted by all the bidders as part of the first envelope.  For this purpose, similar contracts shall refer to provision of security services on frontline services.
6.4	Bidders may visit/inspect the PSA-La Union Provincial Statistical Office premises anytime from March 21 to 29, 2017, 8 am to 5 pm, where the security guards shall be deployed/assigned, to give them the idea of the area to be secured.
7.1	No further instructions.
8.1	Subcontracting <b>IS NOT</b> allowed.
8.2	Not applicable.
9.1	Not applicable.

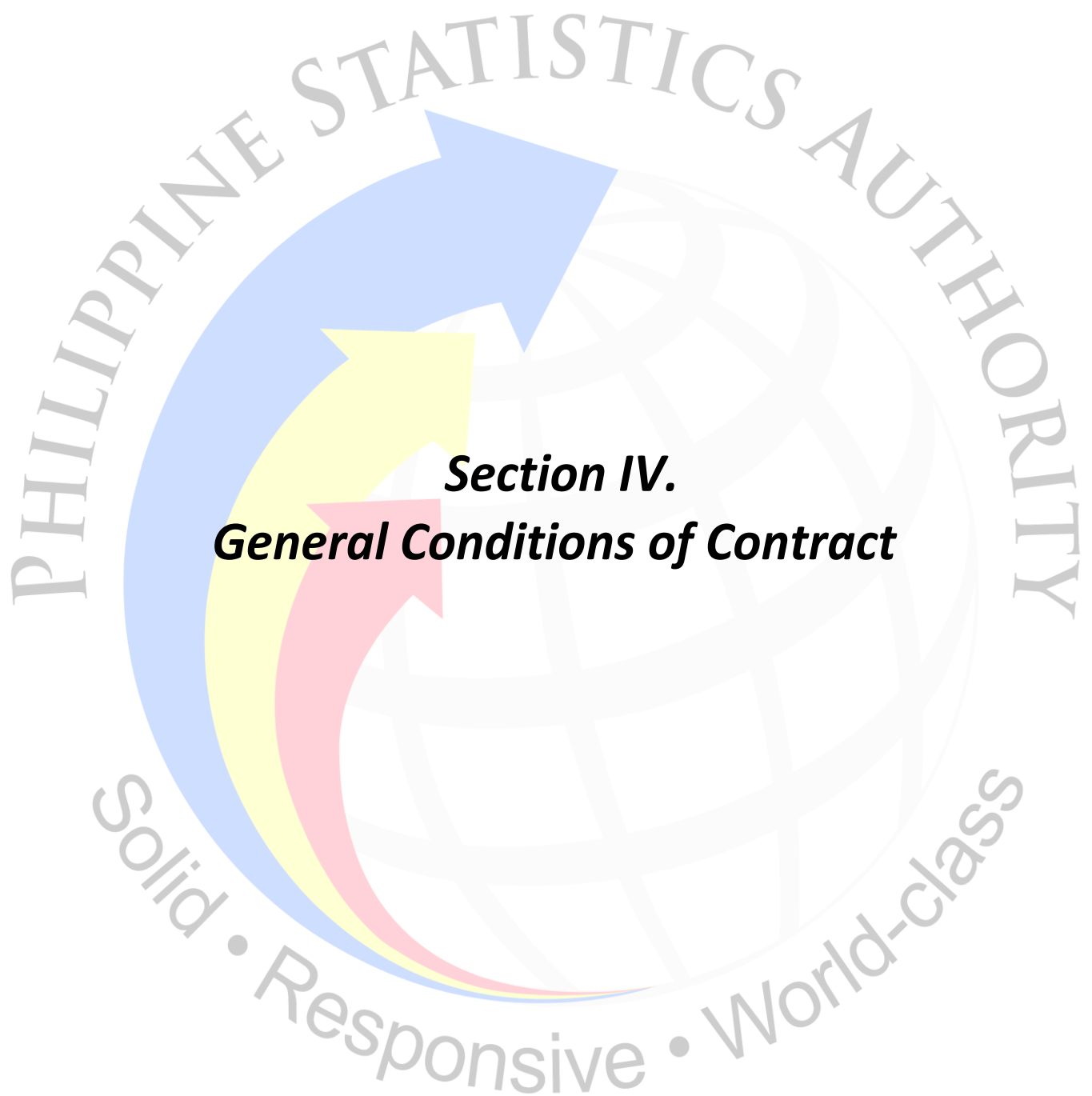
10.1	The PROCURING ENTITY's address is: Regional Bids and Awards Committee Attn: HEAD, RBAC-Secretariat 3/F Parammata Building C Diversion Road, Sitio 5, Barangay Biday San Fernando City, La Union Tel. No. (072) 8882582 / Fax NO. (072) 8884804 Email: <a href="mailto:psa_rssso_1@yahoo.com">psa_rssso_1@yahoo.com</a>
12.1	No further instructions.
12.1(a)1	SEC registration certificate shall be supported with the Articles of Incorporation
12.1(a)3	The statement of all ongoing and completed government and private contracts shall include all such contracts for five (5) years within the period 2012 to 2016. The single largest contract in accordance with ITB and BDS Clause 5.4 shall be part of the statement of completed contracts.
12.1(b)3	Authority of the Signatory: (a) Sole Proprietorship - Affidavit of the Owner or a Special Power of Attorney. (b) Partnership - Notarized Partnership Resolution from the President or General Manager. (c) Corporation - Notarized Secretary's Certificate of Board Resolution or Notarized Board Resolution. (d) Joint Venture - Notarized Resolution issued by each Joint Venture Member.
13.1	Bidders are required to use the standard Bid Form attached in Section VIII. Bidding Forms.
13.1(b)	Not applicable.
13.1(c)	Specific /detailed Computation of Bid shall be in accordance with the latest PADPAO Cost Distribution Per Month and Government Procurement Policy Board (GPPB) Circular No. 02-2006 dated April 10, 2006 re-Revised Rules on Cut-throat Competition Amendments to the Implementing Rules and regulations of republic Act No. 5487.
13.2	The ABC is <b>Five Hundred Nineteen Thousand Two Hundred Seventy Five Pesos Only (PhP 519,275.00)</b> . Any bid with a financial component exceeding this amount shall not be accepted.
15.4(a)	No incidental services are required.
15.4(b)	Not applicable.

15.5	<p>Bid Prices shall be fixed for the term of two (2) years and shall not be adjusted during contract implementation, except for the following:</p> <ol style="list-style-type: none"> <li>1) Increase in minimum wage pursuant to law or new wage order issued after the date of bid opening</li> <li>2) Increase in taxes (if any); and</li> <li>3) If during the term of the contract the Procuring Entity sees the need for an increase or decrease in the number of security guards, the resulting cost of said increase or decrease, provided that the ABC for the relevant year is not exceeded.</li> </ol>
16.1(b)	The Bid prices shall be quoted in Philippine Pesos.
16.3	No further instructions.
17.1	Bids will be valid until March 30, 2017.
18.1	<p>The bid security shall be in the following amount:</p> <ol style="list-style-type: none"> <li>1) The amount of Ten Thousand Three Hundred Eighty Five and 50/100 Pesos Only (Php 10,385.50), if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;</li> <li>2) The amount of Twenty Five Thousand Nine Hundred Sixty Three and 75/100 Pesos Only (Php 25,963.75) if bid security is in Surety Bond; or</li> <li>3) Any combination of the foregoing proportionate to the share of form with respect to total amount of security.</li> </ol>
18.2	The bid security shall be valid until <b>March 30, 2017</b> .
20.3	Each Bidder shall submit <b>one (1) original</b> or certified true copy of the original and <b>two (2) duplicate copies</b> of the first and second components of its bid.
21	<p>The address for submission is:</p> <p>Regional Bids and Awards Committee  Attn: HEAD, RBAC-Secretariat  3/F Parammata Building C  Diversion Road, Sitio 5, Barangay Biday  San Fernando City, La Union</p> <p>The deadline for Submission of bids is <b>on or before 12 noon of March 30, 2017</b>. All bids submitted on <b>March 30, 2017</b> shall be received in the:</p> <p>PSA-Regional Statistical Services Office I  Conference Room  2/F Parammata Building C  Diversion Road, Sitio 5, Barangay Biday  San Fernando City, La Union</p>
24.1	<p>The place of Bid Opening is</p> <p>PSA-Regional Statistical Services Office I  Conference Room  2/F Parammata Building C  Diversion Road, Sitio 5, Barangay Biday  San Fernando City, La Union</p> <p>The date and time of opening is <b>March 30, 2017 at 1:30 pm</b>.</p> <p>All bidders are required to come on or before the scheduled time. <b>Official clock to be used shall be the clock located in the PSA-Regional Statistical Services Office I Conference Room</b>. Bidders are advised to officially register their time of arrival with the RBAC Secretariat. Bids submitted after 12:00 noon on March 30, 2017 shall be automatically disqualified.</p>

24.2	No further instructions.
27.1	No further instructions.
28.3	All goods are grouped in a single Lot and the Lot shall not be divided into sub-lots for the purpose of bidding, evaluation and contract award. Lots shall not be divided further into sub-lots for the purpose of bidding evaluation, and contract award.
28.3(b)	Bid modification is not allowed, except only in case of arithmetical corrections.
28.4	No further instructions.
29.2(a)	No further instructions.
29.2(b)	<p>Within a non-extendible period of three (3) calendar days from receipt by the bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit the following documentary requirements:</p> <ol style="list-style-type: none"> <li>1) Manually filed tax returns or tax returns filed through the Electronic Filing and Payments System (EFPS) (VAT Returns (Form 2550M and 2550Q) or Percentage tax returns (2551M) and proof of payment</li> <li>2) Proofs of Payment are as follows: <ol style="list-style-type: none"> <li>a. EFPS confirmation receipt or bank issued payment confirmation receipt or;</li> <li>b. BIR payment confirmation receipt/status</li> </ol> </li> </ol> <p><i>NOTE: The latest income and business tax returns are those <b>within the last six months</b> preceding the date of bid submission.</i></p>
29.2(d)	<p>Additional appropriate licenses, permits and documents to be submitted:</p> <ol style="list-style-type: none"> <li>1) License to Operate issued by PNP Security Agencies and Guards Supervision Division (SAGSD)</li> <li>2) License issued by the appropriate government agencies required under Item 1 of Section VI. Schedule of Requirements</li> <li>3) Organizational Chart</li> </ol>
32.4	No further instructions.







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



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## 1. Definitions

1.1 In this Contract, the following terms shall be interpreted as indicated:

- (a) "The Contract" means the agreement entered into between the PROCURING ENTITY and the Supplier, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- (b) "The Contract Price" means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations.
- (c) "The GOODS" means all of the supplies, equipment, machinery, spare parts, other materials and/or general support services which the Supplier is required to provide to the PROCURING ENTITY under the Contract.
- (d) "The Services" means those services ancillary to the supply of the GOODS, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Supplier covered under the Contract.
- (e) "GCC" means the General Conditions of Contract contained in this Section.
- (f) "SCC" means the Special Conditions of Contract.
- (g) "The PROCURING ENTITY" means the organization purchasing the GOODS, as named in the SCC.
- (h) "The PROCURING ENTITY's country" is the Philippines.
- (i) "The Supplier" means the individual contractor, manufacturer distributor, or firm supplying/manufacturing the GOODS and Services under this Contract and named in the SCC.
- (j) The "Funding Source" means the organization named in the SCC.
- (k) "The Project Site," where applicable, means the place or places named in the SCC.
- (l) "Day" means calendar day.
- (m) The "Effective Date" of the contract will be the date of receipt by the Supplier of the Notice to Proceed or the date provided in the Notice to Proceed. Performance of all obligations shall be reckoned from the Effective Date of the Contract.
- (n) "Verified Report" refers to the report submitted by the Implementing Unit to the Head of the PROCURING ENTITY setting forth its findings as to the existence of grounds or causes for termination and explicitly stating its recommendation for the issuance of a Notice to Terminate.

## 2. Corrupt, Fraudulent, and Coercive Practices

2.1 Unless otherwise provided in the SCC, the PROCURING ENTITY as well as the bidders, contractors, manufacturers, suppliers, or distributors shall observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the PROCURING ENTITY:

- (a) defines, for the purposes of this provision, the terms set forth below as follows:

- (a.1) "corrupt practice" means behavior on the part of officials in the public or private sectors by which they improperly and unlawfully enrich themselves, others, or induce others to do so, by misusing the position in which they are placed, and it includes the offering, giving, receiving, or soliciting of anything of value to influence the action of any such official in the procurement process or in contract execution; entering, on behalf of the Government, into any contract or transaction manifestly and grossly disadvantageous to the same, whether or not the public officer profited or will profit thereby, and similar acts as provided in Republic Act 3019.
- (a.2) "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the PROCURING ENTITY, and includes collusive practices among Bidders (prior to or after Bid submission) designed to establish Bid prices at artificial, non-competitive levels and to deprive the PROCURING ENTITY of the benefits of free and open competition.
- (a.3) "collusive practices" means a scheme or arrangement between two or more Bidders, with or without the knowledge of the PROCURING ENTITY, designed to establish Bid prices at artificial, noncompetitive levels.
- (a.4) "coercive practices" means harming or threatening to harm, directly or indirectly, persons, or their property to influence their participation in a procurement process, or affect the execution of a contract;
- (a.5) "obstructive practice" is
- (aa) deliberately destroying, falsifying, altering or concealing of evidence material to an administrative proceedings or investigation or making false statements to investigators in order to materially impede an administrative proceedings or investigation of the Procuring Entity or any foreign government/foreign or international financing institution into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the administrative proceedings or investigation or from pursuing such proceedings or investigation; or
- (bb) acts intended to materially impede the exercise of the inspection and audit rights of the Procuring Entity or any foreign government/foreign or international financing institution herein.
- (b) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in any of the practices mentioned in this Clause for purposes of competing for the contract.

- 2.2 Further the Funding Source, Borrower or PROCURING ENTITY, as appropriate, will seek to impose the maximum civil, administrative and/or criminal penalties available under the applicable law on individuals and organizations deemed to be involved with any of the practices mentioned in **GCC** Clause 2.1(a)).

### **3. Inspection and Audit by the Funding Source**

- 3.1 The Supplier shall permit the Funding Source to inspect the Supplier's accounts and records relating to the performance of the Supplier and to have them audited by auditors appointed by the Funding Source, if so required by the Funding Source.

### **4. Governing Law and Language**

- 4.1. This Contract shall be interpreted in accordance with the laws of the Republic of the Philippines.
- 4.2. This Contract has been executed in the English language, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract. All correspondence and other documents pertaining to this Contract exchanged by the parties shall be written in English.

### **5. Notices**

- 5.1. Any notice, request, or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice, request, or consent shall be deemed to have been given or made when received by the concerned party, either in person or through an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, telex, telegram, or facsimile to such Party at the address specified in the **SCC**, which shall be effective when delivered and duly received or on the notice's effective date, whichever is later.
- 5.2. A Party may change its address for notice hereunder by giving the other Party notice of such change pursuant to the provisions listed in the **SCC** for **GCC** Clause 5.1.

### **6. Scope of Contract**

- 6.1. The GOODS and Related Services to be provided shall be as specified in Section VI. Schedule of Requirements.
- 6.2. 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. Any additional requirements for the completion of this Contract shall be provided in the **SCC**.

### **7. Subcontracting**

- 7.1. Subcontracting of any portion of the Goods, if allowed in the BDS, does not relieve the Supplier of any liability or obligation under this Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants or workmen.
- 7.2. Subcontractors disclosed and identified during the bidding may be changed during the implementation of this Contract, subject to compliance with the required qualifications and the approval of the PROCURING ENTITY.

## 8. PROCURING ENTITY's Responsibilities

- 8.1. Whenever the performance of the obligations in this Contract requires that the Supplier obtain permits, approvals, import, and other licenses from local public authorities, the PROCURING ENTITY shall, if so needed by the Supplier, make its best effort to assist the Supplier in complying with such requirements in a timely and expeditious manner.
- 8.2. The PROCURING ENTITY shall pay all costs involved in the performance of its responsibilities in accordance with **GCC** Clause 6.

## 9. Prices

- 9.1. Prices charged by the Supplier for GOODS delivered and/or Services performed under this Contract shall not vary from the prices quoted by the Supplier in its Bid, with the exception of any change in price resulting from a Change Order issued in accordance with **GCC** Clause 29.

## 10. Payment

- 10.1. Unless otherwise specified in the **SCC**, payments shall be made only upon a certification by the Head of the PROCURING ENTITY to the effect that the GOODS have been rendered or delivered in accordance with the terms of this Contract and have been duly inspected and accepted. Except with the prior approval of the President no payment shall be made for services not yet rendered or for supplies and materials not yet delivered under this Contract. Ten percent (10%) of the amount of each payment shall be retained by the PROCURING ENTITY to cover the Supplier's warranty obligations under this Contract as described in **GCC** Clause 17.
- 10.2. The Supplier's request(s) for payment shall be made to the PROCURING ENTITY in writing, accompanied by an invoice describing, as appropriate, the GOODS delivered and/or Services performed, and by documents submitted pursuant to the **SCC** provision for **GCC** Clause 6.2, and upon fulfillment of other obligations stipulated in this Contract.
- 10.3. Pursuant to **GCC** Clause 10.2, payments shall be made promptly by the PROCURING ENTITY, but in no case later than sixty (60) days after submission of an invoice or claim by the Supplier.
- 10.4. Unless otherwise specified in the **SCC**, the currency in which payment is made to the Supplier under this Contract shall be in Philippine Pesos.

## 11. Advance Payment

- 11.1. Advance payment shall be made only after prior approval of the President, and shall not exceed fifteen percent (15%) of the Contract amount, unless otherwise directed by the President or in cases allowed under Annex "D" of RA 9184.
- 11.2. For Goods supplied from abroad, ten percent (10%) of the Contract price shall be paid within sixty (60) calendar days from signing of the contract and upon submission of a claim and a bank guarantee issued by a licensed bank for the equivalent amount valid until the Goods are delivered and in the form provided in Section VIII. Bidding Forms.
- 11.3. All progress payments shall first be charged against the advance payment until the latter has been fully exhausted.



## 12. Taxes and Duties

- 12.1. The Supplier, whether local or foreign, shall be entirely responsible for all the necessary taxes, stamp duties, license fees, and other such levies imposed for the completion of this Contract.

## 13. Performance Security

- 13.1. Unless otherwise specified in the **SCC** within ten (10) calendar days from receipt of the Notice of Award 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 the forms prescribed in the **ITB** Clause 33.2.
- 13.2. The performance security posted in favor of the Procuring Entity shall be forfeited in the event it is established that the winning bidder is in default in any of its obligations under the contract.
- 13.3. The performance security shall remain valid until issuance by the Procuring Entity of the Certificate of Final Acceptance.
- 13.4. Unless otherwise specified in the **SCC**, the performance security may be released by the Procuring Entity and returned to the Supplier after the issuance of the Certificate of Final Acceptance subject to the following conditions:
- (a) There are no pending claims against the Supplier or the surety company filed by the PROCURING ENTITY;
  - (b) The Supplier has no pending claims for labor and materials filed against it; and
  - (c) Other terms specified in the **SCC**.
- 13.5. In case of a reduction of the contract value, the PROCURING ENTITY shall allow a proportional reduction in the original performance security, provided that any such reduction is more than ten percent (10%) and that the aggregate of such reductions is not more than fifty percent (50%) of the original performance security.

## 14. Use of Contract Documents and Information

- 14.1. The Supplier shall not, except for purposes of performing the obligations in this Contract, without the PROCURING ENTITY's prior written consent, disclose this Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the PROCURING ENTITY. Any such disclosure shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.
- 14.2. Any document, other than this Contract itself, enumerated in **GCC** Clause 14.1 shall remain the property of the PROCURING ENTITY and shall be returned (all copies) to the PROCURING ENTITY on completion of the Supplier's performance under this Contract if so required by the PROCURING ENTITY.

## 15. Standards

- 15.1. The GOODS provided under this Contract shall conform to the standards mentioned in the Section VII. Technical Specifications; and, when no applicable standard is mentioned, to the authoritative standards appropriate to the GOODS'

country of origin. Such standards shall be the latest issued by the institution concerned.

## **16. Inspection and Tests**

- 16.1. The PROCURING ENTITY or its representative shall have the right to inspect and/or to test the GOODS to confirm their conformity to the Contract specifications at no extra cost to the PROCURING ENTITY. The SCC and 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.
- 16.2. If applicable, the inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery, and/or at the GOODS' final destination. If conducted on the premises of the Supplier or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the PROCURING ENTITY.
- 16.3. The PROCURING ENTITY or its designated representative shall be entitled to attend the tests and/or inspections referred to in this Clause provided that the PROCURING ENTITY shall bear all of its own costs and expenses incurred in connection with such attendance including, but not limited to, all traveling and board and lodging expenses.
- 16.4. The PROCURING ENTITY may reject any GOODS or any part thereof that fail to pass any test and/or inspection or do not conform to the specifications. The Supplier shall either rectify or replace such rejected GOODS or parts thereof or make alterations necessary to meet the specifications at no cost to the PROCURING ENTITY, and shall repeat the test and/or inspection, at no cost to the PROCURING ENTITY, upon giving a notice pursuant to **GCC** Clause 5.
- 16.5. The Supplier agrees that neither the execution of a test and/or inspection of the GOODS or any part thereof, nor the attendance by the PROCURING ENTITY or its representative, shall release the Supplier from any warranties or other obligations under this Contract.

## **17. Warranty**

- 17.1. The Supplier warrants that the GOODS supplied under the Contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials except when the design and/or material required by the PROCURING ENTITY provides otherwise.
- 17.2. The Supplier further warrants that all GOODS supplied under this Contract shall have no defect, arising from design, materials, or workmanship or from any act or omission of the Supplier, that may develop under normal use of the supplied GOODS in the conditions prevailing in the country of final destination.
- 17.3. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier for a minimum period specified in the **SCC**. The obligation for the warranty shall be covered by, at the Supplier's option, either retention money in an amount equivalent to at least ten percent (10%) of every progress payment, or a special bank guarantee equivalent to at least ten percent (10%) of the total Contract Price or other such amount if so specified in the



**SCC.** The said amounts shall only be released after the lapse of the warranty period specified in the **SCC**; provided, however, that the Supplies delivered are free from patent and latent defects and all the conditions imposed under this Contract have been fully met.

- 17.4. 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, within the period specified in the **SCC** and with all reasonable speed, repair or replace the defective GOODS or parts thereof, without costs to the PROCURING ENTITY.
- 17.5. If the Supplier, having been notified, fails to remedy the defect(s) within the period specified in the **GCC** Clause 17.4, the PROCURING ENTITY may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the PROCURING ENTITY may have against the Supplier under the Contract and under the applicable law.

## **18. Delays in the Supplier's Performance**

- 18.1. Delivery of the GOODS and/or performance of Services shall be made by the Supplier in accordance with the time schedule prescribed by the PROCURING ENTITY in Section VI. Schedule of Requirements.
- 18.2. If at any time during the performance of this Contract, the Supplier or its Subcontractor(s) should encounter conditions impeding timely delivery of the GOODS and/or performance of Services, the Supplier shall promptly notify the PROCURING ENTITY in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, and upon causes provided for under **GCC** Clause 22, the PROCURING ENTITY shall evaluate the situation and may extend the Supplier's time for performance, in which case the extension shall be ratified by the parties by amendment of Contract.
- 18.3. Except as provided under **GCC** Clause 22 a delay by the Supplier in the performance of its obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to **GCC** Clause 19, unless an extension of time is agreed upon pursuant to **GCC** Clause 29 without the application of liquidated damages.

## **19. Liquidated Damages**

- 19.1. Subject to **GCC** Clauses 18 and 22, if the Supplier fails to satisfactorily deliver any or all of the Goods and/or to perform the Services within the period(s) specified in this Contract inclusive of duly granted time extensions if any, the Procuring Entity shall, without prejudice to its other remedies under this Contract and under the applicable law, deduct from the Contract Price, as liquidated damages, the applicable rate of one tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay until actual delivery or performance. The maximum deduction shall be ten percent (10%) of the amount of contract. Once the maximum is reached, the Procuring Entity shall rescind the Contract pursuant to **GCC** Clause 0, without prejudice to other courses of action and remedies open to it.

## **20. Settlement of Disputes**

- 20.1. If any dispute or difference of any kind whatsoever shall arise between the PROCURING ENTITY and the Supplier in connection with or arising out of this

Contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

- 20.2. If after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the PROCURING ENTITY or the Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given.
- 20.3. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be settled by arbitration. Arbitration may be commenced prior to or after delivery of the GOODS under this Contract.
- 20.4. Arbitration proceedings shall be conducted in accordance with the rules of procedure specified in the **SCC**.
- 20.5. Notwithstanding any reference to arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and the PROCURING ENTITY shall pay the Supplier any monies due the Supplier.

## **21. Liability of the Supplier**

- 21.1. Subject to additional provisions, if any, set forth in the **SCC**, the Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.
- 21.2. Except in cases of criminal negligence or willful misconduct, and in the case of infringement of patent rights, if applicable, the aggregate liability of the Supplier to the PROCURING ENTITY shall not exceed the total Contract Price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

## **22. Force Majeure**

- 22.1. The Supplier shall not be liable for forfeiture of its Performance Security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of a force majeure.
- 22.2. For purposes of this Contract the terms "force majeure" and "fortuitous event" may be used interchangeably. In this regard, a fortuitous event or force majeure shall be interpreted to mean an event which the Contractor could not have foreseen, or which though foreseen, was inevitable. It shall not include ordinary unfavorable weather conditions; and any other cause the effects of which could have been avoided with the exercise of reasonable diligence by the Contractor.
- 22.3. If a force majeure situation arises, the Supplier shall promptly notify the PROCURING ENTITY in writing of such condition and the cause thereof. Unless otherwise directed by the PROCURING ENTITY in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure.

## 23. Termination for Default

- 23.1. The PROCURING ENTITY shall terminate this Contract for default when any of the following conditions attends its implementation:
- (a) Outside of *force majeure*, the Supplier fails to deliver or perform any or all of the GOODS within the period(s) specified in the contract, or within any extension thereof granted by the PROCURING ENTITY pursuant to a request made by the Supplier prior to the delay, and such failure amounts to at least ten percent (10%) of the contract price;
  - (b) As a result of *force majeure*, the Supplier is unable to deliver or perform any or all of the GOODS, amounting to at least ten percent (10%) of the contract price, for a period of not less than sixty (60) calendar days after receipt of the notice from the PROCURING ENTITY stating that the circumstance of force majeure is deemed to have ceased; or
  - (c) The Supplier fails to perform any other obligation under the Contract.
- 23.2. In the event the PROCURING ENTITY terminates this Contract in whole or in part, for any of the reasons provided under **GCC** Clauses 21 to 24, the PROCURING ENTITY may procure, upon such terms and in such manner as it deems appropriate, GOODS or Services similar to those undelivered, and the Supplier shall be liable to the PROCURING ENTITY for any excess costs for such similar GOODS or Services. However, the Supplier shall continue performance of this Contract to the extent not terminated.
- 23.3. In case the delay in the delivery of the GOODS and/or performance of the Services exceeds a time duration equivalent to ten percent (10%) of the specified contract time plus any time extension duly granted to the Supplier, the PROCURING ENTITY may terminate this Contract, forfeit the Supplier's performance security and award the same to a qualified Supplier.

## 24. Termination for IPSAlvency

- 24.1. The PROCURING ENTITY shall terminate this Contract if the Supplier is declared bankrupt or iPSAlvent as determined with finality by a court of competent jurisdiction. In this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the PROCURING ENTITY and/or the Supplier.

## 25. Termination for Convenience

- 25.1 The PROCURING ENTITY may terminate this Contract, in whole or in part, at any time for its convenience. The Head of the PROCURING ENTITY may terminate a contract for the convenience of the Government if he has determined the existence of conditions that make Project Implementation economically, financially or technically impractical and/or unnecessary, such as, but not limited to, fortuitous event(s) or changes in law and national government policies.
- 25.2 The GOODS that have been delivered and/or performed or are ready for delivery or performance within thirty (30) calendar days after the Supplier's receipt of Notice to Terminate shall be accepted by the PROCURING ENTITY at the contract terms and

prices. For GOODS not yet performed and/or ready for delivery, the PROCURING ENTITY may elect:

- a) to have any portion delivered and/or performed and paid at the contract terms and prices; and/or
- b) to cancel the remainder and pay to the Supplier an agreed amount for partially completed and/or performed goods and for materials and parts previously procured by the Supplier.

- 25.3 If the Supplier suffers loss in its initial performance of the terminated contract, such as purchase of raw materials for goods specially manufactured for the PROCURING ENTITY which cannot be sold in open market, it shall be allowed to recover partially from this Contract, on a quantum meruit basis. Before recovery may be made, the fact of loss must be established under oath by the Supplier to the satisfaction of the PROCURING ENTITY before recovery may be made.

## **26. Termination for Unlawful Acts**

- 26.1 The PROCURING ENTITY may terminate this Contract in case it is determined prima facie that the Supplier has engaged, before or during the implementation of this Contract, in unlawful deeds and behaviors relative to contract acquisition and implementation. Unlawful acts include, but are not limited to, the following:
- a) Corrupt, fraudulent, and coercive practices as defined in ITB Clause 3.1(a);
  - b) Drawing up or using forged documents;
  - c) Using adulterated materials, means or methods, or engaging in production contrary to rules of science or the trade; and
  - d) Any other act analogous to the foregoing.

## **27. Procedures for Termination of Contracts**

- 27.1 The following provisions shall govern the procedures for termination of this Contract:
- a) Upon receipt of a written report of acts or causes which may constitute ground(s) for termination as aforementioned, or upon its own initiative, the Implementing Unit shall, within a period of seven (7) calendar days, verify the existence of such ground(s) and cause the execution of a Verified Report, with all relevant evidence attached;
  - b) Upon recommendation by the Implementing Unit, the Head of the PROCURING ENTITY shall terminate this Contract only by a written notice to the Supplier conveying the termination of this Contract. The notice shall state:
    - (b.1) that this Contract is being terminated for any of the ground(s) aforementioned, and a statement of the acts that constitute the ground(s) constituting the same;
    - (b.2) the extent of termination, whether in whole or in part;
    - (b.3) an instruction to the Supplier to show cause as to why this Contract should not be terminated; and
    - (b.4) special instructions of the PROCURING ENTITY, if any.
  - c) The Notice to Terminate shall be accompanied by a copy of the Verified Report;

- d) Within a period of seven (7) calendar days from receipt of the Notice of Termination, the Supplier shall submit to the Head of the PROCURING ENTITY a verified position paper stating why this Contract should not be terminated. If the Supplier fails to show cause after the lapse of the seven (7) day period, either by inaction or by default, the Head of the PROCURING ENTITY shall issue an order terminating this Contract;
- e) The PROCURING ENTITY may, at anytime before receipt of the Supplier's verified position paper to withdraw the Notice to Terminate if it is determined that certain items or works subject of the notice had been completed, delivered, or performed before the Supplier's receipt of the notice;
- f) Within a non-extendible period of ten (10) calendar days from receipt of the verified position paper, the Head of the PROCURING ENTITY shall decide whether or not to terminate this Contract. It shall serve a written notice to the Supplier of its decision and, unless otherwise provided, this Contract is deemed terminated from receipt of the Supplier of the notice of decision. The termination shall only be based on the ground(s) stated in the Notice to Terminate; and
- g) The Head of the PROCURING ENTITY may create a Contract Termination Review Committee (CTRC) to assist him in the discharge of this function. All decisions recommended by the CTRC shall be subject to the approval of the Head of the PROCURING ENTITY.
- h) The Supplier must serve a written notice to the Procuring Entity of its intention to terminate the contract at least thirty (30) calendar days before its intended termination. The Contract is deemed terminated if it is not resumed in thirty (30) calendar days after the receipt of such notice by the Procuring Entity.

**28. Assignment of Rights**

- 28.1 The Supplier shall not assign his rights or obligations under this Contract, in whole or in part, except with the PROCURING ENTITY's prior written consent.

**29. Contract Amendment**

- 29.1 Subject to applicable laws, no variation in or modification of the terms of this Contract shall be made except by written amendment signed by the parties.

**30. Application**

- 30.1 These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of this Contract.



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## ***Section V. Special Conditions of Contract***



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### Special Conditions of Contract

GCC Clause	
1.1(g)	The PROCURING ENTITY is <b>PHILIPPINE STATISTICS AUTHORITY REGIONAL STATISTICAL SERVICES OFFICE I (PSA-RSSO I)</b>
1.1(i)	The Supplier is _____.
1.1(j)	<p>The funding source is</p> <p>The Government of the Philippines (GOP) through the General Appropriations Act of FY 2017 in the amount of _____ Pesos Only (PhP _____).</p> <p>The PROCURING ENTITY shall apply a portion of the fund, in the amount <b>Five Hundred Nineteen Thousand Two Hundred Seventy Five Pesos Only (PhP 519,275.00)</b>, to payments under this contract.</p>
1.1(k)	The Project Site is the Philippine Statistics Authority – La Union Provincial Statistical Office, The Fifth Building, Ancheta Street, Barangay III, San Fernando City, La Union.
5.1	<p>The PROCURING ENTITY'S address for Notices is:</p> <p style="padding-left: 40px;">The Regional Director Philippine Statistics Authority – Regional Statistical Services Office I Parammata Building C, Diversion Road, Sitio 5, Barangay Biday San Fernando City, La Union Attn: HEAD, RBAC-Secretariat Tel No. (072) 8882582 Fax No. (072) 8884804 Email: <a href="mailto:psa_rssso_1@yahoo.com">psa_rssso_1@yahoo.com</a></p> <p>The Supplier's address for Notices is:</p>
6.2	<p>The PROCURING ENTITY has the option to effect changes in the assignments/deployment of security guards at any time during the contract period through written notice to the Contractor. Likewise, the PROCURING ENTITY may increase or decrease the number of security guards as may be necessary, provided that the ABC for the relevant year is not exceeded. However, PSA reserves the right to increase, reduce or limit the scope of services for any reason, and in such event, there shall be a corresponding downward or upward adjustment in the consideration in such sum as may be agreed upon by the parties, provided that the resulting cost of said increase or decrease shall not exceed the ABC.</p> <p>The Contractor shall ensure that the Security Guards assigned/deployed shall observe proper uniform at all times and strict compliance with Section VII. Technical Specifications.</p>

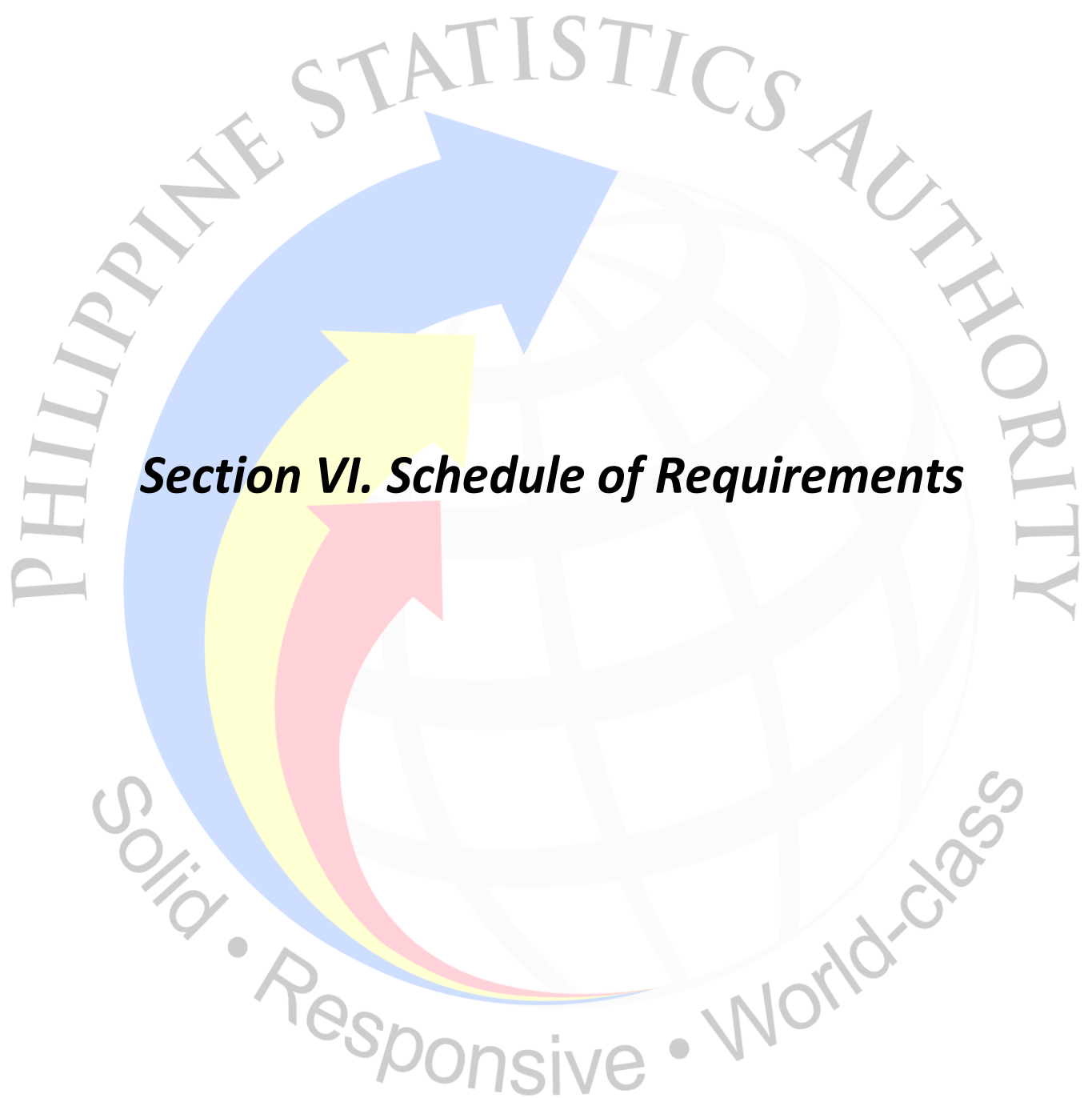
*Provision of Security Services*

9	For the given scope of work in this Contract as awarded, all bid prices are considered fixed prices for the term of two (2) years and therefore not subject to price escalation during contract implementation, except for the following: 1) Increase in minimum daily wage pursuant to law or new wage order issued after the date of bid opening; 2) Increase in taxes (if any); and, 3) If during the term of the contract the Procuring Entity sees the need for an increase or decrease in the number of security guards, the resulting cost of said increase or decrease, provided that the ABC for the relevant year is not exceeded.
10.2	Payment shall be made within ten (10) working days upon complete submission of the following documents: 1. DTRs of all security guards signed by the Administrative Officer V (AO V) or duly authorized representative of the Agency; 2. Proof of previous months remittances to SSS, PhilHealth and Pagibig together with the transmittal sheet with stamped received by the said agencies, i.e, SSS, PhilHealth, Pagibig and other documents as may be required; and 3. Invoice of Billing or Statement of Account for the period covered. Thereafter, payment shall be made only upon certification by the AS to the effect that Goods/Services have been delivered or rendered in accordance with the terms of this Contract.
10.4	Not applicable.
13.4(c)	No further instructions.
15.1	The Contractor shall maintain a satisfactory level of performance throughout the term of the contract based on the following set of performance criteria, among others: (a) Quality of service delivered; (b) Time management; (c) Management and suitability of personnel; (d) Contract administration and management; (e) Provision of monthly accomplishment report and incident report as the need arises; (f) Attentiveness and presence of mind of guards on duty; (g) Compliance with the PROCURING ENTITY's instructions and policies. The PSA thru Security Coordinator shall conduct a quarterly review using the above criteria which shall be the basis for the recommendation to the Head of the Procuring Entity for the continuation or termination of the Contract.
16.1	None.
17.3	Not applicable.
17.4	Not applicable.
21.1	No additional provision.

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## ***Section VI. Schedule of Requirements***

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### Schedule of Requirements

Item No.	Description	Quantity
1	Valid Licensed Service Firearms a) Revolver cal. 38 with twelve (12) live ammunitions or b) 9mm with 1 fully loaded magazine or c) Shotgun with nine (9) live ammunitions	1 1 1
2	Metal detector	1
3	Flashlights with batteries	2
4	Night Stick	2
5	Tear Gas	2
6	Handcuffs	2
7	Medical Kit	2
8	Raincoat	2
9	Rain boots	2
10	Surveillance mirror	1
11	Cellphone (use for permanent contact to guard on post)	1

**Note: Above units shall have at least 10% buffer stock. Unserviceable unit/s shall be replaced within five (5) calendar days.**

I hereby commit to comply and deliver the above requirements within five (5) days upon receipt of the Notice to Proceed.

Name of Company/Bidder

Signature over Printed Name of Bidder

Date

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## Technical Specifications

Item	Specifications <sup>1</sup>	Statement of Compliance <sup>2</sup>
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### I PERFORMANCE CRITERIA

The Bidder shall comply with the following performance criteria:

- (a) Quality of service delivered;
- (b) Time management;
- (c) Management and suitability of personnel;
- (d) Contract administration and management;
- (e) Provision of monthly accomplishment report and incident report as the need arises;
- (f) Attentiveness and presence of mind of guards on duty;
- (g) Compliance with Office policies/guidelines

### II TECHNICAL EVALUATION PARAMETERS (supported by Company Profile)

#### 1. Stability

- (a) Years of Experience: at least five (5) years in front line security service
- (b) Liquidity of the Contractor: At least 1 Million (Current Assets minus stocks minus current liabilities based on latest Balance Sheet as of December 31, 2016)
- (c) Organizational Set-up: with good office set-up, personnel, and office tools and equipment

#### 2. Resources

- (a) Number and Kind of Equipment and Supplies: with the minimum number and kind of equipment and supplies as specified in Section VI. Schedule of Requirements
- (b) Number of Licensed Guards: At least 50 security guards - qualified, licensed, bonded, uniformed, highly trained and armed security guards
- (c) Supervisor: with at least one (1) roving supervisor

#### 3. Security Plan

- (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.

<sup>1</sup> The specifications given are the **minimum** requirements unless indicated otherwise. A bidder's proposal must match or exceed the specifications.

<sup>2</sup> 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 item being offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. 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 **ITB** Clause 3.1(a.2) and/or **GCC** Clause 2.1(a.2).

Item	Specifications <sup>1</sup>	Statement of Compliance <sup>2</sup>
	<b>4. Other Factors</b> <ul style="list-style-type: none"><li>(a) Recruitment and Selection Criteria: training conducted for the Security Guards before deployment, educational and age requirements, among others, as such:<ul style="list-style-type: none"><li>i. Not less than 25 but not more than 50 years of age</li><li>ii. With at least five (5) relevant trainings relative to frontline services</li><li>iii. Physically and mentally fit</li><li>iv. With clearance from NBI, PNP, PDEA, psychiatry test</li><li>v. Two male for 12-hour duty</li></ul></li><li>(b) Completeness of Uniform and other Paraphernalia as prescribed under RA No. 5487 and its IRR</li><li>(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</li><li>(d) Copies of the licenses, results of neuropsychotic examination, training certificates and other requirements of the guards shall be furnished to PSA.</li></ul>	
<b>III</b>	<b>SECURITY PLAN</b>	
<b>A</b>	<b>SECURITY OF HUMAN RESOURCES</b>	
<b>A.1</b>	<b>PSA OFFICIALS and VIP GUESTS</b> <ul style="list-style-type: none"><li>1. Provide close-in security as may be required</li><li>2. Exercise courtesy and tact at all times</li><li>3. Provide security assistance as may be required/instructed</li></ul>	
<b>A.2</b>	<b>PSA EMPLOYEES</b> <ul style="list-style-type: none"><li>1. Monitor/render weekly report in the strict implementation of "No ID/No Uniform entry rule"</li><li>2. Monitor/search for deadly weapons, explosives, toxic chemicals, drugs and contraband items/harmful materials upon reasonable grounds for suspicion, cause arrest of employees</li><li>3. Check big bags/plastic bags/boxes going in and out of the office for security purposes</li><li>4. Prevent/detect any form of breach of PSA rules and regulations and if possible report or cause the arrest of the perpetrator/s.</li><li>5. Implement strictly the "No Entry" to security/restricted areas without proper authorization/clearance</li><li>6. Exercise tact and courtesy at all times</li><li>7. Provide appropriate assistance as requested</li></ul>	

Item	Specifications <sup>1</sup>	Statement of Compliance <sup>2</sup>
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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. Avoid chatting to employees, texting while on duty

### 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, 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 regarding the entry of visitor/s

### A.4 CUSTOMER/CLIENTS

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



Item	Specifications <sup>1</sup>	Statement of Compliance <sup>2</sup>
	<ul style="list-style-type: none"> <li>6. Immediate response in case of emergency/untoward incident, and prepare necessary report to the PSA management</li> <li>7. Prevent entry to security/restricted areas without proper authorization/clearance</li> <li>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</li> </ul>	
<b>B</b>	<b>SECURITY FOR PHYSICAL RESOURCES</b>	
<b>B.1</b>	<b>VEHICLE CONTROL</b>	
	<ul style="list-style-type: none"> <li>1. Inspect vehicle entering and leaving PSA premises</li> <li>2. Maintain a logbook on the arrival and departure of PSA vehicles</li> <li>3. Control flow of traffic and direct drivers to park their vehicles properly in designated parking area</li> <li>4. Safeguard and protect vehicle from pilferage of accessories and other attachments</li> <li>5. Require trip ticket for outgoing PSA vehicles duly signed by the approving authorities</li> <li>6. Prohibit overnight parking for non-PSA vehicles</li> <li>7. Recommend parking/proper traffic signs</li> </ul>	
<b>B.2</b>	<b>FACILITIES AND BUILDINGS</b>	
	<ul style="list-style-type: none"> <li>1. Post Notice prohibiting entry or carrying deadly weapons at entrance building</li> <li>2. Provide partial lock and key control (except in restricted areas)</li> <li>3. Deny access to restricted areas</li> <li>4. Identify and record in logbook authorized persons entering restricted area/s</li> <li>5. Check that all doors and windows are closed and locked after office hours</li> <li>6. Deny entry to peddlers and unauthorized vendors</li> <li>7. Identify need for lighting and recommend measures</li> <li>8. Identify fire hazard and recommend measures</li> <li>9. Regularly check location and condition of fire extinguishers and recommend measures</li> <li>10. Regularly check conditions of fire hydrants, hoses and alarm systems</li> </ul>	

Item	Specifications <sup>1</sup>	Statement of Compliance <sup>2</sup>
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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 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

### **B.3 SUPPLIES AND EQUIPMENT**

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. Access to supply rooms and areas will be allowed to authorized personnel only
4. Provide/partial lock and key control
5. Ensure security of supplies, equipment, documents at all times
6. Cash or other valuable personal property should not be kept in the office

## **C CONTINGENCY PLAN FOR VARIOUS RISK**

### **C.1 FIRE**

1. Inform Fire Department
2. Know status and location of fire fighting equipment
3. Know how to operate fire fighting equipment
4. Be familiar with fire exit and electrical control switches
5. Issue fire alarm warning
6. Report fire and any fire hazard
7. Report inadequate water supply, fire fighting equipment and fire exit
8. Recommend and assist in the formation of fire brigade
9. Post appropriate fire sign
10. Assist in the evacuation of employees, records and equipment

Item	Specifications <sup>1</sup>	Statement of Compliance <sup>2</sup>
	11. 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. 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 area 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	
<b>C.3</b>	<b>TRESPASSING</b>	
	1. Challenge and detain trespassers	
	2. Turn-over trespassers	
	3. Report to the management	
<b>C.4</b>	<b>HOSTAGE SITUATION</b>	
	1. Notify PNP, PSA management and all guards	
	2. Act as temporary negotiator until the arrival of the expert negotiator	
	3. Hostage-taker not to harm hostage	
<b>C.5</b>	<b>EARTHQUAKE</b>	
	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 evacuation of personnel, supplies, materials and equipment	
<b>C.6</b>	<b>FLOOD AND TYPHOON</b>	
	1. Prevent crossing of employees on flooded areas	

Item	Specifications <sup>1</sup>	Statement of Compliance <sup>2</sup>
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2. Prevent exit when there are strong winds outside the building
3. Assist in evacuation of personnel, supplies, materials and equipment

**C.7 SABOTAGE**

1. Cordon the affected area to secure evidence
2. In case of explosion, help evacuate all personnel from affected area
3. Inform Fire Department

**C.8 BOMB THREAT**

1. Immediately report to PNP
2. Inform PSA management
3. Assist evacuation of personnel
4. Secure PSA property and clear from unauthorized persons

**C.9 CROWD CONTROL**

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

**C.10 PROPOSED DEPLOYMENT OF GUARDS (Annex A)**

1. They shall render services for twelve (12) hours daily, including Saturdays, Sundays and Holidays. Two (2) male guards shall serve for two (2) shifts (6 am to 6 pm and 6 pm to 6 am). No guard shall be allowed to render double or straight duty.

**C.11 OTHER OFFERS, If any**

I hereby commit to comply with all the above technical specifications. if found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

Name of Company/Bidder

Signature over Printed Name  
Of Authorized Representative

Date





### **Notes on the Bidding Forms**

The Bidder shall complete and submit with its Bid the **Bid Form** and **Price Schedules** in accordance with **ITB** Clause 15 with the requirements of the Bidding Documents and the format set out in this Section.

When requested in the **BDS**, the Bidder should provide the **Bid Security**, either in the form included hereafter or in another form acceptable to the Entity, pursuant to **ITB** Clause 18.1.

The **Contract Agreement Form**, when it is finalized at the time of contract award, should incorporate any corrections or modifications to the accepted Bid resulting from price corrections (e.g., payment schedule and spare parts if used subject to **ITB** Clause 34.4 or quantity variations pursuant to **ITB** Clause 38. The Price Schedule and Schedule of Requirements deemed to form part of the contract should be modified accordingly.

The **Performance Security Form** and **Bank Guarantee Form for Advance Payment** should not be completed by the Bidders at the time of their Bid preparation. Only the successful Bidder will be required to provide performance security and bank guarantee for advance payment in accordance with one of the forms indicated herein or in another form acceptable to the PROCURING ENTITY and pursuant to **GCC** Clause 13 and its corresponding **SCC** provision.

The sworn affidavit must be completed by all Bidders in accordance with **ITB** Clause 4.2 failure to do so and submit it with the Bid shall result in the rejection of the Bid and the Bidder's disqualification.



## Bid Form

Date:

Invitation to Bid<sup>1</sup> N°:

To: [name and address of Procuring Entity]

Gentlemen and/or Ladies:

Having examined the Bidding Documents including 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 Bidding Documents for the sum of [total Bid amount in words and figures] or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in **BDS** provision **ITB** Clause 17.1 and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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:<sup>2</sup>

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 or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements as per **ITB** Clause 5 of the Bidding Documents.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of

<sup>1</sup> If ADB, JBIC and WB funded projects, use IFB.

<sup>2</sup> Applicable only if the Funding Source is the ADB, JBIC or WB.

## Contract Agreement Form

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, viz., [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] (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 shall be deemed to form and be read and construed as part of this Agreement, viz.:

- (a) the Bid Form and the Price Schedule submitted by the Bidder;
- (b) the Schedule of Requirements;
- (c) the Technical Specifications;
- (d) the General Conditions of Contract;
- (e) the Special Conditions of Contract; and
- (f) the Entity's Notification of Award.

3. In consideration of the payments to be made by the Entity to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Entity to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract

4. The Entity hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the time and in the manner prescribed by the contract.

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.

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Entity)

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Supplier).

## Omnibus Sworn Statements

Republic of the Philippines  
City of Manila

### AFFIDAVIT

I, (Name of Bidder's representative/Authorized Signatory) \_\_, of legal age, (civil status)\_\_, Filipino and residing at \_\_\_\_\_, after having been duly sworn in accordance with law, do hereby depose and state that:

1. That I am the duly authorized and designated representative of (Name of the Bidder) , with office address at \_\_\_\_\_;
2. *If a sole proprietorship:* That I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the (Name of Bidder) in the bidding for (Name of Project) of the National Statistics Office,  
*If a partnership, corporation, cooperative or joint venture:* That I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the (Name of Bidder) in the bidding as shown in the attached duly notarized Secretary's Certificate attesting to such fact;
3. (Name of the Bidder) is not "blacklisted" or barred from bidding by the Government or any of its agencies, offices, corporations or local governments, including non-inclusion in the CoPSolidated Blacklisted of Contractors Report issued by the Government Procurement Policy Board;
4. That 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. We hereby authorize the National Statistics Office or its authorized representative/s to verify the statements, documents and information submitted herewith to substantiate our eligibility to participate in the bidding for the (Name of the Project);
6. *If a sole proprietorship:* I am 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. That (Name of the Bidder)\_\_\_\_\_shall abide with existing labor laws and standards, rules and regulations of the Department of Labor and Employment in connection with the implementation of the project;
8. We likewise attest in connection with this bidding of (Name of the Project)\_ of the Philippine Statistics Authority, that:
  - a. We have taken steps to carefully examine all of the bidding documents;
  - b. We acknowledge all conditions, local or otherwise, affecting the implementation of the contract;
  - c. We have made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. We have requested for clarification on all vague provisions of the bidding documents from the BAC and have received a copy of the Supplemental Bid Bulletin issued by the BAC in response to said queries.
9. \_\_\_(Name of the Bidder)\_\_\_ is authorized to engage in business which is the subject of this bidding of (Name of the Project)\_\_\_\_\_.
10. That I am making this statement as part of the eligibility requirement for the bidding of the (Name of the Project)\_\_\_\_\_.

**IN FAITH WHEREOF**, I hereby affix my signature this \_\_\_\_ day of \_\_\_\_\_, 2017 at \_\_\_\_\_, Philippines.

(Bidder's Representative/Authorized Signatory)

**ACKNOWLEDGMENT**

SUBSCRIBED AND SWORN TO before me this \_\_\_\_ day of \_\_\_\_\_ 2017, affiant exhibiting to me his/her (ID name, number and validity date).

(Notary Public)

Until  
PTR No.  
Date  
Place  
TIN \_\_\_\_\_

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_

Note:

The competent evidence of identity for Notary shall comply with Sec. 12(a), Rule II of the 2004 Rules on Notarial Practice.

### Authority of Signatory - Secretary's Certificate<sup>3</sup>

I, \_\_\_\_\_, a duly elected and qualified Corporate Secretary of \_\_\_\_\_, a corporation duly organized and existing under and by virtue of the law of the \_\_\_\_\_, DO HEREBY CERTIFY, that:

I am familiar with the facts herein certified and duly authorized to certify the same;

At the regular meeting of the Board of Directors of the said Corporation duly convened and held on \_\_\_\_\_ at which meeting a quorum was present and acting throughout, the following resolutions were approved, and the same have not been annulled, revoked and amended in any way whatever and are in full force and effect on the date hereof:

RESOLVED, that \_\_\_\_\_ be, as it hereby is, authorized to participate in the bidding of **Provision of Security Services** by the **Philippine Statistics Authority**; and that if awarded the project shall enter into a contract with the **Philippine Statistics Authority**; and in connection therewith hereby appoint \_\_\_\_\_, acting as duly authorized and designated representatives of \_\_\_\_\_, are granted full power and authority to do, execute and perform any and all acts necessary and/or to represent \_\_\_\_\_ in the bidding as fully and effectively as the \_\_\_\_\_ might do if personally present with full power of substitution and revocation and hereby satisfying and confirming all that my said representative shall lawfully do or cause to be done by virtue hereof;

RESOLVED FURTHER THAT, the \_\_\_\_\_ hereby authorizes its President to:

1. execute a waiver of jurisdiction whereby the \_\_\_\_\_ hereby submits itself to the jurisdiction of the Philippine government and hereby waives its right to question the jurisdiction of the Philippine courts;
2. execute a waiver that the \_\_\_\_\_ shall not seek and obtain writ of injunctions or prohibition or restraining order against any other agency in connection with this project to prevent and restrain the bidding procedures related thereto, the negotiating of and award of a contract to a successful bidder, and the carrying out of the awarded contract.

WITNESS the signature of the undersigned as such officer of the said \_\_\_\_\_ this \_\_\_\_\_.

(Corporate Secretary)

<sup>3</sup> The Authority of the Signatory is a requirement in the Technical Documents. It refers to the authority of the signing official solely intended for the project: in the case of single proprietorship, there must be an affidavit of the owner or a Special Power of Attorney; for partnerships, a partnership resolution from the General Manager or President; for corporations, a board resolution with secretary's certificate; and for joint-venture, a resolution signed by all the joint-venture partners.

ACKNOWLEDGMENT

SUBSCRIBED AND SWORN TO before me this \_\_\_\_ day of \_\_\_\_\_ 2017, affiant exhibiting to me his/her (ID name, number and validity date) .

(Notary Public)

Until  
PTR No.  
Date  
Place  
TIN

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_

**Note:**

The competent evidence of identity for Notary shall comply with Sec. 12(a), Rule II of the 2004 Rules on Notarial Practice.

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

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



## Request for Clarification<sup>4</sup>

*Date of Issuance*

THE CHAIRMAN

Regional Bids and Awards Committee  
Philippine Statistics Authority – Regional Statistical Services Office I  
Parammata Building C, Diversion Road  
Sitio 5, Barangay Biday  
San Fernando City, La Union  
Tel/Fax No.: (072) 888-4804  
Contact Person: Atty. Sheila O. De Guzman

Dear Sir / Madame:

In relation to the Section \_\_\_\_ of Page \_\_\_\_ of the Bidding Documents for **Provision of Security Services**, to wit:

“(quote unclear provision)”

We would appreciate it if you could provide further explanation or clarification on the above.

Thank you very much.

Very truly yours,

*Name of the Representative of the Bidder*

*Name of the Bidder*

Received by the BAC:

Date:

<sup>4</sup> A request for clarification made by an Eligible Bidder should be submitted to the BAC not later than ten (10) calendar days before the deadline for the submission and receipt of bids. Requests for clarification must be in writing. (IRR Section 22.5.1)



## Financial Documents for Eligibility Check<sup>5</sup>

- A. Summary of the Applicant Supplier's/Distributor's/Manufacturer's assets and liabilities on the basis of the attached income tax return and audited financial statement, stamped "RECEIVED" by the Bureau of Internal Revenue or BIR authorized collecting agent, for the immediately preceding year and a certified copy of Schedule of Fixed Assets particularly the list of construction equipment.

Year \_\_\_\_\_

1. Total Assets
2. Current Assets
3. Total Liabilities
4. Current Liabilities
5. Net Worth (1-3)
6. Net Working Capital (2-4)

- B. The Net Financial Contracting Capacity (NFCC) based on the above data is computed as follows:

NFCC = K (current asset - current liabilities) minus value of all outstanding works under ongoing contracts including awarded contracts yet to be started

NFCC = P \_\_\_\_\_

K = 10 for a contract duration of one year or less,  
15 for more than one year up to two years and  
20 for more than two years

or

Commitment from a licensed bank to extend to it a credit line if awarded the contract or a cash deposit certificate in the amount of at least 10% of the proposed project to bid.

Name of Bank: \_\_\_\_\_ Amount: \_\_\_\_\_

Herewith attached are certified true copies of the income tax return and audited financial statement: stamped "RECEIVED" by the BIR or BIR authorized collecting agent for the immediately preceding year and the cash deposit certificate or certificate of commitment from a licensed bank to extend a credit line.

Submitted by:

Name of Supplier / Distributor / Manufacturer

Signature of Authorized Representative

Date:

<sup>5</sup> The above information is one of the eligibility documents required for Eligibility Check as Class "A" Document. To be placed inside the First Envelope and submitted to the BAC on or before the deadline for the submission and receipt of Eligibility and Technical Components. **If Partnership or Joint Venture, each Partner or Member Firm of Joint Venture shall submit the above requirements.**

## Form of Bid Security (Bank Guarantee)

WHEREAS, [insert name of Bidder] (hereinafter called the "Bidder") has submitted his bid dated [insert date] for the [insert name of contract] (hereinafter called the "Bid").

KNOW ALL MEN by these presents that We [insert name of Bank] of [insert name of Country] having our registered office at [insert address] (hereinafter called the "Bank" are bound unto [insert name of PROCURING ENTITY] (hereinafter called the "Entity") in the sum of [insert amount]<sup>6</sup> for which payment well and truly to be made to the said Entity the Bank binds himself, his successors and assigns by these presents.

SEALED with the Common Seal of the said Bank this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

THE CONDITIONS of this obligation are:

1. If the Bidder:
  - a. withdraws his Bid during the period of bid validity specified in the Form of Bid; or
  - b. does not accept the correction of arithmetical errors of his bid price in accordance with the Instructions to Bidder; or
2. If the Bidder having been notified of the acceptance of his bid by the Employer during the period of bid validity:
  - a. fails or refuses to execute the Contract Form in accordance with the Instructions to Bidders, if required; or
  - b. fails or refuses to furnish the Performance Security in accordance with the Instructions to Bidders.

We undertake to pay to the Entity up to the above amount upon receipt of his first written demand, without the Entity having to substantiate his demand, provided that in his demand the Entity will note that the amount claimed by him is due to him owing to the occurrence of one or both of the two (2) conditions, specifying the occurred condition or conditions.

The Guarantee will remain in force up to and including the date **ninety (90) days** after the deadline for submission of Bids as such deadline is stated in the Instructions to Bidders or as it may be extended by the Entity, notice of which extension(s) to the Bank is hereby waived. Any demand in respect of this Guarantee should reach the Bank not later than the above date.

DATE

SIGNATURE OF THE BANK

WITNESS

SEAL

(Signature, Name and Address)

<sup>6</sup> The Bidder should insert the amount of the guarantee in words and figures, denominated in the currency of the Entity's country or an equivalent amount in a freely convertible currency. This figure should be the same as shown of the Instructions to Bidders.

## Form of Performance Security (Bank Guarantee)

To: **PHILIPPINE STATISTICS AUTHORITY – REGIONAL STATISTICAL SERVICES OFFICE I**  
Parammata Building C, Diversion Road  
Sitio 5, Barangay Biday, San Fernando City, La Union

WHEREAS, *[insert name and address of Supplier]* (hereinafter called the “Supplier”) has undertaken, in pursuance of Contract No. *[insert number]* dated *[insert date]* to execute *[insert name of contract and brief description]* (hereinafter called the “Contract”);

AND WHEREAS, it has been stipulated by you in the said Contract that the Supplier shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract;

AND WHEREAS, we have agreed to give the Supplier such a Bank Guarantee;

NOW THEREFORE, we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Supplier, up to a total of *[insert amount of guarantee]*<sup>7</sup> proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[insert amount of guarantee]* as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Supplier before presenting us with the demand.

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 you 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 be valid until the date of your issuance of the Notice of Final Acceptance.

SIGNATURE AND SEAL OF THE GUARANTOR

NAME OF BANK

ADDRESS

DATE

<sup>7</sup> An amount is to be inserted by the Guarantor, representing the percentage of the Contract Price specified in the Contract.

## Bid Security: GSIS Bond

Republic of the Philippines  
GOVERNMENT SERVICE INSURANCE SYSTEM

GENERAL INSURANCE FUND  
GSIS Makati Building, Legaspi St.  
Legaspi Village, Makati, Metro Manila

G ( ) GIF Bond \_\_\_\_\_

KNOW ALL MEN BY THESE PRESENTS:

That we, \_\_\_\_\_, as Principal and the GOVERNMENT SERVICE INSURANCE SYSTEM as Administrator of the General Insurance Fund a corporation duly organized and existing under and by virtue of the laws of the Philippines, with head office at Manila, as SURETY, are held and firmly bound unto the OBLIGEE, \_\_\_\_\_ in the sum of PESOS \_\_\_\_\_ (P \_\_\_\_\_), callable on demand, Philippine Currency, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the above bounded PRINCIPAL will submit a bid for the \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_ at \_\_\_\_\_ am/pm.

WHEREAS, the conditions of aforementioned OBLIGEE require the BIDDER a bond for the said bid.

WHEREAS, the PRINCIPAL agrees to comply with all the terms and conditions of the said bid with the aforementioned OBLIGEE;

NOW, THEREFORE, the conditions of this obligation are such that if the above bounded PRINCIPAL shall, in case he /it becomes the successful bidder in the said bid mentioned above, accept a contract with said OBLIGEE under the terms and conditions of said bid, then this obligation shall be null and void; otherwise, it shall remain full force and effect.

WITNESS OUR HANDS AND SEALS this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_, at \_\_\_\_\_, Philippines.

GOVERNMENT SERVICE INSURANCE SYSTEM  
General Insurance Fund

Principal

By:

By:

NOT VALID WITH ERASURES

SIGNED IN THE PRESENCE OF:



## Bid Security: Surety Bond

BOND NO.: \_\_\_\_\_ DATE BOND EXECUTED: \_\_\_\_\_

By this bond, We \_\_\_\_(Name of Bidder)\_\_\_\_ (hereinafter called "the Principal") as Principal and \_\_\_\_(Name of Surety)\_\_\_\_ of the country of \_\_\_\_(Name of Country of Surety)\_\_\_\_, authorized to transact business in the country of \_\_\_\_(Name of Country of Employer)\_\_\_\_ (hereinafter called "the Surety") are held and firmly bound unto \_\_\_\_(Name of Employer)\_\_\_\_ (hereinafter called "the Employer") as Obligee, in the sum of \_\_\_\_\_ for the payment of which sum, well and truly to be made, we, the said Principal and Surety bind ourselves, our successors and assigns, jointly and severally, firmly by these presents.

SEALED with our seals and dated this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

WHEREAS, the Principal has submitted a written Bid to the Employer dated the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_, for the \_\_\_\_\_ (hereinafter called "the Bid").

NOW, THEREFORE, the conditions of this obligation are:

- 1) If the Principal withdraws his Bid during the period of bid validity specified in the Form of Bid; or
- 2) If the Principal does not accept the correction of arithmetical errors of his bid price in accordance with the Instruction's to Bidders: or
- 3) If the Principal having been notified of the acceptance of his Bid by the Employer during the period of bid validity:
  - a) fails or refuses to execute the Form of Agreement in accordance with the Instructions to Bidders, if required; or
  - b) fails or refuses to furnish the Performance Security in accordance with the Instructions to Bidders;

then this obligation shall remain in full force and effect, otherwise it shall be null and void.

PROVIDED HOWEVER, that the Surety shall not be:

- a) liable for a greater sum than the specified penalty of this bond, nor
- b) liable for a greater sum than the difference between the amount of the said Principal's Bid and the amount of the Bid that is accepted by the Employer.

<sup>8</sup> The bidder should insert the amount of bond in words and figures, denominated in the currency of the Employer's country of an equivalent amount in a freely convertible currency and callable on demand. This figure should be the same as shown in the Instructions to Bidders.

*Provision of Security Services*

This Surety executing this instrument hereby agrees that its obligation shall be valid for 120 calendar days after the deadline for submission of Bids as such deadline is stated in the Instructions to Bidders or as it may be extended by the Employer, notice of which extension(s) to the Surety is hereby waived.

PRINCIPAL \_\_\_\_\_ SURETY \_\_\_\_\_

SIGNATURE(S) \_\_\_\_\_ SIGNATURE(S) \_\_\_\_\_

NAME(S) AND TITLE(S) \_\_\_\_\_ NAME(S) \_\_\_\_\_

SEAL \_\_\_\_\_ SEAL \_\_\_\_\_





### For Goods Offered from Within the Philippines

FOR GOODS OFFERED FROM WITHIN THE PHILIPPINES

NAME OF PROSPECTIVE BIDDER:

Item	Place of Duty	Time of Duty	No. of guards	No. of Weekdays	Weekends and Holidays	Rate per month	Rate per Hour	Other Incidental Costs	Total
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

## List of all Ongoing Government and Private Contracts including contracts awarded but not yet started<sup>1</sup>

LIST OF ALL ONGOING GOVERNMENT AND PRIVATE CONTRACTS INCLUDING CONTRACTS AWARDED BUT NOT YET STARTED

NAME OF PROSPECTIVE BIDDER:

Name of Contract/ Project Cost	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Description %	Bidder's Role	a. Date Awarded b. Date Started c. Date of Completion	% of Value of Accomplishment Outstanding Works/Planned Actual Undelivered Portion
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Government

Private

Total Cost

Note: This statement shall be supported with (to be submitted during Post qualification):

1. Notice of Award and/or Contract
2. Notice to Proceed issued by the owner
3. Certificate of Accomplishments signed by the owner or authorized representative

Submitted by  
Designation  
Date

[Printed name and Signature]

<sup>1</sup> One of the eligibility documents required to be in the First Envelope of a prospective bidder is a list of all its on-going, completed, and awarded but not yet started contracts.

## Statement of all Government and Private Contracts completed which are similar in nature<sup>2</sup>

STATEMENT OF ALL GOVERNMENT AND PRIVATE CONTRACTS COMPLETED WHICH ARE SIMILAR IN NATURE  
NAME OF PROSPECTIVE BIDDER:

Name of Contract	a. Owner's Name	Nature of Work	Bidder's Role	a. Amount at Award	a. Date Awarded
	b. Address			b. Amount at Completion	b. Contract Effectivity
	c. Telephone Nos.			c. Duration	c. Date Completed

Government

Private

Note: This statement shall be supported (to be submitted during Post qualification):

1. Contract
2. Certificate of Completion
3. Certificate of Acceptance

Submitted by  
Designation  
Date

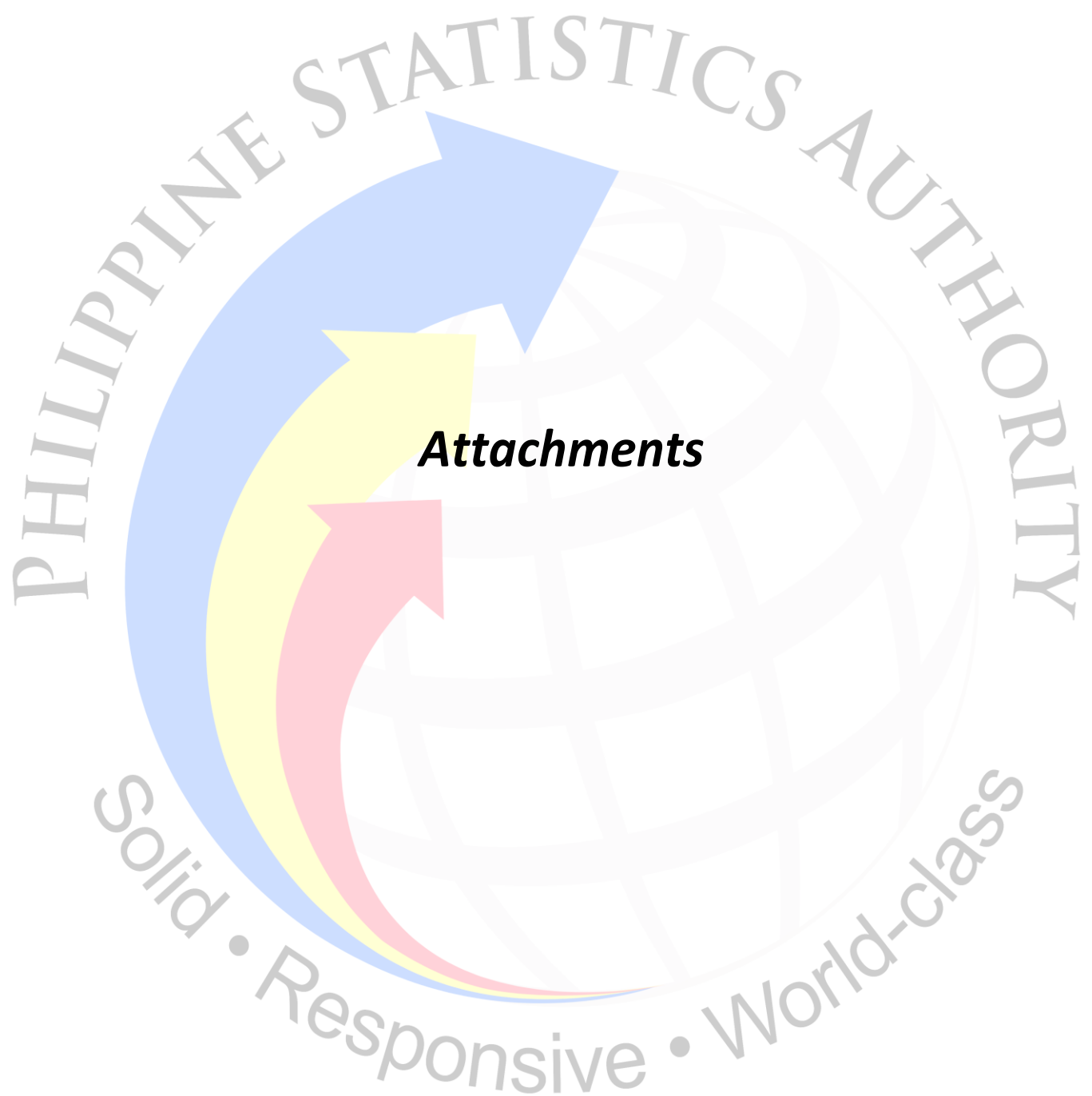
[Printed name and Signature]

<sup>2</sup> One of the eligibility documents required to be in the First Envelope of a prospective bidder is a list of all contracts which are similar in nature and complexity to the contract to be bid. This statement will show that the value of the prospective bidder's largest single completed contract, and similar to the contract to be bid, must be at least fifty percent (50%) of the approved budget for the contract to be bid.

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## Checklist of Eligibility and Technical Components

The First Envelope shall contain the following eligibility and technical:

### (a) Eligibility Documents

#### Class "A" Documents

##### LEGAL DOCUMENTS *(Must be certified true copy)*

- ☐ **ITB12.1(a.1)** Registration Certificate from Securities and Exchange Commission (SEC) with *Articles of Incorporation*, Department of Trade and Industry (DTI), for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives
- ☐ **ITB12.1(a.2)** Valid and current Mayor's permit/municipal license issued by the city or municipality where the principal place of business is located
- ☐ **ITB12.1(a.3)** Statement of all its ongoing and completed government and private contracts for the last five (5) years within year 2002 to 2011, including contracts awarded but not yet started, if any
- ☐ **ITB12.1(a.3)** A copy of the Single Largest Contract and proof of completion
- ☐ **ITB12.1(a.4)** Audited financial statements, stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions, for the preceding calendar year, which should not be earlier than two (2) years from bid submission
- ☐ **ITB12.1(a.5)** Computation of Net Financial Contracting Capacity (NFCC), **OR**
- ☐ Certificate of commitment from a Universal or Commercial Bank to extend a credit line in its favor if awarded the contract for this Project (CLC) of not less than 10% of ABC

#### Class "B" Documents

- ☐ 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

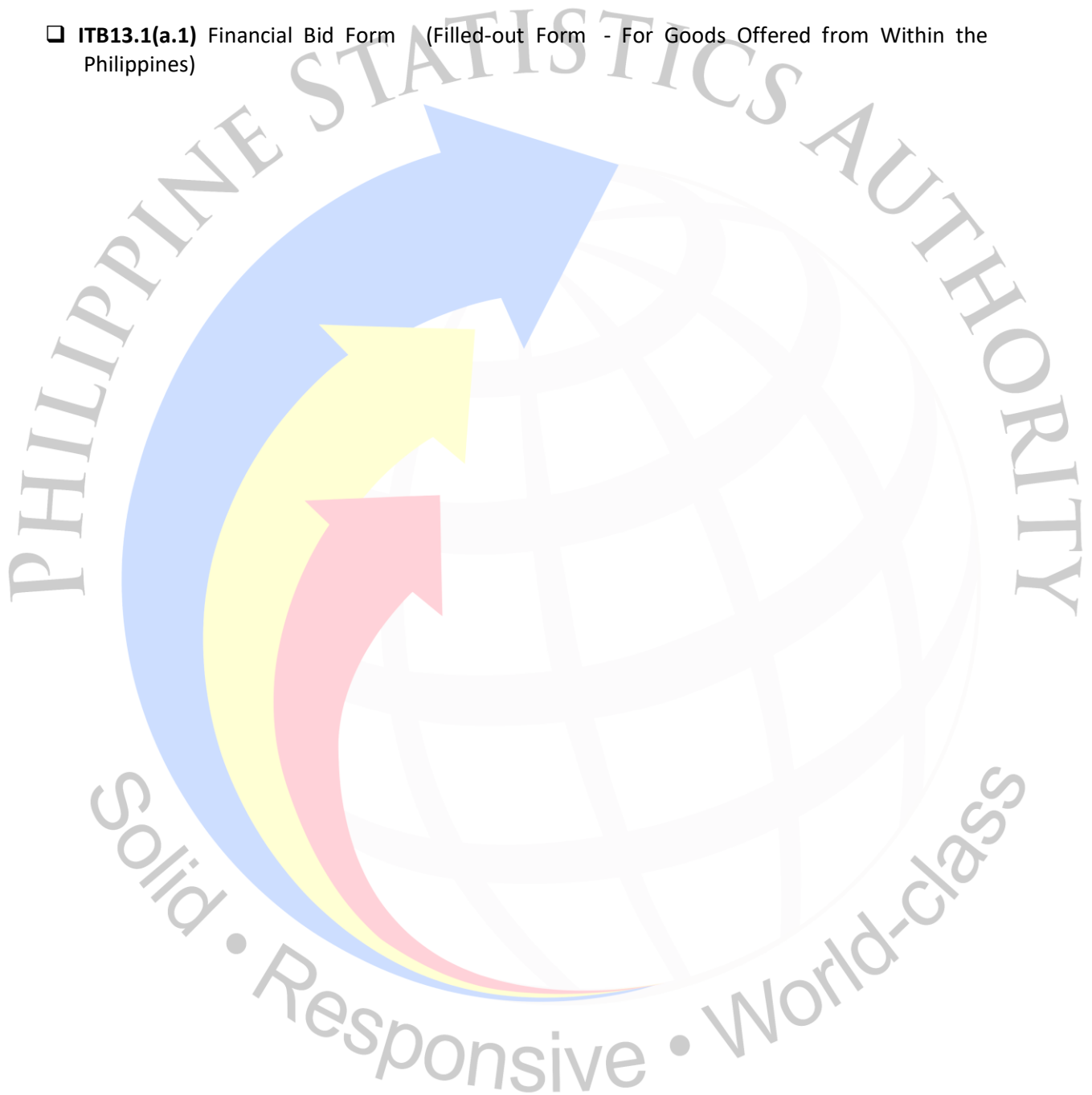
### (b) Technical Documents

- ☐ **ITB12.1(b.1)** Bid Security in accordance with **ITB** Clause 18
- ☐ **ITB12.1(b.2) Filled-out** Technical Specifications, in conformity as enumerated and specified in Section VI and VII of the Bidding Documents
- ☐ **ITB12.1(b.3)** Omnibus sworn statements . Authority of the Signatory:
  - (a) Sole Proprietorship - Affidavit of the Owner or a Special Power of Attorney.
  - (b) Partnership - Notarized Partnership Resolution from the President or General Manager.
  - (c) Corporation - Notarized Secretary's Certificate of Board Resolution or Notarized Board Resolution.
  - (d) Joint Venture - Notarized Resolution issued by each Joint Venture Member.

### **Checklist of Financial Components**

The Financial Components of the bid shall contain the following:

- ☐ **ITB13.1(a.1)** Financial Bid Form (Filled-out Form - For Goods Offered from Within the Philippines)



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