

PHILIPPINE BIDDING DOCUMENTS

Invitation to Bid for the Provision of Security Services for FY 2025

Project Identification No. PB-2025-01-001
Government of the Republic of the Philippines

Sixth Edition
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Republic of the Philippines
Department of Agriculture
PHILIPPINE FIBER INDUSTRY DEVELOPMENT AUTHORITY

Preface

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

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

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

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

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

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

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

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

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

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

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

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

CDA - Cooperative Development Authority.

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

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

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

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

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

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

GFI – Government Financial Institution.

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

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

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

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

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

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

UN – United Nations.

Section I. Invitation to Bid

Notes on the Invitation to Bid

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

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

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

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



Invitation to Bid for the Provision of Security Services for FY 2025

Project Identification No. PB-2025-01-001

1. The Philippine Fiber Industry Development Authority Regional Office XI (PhilFIDA RO-XI), through the FY 2025 General Appropriations Act intends to apply the sum of One Million Four Hundred Ten Thousand Pesos (PhP1,410,000.00) being the ABC to payments under the contract for the Provision of Security Services for FY 2025 with Project Identification No. PB-2025-01-001. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The Philippine Fiber Industry Development Authority Regional Office XI (PhilFIDA RO-XI) now invites bids for the above Procurement Project. Delivery of Services shall be in accordance with the Delivery Schedule under Section VI (Schedule of Requirements). 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 PhilFIDA RO-XI and inspect the Bidding Documents at the address given below during Monday to Friday, February 27, 2025 to March 17, 2025 from 8:00 AM to 5:00 PM.
5. A complete set of Bidding Documents may be acquired by interested Bidders on February 27, 2025 to March 17, 2025 from the given address (Item 11) 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 (PhP5,000.00). The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person.

6. The PhilFIDA RO-XI will hold a Pre-Bid Conference¹ on March 6, 2025 at 10:00 AM at the PhilFIDA RO-XI Conference Room, Second Floor, Cam Building, Monteverde Street, Davao City, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before March 18, 2025 at 12:00 noon. 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 March 18, 2025 at 1:00 PM at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The PhilFIDA RO-XI reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:
12. For further information, please refer to:
MS. NOVELYN T. CORPUZ
BAC Secretariat
Philippine Fiber Industry Development Authority
Regional Office XI
Second Floor, Cam Building, Monteverde Street, Davao City
Tel. No.: (028) 227-4544, Telefax No. (028) 224-3800
Email Add: rodavao@philfida.da.gov.ph
13. You may visit the following websites:

For downloading of Bidding Documents:
 - www.philgeps.gov.ph
 - www.philfida.da.gov.ph

26 February 2025


MILAGROS B. LABURADA
BAC Chairperson

¹ May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) Pre-Bid Conference.

Section II. Instructions to Bidders

Notes on the Instructions to Bidders

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

1. Scope of Bid

The Procuring Entity, PhilFIDA RO-XI wishes to receive Bids for the Procurement of Security Services for FY 2025, with identification number PB-2025-01-001.

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

2. Funding Information

- 2.1. The GOP through the source of funding as indicated below for General Appropriations Act FY 2025 approved Annual Procurement Plan in the amount of One Million Four Hundred Ten Thousand Pesos (PhP 1,410,000.00).

3. Bidding Requirements

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

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

5. Eligible Bidders

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. Foreign ownership limited to those allowed under the rules may participate in this Project.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the

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

- a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.

- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

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

7. Subcontracts

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

The Procuring Entity has prescribed that Subcontracting is not allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address at PhilFIDA RO-XI, Second Floor, Cam Building, Monteverde Street, Davao City as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

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

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within *[state relevant period as provided in paragraph 2 of the IB]* prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must

be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

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

12. Bid Prices

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

registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.

- ii. The price of other (incidental) services, if any, as listed in the **BDS**.

13. Bid and Payment Currencies

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

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration² 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 July 16, 2025. 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**.

² In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

17. Opening and Preliminary Examination of Bids

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

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

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

18. Domestic Preference

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

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 14 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as One Project having several items that shall be awarded as one contract.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

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

21. Signing of the Contract

- 21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

Section III. Bid Data Sheet

Notes on the Bid Data Sheet

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

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

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

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

Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ol style="list-style-type: none"> a. Security Services. b. completed within three (3) years (2021-2024) prior to the deadline for the submission and receipt of bids.
7.1	Subcontracting is not allowed.
12	The price of the Goods shall be quoted DDP PhilFIDA Regional Office XI, 2/F Cam Bldg., Monteverde St., Davao City; Davao Region Fiber Experiment Station (DRFES), Bago Oshiro, Tugbok District, Davao City; and Central Mindanao Fiber Experiment Station (CMFRES), Pagalungan, Polomolok, South Cotabato or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ol style="list-style-type: none"> a. The amount of not less than Twenty-Eight Thousand Two Hundred Pesos (PhP28,200.00) 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 Seventy Thousand Five Hundred Pesos (PhP70,500.00) if bid security is in Surety Bond.
19.3	<p>Lot 1 – Invitation to Bid for the Provision of Security Services:</p> <ul style="list-style-type: none"> • PhilFIDA Regional Office XI, Second Floor, Cam Building, Monteverde Street, Davao City; • Davao Region Fiber Experiment Station (DRFES), Bago Oshiro, Tugbok District, Davao City; and • Central Mindanao Fiber Experiment Station (CMFRES), Pagalungan, Polomolok, South Cotabato
20.2	<p>The latest income tax returns (ITR) are those covering fiscal year 2024 and the latest business tax returns (BTR) are those filed within the last six months preceding the date of bid submission. BTR refers to the value-added tax and percentage tax on sales.</p> <p>The other required clearances are from:</p> <ul style="list-style-type: none"> • DOLE; • NLRC; • SSS; and

	<ul style="list-style-type: none">• PNP
21.2	No additional requirements

Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

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

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

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

1. Scope of Contract

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

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

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

2. Advance Payment and Terms of Payment

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

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

3. Performance Security

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

4. Inspection and Tests

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

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

5. Warranty

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

6. Liability of the Supplier

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

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

Section V. Special Conditions of Contract

Notes on the Special Conditions of Contract

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

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

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

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

Special Conditions of Contract

GCC Clause	
1	<p>NUMBER OF GUARDS AND MANNER OF SELECTION</p> <p>The PhilFIDA RO-XI requires a total of five (5) female or male security guards for the entire duration of the contract for the purpose of safeguarding and protecting the PhilFIDA RO-XI properties, personnel and persons having business before them from loss, damage and injury. It is understood, however, that the number may be increased or decreased by PhilFIDA RO-XI at its option by giving the SECURITY AGENCY at least five (5) days prior written notice <u>and will take effect thirty (30) days after receipt of the written notice.</u></p> <p>The SECURITY AGENCY shall submit to PhilFIDA RO-XI a list of its security guards, their qualifications, clearances and other pertinent documents on the basis of which the PhilFIDA RO-XI shall determine the most competent and qualified.</p> <p>UNIFORM AND EQUIPMENT:</p> <p>The SECURITY AGENCY shall provide each personnel assigned to the PhilFIDA RO-XI with proper and complete uniforms, and such other paraphernalia and supplies as may be necessary to carry out the purpose of this Contract and called for under existing rules and regulations.</p> <p>The SECURITY AGENCY shall provide for the use of the guards at the PhilFIDA RO-XI, Second Floor, Cam Building, Monteverde Street, Davao City; Davao Region Fiber Experiment Station (DRFES), Bago Oshiro, Tugbok District, Davao City; and Central Mindanao Fiber Experiment Station (CMFRES), Pagalungan, Polomolok, South Cotabato, one (1) set each of communications and security equipment such as but not limited to the following: two (2) handheld radios, firearm, logbook, flashlight, nightstick, whistle, first aid medical kit, reflectorized vest, rain boots and raincoats and such other security equipment necessary to perform their duties and as circumstances may require.</p> <p>SECURITY PLAN:</p> <p>The SECURITY AGENCY shall develop and submit a security plan designed for PhilFIDA RO-XI and update the same as the need arises.</p> <p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered <i>[indicate place of destination]</i>. In accordance with INCOTERMS.”</p> <ul style="list-style-type: none"> • PhilFIDA Regional Office XI, Second Floor, Cam Building, Monteverde Street, Davao City;

- Davao Region Fiber Experiment Station (DRFES), Bago Oshiro, Tugbok District, Davao City; and
- Central Mindanao Fiber Experiment Station (CMFRES), Pagalungan, Polomolok, South Cotabato

[For Goods supplied from within the Philippines, state:] “The delivery terms applicable to this Contract are delivered *[indicate place of destination]*. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”

- PhilFIDA Regional Office XI, Second Floor, Cam Building, Monteverde Street, Davao City;
- Davao Region Fiber Experiment Station (DRFES), Bago Oshiro, Tugbok District, Davao City; and
- Central Mindanao Fiber Experiment Station (CMFRES), Pagalungan, Polomolok, South Cotabato

Delivery of Services 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 are:

- PhilFIDA Regional Office XI, Second Floor, Cam Building, Monteverde Street, Davao City – Mr. Rogelio S. Libed / Head, Administrative & Management Unit;
- Davao Region Fiber Experiment Station (DRFES), Bago Oshiro, Tugbok District, Davao City – Ms. Maria Gina Q. Torbila / Head, Research Unit & Station In-charge ; and
- Central Mindanao Fiber Experiment Station (CMFRES), Pagalungan, Polomolok, South Cotabato – Ms. Claire A. Dacanay / SRS II & Station In-charge.

Delivery of the Security Services shall be made by the Security Agency **on monthly** basis starting upon receipt of Notice to Proceed until April 2026

Upon delivery of the Security Services to the Project Site, the Security Agency on a monthly basis shall notify the Procuring Entity and present the following documents:

- 1) Original and four (4) copies of the Monthly Deployment Report (MDR) duly accomplished by the Security Agency at the end of each month stating the names of the guards and DTR of Security Guards assigned; and
- 2) Proof of remittance of Premiums to SSS, Philhealth, PAG-IBIG and ECC for the benefit of the Security Guards

Delivery of the Security Services for FY 2025 shall be made by the Security Agency in accordance with the terms specified in Section VI (Schedule of Requirements).

Regular and Recurring Services –

“The contract for regular and recurring services shall be subject to a renewal whereby the performance evaluation of the service provider shall be conducted in accordance with Section VII. Technical specifications.”

	<p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements: The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p>Please see Annex A. Terms of Reference (TOR).</p>
2.2	<p>“The terms of payment shall be as follows: For services rendered, the SECURITY AGENCY shall submit monthly billing statements not later than five (5) days after cut off (15th and 30th of the month) with all required attachments in compliance with accounting and auditing rules and regulations. Payments shall be made promptly by PhilFIDA RO-XI, but in no case later than sixty (60) days after submission of a complete billing statement.</p> <p>Adjustment of contract rate shall be made in case of increase in the wage rates of workers pursuant to existing Philippine government laws. In such case, the Security Agency shall provide a written notice.”</p>
4	<p>The SECURITY AGENCY warrants that all its security guards are duly licensed and have complied with all requirements prescribed by law.</p>

Annex A

TERMS OF REFERENCE



TERMS OF REFERENCE FOR THE PROCUREMENT OF SECURITY SERVICES

I. OBJECTIVE

To hire a competent security agency, which can provide good security service to the Philippine Fiber Industry Development Authority Regional Office XI (PhilFIDA RO-XI) to ensure a safe and secure working place.

II. BUDGET

The contract for the Security Agency will be for a period of one (1) year, renewable for a period of three (3) years with an Approved Budget for the Contract (ABC) of **P 1,410,000.00** for PhilFIDA RO-XI, Second Floor, Cam Building, Monteverde Street, Davao City; Davao Region Fiber Experiment Station (DRFES), Bago Oshiro, Tugbok District, Davao City; and Central Mindanao Fiber Experiment Station (CMFRES), Pagalungan, Polomolok, South Cotabato.

III. TOTAL NUMBER OF SECURITY GUARDS

LOCATION	No. of Security Guards
PhilFIDA RO-XI, Second Floor, Cam Building., Monteverde Street, Davao City	2
Davao Region Fiber Experiment Station (DRFES), Bago Oshiro, Tugbok District, Davao City	1
Central Mindanao Fiber Experiment Station(CMFRES),Pagalungan, Polomolok, South Cotabato	2

IV. PLACE/NUMBER SHIFT POST ASSIGNMENT

Refer to Schedule of Requirements

V. QUALIFICATIONS OF THE CONTRACTOR

The following are the qualifications of the Contractor:

- A. Should have at least three (3) years experience in providing security services to a government agency;
- B. Must be an active member of the Philippine Association of Detective & Protective Agency Operators (PADPAO) in good standing;
- C. Must be duly registered with the Securities & Exchange Commission, or Cooperative Development Authority, and Department of Trade & Industry;

- D. Must be duly registered with the Social Security System (SSS), Home Development Mutual Fund (HDMF-PAGIBIG), Philippine Health Insurance Corp. (PhilHealth) and Bureau of Internal revenue;
- E. Must be a DOLE registered and licensed service contractor;
- F. Have a Net Financial Contracting Capacity (NFCC) of at least equal to the ABC or Committed Line of Credit at least equal to 105 of ABC ; and
- G. Must present at least one (1) Client/Customer Feedback, with at least a Very Satisfactory Rating, from one (1) government agency with whom the Contractor has a past or ongoing Contract.

VI. QUALIFICATIONS OF THE SECURITY GUARDS

The Security Agency shall deploy security guards with the following minimum qualifications:

- A. Must be 21 years of age but not more than 60 years old;
- B. Must be at least High School graduate;
- C. Has undergone Pre-licensing Training Program for new recruits, or Refresher Training Program for Security Guards with more than one (1) year of experience;
- D. Physically and mentally fit;
- E. Of good moral character and reputation supported by Barangay Clearance, Police Clearance and NBI Clearance; Must have valid license issued by the Philippine National Police (PNP) SAGSD;
- F. Must have a current neuropsychological examinations and drug-test
- G. Must have a minimum of one (1) year experience as security guard.

Moreover, the Contractor shall deploy supervisors to randomly check the performance and attendance of its personnel, to maintain the quality of service at the desired standard.

VII. SCOPE OF SERVICES

Duties and Functions:

- A. Guard and protect the premises, properties, equipment and personnel in areas of responsibilities;
- B. Screen visitors with utmost courtesy;
- C. Prohibit entry of vendors or solicitors at all times;
- D. Maintain a logbook for visitors and separate logbook for employees;
- E. Record the time of arrival and departure of all personnel at all times;
- F. Conduct inspection of all areas inside the buildings occupied by PhilFIDA-XI after office hours to switch off all electrical equipment that employees failed to switch off;
- G. Record the time of departure and arrival of vehicles during official trips and also the passengers.

VIII. SUPPLIES, MATERIALS AND EQUIPMENT

- A. The Security Agency shall provide the following:
 - 1. Prescribed uniform of Security Guards
 - 2. Logbook
 - 3. Two (2) Handheld Radios
 - 4. Flashlight
 - 5. Nightstick

6. Whistle
7. First Aid Medical Kit
8. Reflectorized vest
9. Rain boots
10. Raincoats
11. PNP licensed service firearms - in good condition, with detail order and complete load of ammunition

VI. OTHER DOCUMENTARY REQUIREMENTS

- A. Company Organizational Chart of officers
- B. Bio-data of security to be deployed
- C. Related licenses (valid and updated)
 1. PADPAO Membership Certificate
 2. Permit to Operate

Note:

All Documentary Requirements and other requirements will be submitted during the bid opening.

VII. OTHER MATTERS

- A. Performance Bond – The Security Agency shall furnish PhilFIDA-XI with a valid and sufficient bond in accordance with the rules set forth under Government Procurement Reform Act (R.A. No. 9184) and its 2016 Implementing Rules and Regulations (IRR).
- B. Wage and Mandated Benefit Increase – Should there be any wage or mandated benefit (SSS, PAGIBIG and PHILHEALTH) increase in favor of the assigned security personnel , the Security Agency must inform the PhilFIDA-XI in writing of the wage increase in order for the latter to make the necessary measure before its implementation.
- C. Billing and Submission of Documents – The Security Agency shall submit a billing, together with the Daily Time Record and copies of payroll, remittances with Official Receipt of SSS, PAG-IBIG and PHILHEALTH for all security guards assigned, every **15th day of the month**. Failure of the Security Agency to comply shall mean withholding of payment for the current month until the latter complied the requirement.
- D. Employer-Employee Relationship – The PhilFIDA-XI shall not be responsible for any claims for general injury, including death sustained by the security guard or any third person arising out of or in the course of the performance of the functions of the security guards pursuant to this contract. It is understood that no employer-employee relationships exists between the parties or of their employees, representatives and agents.
- E. Liability for Losses and Damages – The Security Agency shall be answerable for any loss or damage arising from theft, robbery, pilferages and other unlawful acts that may occur at the premises of PhilFIDA-XI during watch hours of the security guards except when such loss or damage is sufficiently established to be due to force majeure or fortuitous events.
- F. Terms of the Contract – The Contract shall take effect once Notice to Proceed is issued to the Security Agency, renewable annually, but not to exceed three (3) years from the awarding of original contract in accordance with R.A 9184 and its Implementing Rules and Regulations; or be cancelled or terminated before the end of the term of the contract for lawful cause.

- - - - -

I HEREBY ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD AND AGREE TO COMPLY WITH ALL REQUIREMENTS STATED IN THE TERMS OF REFERENCE.

Name : _____

Designation : _____

Company Name : _____

Date : _____

Approved by:



Engr. IRMA R. RODIS
Head of Procuring Entity / HoPE

Section VI. Schedule of Requirements

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

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	Invitation to Bid for the Provision of Security Services for FY 2025	5	5	Within one (1) year upon receipt of the Notice to Proceed
	<ul style="list-style-type: none"> • PhilFIDA Regional Office XI, Second Floor, Cam Building, Monteverde Street, Davao City: <ul style="list-style-type: none"> ◦ Monday to Sunday ◦ Eight (8) hours ◦ 6AM – 2PM ◦ 2PM – 10PM 	2	2	
	<ul style="list-style-type: none"> • Davao Region Fiber Experiment Station (DRFES), Bago Oshiro, Tugbok District, Davao City: <ul style="list-style-type: none"> ◦ Monday to Sunday ◦ Twelve (12) hours ◦ 6PM to 6AM 	1	1	
	<ul style="list-style-type: none"> • Central Mindanao Fiber Experiment Station (CMFRES), Pagalungan, Polomolok, South Cotabato: <ul style="list-style-type: none"> ◦ Monday to Sunday ◦ Eight (8) hours ◦ 4PM – 12AM ◦ 12AM – 8AM 	2	2	

Signature Over Printed Name

Position/Designation

Name of Company

Section VII. Technical Specifications

Notes for Preparing the Technical Specifications

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

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

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

Sample Clause: Equivalency of Standards and Codes

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

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

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

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

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

Technical Specifications

Item	Specification	Statement of Compliance
		<p><i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>
1 Lot	<p style="text-align: center;">Invitation to Bid for the Provision of Security Services</p>	
	<p><u>Technical Specifications:</u></p>	
	<p>1) Number of Guards and Manner of Selection:</p>	
	<ul style="list-style-type: none"> • The PhilFIDA RO-XI requires a total of five (5) female or male security guards for the entire duration of the contract for the purpose of safeguarding and protecting the PhilFIDA’s 	

	<p>properties, personnel and persons having business before them from loss, damage, and injury. It is understood, however, that the number may be increased or decreased by PhilFIDA RO-XI at its option by giving the SECURITY AGENCY at least five (5) days prior written notice and will take effect thirty (30) days after receipt of the written notice.</p>	
	<ul style="list-style-type: none"> • The SECURITY AGENCY shall submit to PhilFIDA RO-XI a list of its security guards, their qualifications, clearances and other pertinent papers on the basis of which the PhilFIDA RO-XI shall determine the most competent and qualified. 	
	<p>2) Manner of Performance</p>	
	<ul style="list-style-type: none"> • The SECURITY AGENCY shall guard the premises of the PhilFIDA RO-XI Office and Research Stations using the following schedule of posting of guards: 	
	<ul style="list-style-type: none"> ◦ At the PhilFIDA RO-XI: Daily, from Monday to Sunday, including holidays, two (2) guards in alternating eight-hour shifts 	
	<ul style="list-style-type: none"> ◦ At the DRFES: Daily, from Monday to Sunday, including holidays, one (1) guard in twelve-hour duty. 	

	<ul style="list-style-type: none"> • At the CMFRES: Daily, from Monday to Sunday, including holidays, two (2) guards in alternating eight-hour shifts. 	
	<ul style="list-style-type: none"> • PhilFIDA RO-XI shall furnish the SECURITY AGENCY from time to time with guidelines, rules and regulations relevant to its security needs. The SECURITY AGENCY, on the other hand, shall recommend measures necessary in the effective performance of the duties of its security guards. 	
	<ul style="list-style-type: none"> • The SECURITY AGENCY shall develop and submit its security plan for PhilFIDA RO-XI, incorporating all the relevant guidelines, rules and regulations, and recommendations, as well as update the said plan as the need arises. 	
	3) Supervision of Guards	
	<ul style="list-style-type: none"> • The PhilFIDA RO-XI or the Administrative Unit shall exercise general supervision over the security guards. The SECURITY AGENCY shall exercise exclusive authority to discipline and control its personnel and ensure compliance with the guidelines issued by the PhilFIDA RO-XI relevant to its security needs. 	
	<ul style="list-style-type: none"> • The PhilFIDA RO-XI shall have the right to demand the immediate replacement of any security guard at any 	

	<p>time for reasons which the PhilFIDA RO-XI, in its sole judgment, considers valid and sufficient. Replacement of security guards on the initiative of the SECURITY AGENCY shall be made only after written notice and in consultation with PhilFIDA RO-XI.</p>	
	<p>4) Roster of Security Guards</p>	
	<ul style="list-style-type: none"> • The SECURITY AGENCY warrants that all its security guards are physically fit, duly licensed, and have complied with all the requirements prescribed by law. It shall submit to PhilFIDA RO-XI its roster of security guards, their qualifications, clearances and other pertinent documents on the basis of which PhilFIDA RO-XI shall select those that will be deployed to its offices. 	
	<ul style="list-style-type: none"> • The SECURITY AGENCY further guarantees that it shall maintain at all times a sufficient reserve of competent and qualified security personnel who may be assigned to PhilFIDA RO-XI in case it requires immediate replacement of any security guard assigned to it. 	
	<p>5) Uniform and Equipment</p>	
	<ul style="list-style-type: none"> • The SECURITY AGENCY shall provide each personnel assigned to the PhilFIDA RO-XI with proper and complete uniforms, and 	

	such other paraphernalia and supplies as may be necessary to carry out the purpose of this Contract and called for under existing rules and regulations.	
	<ul style="list-style-type: none"> • The SECURITY AGENCY shall provide for the use of the guards at the PhilFIDA RO-XI and Research Stations, one (1) set each of communications and security equipment such as but not limited to the following: two (2) handheld radios, firearm, flashlight, nightstick, logbook, whistle, first aid medical kit, reflectorized vest, rain boots and raincoats and such other security equipment necessary to perform their duties and as circumstances may require. 	
	6) Performance Evaluation	
	<ul style="list-style-type: none"> • The SECURITY AGENCY shall maintain a satisfactory level of performance throughout the term of the Contract based on a prescribed set of performance criteria as follows: 	
	<ul style="list-style-type: none"> ◦ Quality of service delivered; 	
	<ul style="list-style-type: none"> ◦ Management and suitability of personnel; 	
	<ul style="list-style-type: none"> ◦ Contract administration and management; and 	
	<ul style="list-style-type: none"> ◦ Relevant security plan. 	

	<ul style="list-style-type: none"> • In case the SECURITY AGENCY's level of performance falls below satisfactory, the PhilFIDA RO-XI may pre-terminate the Contract for failure by the SECURITY AGENCY to perform its obligations therein following the procedure prescribed under the Guidelines on Termination of Contracts issued by the Government Procurement Policy Board under Resolution No. 018-2004 dated 22 December 2004. 	
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Signature Over Printed Name

Position/Designation

Name of Company

Bid Form for the Procurement of Goods

[shall be submitted with the Bid]

BID FORM

Date: _____

Project Identification No.: PB-2025-01-001

To: _____

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers _____, the receipt of which is hereby duly acknowledged, we, the Undersigned, offer to perform the **Procurement of Security Services for FY 2025** in conformity with the said PBDs for the sum of:

[Bid amount in words and figures]

or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

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

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

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

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

Price Schedule

(shall be submitted with the Bid)

Name of Bidder: _____ Project Identification No. PB-2025-01-001

Place & Area of Deployment	<i>PhilFIDA RO-XI</i>	<i>DRFES</i>	<i>CMFRES</i>
No. of Guards	TWO (2) GUARDS	ONE (1) GUARD	TWO (2) GUARDS
No. of Days per Week	7 DAYS/WK	7 DAYS/WK	7 DAYS/WK
No. of Hours per Day per Guard	8 HRS/DAY	12 HRS/DAY	8 HRS/DAY
No. of Shifts per Day	2 SHIFTS	1 SHIFT	2 SHIFTS
Duty Schedule	6 am to 2 pm; 2 pm to 10 pm	6 pm to 6 am;	4 pm to 12: am; 12 am to 8 am
DAILY MINIMUM WAGE (DOLE XI AND XII)	481.00	481.00	430.00
COLA			
EQUIVALENT NO. OF DAYS PER YEAR			
AMOUNT PAID DIRECTLY TO THE GUARD:			
1. Average Pay Per Month			
2. Night Differential Pay (from 10pm to 6am)			
3. 13 th Month Pay			
4. 5 Days Incentive Leave			
5. Uniform Allowance (RA 5487)			
6. Overtime Pay			
Sub-Total			
AMOUNT PAID TO THE GOVERNMENT FOR THE GUARD:			
7. Retirement Benefit			
8. SSS Regular Premium (Employer's share)			
9. SSS Mandatory Provident Fund (Employer's share)			
10. SSS Employees' Compensation			
11. Philhealth (Employer's share)			
12. Pag-ibig Fund			
Sub-Total			
TOTAL AMOUNT TO GUARD & GOVT.			
COST OF EQUIPMENT & OTHER REQUIREMENTS			
AGENCY FEE			
VALUE-ADDED TAX (12% OF AGENCY FEE)			
MONTHLY CONTRACT RATE PER GUARD			
MONTHLY CONTRACT RATE X TOTAL NUMBER OF GUARDS			
TOTAL MONTHLY CONTRACT RATE	₱		
TOTAL BID AMOUNT	₱		

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Section VIII. Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

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

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

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

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

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

Technical Documents

- (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (d) 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**
- (e) 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**
- (f) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (g) 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

- (h) 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

- (i) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence **or** duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

II. FINANCIAL COMPONENT ENVELOPE

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

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

- (l) [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.

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

