

# **PHILIPPINE BIDDING DOCUMENTS**

## **PROCUREMENT OF SECURITY SERVICES FOR PSA-RSSO I, ILOCOS NORTE, ILOCOS SUR, LA UNION AND PANGASINAN PROVINCIAL STATISTICAL OFFICES INCLUDING PHILSYS FIXED REGISTRATION CENTERS FOR CY 2025**

**Government of the Republic of the Philippines**

**PHILIPPINE STATISTICS AUTHORITY  
REGIONAL STATISTICAL SERVICES OFFICE 1**

**PUBLIC BIDDING NO. 2024-03**

# Preface

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

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

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

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

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

of the final document, although they contain instructions that the Procuring Entity should strictly follow.

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

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# *Glossary of Acronyms, Terms, and Abbreviations*

**ABC** – Approved Budget for the Contract.

**BAC** – Bids and Awards Committee.

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

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

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

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

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

**CDA** - Cooperative Development Authority.

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

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

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

**DTI** – Department of Trade and Industry.

**EXW** – Ex works.

**FCA** – “Free Carrier” shipping point.

**FOB** – “Free on Board” shipping point.

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

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

**GFI** – Government Financial Institution.

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

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

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

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

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

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

**PhilGEPS** - Philippine Government Electronic Procurement System.

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

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

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

**UN** – United Nations.

## ***Section I. Invitation to Bid***

### **Notes on the Invitation to Bid**

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

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

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

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





**INVITATION TO BID FOR THE PROCUREMENT OF SECURITY SERVICES FOR PSA-RSSO I, ILOCOS NORTE, ILOCOS SUR, LA UNION AND PANGASINAN PROVINCIAL STATISTICAL OFFICES INCLUDING PHILSYS FIXED REGISTRATION CENTERS (FRC) FOR CY 2025**

1. The Philippine Statistics Authority (PSA), through the 2025 General Appropriations Act<sup>1</sup> intends to apply the sum of Five Million Seventy-Three Thousand Pesos (P5,073,000.00) being the total Approved Budget for the Contract (ABC) for the period January 1, 2025 – December 31, 2025 under the contract for the Procurement of Security Services for PSA-RSSO I, Ilocos Norte, Ilocos Sur, La Union and Pangasinan Provincial Statistical Offices including Philsys Fixed Registration Centers for CY 2024 consisting of fifteen (17) security guards chargeable against General Fund. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The Philippine Statistics Authority (PSA) now invites bids for the above Procurement Project. Delivery of the Goods is required on January 1, 2025. Bidders should have completed, at least five (5) years' experience in undertaking frontline security services for the period 2019 to 2023. The Bidders should have had a single contract similar to the Project with an amount of at least 50% of the ABC. The description of an eligible bidder is contained in 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 5183.
4. Prospective Bidders may obtain further information from the Philippine Statistics Authority (PSA) and inspect the Bidding Documents at the address given below during working hours from 8AM – 5PM weekdays except holidays.

ROBAC Secretariat  
Philippine Statistics Authority RSSO I  
Parammata Bldg. C. Diversion Road, Brgy. Biday  
City of San Fernando, La Union

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<sup>1</sup> In the case of National Government Agencies, the General Appropriations Act and/or continuing appropriations; in the case of GOCCs, GFIs, and SUCs, the Corporate Budget for the contract approved by the governing Boards; in the case of (LGUs, the Budget for the contract approved by the respective *Sanggunian*. (Section 5(a), R.A. 9184)

5. A complete set of Bidding Documents may be acquired by interested Bidders **starting on 07 November 2024** from the given address 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 Peso (Php 10,000.00).

The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person. The Bidding Documents shall be received personally by the prospective bidder or his duly authorized representative upon presentation of proper identification documents.

6. The PSA-ROBAC will hold a Pre-Bid Conference on **18 November 2024, 9:00AM** at **PSA RSSO I, Parammata Bldg. C. Diversion Road, Brgy. Biday, City of San Fernando, La Union**, which shall be open to all prospective bidders.
7. Bids must be duly received by the ROBAC Secretariat through manual submission at the office address indicated below on or before **02 December 2024, 8:30 A.M.** Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on **02 December 2024, 9:00 A.M.** at **PSA RSSO I, Parammata Bldg. C. Diversion Road, Brgy. Biday, City of San Fernando, La Union**. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.
10. The PSA reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

**ROMNICK C. DIFUNTORUM**

Head, ROBAC Secretariat

PSA RSSO I Bids and Awards Committee

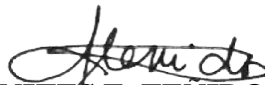
3<sup>rd</sup> Flr. Parammata Bldg. Brgy. Biday, City San Fernando, La Union

Tel. No. : (072) 888-2582

Email Addresses: psa\_rssol\_bac@yahoo.com

12. You may visit the following websites:

For downloading of Bidding Documents: <http://rsso01.psa.gov.ph/transparency1>



**DANITES E. TENIDO, PhD**

Chairperson, Regional Office Bids and Awards Committee

## ***Section II. Instructions to Bidders***

### **Notes on the Instructions to Bidders**

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

## **1. Scope of Bid**

The Procuring Entity, Philippine Statistics Authority RSSO I wishes to receive Bids for the Procurement of Security Services for PSA-RSSO I, Ilocos Norte, Ilocos Sur, La Union and Pangasinan Provincial Statistical Offices including Philsys Fixed Registration Centers For CY 2025 with identification number PB 2024-03.

The Procurement Project (referred to herein as “Project”) is composed of only one 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 Fiscal Year 2025 in the amount of Five Million Seventy-Three Thousand Pesos (P5,073,000.00).
- 2.2. The source of funding is the National Expenditure Program.

## **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:

The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.

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

## **6. Origin of Goods**

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

## **7. Subcontracts**

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

The Procuring Entity has prescribed that **subcontracting is not allowed**.

## **8. Pre-Bid Conference**

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

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

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

## **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**

- 5.1. 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<sup>2</sup> 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 *120 calendar days* from the date of opening of bids. 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 two copies of the first and second components of its Bid.

**The First Component pertaining to Technical Component Envelope (Legal, Technical, and Financial Documents) mark as “Original Copy” and “Copy 1” and Second Component pertaining to Financial Component mark as “Original Copy” and “Copy 1” as well. Thus, one copy of bidding documents will compose of one (1) Technical Component Envelope and one (1) financial envelope. A bidder who lacks documents under Technical Component will be disqualified for bidding.**

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

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

### **17. Opening and Preliminary Examination of Bids**

17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present

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

shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

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

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

## **18. Domestic Preference**

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

## **19. Detailed Evaluation and Comparison of Bids**

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated “*passed*,” using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows:  
  
One Project having several items grouped into several lots, which shall be awarded as separate contracts per lot.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

## **20. Post-Qualification**



- 20.1. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.
- 20.2. If the BAC determines that the Bidder with the Lowest Calculated Bid passes all the criteria for post-qualification, it shall declare the said bid as the LCRB, and recommend to the HoPE the award of contract to the said Bidder at its submitted price or its calculated bid price, whichever is lower.

## **21. Signing of the Contract**

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

## ***Section III. Bid Data Sheet***

### **Notes on the Bid Data Sheet**

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

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

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

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

# Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> <li>a. Security Services.</li> <li>b. Bidders should have completed, within last five (5) years from the date of submission and receipt of bids, a contract similar to the Project.</li> </ul>
7.1	The Procuring Entity has prescribed that <b>subcontracting is not allowed.</b>
12	The price of the Goods shall be quoted DDP in the Philippines or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ul style="list-style-type: none"> <li>a. The amount of not less than One Hundred One Thousand Four Hundred Sixty Pesos (PhP 101,460.00) if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than Two Hundred Fifty-Three Thousand Six Hundred Fifty Pesos (PhP 253,650.00) if bid security is in Surety Bond.</li> </ul>
20.1	<p>Additional appropriate licenses, permits and documents to be submitted:</p> <ul style="list-style-type: none"> <li>1) License to Operate issued by PNP Security Agencies and Guards Supervision Division (SAGSD);</li> <li>2) Registration Certificate and Certificate of Good Standing from Philippine Association of Detective and Protective Agency Operators, Inc. (PADPAO);</li> <li>3) Clearance/Certificate of compliance with the statutory obligations from the regional offices of the National Labor Relations Commission (NLRC) and the Department of Labor and Employment (DOLE) where the main office of the Security Agency is based covering the period of at least one (1) year preceding the deadline for submission of bids;</li> </ul> <p>If in the event there are pending or adverse decisions relative to the preceding paragraph, a list of the cases and copies of the adverse decisions will be submitted;</p> <ul style="list-style-type: none"> <li>4) Clearance/Certificate of remittance and compliance with statutory obligation from SSS, PAG-IBIG and PhilHealth;</li> <li>5) Organization and Manning Record of the Security Agency;</li> <li>6) Organizational Chart of the Security Agency;</li> </ul>

	7) List of Owned Firearms with attached proof of ownership and/or permits and licenses;
20.2	In the event two or more of the bidders have been post qualified as Lowest Calculated Responsive Bid (LCRB), per GPPB Circular 06-2005, the measure determined by the procuring entity shall be non-discretionary and non-discriminatory and may use “draw lots” or similar methods of chance.
21.2	No further instructions.

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

### **Notes on the General Conditions of Contract**

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

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

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

### **1. Scope of Contract**

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

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

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

### **2. Advance Payment and Terms of Payment**

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

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

### **3. Performance Security**

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than 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*

### **Notes on the Special Conditions of Contract**

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

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

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

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

## Special Conditions of Contract

GCC Clause	
1	<p><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>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 <i>DANITES E. TEÑIDO, PhD, Chief Statistical Specialist, PSA La Union.</i></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> <ol style="list-style-type: none"> <li>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> <li>d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and</li> <li>e. training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.</li> </ol> <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>



	<p><b>Transportation –</b></p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p><b>Intellectual Property Rights –</b></p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<p>The terms of payment shall be as follows:  <b>Partial payment is not allowed.</b></p>
4	<p>The inspections and tests that will be conducted are:</p> <p>Upon delivery, the Goods shall undergo preliminary physical inspection by the Inspection Team of the Procuring Entity to ascertain the physical condition and acceptability of the Goods.</p> <p>The supplier shall promptly replace the equivalent quantity of Goods taken as samples without cost to the Procuring Entity.</p>

## *Section VI. Schedule of Requirements*

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

Item No.	Description	Quantity	Delivered, Weeks/Months
	Provision of Security Services for one (1) year, breakdown is as follows:		
1	Three (3) licensed security guards on an eight-hour shift from Mondays to Sundays at PSA-RSSO I	3	Effectivity of contract shall be from January 1, 2025 to December 31, 2025
	Valid Licensed Service Firearms		
	a) 9mm with 2 fully loaded magazine or	1	
	b) Shotgun with nine (9) live ammunitions	1	
	Flashlights with batteries	3	
	Night Stick	3	
	Tear Gas	3	
	Handcuffs	3	
	Medical Kit	3	
	Raincoat	3	
	Rain boots	3	
	Two-Way Radio	1	
	Big Umbrella for VIPs	1	
	Cellphone (use for permanent contact to guard on post)	1	
	Metal Detector	1	
2	Four (4) licensed security guards on an eight-hour shift from Mondays to Sundays at Ilocos Norte PSO (3 guards for PSO and 1 guard for PhilSys FRC)	4	Effectivity of contract shall be from January 1, 2025 to December 31, 2025
	Valid Licensed Service Firearms		
	a) 9mm with 2 fully loaded magazine or	1	
	b) Shotgun with nine (9) live ammunitions	1	
	Flashlights with batteries	4	
	Night Stick	4	
	Tear Gas	4	
	Handcuffs	4	
	Medical Kit	4	

	Raincoat	4	
	Rain boots	4	
	Two-Way Radio	1	
	Big Umbrella for VIPs	1	
	Cellphone (use for permanent contact to guard on post)	1	
	Metal Detector	1	
3	Three (3) licensed security guards on an eight-hour shift from Mondays to Sundays at Ilocos Sur PSO	3	Effectivity of contract shall be from January 1, 2025 to December 31, 2025
	Valid Licensed Service Firearms a) 9mm with 2 fully loaded magazine or b) Shotgun with nine (9) live ammunitions	1 1	
	Flashlights with batteries	3	
	Night Stick	3	
	Tear Gas	3	
	Handcuffs	3	
	Medical Kit	3	
	Raincoat	3	
	Rain boots	3	
	Two-Way Radio	1	
	Big Umbrella for VIPs	1	
	Cellphone (use for permanent contact to guard on post)	1	
	Metal Detector	1	
4	Six (6) licensed security guards on an eight-hour shift from Mondays to Sundays at La Union PSO (3 guards for PSO and 3 guards for PhilSys FRC)	6	Effectivity of contract shall be from January 1, 2025 to December 31, 2025
	Valid Licensed Service Firearms a) 9mm with 2 fully loaded magazine or b) Shotgun with nine (9) live ammunitions	1 1	
	Flashlights with batteries	6	
	Night Stick	6	
	Tear Gas	6	
	Handcuffs	6	
	Medical Kit	6	
	Raincoat	6	
	Rain boots	6	
	Two-Way Radio	1	

	Big Umbrella for VIPs	1	
	Cellphone (use for permanent contact to guard on post)	1	
	Metal Detector	1	
5	Four (4) licensed security guards on an eight-hour shift from Mondays to Sundays at Pangasinan PSO (3 guards for PSO and 1 guard for PhilSys FRC)	4	Effectivity of contract shall be from January 1, 2025 to December 31, 2025
	Valid Licensed Service Firearms		
	a) 9mm with 2 fully loaded magazine or	1	
	b) Shotgun with nine (9) live ammunitions	1	
	Flashlights with batteries	4	
	Night Stick	4	
	Tear Gas	4	
	Handcuffs	4	
	Medical Kit	4	
	Raincoat	4	
	Rain boots	4	
	Two-Way Radio	1	
	Big Umbrella for VIPs	1	
	Cellphone (use for permanent contact to guard on post)	1	
	Metal Detector	1	

## ***Section VII. Technical Specifications***

### **Notes for Preparing the Technical Specifications**

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

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

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

#### **Sample Clause: Equivalency of Standards and Codes**

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

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

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

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

## I PERFORMANCE CRITERIA

The Bidder shall comply with the following performance criteria:

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

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

### 1. Stability

- (a) Years of Experience: at least five (5) years in front line security service
- (b) Liquidity of the Contractor: At least 1 Million Current Assets minus stocks minus current liabilities based on latest Statement of Financial Position as of December 31, 2023)
- (c) Organizational Set-up: with good office set-up, personnel, and office tools and equipment.

### 2. Resources

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

### 3. Security Plan

- (a) Tailored fit for PSA especially areas with frontline services in accordance with the minimum requirements below. Statement / enumerate the specific methodology to execute the Plan.

### 4. Other Factors

- (a) Recruitment and Selection Criteria: training conducted for the Security Guards before deployment, educational and age requirements, among others, as such:
  - i. Filipino citizen

- ii. With at least five (5) relevant trainings relative to frontline services
  - iii. Physically and mentally fit
  - iv. With clearance from NBI, PNP, PDEA, psychiatry test
  - v. Security guards shall render eight (8) hours daily, including Saturdays, Sundays and Holidays. Three (3) guards shall serve for three (3) shifts and 8 hour shift for PhilSys FRC. No guard shall be allowed to render double or straight duty.
- (b) Completeness of Uniform and other Paraphernalia as prescribed under RA No. 5487 and its IRR
  - (c) Proof of paid remittances for the following government agencies: SSS, Philhealth and Pagibig in the form of a certification issued by the said agencies
  - (d) Copies of the licenses, results of neuropsychotic examination, training certificates and other requirements of the guards shall be furnished to PSA.

### III SECURITY PLAN

#### A SECURITY OF HUMAN RESOURCES

##### A.1 PSA OFFICIALS and VIP GUESTS

1. Provide close-in security as may be required
2. Exercise courtesy and tact at all times
3. Provide security assistance as may be required/instructed

##### A.2 PSA EMPLOYEES

1. Monitor/render weekly report in the strict implementation of “No ID/No Uniform/No Entry Rule”
2. Monitor/search for deadly weapons, explosives, toxic chemicals, drugs and contraband items/harmful materials upon reasonable grounds for suspicion, cause arrest of employees
3. Check big bags/plastic bags/boxes going in and out of the office for security purposes
4. Prevent/detect any form of breach of PSA rules and regulations and if possible report or cause the arrest of the perpetrator/s.
5. Implement strictly the “No Entry” to security/restricted areas without proper authorization/clearance
6. Exercise tact and courtesy at all times
7. Provide appropriate assistance as requested
8. Maintain logbook for personnel and property/equipment movements
9. No entry and stay in office after office hours including Saturdays, Sundays and Legal Holidays unless authorized
10. Full concentration on security work. Avoid chatting to employees, texting while on duty

##### A.3 PSA GUESTS / VISITORS

1. Implement strictly the “No ID No Entry rule”
2. Check big bags/plastic bags/boxes for security purposes
3. Monitor/search for deadly weapons, explosives, toxic chemicals, drugs and contraband items/harmful materials upon reasonable grounds for suspicion,

cause

arrest of visitors

4. Prevent/detect any form of breach of PSA rules and regulations and if possible report or cause the arrest of the perpetrator/s.
5. Prevent entry to security/restricted areas without proper authorization/clearance
6. Exercise tact and courtesy at all times
7. Assist as may be required
8. Maintain logbook
9. Prevent entry after office hours including Saturdays, Sundays and Legal Holidays unless authorized
10. Prohibit loitering in the premises after visitor's business is done
11. Issue visitor's slip and ID to all non-PSA personnel and properly coordinate with the officials/employees concerned regarding the entry of visitor/s

#### A.4 CUSTOMER/CLIENTS

1. Exercise tact and courtesy at all times
2. Check baggage for security purposes
3. Provide direction within the premises and refer to CARE Officer/Information Counter
4. Answering queries related to Office procedures are not allowed
5. Assist in the smooth operations of the Office frontline services as required by PSA
6. Immediate response in case of emergency/untoward incident, and prepare necessary report to the PSA management
7. Prevent entry to security/restricted areas without proper authorization/clearance
8. Regular reports of untoward incidents/complaints from the public shall be forwarded by the Supervisor of security agency and copy furnished the PSA management

### B SECURITY FOR PHYSICAL RESOURCES

#### B.1 VEHICLE CONTROL

1. Inspect vehicle entering and leaving PSA premises
2. Maintain a logbook on the arrival and departure of PSA vehicles
3. Control flow of traffic and direct drivers to park their vehicles properly in designated parking area
4. Safeguard and protect vehicle from pilferage of accessories and other attachments
5. Require trip ticket for outgoing PSA vehicles duly signed by the approving authorities
6. Prohibit overnight parking for non-PSA vehicles
7. Recommend parking/proper traffic signs

#### B.2 FACILITIES AND BUILDINGS

1. Post Notice prohibiting entry or carrying deadly weapons at entrance building
2. Provide partial lock and key control (except in restricted areas)
3. Deny access to restricted areas
4. Identify and record in logbook authorized persons entering restricted area/s
5. Check that all doors and windows are closed and locked after office hours
6. Deny entry to peddlers and unauthorized vendors



7. Identify need for lighting and recommend measures
8. Identify fire hazard and recommend measures
9. Regularly check location and condition of fire extinguishers and recommend measures
10. Regularly check conditions of fire hydrants, hoses and alarm systems
11. Recommend formation of fire brigades, fire drills and earthquake drills
12. Observe that all lights are switched off and all electrically operated office equipment are unplugged when occupants of the office are all out
13. Regular inspection of storage areas and recommend measures, if necessary
14. Switch on and off of security and perimeter fence lights

### B.3 SUPPLIES AND EQUIPMENT

1. All outgoing properties must be covered with appropriate documents duly signed by the authorized signatories indicating serial/property number, person moving the equipment, time, date, etc.
2. Personal properties shall be covered by personal property slip issued by the security detachment
3. Access to supply rooms and areas will be allowed to authorized personnel only
4. Provide/partial lock and key control
5. Ensure security of supplies, equipment, documents at all times
6. Cash or other valuable personal property should not be kept in the office

## C CONTINGENCY PLAN FOR VARIOUS RISK

### C.1 FIRE

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

### C.2 THEFT, PILFERAGE AND BURGLARY

1. Secure all entry and exit points
2. Conduct investigation and submit written report within 48 hours to PSA Management
3. Identify witnesses, if possible
4. Apprehend culprit within the premises, secure incident area to protect evidence
5. Coordinate with appropriate PNP unit (Theft and Robbery Section)
6. Assist in controlling violence
7. Limit number of entry to premises to as few as possible

### C.3 TRESPASSING

1. Apprehend and turn-over trespassers.
2. Report to the management

### C.4 HOSTAGE SITUATION

1. Report to/Inform the PSA management, the PNP, other Law Enforcement Agencies and all guards
2. Act as a temporary negotiator until an expert negotiator arrives

### C.5 EARTHQUAKE

1. Prevent panic and maintain calm
2. Assist/Direct employees to the safest and fastest means of exit
3. Guide personnel to seek refuge under strong/sturdy piece of furniture and keep away from dangerous falling objects
4. Assist in the evacuation of personnel, supplies, materials and equipment

### C.6 FLOOD AND TYPHOON

1. Prevent employees from crossing flooded areas
2. Discourage personnel to go outside the building when there is strong winds.
3. Assist in evacuation of personnel, supplies, materials and equipment

### C.7 SABOTAGE

1. Condon the affected area to secure evidence
2. In case of explosion, help personnel to evacuate.
3. Inform the PSA Management, the Bureau of Fire Protection and the PNP

### C.8 BOMB THREAT

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

### C.9 CROWD CONTROL

1. Inform the PSA management
2. Maximum tolerance must be observed
3. Ensure that entrance gate must not be blocked by the crowd
4. Non-obstructive action should not be interrupted. Efforts should be made to conduct PSA business as normal as possible
5. Disrupted actions shall be terminated in coordination with PSA authorized personnel/Outlet Supervisor

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

1. The security guards shall render eight (8) hours daily, including Saturdays, Sundays and Holidays. Three (3) guards shall serve for three (3) shifts and 8 hour shift for PhilSys FRC. No guard shall be allowed to render double or straight duty.

C.11 OTHER OFFERS, If any

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

Name of Company/Bidder

Signature over Printed Name  
Of Authorized Representative

Date

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

### **Notes on the Checklist of Technical and Financial Documents**

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

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

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

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class “A” Documents*

#### Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);  
**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

- (f) 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; **(attach necessary documents such Contracts, Sales Invoice, Notice of Award); and**
- (g) 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; **(attach necessary documents such Contracts, Sales Invoice, Notice of Award) and**
- (h) 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**
- (i) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (j) 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

- (k) 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**

- (l) 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***

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

**or**

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

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

- (n) *[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.
- (o) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

**25 FINANCIAL COMPONENT ENVELOPE**

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

