



Republic of the Philippines

CENTRAL PHILIPPINES STATE UNIVERSITY

Kabankalan City, Negros Occidental 6111

Website: www.cpsu.edu.ph

PHILIPPINE BIDDING DOCUMENTS

Procurement of Security Services

Government of the Republic of the Philippines

21-011-11BID

Preface

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

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

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

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

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

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

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

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

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

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

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

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

CDA - Cooperative Development Authority.

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

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

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

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

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

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

GFI – Government Financial Institution.

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

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

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

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

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

LGUs – Local Government Units.

NEP – National Expenditure Program

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

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

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

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

UN – United Nations.

Section I. Invitation to Bid



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ISO 9001:2015 Certificate Registration Number: 01 100 1834939

INVITATION TO BID FOR *Procurement of Security Services*

1. The *Central Philippines State University*, through the **2022 Special Appropriations**, intends to apply the sum of **Three Million Eight Hundred Sixty-Six Thousand Four Hundred Pesos Only (PhP3,866,400.00)** being the ABC to payments under the contract for **21-011-11BID**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *Central Philippines State University* now invites bids for the above Procurement Project. Delivery of the Goods is required by **30 calendar days after the issuance of Notice to Proceed** Bidders should have completed, within **three (3) years** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

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

4. Prospective Bidders may obtain further information from *Central Philippines State University* and inspect the Bidding Documents at the address given below during **8:00 AM to 5:00 PM from Monday to Friday**.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **October 25, 2021** from the given address and website(s) below *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Five Thousand Pesos Only*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *presented in person or through electronic means*.
6. The *Central Philippines State University* will hold a Pre-Bid Conference on **November 3, 2021, 9:00AM** at **CPSU Main Campus, Kabankalan City, Negros Occidental** and/or

through video conferencing or webcasting *via Zoom*, which shall be open to prospective bidders.

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, or online or electronic submission as indicated below, *on or before November 16, 2021 at 9:30 a.m.* Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be *on November 16, 2021 at 9:30 a.m* at the given address below *and/or via Zoom*. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. For the online submission of bids, kindly refer to Annex "B" of the GPPB Resolution No. 09-2020 for the Amended 2016 IRR of RA No. 9184.
11. The *Central Philippines State University* reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
12. For further information, please refer to:

ENGR. MARIA CRISTINA I. CANSON
Head, BAC Secretariat
Central Philippines State University
Kabankalan City, Negros Occidental
091771441582
[*cpsu.bac@gmail.com*](mailto:cpsu.bac@gmail.com)

13. You may visit the following websites:

For downloading of Bidding Documents: *PhilGEPS Website or at www.cpsu.edu.ph*

For online bid submission: *cpsu.bac@gmail.com*

October 22, 2021

(Sgd.) MARC ALEXEI CAESAR B. BADAJOS, Ph. D.

BAC Chairperson

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, *Central Philippines State University* wishes to receive Bids for the *Procurement of Security Services* with identification number **21-011-11BID**.

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

2. Funding Information

2.1. The GOP through the source of funding as indicated below for *funding year 2022* in the amount of **Three Million Eight Hundred Sixty-Six Thousand Four Hundred Pesos Only (PhP3,866,400.00)**.

2.2. The source of funding is:

a. NGA, *Special Appropriations* for FY 2022.

3. Bidding Requirements

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

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

5. Eligible Bidders

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. a. Foreign ownership exceeding those allowed under the rules may participate pursuant to:
 - i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
 - ii. 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;
 - iii. When the Goods sought to be procured are not available from local suppliers; or
 - iv. When there is a need to prevent situations that defeat competition or restrain trade.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
 - a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

7. Subcontracts

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

The Procuring Entity has prescribed that:

- a. Subcontracting is not allowed.
- 7.2. Subcontracting of any portion of the Project does not relieve the Supplier of any liability or obligation under the 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.

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within **2 years** prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address and/or through videoconferencing/webcasting as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.

- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Bid Prices

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

13. Bid and Payment Currencies

- 13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.
- 13.2. Payment of the contract price shall be made in:
 - a. Philippine Pesos.

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until **March 16, 2022**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid.

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

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

16. Deadline for Submission of Bids

- 16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

17. Opening and Preliminary Examination of Bids

- 17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

- 17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

18. Domestic Preference

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

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated “*passed*,” using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows:

One Project having several items that shall be awarded as one contract.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

- 20.1. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

21. Signing of the Contract

- 21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No.

9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

Section III. Bid Data Sheet

Bid Data Sheet

ITB Clause	
5.3	For this purpose, contracts similar to the Project shall be: <ul style="list-style-type: none"> a. <i>Security Services</i> b. completed within 2 years prior to the deadline for the submission and receipt of bids.
7.1	<i>Sub-contracting is not allowed.</i>
12	The price of the Goods shall be quoted DDP to Central Philippines State University, Kabankalan City, Negros Occidental, Philippines 6111 or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: <ul style="list-style-type: none"> a. The amount of not less than Seventy-Seven Thousand Three Hundred Twenty Pesos (₱ 77,320.00) if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than One Hundred Ninety Three Thousand Three Hundred Pesos (₱193,300.00) if bid security is in Surety Bond.
15	Each bidder shall submit one (1) original and two (2) copies of the first and second components of its bid. Documents to be submitted shall be properly tabbed and labeled.
19.3	<i>No further instructions.</i>
21.2	<i>No further instructions.</i>
29.2	Additional documents to be submitted upon Post – Qualification Stage: Documentary requirement that shall be submitted by the Lowest Calculated Bidder within three (3) calendar days from the receipt by the Bidder of notice/ advice from the concerned officers/authorities. The Bidder may opt to submit the documents on the date of the bidding the following: <ul style="list-style-type: none"> a. NLRC Certificate stating that there is no pending or adverse decided case in areas where the security agency – services is involved; b. Has on-going or completed contracts as of 2010 to present; c. SSS, PhilHealth, and PAG-IBIG Certification of delinquency on monthly premium payments for both the Employer and employee/s of the security agency – services concerned; d. Authenticated photocopy of the Certificate of Membership /Registration from the Philippine Association of Detective and Protective Agency Operators (PADPAO), Inc.; e. License to Operate (Permanent) issued by Supervisory Office for Security Investigation Agency (SOSIA);

- | | |
|--|--|
| | <ul style="list-style-type: none">f. Monthly disposition report duly received by SOSIA as of April 2020; andg. List of required firearms with license number and/or notarized deed of undertaking to purchase the required firearms upon issuance of the signed and approved Notice of Award (NOA) and to furnish the TPB for copy of the license/serial numbers of the required firearms upon issuance of the signed and approved Notice to Proceed (NTP). |
|--|--|

Note: Failure of the bidder declared as the Lowest Calculated Bid (LCB) to duly submit the requirements under this Clause of a finding against the veracity of such shall be ground for forfeiture of the Bid Security and Disqualification by the Bidder for Award.

Section IV. General Conditions of Contract

1. Scope of Contract

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

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

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

2. Advance Payment and Terms of Payment

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

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

3. Performance Security

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

4. Inspection and Tests

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

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

5. Warranty

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

6. Liability of the Supplier

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

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

Section V. Special Conditions of Contract

Special Conditions of Contract

GCC Clause	
1	<p>1.0 SCOPE OF SERVICES/REQUIREMENTS</p> <p>A. DUTIES AND RESPONSIBILITY OF THE <u>SECURITY SERVICE PROVIDER</u></p> <p>1) The Security Service Provider must be duly licensed, DOLE registered, and a member of PADPAO with proper operating permits and other statutory requirements. It must have been engaged in the business for at least five (5) year.</p> <p>2) The Service Provider shall comply with existing applicable labor laws, rules and regulations and warrant the payment of salaries and allowances to its personnel within legal rates provided under applicable laws, rules and regulations. The proof of paid remittances for the following (concerned) government agencies: SSS, PHILHEALTH and PAGIBIG will be in the form of a certification issued by the said agencies supported by Official Receipt.</p> <p>3) The Security Service Provider will provide a minimum of seventeen (17) security personnel with a 12-hour working schedule to be assigned to different campus. Security personnel will be under the supervision of the Security Services Director for those assigned in the Main Campus while they will be under the Campus Administrators for those assigned in the Extension Campuses.</p> <p>4.) The Security Service Provider will provide consistent and quality service through qualified, licensed, bonded, uniformed, highly trained and armed security guards, who shall guard and protect the properties and premises of CPSU, twenty-four (24) hours daily including Saturdays, Sundays and Holidays. Security personnel shall be posted and distributed in accordance with CPSU schedule of posting of security personnel. A maximum of two days per week leave granted for each security personnel.</p> <p>5) The Security Service Provider shall secure ingress and egress within the premises of all persons or vehicles, and things/materials brought in and out of said premises including the conduct of reasonable check on persons and properties as normally done in public or private establishments and places for purposes of ensuring safety and security against unauthorized persons, vehicles, and/or things or materials.</p> <p>6) The Security Service Provider shall station appropriate number of security personnel at designated strategic points within CPSU premises and to the identified Campuses as well as roving security personnel especially at nighttime and on weekends to ensure that no trespassing or other illegal activities are conducted within the premises of CPSU and its campuses.</p> <p>7) The Security Service Provider shall immediately make the necessary reports of any incident to CPSU management and/or to other concerned authorities for purposes of police and other official investigations.</p>

- 8) The Security Service Provider shall be provided with proper agency uniforms and visible identification badges. They must also be duly licensed.
- 9) The Security Service Provider shall be equipped with original, branded and duly licensed firearms and ammunitions necessary in the course of their security enforcement and maintenance of peace and order at the premises of CPSU and its immediate vicinity (Annex "A").
- 10) Security Service Provider shall provide metal detectors, handcuffs, flashlight, medical kit, pro-baton night stick, PPE (masks, gloves and disinfectant spray), and raincoat for the security personnel to be deployed at the designated area of assignment.
- 11) Security Service Provider shall provide and cellular phones for the security personnel (Annex B).
- 12) Security Service Provider must submit the medical certificate of a prospective Security personnel to be deployed at CPSU campuses are vaccinated with COVID-19 vaccine.
- 13) Must prioritize the existing personnel of the University in hiring, provided they pass the necessary requirements of the agency. Nepotism must be observed, especially their relationship to the supervising authorities and other security personnel, up to the fourth degree of affinity and/or consanguinity.
- 14) Must have a physical office within the Province of Negros Occidental that will be easily accessible to the security personnel.
- 15) Must rotate the assignment of personnel every 6 months. No personnel will be assigned more than six months in the same campus.
- 16) A 2:1 ratio of male to female security personnel will be hired and assigned to each identified campus.
- 17) Must provide legal assistance, free of charge from the University and security personnel, whenever necessary.

B. DUTIES AND RESPONSIBILITY OF SECURITY PERSONNEL

- 1) The assigned security personnel must have previous experience of at least 1-year, with very satisfactory performance and with adequate knowledge in communicating in English. Security on duty/Personnel must be alert, reliable, honest, and courteous.
- 2) The Security Personnel must undergo and pass the required psycho-neuro examination and drug test conducted by a reputable Philippine National Police (PNP)/National Bureau of Investigation (NBI) accredited testing agency.
- 3) The Security Personnel must be ready to perform other tasks as may be required by CPSU management, related to security, safety and protection such as registering visitors, inspection of bags or cargo (in & out), inspection of vehicles, escorting VIPs and other administrative functions.
- 4) The Security Personnel are required to attend weekly formation at a specified schedule to be conducted by the Head Security and Security Services Director.
- 5) The Security Personnel must prepare and submit a Daily Activity and Situation Report to cover all activities related to the implementation of security operations for the area of responsibility to include summary of any untoward incidents that transpired during the day.

C. PERFORMANCE ASSESSMENT and MONITORING. The Service Provider shall maintain satisfactory level of performance throughout the duration of the contract. The performance assessment shall be done every six (6) months.

In case of violation of any of the provisions of this Contract, CPSU shall issue written notice to the Service Provider of the violation on the provisions of this Contract with corresponding penalties:

- 1st offense: Verbal warning thru head utility personnel
- 2nd offense: Written warning
- 3rd offense: Termination of Contract and liquidated damages in accordance to government rules and regulation

D. DISTRIBUTION/ POSTING OF SECURITY PERSONNEL

CAMPUS	No. of Personnel	No. of Hours
Main (Kabankalan City)	4 2 Male 2 Female	12
San Carlos City	4 2 Male 2 Female	12
Victorias City	3 2 Male 1 Female	12
Moises Padilla	2 1 Male 1 Female	12
Hinoba-an	2 1 Male 1 Female	12
Hinigaran	2 1 Male 1 Female	12

E. LIST OF EQUIPMENT TO BE PROVIDED BY THE SECURITY SERVICE PROVIDER.

1. All Security Personnel that is scheduled to report must have a complete set of equipment: firearm with complete bullets, hand-cuffs, flash light, medical kit, pro-baton night stick, PPE (mask and gloves) and raincoat.
2. All Firearms to be issued to security service providers must be original, branded and duly licensed by PNP, with complete load of ammunition.

Delivery and Documents–

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

“The delivery terms applicable to this Contract are delivered to *Central Philippines State University, Kabankalan City, Negros Occidental, Philippines 6111*. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”

Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).

For purposes of this Clause the Procuring Entity’s Representative at the Project Site is *Corold Romano*.

Incidental Services –

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

- a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;
- b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;
- c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;
- d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract.
- e. training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.

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

	<p>Transportation –</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p>
2.2	<p><i>Partial payment is not allowed.</i></p> <p>Payment by CPSU to the Service Provider shall be on a monthly basis upon submission of billing statement and acceptance of output of the Service Provider in compliance with the provision of labor laws, rules and regulations</p>
4	<p>The inspections and tests that will be conducted is:</p> <p>The inspections and tests will be conducted by the Inspection and Acceptance Committee of Central Philippines State University and the end-user (office head) where the security personnel will be assigned.</p>

Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Lot	Description	ABC	Delivered, Weeks/Months
1	Security Services for 12 Months	PhP3,866,400.00	Upon receipt of the signed and approved Notice to Proceed (NTP)

Note: Below are the following requirements and deliverables to be issued by the Contractor as follows:

CAMPUS	No. of Personnel	No. of Hours
Main (Kabankalan City)	4 2 Male 2 Female	12
San Carlos City	4 2 Male 2 Female	12
Victorias City	3 2 Male 1 Female	12
Moises Padilla	2 1 Male 1 Female	12
Hinoba-an	2 1 Male 1 Female	12
Hinigaran	2 1 Male 1 Female	12

Section VII. Technical Specifications

Technical Specifications

[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]

LOT 1	Security Services for 12 Months	PhP3,866,400.00	
Item	Specification	Statement of Compliance	
		Complied	Not Complied
A	DUTIES AND RESPONSIBILITY OF THE <u>SECURITY SERVICE PROVIDER</u>		
	1) The Security Service Provider must be duly licensed, DOLE registered, and a member of PADPAO with proper operating permits and other statutory requirements. It must have been engaged in the business for at least five (5) year.		
	2) The Service Provider shall comply with existing applicable labor laws, rules and regulations and warrant the payment of salaries and allowances to its personnel within legal rates provided under applicable laws, rules and regulations. The proof of paid remittances for the following (concerned) government agencies: SSS, PHILHEALTH and PAGIBIG will be in the form of a certification issued by the said agencies supported by Official Receipt.		
	3) The Security Service Provider will provide a minimum of seventeen (17) security personnel with a 12–hour working schedule to be assigned to different campus. Security personnel will be under the supervision of the Security Services Director for those assigned in the Main Campus while they will be under the Campus Administrators for those assigned in the Extension Campuses.		

	<p>4.) The Security Service Provider will provide consistent and quality service through qualified, licensed, bonded, uniformed, highly trained and armed security guards, who shall guard and protect the properties and premises of CPSU, twenty-four (24) hours daily including Saturdays, Sundays and Holidays. Security personnel shall be posted and distributed in accordance with CPSU schedule of posting of security personnel. A maximum of two days per week leave granted for each security personnel.</p>		
	<p>5) The Security Service Provider shall secure ingress and egress within the premises of all persons or vehicles, and things/materials brought in and out of said premises including the conduct of reasonable check on persons and properties as normally done in public or private establishments and places for purposes of ensuring safety and security against unauthorized persons, vehicles, and/or things or materials.</p>		
	<p>6) The Security Service Provider shall station appropriate number of security personnel at designated strategic points within CPSU premises and to the identified Campuses as well as roving security personnel especially at nighttime and on weekends to ensure that no trespassing or other illegal activities are conducted within the premises of CPSU and its campuses.</p>		
	<p>7) The Security Service Provider shall immediately make the necessary reports of any incident to CPSU management and/or to other concerned authorities for purposes of police and other official investigations.</p>		
	<p>8) The Security Service Provider shall be provided with proper agency uniforms and visible identification badges. They must also be duly licensed.</p>		
	<p>9) The Security Service Provider shall be equipped with original, branded and duly licensed firearms and ammunitions necessary in the course of their security enforcement and maintenance of peace and order at the premises of CPSU and its immediate vicinity (Annex "A").</p>		
	<p>10) Security Service Provider shall provide metal detectors, handcuffs, flashlight, medical kit, pro-baton night stick, PPE (masks, gloves and disinfectant spray), and raincoat for the security personnel to be deployed at the designated area of assignment.</p>		

	11) Security Service Provider shall provide and cellular phones for the security personnel.		
	12) Security Service Provider must submit the medical certificate of a prospective Security personnel to be deployed at CPSU campuses are vaccinated with COVID-19 vaccine.		
	13) Must prioritize the existing personnel of the University in hiring, provided they pass the necessary requirements of the agency. Nepotism must be observed, especially their relationship to the supervising authorities and other security personnel, up to the fourth degree of affinity and/or consanguinity.		
	14) Must have a physical office within the Province of Negros Occidental that will be easily accessible to the security personnel.		
	15) Must rotate the assignment of personnel every 6 months. No personnel will be assigned more than six months in the same campus.		
	16) A 1:1 ratio of male to female security personnel will be hired and assigned to each identified campus, whenever possible based on the number in each campus.		
	17) Must provide legal assistance, free of charge from the University and security personnel, whenever necessary.		
B	<u>DUTIES AND RESPONSIBILITY OF SECURITY PERSONNEL</u>	Complied	Not Complied
	1) The assigned security personnel must have previous experience of at least 1-year, with very satisfactory performance and with adequate knowledge in communicating in English. Security on duty/Personnel must be alert, reliable, honest, and courteous.		
	2) The Security Personnel must undergo and pass the required psycho-neuro examination and drug test conducted by a reputable Philippine National Police (PNP)/National Bureau of Investigation (NBI) accredited testing agency.		
	3) The Security Personnel must be ready to perform other tasks as may be required by CPSU management, related to security, safety and protection such as registering visitors, inspection of bags or cargo (in & out), inspection of vehicles, escorting VIPs and other administrative functions.		
	4) The Security Personnel are required to attend weekly formation at a specified schedule to be conducted by the Head Security and Security Services Director.		

	5) The Security Personnel must prepare and submit a Daily Activity and Situation Report to cover all activities related to the implementation of security operations for the area of responsibility to include summary of any untoward incidents that transpired during the day.																							
C	PERFORMANCE ASSESSMENT and MONITORING. The Service Provider shall maintain satisfactory level of performance throughout the duration of the contract. The performance assessment shall be done every six (6) months.																							
D	DISTRIBUTION/ POSTING OF SECURITY PERSONNEL																							
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E	LIST OF EQUIPMENT TO BE PROVIDED BY THE SECURITY SERVICE PROVIDER.	Complied	Not Complied																					
	1. All Security Personnel that is scheduled to report must have a complete set of equipment: firearm with complete bullets, hand-cuffs, flash light, medical kit, pro-baton night stick, PPE (mask and gloves) and raincoat.																							
	2. All Firearms to be issued to security service providers must be original, branded and duly licensed by PNP, with complete load of ammunition.																							

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

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

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

Technical Documents

- (e) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (f) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (g) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
or
Original copy of Notarized Bid Securing Declaration; **and**
- (h) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (i) Original duly signed Omnibus Sworn Statement (OSS);
and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- (j) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- (k) The prospective bidder's computation of Net Financial Contracting

Capacity (NFCC);

or

A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class “B”

Documents

- (l) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;

or

duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

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

- (m) *[For foreign bidders claiming by reason of their country’s extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- (n) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

25 FINANCIAL COMPONENT ENVELOPE

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

Cost Distribution for One (1) year until December 31, 2022

Item No.	Description	Regular Shift
	Days Work per Week	days
	No of Hours / day	12 hours
	Daily Wage	
	Amount Directly to Security Guard	
	Average Pay Per month	
	13 th Month Pay	
*		
A.	Total Amount Directly to Security Guard	
	Amount due to Government	
	Retirement Benefir (RA 7641)	
	SSS Premium	
	Philhealth Contribution	
	PAG-IBIG Premium	
**		
B.	Total Amount due to Government	
C.	Total Amount to Security Guard and Government (A + B)	
D.	Administrative Fee	
E.	12% VAT NOTE: <i>The 12% VAT shall only be imposed on the Agency Fee and not on the amount to Guard and Government, in accordance with BIR Revenue Memorandum Circular No.39-2007, as applied to wage orders issued by PADPAO</i>	
F.	TOTAL MINIMUM CONTRACT RATE (C + D + E)	
	No. of Guards	17
	TOTAL CONTRACT FOR 17 SG'S FOR ONE (1)YEAR OR UNTIL DECEMBER 31, 2022	

* , ** Additional List/ payments may be added by the contractor for Items A and B depending on their proposal and based on the existing law governing services.

