

# **PHILIPPINE BIDDING DOCUMENTS**

(As Harmonized with Development Partners)

# **Procurement of GOODS**

Government of the Republic of the Philippines

**Procurement of Security Services  
for CY 2023**

**Project Identification Number: DOT-BAC IB 2023-004**

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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 for CY 2023*

1. The *Department of Tourism (DOT)*, through the *General Appropriation Act 2023* intends to apply the sum of *Eight Million Eight Hundred Sixty-Six Thousand Nine Hundred Sixty-Nine Pesos and 58/100 (PhP8,866,969.58) inclusive of applicable taxes*, being the ABC to payments under the contract for *“Procurement of Security Services for CY 2023” (Project Identification No. DOT-BAC IB 2023-004)*. 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 for *nine (9) months or April 01 to December 31, 2023*. 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 Bids and Awards Committee (BAC) Secretariat through the contact details given below and inspect the Bidding Documents as posted on the websites of the DOT and the Philippine Government Electronic Procurement System (PhilGEPS).
5. A complete set of Bidding Documents may be acquired by interested Bidders from *February 14 to March 03, 2023 (8:00 a.m. to 5:00 p.m.)* and *March 06, 2023 (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](mailto: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 Pre-Bid Conference on **February 21, 2023 at 11:00 a.m.** at the **4th Floor, Conference Room, DOT Bldg., No. 351 Sen. Gil Puyat Avenue, Makati City**, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission **on or before March 06, 2023 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 **March 06, 2023 at 10:30 a.m** at the **4th Floor, Conference Room, DOT Bldg., No. 351 Sen. Gil Puyat Avenue, Makati City**.
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](mailto:grmaldonado@tourism.gov.ph)**  
**Website Address: [www.tourism.gov.ph](http://www.tourism.gov.ph)**

13. You may visit the following websites:  
For downloading of Bidding Documents: [www.tourism.gov.ph](http://www.tourism.gov.ph) /[www.philgeps.gov.ph](http://www.philgeps.gov.ph)

  
ASEC. REYNALDO L. CHING  
DOT-BAC Chairperson 

February 13, 2023



## ***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 for CY 2023** with Project Identification Number **DOT-BAC IB 2023-004**.

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 2023** in the amount of **Eight Million Eight Hundred Sixty-Six Thousand Nine Hundred Sixty-Nine Pesos and 58/100 (PhP8,866,969.58)**. 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 2023 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 pre-bid conference for this Project on ***February 21, 2023 at 11:00 a.m.*** at the ***4th Floor, Conference Room, DOT Bldg., No. 351 Sen. Gil Puyat Avenue, Makati 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 ***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 **July 04, 2023**. 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. <i>Provision of Security Services</i></p> <p>b. completed within <i>three (3) years</i> 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 <b>PhP177,339.39</b> (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 <b>PhP443,348.48</b> (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; and</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	<p>Post-Qualification Additional Requirements:</p> <ol style="list-style-type: none"> <li>1. Certificate of Satisfactory Performance from at least three (3) completed contracts from a government or a private corporation for the last three (3) years.</li> <li>2. Copy of an updated proof of payment or receipts of payment (last 6 months from the date of bid submission) for the SSS, Philhealth, Pag-Ibig</li> <li>3. Copy of certification that their security personnel, including the Detachment Commander/Assistant Detachment Commander, have completed the following trainings for the last 2-years: <ul style="list-style-type: none"> <li>• Use and care of fire extinguishers;</li> <li>• Role and function of security personnel and patrolling procedures;</li> <li>• Access control procedures, Radio and Telephone procedures;</li> <li>• Emergency procedures (bomb threats, evacuation, fire, medical, demonstrations, unruly behavior, etc.);</li> <li>• Basic First Aid;</li> <li>• Incident reporting procedures; and</li> </ul> Safe Gun Handling Rules. </li> <li>4. Copy of its Operations Manual on the provision of security services to the client.</li> <li>5. Updated Certification from DOLE &amp; NLRC that it has no pending case filed in DOLE and NLRC. This certification must be dated December 2022.</li> </ol>
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><b>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</b></p> <p>For purposes of this Clause the Procuring Entity's Representative at the Project Site is <b>Mr. Rolando Bautista</b>  <b>Chief, General Services Division</b>  <b>rabautista@tourism.gov.ph</b></p> <p><b>Incidental Services –</b></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 style="padding-left: 40px;">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	<p>The DOT will make a monthly payment upon submission of Monthly Billing Statement, Remittances of SSS, Pag-Ibig, Philhealth and Daily Time Records.</p>
4	<p>The qualifications of security personnel, equipment to be used, and other items to be provided by the Supplier under the Terms of Reference shall be subject to the inspection and acceptance by the Procuring Entity's Contact Person or the General Services Division.</p>

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



## Schedule of Requirements

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
	Security Services	1 lot	PhP8,866,969.58	Nine (9) months or April 01 to December 31, 2023

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><b>I. QUALIFICATIONS OF BIDDER</b></p> <ol style="list-style-type: none"> <li>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);</li> <li>2. The Service Provider must be engaged/experienced in providing security services for at least ten (10) years;</li> <li>3. The Service Provider must be a member of the</li> </ol>	

	<p>Philippine Association of Detective and Protective Agency Operators (PADPAO), Inc.;</p> <p>4. The Service Provider must <b>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;</b></p> <p>5. The Service Provider must be compliant with the PADPAO rates in determining its financial proposal;</p> <p>6. 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;</p> <p>7. The Service Provider shall assume responsibility with regard 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 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>8. Should there be any wage or mandated benefits (i.e., SSS, PAG-IBIG and PHILHEALTH) increase in</p>	
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	<p>favor of the assigned service personnel subsequent to the execution of contract pursuant to a law, executive order, decree or wage order, the Service Provider must inform the DOT in writing of the mandated increase to allow the latter to undertake the appropriate measures to address the same before its implementation;</p> <p>9. 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.</p> <p>10.The Posting Assignment shall be as follows:</p>		
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
	11. 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;		

### 11.1 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 DOT Jupiter and Buendia Entrance Doors	2	
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><b>11.2. Prescribed Security Personnel Uniform, Supplies and Materials:</b></p> <ul style="list-style-type: none"> <li>✓ Security Personnel must wear the prescribed Basic Uniform (Type A and Barong) while performing his/her duties;</li> <li>✓ Provision of at least One (1) Desktop Computer and one (1) Printer (3-in-1) for the use of Security Personnel;</li> <li>✓ Office Supplies (<i>e.g. logbook, bond paper, ball pen, envelopes, letter envelopes, folders, stapler, etc.</i>);</li> <li>✓ At least 2-pieces reflectorized vest;</li> <li>✓ At least 2-sets of hand-held stop sign (<i>for guards to man traffic at vehicle entrance and exit</i>);</li> <li>✓ At least 5-pieces of Golf Umbrella;</li> </ul>	
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	<ul style="list-style-type: none"> <li>✓ At least 5-pairs of Rubber Boots;</li> <li>✓ At least 5-sets of Raincoat; and</li> <li>✓ Regular provision/ supply of Alcohol and Face Mask to all Security Guard Personnel while on-duty.</li> </ul> <p>12. The Service Provider shall provide at least 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> <p>13. The Service Provider shall absorb at least sixty percent (60%) of the qualified security personnel of the DOT's present provider;</p> <p>14. The Service Provider must submit a copy of certification that their security personnel, including the Detachment Commander/Assistant Detachment Commander, have completed the following trainings for the last 2-years:</p> <ul style="list-style-type: none"> <li>• Use and care of fire extinguishers;</li> <li>• Role and function of security personnel and patrolling procedures;</li> <li>• Access control procedures, Radio and Telephone procedures;</li> <li>• Emergency procedures (bomb threats, evacuation, fire, medical, demonstrations, unruly behavior, etc.);</li> <li>• Basic First Aid;</li> <li>• Incident reporting procedures; and</li> <li>• Safe Gun Handling Rules.</li> </ul> <p>15. The Service Provider must submit a copy of its Operations Manual on the</p>	
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	<p>provision of security services to the client.</p> <p>16. The Service Provider should submit the required trainings and certifications of the security personnel to be deployed at the DOT prior to their deployment.</p> <p>17. The Service Provider should submit an updated Certification from DOLE &amp; NLRC that it has no pending case filed in DOLE and NLRC. This certification must be dated December 2022.</p> <p>18. The aforementioned requirements and certification must be submitted during post-qualification.</p> <p><b>B. Security Personnel Requirement/Qualifications</b></p> <p><b>1. Detachment Commander/Assistant Detachment Commander/Shift-in-Charge:</b></p> <ul style="list-style-type: none"> <li>✓ Good moral character and reputation, and without any criminal, police or derogatory record;</li> <li>✓ Physically and mentally fit;</li> <li>✓ At least five and six inches (5'6") in height;</li> <li>✓ Preferably graduate of BS Criminology or any related course;</li> <li>✓ Certified Security Professionals;</li> <li>✓ Two (2) years of relevant supervisory experience;</li> <li>✓ Duly licensed and trained as a professional security guard and must possess clearance from the NBI, PNP, and from the Court and Prosecutors Office;</li> <li>✓ Must have passed a drug test, neuro-psychiatric and</li> </ul>	
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	<p>psychological examination and evaluation at least six (6) months prior to assumption of duty;</p> <ul style="list-style-type: none"> <li>✓ In possession of such other qualifications as required by the provision of R.A. No. 5487 or The Private Security Agency Law.</li> </ul> <p><b>2. Security Guards</b></p> <ul style="list-style-type: none"> <li>✓ Good moral character and reputation, and without any criminal, police or derogatory record;</li> <li>✓ Physically and mentally fit;</li> <li>✓ 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;</li> <li>✓ Should be at least high school graduate;</li> <li>✓ Certified Security Professionals;</li> <li>✓ At least two (2) years of security job experience;</li> <li>✓ Duly licensed and trained as a professional security guard and must possess clearance from the NBI, PNP, and from the Court and Prosecutors Office;</li> <li>✓ Must have passed a drug test, neuro-psychiatric and psychological examination and evaluation at least six (6) month prior to assumption of duty;</li> <li>✓ In possession of such other qualifications as required by the provision of R.A. No. 5487 or The Private Security Agency Law.</li> </ul> <p><b>C. Duties/Responsibilities</b></p> <p><b>1. Security Agency</b></p> <p>1.1. The Security Agency shall protect the DOT and the properties and assets against theft, pilferage, robbery,</p>	
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	<p>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>1.2. The Security Agency may reshuffle, reassign, suspend, lay off, terminate 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>1.3. 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</p>	
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	<p>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>1.4. The Security Agency shall appoint a DOT Detachment Commander who shall supervise in coordination with DOT's authorized representative/s;</p> <p>1.5. The Security Agency shall ensure that the security guards to be deployed/posted in the 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>1.6. The Security Agency's security personnel shall ensure that the security needs of the DOT, as well as</p>	
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	<p>the security needs of their respective properties, officers, personnel and guests, are being properly and adequately serviced;</p> <p>1.7. 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>1.8. The Security Agency shall provide/present security plan or communication plan to ensure successful management of the contract;</p> <p>1.9. The Security Agency must be able to provide replacement guards even on short notice;</p> <p>1.10. 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>1.11. 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>1.12. 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>	
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	<p><b>2. Detachment Commander/Assistant Detachment Commander</b></p> <p>2.1. The Detachment Commander shall be held responsible for the strict compliance and implementation of the DOT Security Rules and Regulations;</p> <p>2.2. 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>2.3. The Detachment Commander shall weekly submit the daily attendance and summary of the monitoring report in which the agency has rendered security services;</p> <p>2.4. 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 his duties and responsibilities, or instructions of DOT, shall be a ground for his replacement and disqualification from the post; and</p> <p>2.5. The Detachment Commander shall attend meetings conducted by the DOT Emergency Response Team (ERT) and shall instruct his</p>	
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	<p>security guards to participate in the activities conducted by the ERT.</p> <p><b>3. Security Guard (Security Personnel)</b></p> <p>He/she shall perform the functions listed below on 24-7 basis listed, such but not limited to the following):</p> <p>3.1. 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>3.2. Ensure that all visitors are properly screened and registered and when required issue with adequate building passes, (visitors, contractors, etc.);</p> <p>3.3. Ensure that routine patrols are conducted within the DOT premises and they are properly documented;</p> <p>3.4. Control the vehicle access into and out of the compound parking facilities;</p> <p>3.5. Ensure that vehicles entering the parking space are parked in the appropriate space assigned;</p> <p>3.6. Ensure that the vehicles parked in the parking space belong to the DOT officials, employees, and guests and assisted to that effect by the guards;</p>	
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	<p>3.7. Maintain control of the parking access;</p> <p>3.8. Log/record all movements of equipment in/out of the DOT Agency premises;</p> <p>3.9. 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>3.10. 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>3.11. Must maintain continual surveillance on the assigned area, against fire, water leakage and any other action which could damage the DOT premises or injure its personnel;</p> <p>3.12. Intervene personally to resolve problems or refer them immediately to the Detachment Commander;</p> <p>3.13. Respond to personnel and telephone inquiries and provide appropriate information or suggest alternative sources of information;</p> <p>3.14. Provide emergency assistance and assist staff and visitors during contingencies;</p> <p>3.15. Assist staff, visitors and guests in the DOT premises as a courtesy and service;</p>	
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	<p>3.16. Open and close buildings, offices, etc.;</p> <p>3.17. Check that all office machines, computers, air conditioners, lights, etc. are turned off after working hours;</p> <p>3.18. Must open the meeting rooms fifteen (15) minutes before the start of the meeting; and</p> <p>3.19. Perform other related security duties outlined in the Contract and/or as required by the DOT.</p>	
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**Note: Submit the Breakdown of Standard Computation**

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**

#### 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 (**Annex “A”**); **and**
- ☐ (c) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents (Note: This statement shall be supported with end-user’s acceptance or official receipt(s) or sales invoice issued for the contract (**Annex “B”**); **and**
- ☐ (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission; **or**  
Original copy of Notarized Bid Securing Declaration (**Annex “C”**); **and**
- ☐ (e) Conformity with the Technical Specifications (**Section VII**), which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable (**Section VI**); **and**
- ☐ (f) Original duly signed Omnibus Sworn Statement (OSS) (**Annex “D”**); **and** if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

#### Financial Documents

- ☐ (g) The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC) (**Annex “E”**); **or**  
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

### *Class “B” Documents*

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

## II. FINANCIAL COMPONENT ENVELOPE

- ☐ (i) Original of duly signed and accomplished Financial Bid Form (**Annex “F”**);  
**and**
- ☐ (j) Original of duly signed and accomplished Price Schedule(s) (**Annex “G”**).

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

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

