

PHILIPPINE BIDDING DOCUMENTS

Procurement of Security Services

Project Identification Number: DOT-BAC IB 2021-004

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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



INVITATION TO BID FOR THE *Procurement of Security Services*

1. The *Department of Tourism (DOT)*, through the *General Appropriation Act 2021* intends to apply the sum of *Five Million Three Hundred Ten Thousand Nine Hundred Two Philippine Pesos and 23/100 (PhP5,310,902.23) inclusive of applicable taxes*, being the ABC to payments under the contract for *“Procurement of Security Services” (Project Identification No. DOT-BAC IB 2021-004)*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *DOT* now invites bids for the above Procurement Project. Delivery of the Goods is required by *Six (6) months or 01 July to 31 December 2021*. 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 the DBM-Bids and Awards Committee (BAC) Secretariat through the contact details given below and inspect the Bidding Documents as posted on the websites of the DBM and the Philippine Government Electronic Procurement System (PhilGEPS).
5. A complete set of Bidding Documents may be acquired by interested Bidders from *May 08 to 28, 2021 (8:00 a.m to 5:00 p.m.)* and *May 31, 2021 (until 9:00 a.m.)* 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 Ten Thousand Philippine Pesos (PhP10,000.00) OR deposited to:*

Account Name	Department of Tourism-Regular Trust
Account Number	00-0-05002-407-4
Beneficiary's Bank	Development Bank of the Philippines (DBP)
Bank Branch	F. Zobel Branch
Address	809 J.P Rizal corner F. Zobel St., Makati City, Philippines

(Note: Pls. send copy of the Transaction report or any proof of payment at the email address moalmazan@tourism.gov.ph)

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of DOT, provided that bidders shall pay the non-refundable fee for the Bidding Documents not later than the submission of their bids.

6. The **DOT** will hold a virtual Pre-Bid Conference on **May 17, 2021 at 10:00 a.m.** using the MS Teams platform. The prospective bidders are advised to send their email address to the DOT-BAC Secretariat official email at dot.bac@tourism.gov.ph/
jpvillamin@tourism.gov.ph not later than 5:00 p.m on **May 16, 2021**.
7. Bids must be duly received by the BAC Secretariat through manual submission **on or before May 31, 2021 at 9:00 a.m. only** at the office address indicated below. 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 **May 31, 2021 at 10:00 a.m** at the given address below

The Opening of Bids will be conducted through video conference using the MS Teams platform on May 31, 2021 at 10:00 a.m.

Prospective bidders who are interested in joining the opening of bids must send the following details to the BAC Secretariat via e-mail at dot.bac@tourism.gov.ph not later than 5:00 p.m. of May 30, 2021.

- ***Name of Representative(s) - Maximum of two (2)***
- ***Company Name:***
- ***Email Address:***
- ***Contact No.***

10. All documents shall be current and updated and any missing document in the checklist is a ground for outright rejection of the bid. Bidder shall submit **one (1) original** and **five (5) photocopies** of the first and second components of its bid in sealed envelope.


To facilitate the evaluation of the bids, bidders are advised to follow the arrangement in the checklist when placed in an Envelope, with documents bounded, tabbed and labeled accordingly.

11. The **DOT** 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 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:

Mr. GODOFREDO R. MALDONADO, JR.
Head, DOT-BAC Secretariat
Procurement Management Division
4th Floor, DOT Bldg.
351 Sen. Gil Puyat Ave., Makati City
Telephone Nos. 8459-5200 to 30 Loc. 425
Email Address: grmaldonado@tourism.gov.ph
Facsimile No.: 8459-5200 to 30 Loc. 425
Website Address: www.tourism.gov.ph

12. You may visit the following websites:

For downloading of Bidding Documents: www.tourism.gov.ph / www.philgeps.gov.ph


OIC-USEC. ROBERTO P. ALABADO III
DOT-BAC Chairperson

May 8, 2021

Section II. Instructions to Bidders

1. Scope of Bid

1. The Procuring Entity, **Department of Tourism**, wishes to receive Bids for the **Procurement of the Security Services** with Project Identification Number **DOT-BAC IB 2021-004**.

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

2. Funding Information

2.1. The GOP through the source of funding as indicated below for FY 2021 in the amount of **Five Million Three Hundred Ten Thousand Nine Hundred Two Philippine Pesos and 23/100 (PhP5,310,902.23)**. The period for the performance of the obligations under the Contract shall not go beyond the validity of the appropriation for the Project.

2.2. The source of funding is the FY 2021 General Appropriations Act.

3. Bidding Requirements

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

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

5. Eligible Bidders

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

- 5.2. Foreign ownership limited to those allowed under the rules may participate in this Project.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to at least fifty percent (50%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

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

7. Subcontracts

- 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 virtual pre-bid conference for this Project on **May 17, 2021 at 10:00 a.m.** using the MS Teams platform as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

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

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within **three (3) years** 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 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 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 **September 28, 2021**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

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

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid as indicated in **paragraph 10 of the IB**. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

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

16. Deadline for Submission of Bids

The Bidders shall submit on the specified date and time and 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

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 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

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

21. Signing of the Contract

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

Section III. Bid Data Sheet

Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p>a. Provision of Security Services</p> <p>b. completed within three (3) years prior to the deadline for the submission and receipt of bids.</p>
7.1	Subcontracting is not allowed.
12	Not applicable
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <p>a. The amount of not less than PhP106,218.04 (2% of ABC), if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p>b. The amount of not less than PhP265,545.11 (5% of ABC), if bid security is in Surety Bond.</p>
15	<p>Each Bidder shall submit one (1) original and five (5) copies of the first and second components of its Bid.</p> <p>Bidders shall enclose their original eligibility and technical documents in one sealed envelope marked "ORIGINAL - TECHNICAL COMPONENT", and the original of their financial component in another sealed envelope marked "ORIGINAL - FINANCIAL COMPONENT", sealing them all in an outer envelope marked "ORIGINAL BID".</p> <p>Each copy of the first and second envelopes shall be similarly sealed duly marking the inner envelopes as "COPY NO. ___ - TECHNICAL COMPONENT" and "COPY NO. ___ - FINANCIAL COMPONENT" and the outer envelope as "COPY NO. ___", respectively. These envelopes containing the original and the copies shall then be enclosed in one single envelope.</p> <p>The original and the number of copies of the Bid shall be typed or written in ink and shall be signed by the Bidder or its duly authorized representative/s.</p> <p>All envelopes shall:</p> <p>(a) contain the name of the contract to be bid in capital letters;</p> <p>(b) bear the name and address of the Bidder in capital letters;</p> <p>(c) be addressed to the Procuring Entity's BAC;</p> <p>(d) bear the specific identification of this bidding process; and¹⁷</p>

	<p>(e) bear a warning “DO NOT OPEN BEFORE...” the date and time for the opening of bids.</p> <p>Bid envelopes that are not properly sealed and marked, as required in the bidding documents, shall not be rejected, but the Bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC or the Procuring Entity shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or for its premature opening.</p>
19.3	No further instructions
20.2	<p>For purposes of Post-Qualification the following document(s) shall be required:</p> <ol style="list-style-type: none"> 1. Proof of completion of the single largest contract as identified in the Statement of Single Largest Contract, which shall be copy of any verifiable document(s) such as but not limited to the following: (a) Contract/s or Purchase Order/s; (b) corresponding Sales Invoice/s; (c) Official Receipt/Cash Receipt/Collection Receipt; and (d) Certificate of Satisfactory Completion. 2. Latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) 3. DOLE, PNP, NBI Clearances 4. SSS, Philhealth and Pag-ibig Clearances 5. Valid and updated PhilGEPS Certificate of Registration (Platinum Membership), if bidder opted to submit the eligibility documents under the Certificate during opening of bids. 6. List of Licensed Firearms
21	No further instructions

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>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is Mr. Rolando Bautista Chief, General Services Division rabautista@tourism.gov.ph</p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <p style="padding-left: 40px;">a. Performance or supervision of the supplied Goods;</p> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p>
2.2	<i>Partial payment is not allowed.</i>
4	<i>The deliverables shall be subject to the inspection and acceptance of the Project Officer.</i>

Section VI. Schedule of Requirements

Schedule of Requirements

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
	Security Services	1 lot	5,310,902.23	July 01 to December 31, 2021

The project site is at DOT, Makati City

*More detailed service requirements and technical specifications are found under **Section VII. Technical Specifications.***

Conforme:

Name of Bidder's/Representative

Signature

Date

Section VII. Technical Specifications

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>

	<p>I. QUALIFICATIONS OF BIDDER</p> <ol style="list-style-type: none"> 1. The Service Provider shall be a wholly-owned Filipino private security agency and holder of a regular license to operate issued by the Philippine National Police-Security Agencies and Group Supervision Division (PNP-SAGSD); 2. The Service Provider must be engaged/experienced in providing security services for at least three (3) years; 3. The Service Provider must be a member of the Philippine Association of Detective and Protective Agency Operators (PADPAO), Inc; 4. The Service Provider must be compliant with the PADPAO rates in determining its administrative costs; 5. The Service Provider must have a financial capability to advance the compensation (e.g. wages, overtime, additional benefits) of security personnel in relation to their assignment with DOT for at least three (3) months; 6. The Service Provider shall assume responsibility with regards to compliance with the New Labor Code, the Social Security Act and other laws pertaining to the employer-employee relationship, therefore, a copy of an updated proof of payment or receipts of 	
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	<p>payment (last 6 months from the date of bid submission) for the SSS, Philhealth, Pag-Ibig must be submitted as post-qualification documents;</p> <p>7. The Service Provider must be capable of deploying twenty-one (21) trained, equipped and qualified security personnel that can render twelve (12) hours of security service per shift daily, including Saturdays, Sundays and holidays to guard and protect the DOT's properties, premises, personnel and clients around and within the DOT premises. Posting assignment as follows:</p>	
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No. of Guards	Post	Duty Shift (12-hrs)	
		Day Shift	Night Shift
1	Detachment Commander	1	
1	Assistant Detachment Commander	1	
1	Shift-in-Charge		1
2	Roving Guards	1	1
2	Basement Parking	1	1
1	Jupiter Ramp (Entrance/Exit)	1	
1	Jupiter Parking	1	
2	Jupiter Entrance Lobby	1	1
2	Main Entrance Lobby	1	1
1	Main Entrance Lobby Counter	1	
1	Bundy Clock & Cash Section	1	
1	Second Floor Lobby	1	
1	Third Floor Lobby	1	
1	Fourth Floor Lobby	1	
1	Fifth Floor Lobby	1	
2	Penthouse	1	1
	Total	15	6

	<p>8. The Service Provider shall provide the Basic Equipment of a security guard which shall be mandatory and ready for his/her use while performing his/her duties;</p>	
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Equipment Requirements:

Equipment	Unit/Piece
Licensed/registered Service Firearms	
- 9mm/38 caliber	15
- Shotgun	1
Ammunition	
- 9mm/38 caliber	11 rounds/each
- Shotgun	12 rounds
Metal Detector (Portable) for Buendia Entrance	1
Communication Radio (VHF hand radio)	16
Nightstick/Baton	21
Flashlight (with supply of bulbs and batteries)	21
Whistle	21
First-Aid Kit (with clinical advice for contents of kit)	21
Handcuffs	21
Tear gas	21

	<p>Other Requirements (to be provided/supplied by the Security Agency/Service Provider):</p> <ul style="list-style-type: none"> √ Prescribed Basic Uniform (Type A and Barong) √ Desktop Computer and Printer (3-in-1) – 1 set √ Office Supplies (e.g. logbook, bond paper, ballpen, envelopes, letter envelopes, folders, stapler, etc.) √ 2 pieces reflectorized vest √ 2 pieces hand-held stop sign (for guards to man traffic at vehicle entrance and exit) √ Regular provision/supply of complete PPEs to all Security Guard Personnel while on-duty (i.e. Alcohol, Face Mask, Face Shield etc.) <p>9. The Service Provider shall provide the following:</p> <ul style="list-style-type: none"> 5 pieces - Golf Umbrella 5 pairs - Rubber Boots 5 pieces - Raincoat <p>10. The Service Provider shall provide one (1) motorcycle in good running condition to be parked at the DOT premises 24/7 (which should be readily available for use anytime). The fuel for the said motorcycle shall be at the cost of the service provider;</p>	
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	<p>11. The Service Provider must submit a Certificate of Satisfactory Performance from at least three (3) completed contracts from a government or a private corporation for the last three (3) years;</p> <p>12. The Service Provider shall absorb at least sixty percent (60%) of the qualified personnel of the DOT's present provider;</p> <p>13. The Service Provider must submit a copy of certification that their security personnel has proper knowledge or underwent with the following training for the last 2-years:</p> <ul style="list-style-type: none"> • Use and care of fire extinguishers; • Role and function of security personnel and patrolling procedures; • Access control procedures, Radio and Telephone procedures • Emergency procedures (bomb threats, evacuation, fire, medical, demonstrations, unruly behavior, etc); • Basic First Aid; • Incident reporting procedures; • Safe Gun Handling Rules. <p>14. The Service Provider must submit a copy of its Operations Manual on the provision of security services to the client.</p> <p>II. Personnel Requirement/Qualifications</p> <p>Detachment Commander/Assistant Detachment Commander/Shift-in-Charge:</p> <ul style="list-style-type: none"> √ Good moral character and reputation, and without any criminal, police or derogatory record; √ Physically and mentally fit; 	
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	<ul style="list-style-type: none"> √ At least five and six inches (5'6") in height; √ Not less than thirty-five (35) years old and not more than fifty (50) years old; √ Graduate of Criminology or any related course or at least 2nd year college; √ Certified Security Professionals; √ Two (2) years of relevant supervisory experience; √ Duly licensed and trained as a professional security guard and must possess clearance from the NBI, PNP, and from the Court and Prosecutors Office; √ Must have passed a drug test, neuro-psychiatric and psychological examination and evaluation at least six (6) months prior to assumption of duty; √ Must have knowledge/certified in performing basic first-aid; √ Attended the Safe Gun Handling Rules Seminar/Gun Safety Seminar; √ In possession of such other qualifications as required by the provision of R.A. No. 5487 or The Private Security Agency Law. <p>Security Guards</p> <ul style="list-style-type: none"> √ Good moral character and reputation, and without any criminal, police or derogatory record; √ Physically and mentally fit; √ At least five feet and five inches (5'5") in height for male; female security guards, at least five feet and two inches (5'2") tall; √ Not less than twenty-five (25) years old and not more than fifty (50) years old; √ Should be earned 72 units in college or at least high school graduate; √ Certified Security Professionals; √ At least two (2) years of security job experience; 	
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	<p>√ Duly licensed and trained as a professional security guard and must possess clearance from the NBI, PNP, and from the Court and Prosecutors Office;</p> <p>√ Must have passed a drug test, neuro-psychiatric and psychological examination and evaluation at least six (6) month prior to assumption of duty;</p> <p>√ Must have knowledge/certified in performing basic first-aid;</p> <p>√ Attended the Safe Gun Handling Rules Seminar/Gun Safety Seminar;</p> <p>√ In possession of such other qualifications as required by the provision of R.A. No. 5487 or The Private Security Agency Law.</p> <p>III. Duties/Responsibilities</p> <p>Security Agency</p> <p>1. The Security Agency shall protect the DOT and the properties and assets against theft, pilferage, robbery, damage, or loss, malicious mischief, trespass, assault, arson, or other unlawful and destructive acts by strangers or third persons, as well as to provide general security to the DOT officers, employees and clients, while they are within the premises and its immediate vicinity, or outside of the premises, when requested by DOT, when there are threats, intimidation or acts of harassment or terrorism made upon the persons of the employees arising from the exercise of their official duties and responsibilities;</p> <p>2. The Security Agency shall have the exclusive and absolute right to reshuffle, reassign, suspend, lay off, terminate</p>	
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	<p>and/or impose disciplinary measures, direct and control the services and determine the wages, salaries and compensation of the security guards who are assigned to DOT, provided that the reshuffle, reassignment, suspension, lay off, termination and/or disciplinary measures imposed shall not affect the performance or obligations of the Agency in the day-to-day operation of the DOT. Likewise, the Security Agency must first inform the DOT in writing of such action at least one week prior thereto;</p> <p>3. The Security Agency shall periodically submit the following statements/reports:</p> <p>a. A monthly statement signed by the agency's duly authorized representative that it has paid all wages, salaries, compensation, contribution and other benefits due to the assigned security guards, together with proof of remittances and/or payments and that such remittances and payments were all made in accordance with the law; and</p> <p>b. A copy of the duly-accomplished forms signed by the agency's representative of the quarterly SSS remittance together with the corresponding proof of payment.</p> <p>4. The Security Agency shall appoint a DOT Detachment Commander who shall supervise in coordination with DOT's authorized representative/s;</p> <p>5. The Security Agency shall ensure that the security guards to be deployed/posted in the</p>	
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	<p>DOT are properly equipped with a firearm, in proper uniform, with valid and current security license and has a covering Duty Detail Order (DDO). Likewise, the Security Agency is also responsible for replenishment and maintenance of the equipment and supplies provided;</p> <p>6. The Security Agency's security force shall ensure that the security needs of the DOT, as well as the security needs of their respective properties, officers, personnel and guests, are being properly and adequately serviced;</p> <p>7. The Security Agency shall be responsible and liable for any loss or damage to property resulting from any act, omission, negligence or fault of the security guard. The Security Agency shall restore, indemnify or pay the DOT for such loss or damage;</p> <p>8. The Security Agency shall provide/present security plan or communication plan to ensure successful management of the contract;</p> <p>9. The Security Agency must be able to provide replacement guards on short notice;</p> <p>10. The Security Agency may allow his/her security personnel assigned to attend seminars as required by the DOT relative to the quality of service to be rendered.</p> <p>11. The Security Agency shall ensure that the security guards to be deployed/posted in the DOT premises shall monitor the observance of the safety protocol due to the COVID-19 pandemic.</p>	
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	<p>12. The Security Agency must assign a security guard on 24/7 basis, on an alternate schedule, to monitor the CCTV installed in the DOT.</p> <p>13. The Security Agency shall ensure that the equipment and materials of the security guards to be deployed/posted in the DOT premises are not expired of their effectiveness.</p> <p>14. The Security Agency shall ensure that the security guards to be deployed/posted in the DOT premises must have undergone an RTPCR tests and has a negative result.</p> <p>Detachment Commander/ Assistant Commander</p> <p>1. The Detachment Commander shall be held responsible for the strict compliance and implementation of the DOT Security Rules and Regulations;</p> <p>2. The Detachment Commander shall be accountable for all instructions/communications which may be relayed by the DOT or its authorized representatives for proper action;</p> <p>3. The Detachment Commander shall submit weekly the daily attendance and summary of the monitoring report in which the agency has rendered security services;</p> <p>4. The Detachment Commander shall have the command responsibility over all fielded security guards and shall be in charge of the preparation of a security program. Any violation by the Detachment Commander of the DOT Security Rules and Regulations, which provide for</p>	
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	<p>his duties and responsibilities, or instructions of DOT, shall be a ground for his replacement and disqualification from the post.</p> <p>5. The Detachment Commander shall attend meetings conducted by the DOT Emergency Response Team (ERT) and shall instruct his security guards to participate in the activities conducted by the ERT.</p> <p>Security Guard</p> <p>1. Security Guard shall perform access control functions on 24/7 basis listed but not limited to below:</p> <p>a. Control all the entry/exit points and ensure adequate security of the DOT's premises as per issued policies and procedures. No visitors are allowed to access the building from the rear service access or emergency access;</p> <p>b. Ensure that all visitors are properly screened and registered and when required issue with adequate building passes, (visitors, contractors, etc);</p> <p>c. Ensure that routine patrols are conducted within the DOT premises and they are properly documented;</p> <p>d. Control the vehicle access into and out of the compound parking facilities;</p> <p>e. Ensure that vehicles entering the parking space are parked in the appropriate space assigned;</p> <p>f. Ensure that the vehicles parked in the parking space belong to the DOT officials, employees, and guests and</p>	
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	<p>assisted to that effect by the guards;</p> <p>g. Maintain control of the parking access;</p> <p>h. Log all movements of equipment in/out of the DOT Agency premises;</p> <p>i. Ensure that All DOT equipment and/or properties to be used outside of the DOT premises shall be accompanied by an approved Gate Pass/proper documentation issued by the General Services Division;</p> <p>j. Investigate and report all incidents on the DOT premises that involve a breach of safety, security procedures, injuries, and theft within 24 hours;</p> <p>k. Security Guard assigned in the areas must maintain continual surveillance against fire, water leakage and any other action which could damage the DOT premises or injure its personnel;</p> <p>l. Intervene personally to resolve problems or refer them immediately to the Supervisor;</p> <p>m. Respond to personnel and telephone inquiries and provide appropriate information or suggest alternative sources of information;</p> <p>n. Provide emergency assistance and assist staff and visitors during contingencies;</p> <p>o. Assist staff, visitors and guests in the DOT premises as a courtesy and service;</p> <p>p. Open and close buildings, offices, etc.;</p>	
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	<p>q. Check that all office machines, computers, air conditioners, lights, etc. are turned off after working hours.</p> <p>r. During meetings, the security guards must open the meeting rooms fifteen (15) minutes before the start of the meeting.</p> <p>s. To monitor the DOT Employees and Visitors temperature and compliance to DOT Health and Safety Protocols.</p> <p>t. Perform other related security duties outlined in the Contract and/or as required by the DOT;</p> <p>Note: Submit the Breakdown of Standard Computation</p>	
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Conforme:

Name of Bidder's/Representative

Signature

Date

***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 (Note: This statement shall be supported with end-user’s acceptance or official receipt(s) or sales invoice issued for the contract ;
and
- (g) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
or
Original copy of Notarized Bid Securing Declaration; **and**
- (h) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (i) Original duly signed Omnibus Sworn Statement (OSS);
and if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- (j) The Supplier’s audited financial statements, showing, among others, the Supplier’s total and current assets and liabilities, stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding

calendar year which should not be earlier than two (2) years from the date of bid submission; **and**

- (k) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);

or

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

Class "B" Documents

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

or

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

II. FINANCIAL COMPONENT ENVELOPE

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

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

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

