

Invitation to Bid No. BS-016-2022
Republika ng Pilipinas
Pambansang Pangasiwaan ng Patubig
(National Irrigation Administration)
EDSA, Diliman, Quezon City



BID DOCUMENTS

PROCUREMENT OF SECURITY SERVICES
FOR NIA CENTRAL OFFICE

Sixth Edition

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.

Table of Contents

Glossary of Acronyms, Terms, and Abbreviations	4
Section I. Invitation to Bid.....	7
Section II. Instructions to Bidders.....	10
1. Scope of Bid	11
2. Funding Information.....	11
3. Bidding Requirements	11
4. Corrupt, Fraudulent, Collusive, and Coercive Practices	11
5. Eligible Bidders.....	12
6. Origin of Goods	13
7. Subcontracts	13
8. Pre-Bid Conference	14
9. Clarification and Amendment of Bidding Documents	14
10. Documents comprising the Bid: Eligibility and Technical Components	14
11. Documents comprising the Bid: Financial Component	14
12. Bid Prices	15
13. Bid and Payment Currencies	16
14. Bid Security	16
15. Sealing and Marking of Bids	16
16. Deadline for Submission of Bids	17
17. Opening and Preliminary Examination of Bids	17
18. Domestic Preference	17
19. Detailed Evaluation and Comparison of Bids	17
20. Post-Qualification	18
21. Signing of the Contract	19
Section III. Bid Data Sheet	20
Section IV. General Conditions of Contract	23
1. Scope of Contract	24
2. Advance Payment and Terms of Payment	24
3. Performance Security	24
4. Inspection and Tests	25
5. Warranty	25
6. Liability of the Supplier	25
Section V. Special Conditions of Contract	26
Section VI. Schedule of Requirements	31
Section VII. Technical Specifications	34
Section VIII. Checklist of Technical and Financial Documents	45

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.



Republic of the Philippines
National Irrigation Administration
Central Office

**INVITATION TO BID FOR
PROCUREMENT OF SECURITY SERVICES FOR NIA
CENTRAL OFFICE
ITB NO. BS-016-2022**

1. The *National Irrigation Administration (NIA)*, through the *COB for FY 2022* intends to apply the sum of **Eight Million Six Hundred Forty One Thousand Six Hundred Thirty Seven Pesos and 18/100 Only (Php 8,641,637.18)** being the Approved Budget for the Contract (ABC) to payments under the contract for the *Procurement of Security Services for NIA Central Office*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *NIA* now invites bids for the above Procurement Project. Delivery of the Services is required for **Three (3) Years**. Bidders should have completed, within **five (5) years** from the date of submission and receipt of bids, a contract similar to the Project. For this purpose, **similar contracts** shall refer to **Provision of Security Services**. 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 **NIA BAC-B Secretariat, c/o Procurement Section, Procurement and Property Division** and inspect the Bidding Documents at the address given below during office hours (**8:00 AM – 5:00 PM**).
5. A complete set of Bidding Documents may be acquired by interested Bidders on **October 10 to October 31, 2022** 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 Pesos (Php 10,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person.
6. The *NIA* will hold a Pre-Bid Conference on **October 18, 2022 10:00 AM** at **Classroom A, 3rd Floor DCIEC Building NIA Complex, EDSA Diliman, Quezon City**, which shall be open to prospective bidders.

7. Bids must be duly received by the BAC-B Secretariat through manual submission at the office address indicated below on or before ***October 31, 2022 9:30 AM***. 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 ***October 31, 2022 10:00AM*** at Classroom A, Third Floor, DCIEC Building, NIA Complex, EDSA, Diliman, Quezon City. Bids will be opened in the presence of the bidders' representatives.
10. The *NIA* 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:

The Head Secretariat

Bids and Awards Committee-B,
Procurement and Property Division
National Irrigation Administration
2nd Floor, ICC Bldg. NIA Complex,
EDSA, Diliman, Quezon City
Tel. Nos., 8-921-3906, 8-929-6071 loc. 115

October 6, 2022

ATTY. ERYL ROYCE R. NAGTALON
BAC-B Chairperson

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, *NIA* wishes to receive Bids for the Procurement of Procurement of Security Services for NIA Central Office .

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 *COB 2022* in the amount of Eight Million Six Hundred Fourty One Thousand Six Hundred Thirty Seven Pesos and 18/100 Only (*Php 8,641,637.18*)

2.2. The source of funding is:

- a. GOCC and GFIs, the Corporate Operating Budget.

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.
 - a. Foreign ownership exceeding those allowed under the rules may participate pursuant to:
 - i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
 - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
 - iii. When the Goods sought to be procured are not available from local suppliers; or
 - iv. When there is a need to prevent situations that defeat competition or restrain trade.
 - b. Foreign ownership limited to those allowed under the rules may participate in this Project.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
 - a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
 - b. For the procurement of Expendable Supplies: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC.
 - c. For procurement where the Procuring Entity has determined, after the conduct of market research, that imposition of either (a) or (b) will likely result to failure of bidding or monopoly that will defeat the purpose of public bidding: the Bidder should comply with the following requirements: *[Select either failure or monopoly of bidding based on market research conducted]*
 - i. Completed at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least *fifty percent (50%) in the*

case of non-expendable supplies and services or twenty-five percent (25%) in the case of expendable supplies] of the ABC for this Project; and

- ii. The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above.

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

6. Origin of Goods

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

7. Subcontracts

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

The Procuring Entity has prescribed that:

- a. Subcontracting is not allowed.

- 7.2. *[If Procuring Entity has determined that subcontracting is allowed during the bidding, state:]* The Bidder must submit together with its Bid the documentary requirements of the subcontractor(s) complying with the eligibility criteria stated in **ITB** Clause 5 in accordance with Section 23.4 of the 2016 revised IRR of RA No. 9184 pursuant to Section 23.1 thereof.

- 7.3. *[If subcontracting is allowed during the contract implementation stage, state:]* The Supplier may identify its subcontractor during the contract implementation stage. Subcontractors identified during the bidding may be changed during the implementation of this Contract. Subcontractors must submit the documentary requirements under Section 23.1 of the 2016 revised IRR of RA No. 9184 and comply with the eligibility criteria specified in **ITB** Clause 5 to the implementing or end-user unit.

- 7.4. Subcontracting of any portion of the Project does not relieve the Supplier of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

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 {[insert if applicable]} 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 *Five (5) 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.

- 11.5. *[Include if Framework Agreement will be used:]* Financial proposals for single or multi-year Framework Agreement shall be submitted before the deadline of submission of bids as prescribed in the **IB**. For multi-year Framework Agreement, evaluation of the financial proposal during this stage is for purposes of determining eligibility and whether or not such financial proposal is within the ABC.

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)**.

- 12.2. *[Include if Framework Agreement will be used:]* For Framework Agreement, the following should also apply in addition to Clause 12.1:

- a. For a single year Framework Agreement, the prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation or escalation on any account. Price schedules required under Clause 12.1 shall be submitted with the bidding documents.
- b. For a multi-year Framework Agreement, the prices quoted by the Bidder during submission of eligibility documents shall be the ceiling and the price quoted during mini-competition must not exceed the initial price offer. The price quoted during call for mini-competition shall be fixed during the Bidder's performance of that Call-off and not subject to variation or

escalation on any account. Price schedules required under Clause 12.1 shall be submitted with the bidding documents.

13. Bid and Payment Currencies

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

13.2. Payment of the contract price shall be made in:

- a. Philippine Pesos.

14. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration¹ 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 *[indicate date]*. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

14.3. *[Include if Framework Agreement will be used:]* In the case of Framework Agreement, other than the grounds for forfeiture under the 2016 revised IRR, the bid security may also be forfeited if the successful bidder fails to sign the Framework Agreement, or fails to furnish the performance security or performance securing declaration. Without prejudice on its forfeiture, bid securities shall be returned only after the posting of performance security or performance securing declaration, as the case may be, by the winning Bidder or compliant Bidders and the signing of the Framework Agreement.

15. Sealing and Marking of Bids

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

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

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which

¹ 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.

must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

16. Deadline for Submission of Bids

- 16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.
- 16.2. *[Include if Framework Agreement will be used:]* For multi-year Framework Agreement, the submission of bids shall be for the initial evaluation of their technical and financial eligibility. Thereafter, those declared eligible during the said initial eligibility evaluation and entered into a Framework Agreement with the Procuring Entity shall submit anew their best financial offer at the address and on or before the date and time indicated in the Call for each mini-competition.

17. Opening and Preliminary Examination of Bids

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

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

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

18. Domestic Preference

- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.
- 18.2. *[Include if Framework Agreement will be used:]* For multi-year Framework Agreement, determination of margin of preference shall be conducted every call for Mini-Competition.

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.

[Include the following options if Framework Agreement will be used:]

- a. In the case of single-year Framework Agreement, the Lowest Calculated Bid shall be determined outright after the detailed evaluation;
 - b. For multi-year Framework Agreement, the determination of the eligibility and the compliance of bidders with the technical and financial aspects of the projects shall be initially made by the BAC, in accordance with Item 7.4.2 of the Guidelines on the Use of Framework Agreement.
- 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:
- Option 1 – One Project having several items that shall be awarded as one contract.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

- 20.1. *[Include if Framework Agreement will be used:]* For multi-year Framework Agreement, all bidders initially determined to be eligible and financially compliant shall be subject to initial post-qualification. The BAC shall then recommend the execution of a Framework Agreement among all eligible, technically and financially compliant bidders and the Procuring Entity and shall be issued by HoPE a Notice to Execute Framework Agreement. The determination of the Lowest Calculated Bid (LCB) shall not be performed by the BAC until a Mini-Competition is conducted among the bidders who executed a Framework Agreement. When a Call for Mini-Competition is made, the BAC shall allow the bidders to submit their best financial proposals on such pre-scheduled date, time and place to determine the bidder with the LCB.
- 20.2. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, *{[Include if Framework Agreement will be used:]}* or in the case of multi-year

Framework Agreement, that it is one of the eligible bidders who have submitted bids that are found to be technically and financially compliant,}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**. *{[Include if Framework Agreement will be used:]* For every mini-competition in Framework Agreement, the LCB shall likewise submit the required documents for final Post Qualification.}

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>The Bidder must have completed, within the period specified in the Invitation to Bid and ITB Clause 12.1(a) The statement of the Bidder's Single Largest Completed Contract (SLCC) is equal to fifty (50%) of the ABC or atleast two (2) similar contracts and the aggregate contract amount should be equivalent to at least fifty percent (50%) of ABC having the largest similar contract must be equivalent to at least twenty five percent (25%) of the ABC. Similar to the contract must be within five (5) years prior to the deadline for the submission and receipt of bids</p> <p>For this purpose, contracts similar to the Project shall be:</p> <p style="padding-left: 40px;">a. <i>Provision of Security Services</i></p>
12	The price of the Goods shall be quoted (<i>NIA Central Office</i>) or the applicable International Commercial Terms (INCOTERMS) for this Project.
12.1(a)	SSS Certificate of Registration as employer shall be submitted
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 style="padding-left: 40px;">a. The amount of not less than Php 172,832.74 [(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 style="padding-left: 40px;">b. The amount of not less than Php 432,081.86 [(5%) of ABC] if bid security is in Surety Bond.</p>
15	<i>Each Bidder is requested to submit three (3) copies of the first and second components of its Bid (Original, Copy 1 and Copy 2)</i>
19.3	<i>No further instructions</i>
20.2	<p><u>NOTE: The latest income and business tax returns are those within the last six months preceding the date of bid submission</u></p> <p>Certified true copy or photocopy of the following:</p> <p style="padding-left: 40px;">a. License to Operate issued by Supervisory Office for Security and Investigation Agencies (SOSIA) - Philippine National Police (PNP);</p> <p style="padding-left: 40px;">b. Taxpayer's Identification Number (TIN), Bureau of Internal Revenue (BIR) Registration Certificate;</p> <p style="padding-left: 40px;">c. Clearance from Cluster Head Legal and Collection Group SSS that it is up-to-date in remitting its contribution, Salary/Calamity Loan amortization and</p>

	<p>that it has no pending case with SSS Branch Office near its business address issued within the three (3) month period prior to the bid opening date. (Social Security System Office Order No. 2011-055 Authorizing the Cluster Legal Heads to Sign and Issue SSS Clearance);</p> <p>d. Clearance from the Main Office of the Department of Labor and Employment (DOLE) and National Labor Relations Commission (NLRC), Head Office, that the Agency of the bidder has no decided adverse administrative case(s) for violation of the SSS and minimum wage laws and regulations at the time of filing of eligibility;</p> <p>e. Certified copy of the Latest Disposition of Clients, Security Personnel and Firearms submitted to SOSIA-PNP; and</p> <p>f. List of Agency-Owned Licensed Firearms. Attach photocopies of proof of ownership;</p> <p>g. RTC Clearance</p> <p>h. MTC Clearance</p>
21.2	<i>No further instructions</i>

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**.

[Include the following clauses if Framework Agreement will be used:]

- 2.3. For a single-year Framework Agreement, prices charged by the Supplier for Goods delivered and/or services performed under a Call-Off shall not vary from the prices quoted by the Supplier in its bid.
- 2.4. For multi-year Framework Agreement, prices charged by the Supplier for Goods delivered and/or services performed under a Call-Off shall not vary from the prices quoted by the Supplier during conduct of Mini-Competition.

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.*[Include if Framework Agreement will be used:] In the case of Framework Agreement, the Bidder may opt to furnish the performance security or a Performance Securing Declaration as defined under the Guidelines on the Use of Framework Agreement.]*

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 *{[Include if Framework Agreement will be used:] or Framework Agreement}* 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

5.1 In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.

5.2 The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

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

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

Section V. Special Conditions of Contract

Notes on the Special Conditions of Contract

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

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

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

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

Special Conditions of Contract

GCC Clause	
1	<p><i>[List here any additional requirements for the completion of this Contract. The following requirements and the corresponding provisions may be deleted, amended, or retained depending on its applicability to this Contract:]</i></p> <p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered <i>[indicate place of destination]</i>. In accordance with INCOTERMS.”</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered <i>[indicate place of destination]</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</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>[indicate name(s)]</i>.</p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements: <i>Select appropriate requirements and delete the rest.</i></p> <ol style="list-style-type: none"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and

	<p>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.</p> <p>f. <i>[Specify additional incidental service requirements, as needed.]</i></p> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p>Spare Parts –</p> <p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p> <p><i>Select appropriate requirements and delete the rest.</i></p> <p>a. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and</p> <p>b. in the event of termination of production of the spare parts:</p> <p>i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and</p> <p>ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.</p> <p>The spare parts and other components required are listed in Section VI (Schedule of Requirements) and the cost thereof are included in the contract price.</p> <p>The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of <i>[indicate here the time period specified. If not used indicate a time period of three times the warranty period]</i>.</p> <p>Spare parts or components shall be supplied as promptly as possible, but in any case, within <i>[insert appropriate time period]</i> months of placing the order.</p>
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	<p>Packaging –</p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity Name of the Supplier Contract Description Final Destination Gross weight Any special lifting instructions Any special handling instructions Any relevant HAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p>Transportation –</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>

	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p>Intellectual Property Rights –</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	No further instructions.
4	No further instructions
5	<p>For the procurement of Goods, in order to assure that manufacturing defects shall be corrected by the supplier, a warranty security shall be required from the contract awardee for a minimum period of three (3) months, in the case of Expendable Supplies, or a minimum period of one (1) year, in the case of Non-expendable Supplies, after acceptance by the Procuring Entity of the delivered supplies.</p> <p><u>The obligation for the warranty shall be covered by either retention money in an amount equivalent to at least one percent (1%) of every progress payment, or a special bank guarantee equivalent to at least one percent (1%) of the total contract price. The said amounts shall only be released after the lapse of the warranty period or, in the case of Expendable Supplies, after consumption thereof: Provided, however, That the supplies delivered are free from patent and latent defects and all the conditions imposed under the contract have been fully met.</u></p>
5.2	<p>The security agency shall correct any defect in the delivery of security services which shall not be limited to the replacement of any guard and needed security equipment, within twenty four (24) hours upon receipt of the valid complaint. The correction of defect must be acceptable to NIA</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 Number	Description	Quantity	Duration
1.	<i>Procurement of Security Services for NIA Central Office</i>	1 Lot	3 Years

**PROPOSED SECURITY GUARDING SCHEDULE
PRIVATE SECURITY GUARD**

TIME	POST	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MAN HOUR
8:00 am to 5:00 pm									
	SECURITY OFFICER	SO	SO	SO	SO	SO	SO	J	56
0600 HRS TO 1400 HRS	SHIFT-IN-CHARGE	A	A	A	A	A	A	C	56
	GATE 1	B	B	B	B	B	C	B	56
	GATE 1 ASSIST	C	C	C	C	D			40
	GATE 2	D	J	D	D	F	D	F	56
	GATE 3	E	E	E	E	E	G	E	56
	GATE 3 ASSIST	F	F	F	F	G			40
	GATE 4 (ICC)	G	G	G	G	H	H	H	56
1400 HRS TO 2200 HRS	IEC PARKING/DORMITORY	H	H	H	I	I	I	I	56
	TOWER	I	I	J	J	J	J	D	56
	SHIFT-IN-CHARGE	AA	AA	AA	AA	AA	CC	AA	56
	GATE 1	BB	BB	BB	BB	BB	BB	CC	56
	GATE 1 ASSIST	CC	CC	CC	CC	DD			40
1400 HRS TO 2200 HRS									
	GATE 2	EE	EE	EE	DD	EE	EE	EE	56
	GATE 3	FF	FF	FF	FF	FF	FF	DD	56
	GATE 3 ASSIST	GG	DD	DD	GG	GG			40

	GATE 4 (ICC)	HH	GG	GG	HH	HH	DD	GG	56
	IEC PARKING/DORMITORY	II	HH	II	II	II	HH	HH	56
	TOWER	JJ	JJ	JJ	JJ	JJ	II	II	56
2200 HRS TO 0600 HRS									
	SHIFT-IN-CHARGE	AAA	AAA	AAA	AAA	AAA	AAA	DDD	56
	GATE 1	BBB	BBB	BBB	BBB	BBB	DDD	BBB	56
	GATE 2	CCC	CCC	CCC	CCC	DDD	CCC	CCC	56
	GATE 3	DDD	DDD	DDD	EEE	EEE	EEE	EEE	56
	GATE 4 (ICC)	EEE	EEE	FFF	FFF	FFF	FFF	FFF	56
	IEC PARKING/DORMITORY	FFF	GGG	GGG	GGG	GGG	GGG	GGG	56
	TOWER	HHH	HHH	HHH	HHH	HHH	HHH	JJ	56

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.

Section VII. Technical Specifications

Technical Specifications

The duration of the contract shall be for a period of three (3) years.

Scope of Works

The services to be performed by the supplier shall essentially consist of furnishing licensed and uniformed security guards with communication equipment, firearms and ammunitions, standard protective gear as may be required. Services shall also include the provision of security investigative and supervisory personnel totaling to Twenty Nine (29) personnel.

A. Manpower Requirements

1. The supplier shall assign and provide NIA with qualified, acceptable, licensed, bonded, armed, and trained guards who possess the following minimum qualifications:
 - a. Must be at least **high school graduate**;
 - b. Must be physically and mentally fit:
 - For Female – at least 5 feet, 2 inches in height, weight of no less than 100 lbs. and at least 22 years of age and not more than 50 years old (Section 3 Rule V of RA 5487) and passed the neuro-psychological and drug tests;
 - For Male – at least 5 feet, 4 inches in height, weight of no less than 120 lbs. and at least 22 years of age and not more than 50 years old (Section 3 Rule V of RA 5487) and passed the neuro-psychological and drug tests.
 - c. Must be of good moral character and possess no derogatory records from the Philippine Law Enforcement Agencies.
2. The supplier shall ensure that the security guards are duly and currently licensed as private security guards in accordance with RA 5487 (Rules and Regulations Governing the Private Security Agency Operation in the Philippines). The supplier must submit certified true copies of said licenses to NIA before deployment of the guards.
3. The supplier warrants that each guard shall be familiar with the use and care of the weapons/equipment entrusted to them and shall undergo periodic training and practice to improve their proficiency in the use of the same.
4. The supplier shall ensure the security of NIA properties within their area of responsibility to prevent loss of valuable items and that any loss shall be immediately reported to NIA. Unexplained loss of such items will be a ground for automatic termination of security services without prejudice to the institution of appropriate criminal action against the persons concerned.

5. Right of NIA to Terminate the Contract

- a. It is expressly understood herein that the relationship of the Supplier with NIA is based purely on the trust and confidence of the latter in the former and that NIA shall have the right to terminate the Contract in case of loss of said trust and confidence in the Supplier, within thirty (30) days upon receipt of written notice to the Supplier.
- b. NIA shall have the right to terminate the Contract, after thirty (30) days from receipt of written notice to the Supplier on the following grounds:
 - i. When the Supplier's security personnel has willfully and intentionally or through negligence caused the death of, or has inflicted serious physical injury on any person inside the office premises;
 - ii. When the Supplier's security personnel has willfully and intentionally through negligence caused irreparable damage to the prestige or any vital interest of NIA, great destruction of NIA properties and equipment, or great economic loss by personal participation or non-performance of his duties and responsibilities;
 - iii. When the supplier violated their obligation required under this Contract and refused to comply and/or remedy any violation within a reasonable period given by NIA;
 - iv. When the supplier fails to pay the salaries of any guard in accordance with Annex "A" of the Contract for two consecutive billing periods without just cause;
 - v. When upon result of the audit findings, NIA finds the Supplier resorted to unauthorized, illegal, involuntary and unreasonable deductions, resulting to short and underpayment of salaries of guards thereby affecting their state of morale and efficiency;
 - vi. When NIA finds the Supplier to have failed in its obligations to any of its guards based on the Supplier's contract with NIA, thus, affecting the state of morale and efficiency of the entire force; and
 - vii. When the Supplier increased or decreased the number of guards without written approval of NIA.
- c. NIA shall have the right to cancel or terminate the award of this contract when the Supplier, upon written notice, fails to comply with any of the following before the initial posting of the guards:
 - i. Present physically to NIA (Head of Installation or his designee) all the equipment requirement under this Contract, including the list of names of security guards to be posted; or

- ii. Provide the performance bond as required under this contract within the reasonable period prescribed by NIA.
 - d. NIA may, without incurring any liability, and as its interest may require, terminate the Contract in whole or in part, at any time, at its convenience by written notice sent to Supplier. The notice of termination shall specify that such termination is for the NIA's convenience and state the extent to which performance of work under the Contract is terminated and the date upon which such termination becomes effective.
 - e. Except termination of contract at the convenience of NIA, the termination of this contract shall include forfeiture of any and all sums due or payable to the Supplier under the Contract.
6. The Supplier shall ensure a 24-hour posting of guards at all specified areas, schedule in three (3) shifts per day, every day of the week, unless otherwise required by NIA.
 7. The Supplier shall ensure that the discipline and management of security guards shall be in conformity with the rules and regulations of the Supervisory Office for Security and Investigation Agency, Philippine National Police (SOSIA-PNP) and other pertinent legal issuances, as well as those of the Supplier, other government agencies duly authorized for the purpose and/or rules and policies laid down by NIA.
 8. The Supplier shall have the exclusive and absolute right to select, suspend, terminate and/or impose disciplinary actions over the security personnel assigned. The Supplier shall assign security personnel based on a schedule of Post Assignments to be provided by NIA. However, NIA shall have the right to refuse, seek replacement or substitute any security personnel who fails the selection criteria or found guilty of acts inimical to NIA's interest. The judgment of NIA on such matters shall be final and binding and should the Supplier refuse to abide, the former may consider a valid cause for the termination of the Contract.
 9. It is expressly agreed and understood that the security personnel of the Supplier are not employees of NIA. The Supplier shall at all times be solely liable and/or responsible for the enforcement and compliance with all existing laws, rules and regulations, including Labor Code, Social Security Law, Employees' Compensation Act, Medicare Act, HDMF law and other related welfare legislations/issuances. The Supplier hereby hold NIA free and harmless from all and any damages and liabilities that may be filed against the security personnel by reason of their employment under the decrees and/or laws pertinent to employer-employee relationship. NIA shall not in any way or manner be liable or responsible for any personal injury or damage to properties, including death sustained by or caused to or by any of the Supplier's employees or security personnel. The Supplier hereby further agrees and binds itself to save and hold NIA free and harmless from all and any damages or liability with respect thereto and/or which may arise therefrom.
 10. The determination of wages or compensation of the security personnel shall be the exclusive prerogative of the Supplier but shall not be lower than that prescribed under the Minimum Wage Law, as amended.

11. Security Plan

The Security Plan shall be a description of the qualifications, duties and responsibilities, composition and disposition/deployment of security personnel, communication and support equipment, training and any other program to be proposed by the Bidder.

The Security Plan shall include personnel operating procedures, i.e. policies on work hours, guard replacements and/or substitutions, vacation and sick leaves, pay and allowances, etc.

The Security Plan shall include disaster preparedness and risk mitigation plan (including but not limited to earthquake, fire, flood, bomb threat, any calamities or acts of God, crowd control and terrorist attacks) and security reporting/monitoring manual/procedures to NIA.

12. The Supplier shall submit the technical specifications of firearms and communication equipment meeting the minimum specifications and Security Plan.

13. NIA has the right to vary at any time the security services requirements including but not limited to the number of guards, firearms, communication equipment, etc., which shall be in the form of an addendum to the Contract.

B. PRE-DEPLOYMENT PHASE

In coordination with the National Irrigation Administration management and the outgoing security provider, the incoming security provider shall organize an advance team who will conduct a pre-deployment orientation onsite. At the expense of the incoming security provider, the said advance team will render duties side by side with the personnel of the outgoing security provider at least eight (8) hours before the expiration of the security contract.

C. SERVICE TAKE-OVER/DEPLOYMENT PHASE

1. The incoming security force listed in the Duty Detail Order (DDO) must attend a briefing to be conducted by the Administrative Department. Thereafter, they shall be posted alongside with the outgoing security guard to get acquainted with the new assignments.
2. Authorized representative of the outgoing security provider shall be required to make proper endorsement of accountability to the authorized representative of incoming security provider in the presence of the authorized NIA representative prior to their departure.
3. A list of incoming security personnel who will assume duties at NIA together with their individual bio-data and licenses and mandatory clearances shall be submitted in advance to the Administrative Department for verification and approval.
4. During the take-over of duties at the National Irrigation Administration, the security guards shall be accompanied and closely supervised by a Senior Official of the incoming security provider.
5. All incoming security personnel who will assume to take over duties shall report in proper and complete uniform, with the prescribed equipment and all necessary documents such as Duty Detail Order (DDO), guard's license, and individual company ID.

6. All office equipment, furniture, painting, vehicles and other items with significant value that is to be brought outside the NIA premises shall be accompanied by Gate Pass issued by authorized NIA Property Officer.

D. LOGISTICS

1. Security Provider shall provide the necessary security force with the minimum equipment required under the bidding documents for the effective implementation of NIA security policies, rules and regulations.
2. The Security Provider shall also provide the daily time record (DTR), logbooks, and other logistical supplies.

MINIMUM EQUIPMENT REQUIRED BY NIA CENTRAL OFFICE

- 4 unit – Portable metal detector
- 8 unit – Portable two-way radio communication
- 1 unit – Computer with printer
- 7 unit – Licensed handguns (caliber 38, revolver) with sufficient number of ammunitions
- 3 unit – Licensed Shotguns (Gauge 12) with sufficient number of ammunitions
- 2 unit – Vehicle under chassis mirror

CCTV Surveillance System with at least the following number of units and technical specifications:

- 4 unit – CCTV camera(1080p); wide angled, colored, indoor/outdoor bullet type to be installed in strategic locations listed below
- 1 set – Digital video recorder (8 channels)
- 1 unit – CCTV color monitor, 21” screen (minimum)
- 1 unit – Desktop computer; 1 terabyte hard drive
- 2 unit – 1 terabyte external hard drive

- 29 pc – whistles
- 29 set –Basic First aid kits
- 29 pc – Flashlights with battery supply
- 29 pc – Night Stick/Baton
- 29 pair – Raincoats & Rubber Boots
- 1 unit – Digital Camera for incident documentation

The locations of CCTV surveillance cameras shall be installed in coordination with the Civil Security Affairs (perimeter fence along NIA Road and NIA Road South). Control Room for the same shall be provided by NIA for the security of the installed equipment.

Notes:

1. The Security Agency shall provide the needed four (4) units of CCTV cameras. The cabling works, installation, commissioning, repair and maintenance shall be for the account of the Security Agency. The cable wires shall be provided by the Security Agency.
2. To maintain the confidentiality and privacy of the employees, the CCTV cameras shall be operated by the Security Agency but the recorded data captured by the CCTV shall be turned over to the NIA Security Office on weekly basis. **(In case of an incident, NIA shall instruct the security agency to secure the hard drive containing the original footage.)**
3. At the expiration of the security contract, the CCTV cameras, TV monitor, DVRs and AVRs will be pulled out by the Security Agency while the installed cable shall remain with NIA Central Office.

BILLING REQUIREMENT

1. The statement of account for the first billing for the services rendered by the Supplier shall consist of complete supporting documents including but not limited to the following:
 - a. Statement of Account;
 - b. Certification of actual services rendered issued by NIA`s Security Officer;
 - c. Guard Detail;
 - d. Properly accomplished Daily Attendance Record (DTR) of each guard
 - e. Summary of DTR
 - f. Affidavit from Supplier (Paid Wages and Statutory Obligations);
 - g. Pay slips;
 - h. Notice of Award (NOA);
 - i. Notice to Proceed (NTP);
 - j. Performance Bond;
 - k. Cost Distribution;
 - l. Security Services Contract;
 - m. Other documents as may be required by NIA and Commission on Audit (COA).

For the succeeding billings, the supplier shall submit supporting documents comprised of the following:

- a. Statement of Account;
 - b. Certification of actual services rendered issued by NIA`s Security Officer;
 - c. Guard Detail;
 - d. Properly accomplished DTR of each guard;
 - e. Summary of DTR;
 - f. Pay slips
 - g. Affidavit from Supplier (Paid Wages and Statutory Obligations);
2. Non-submission of the foregoing documents shall be a sufficient basis for NIA to withhold payments to the supplier under the Contract, and/or immediately terminate this contract by giving the Supplier a 30-days prior written notice thereof.

3. It is understood and agreed upon that should there be new laws or issuances promulgated by the Government, which may increase the minimum wage or SSS, Philhealth, Employee`s Compensation premium, PAG-IBIG Fund premium bonuses or taxes presently applicable there shall be a corresponding adjustment in the contract price in the amount consistent with approved PNP SOSIA/PADPAO adjusted rates on the effective date of such adjustment upon the request of the Supplier. The claim on such adjustment must be supported by a request by the Supplier and other documents requested by NIA for evaluation and approval.
4. Supply, Delivery, Installation and Testing of the required CCTV shall be conducted within Sixty (60) calendar days upon issuance of Notice to Proceed. Absence of such shall be sufficient ground for withholding the payment.

BILLING AND MANNER OF PAYMENT

1. The payment for the services rendered shall be billed monthly and shall be paid by NIA within fifteen days (15) days from receipt of the statement of account with complete documentations from the Supplier, unless there shall be any points of verification needed in the processing of the payment.
2. The statement of account of billing for the services rendered by the Supplier shall include complete supporting documents, i.e. properly accomplished daily attendance sheets, pay slips, SSS & PhilHealth premiums and other documents as may be required by NIA.

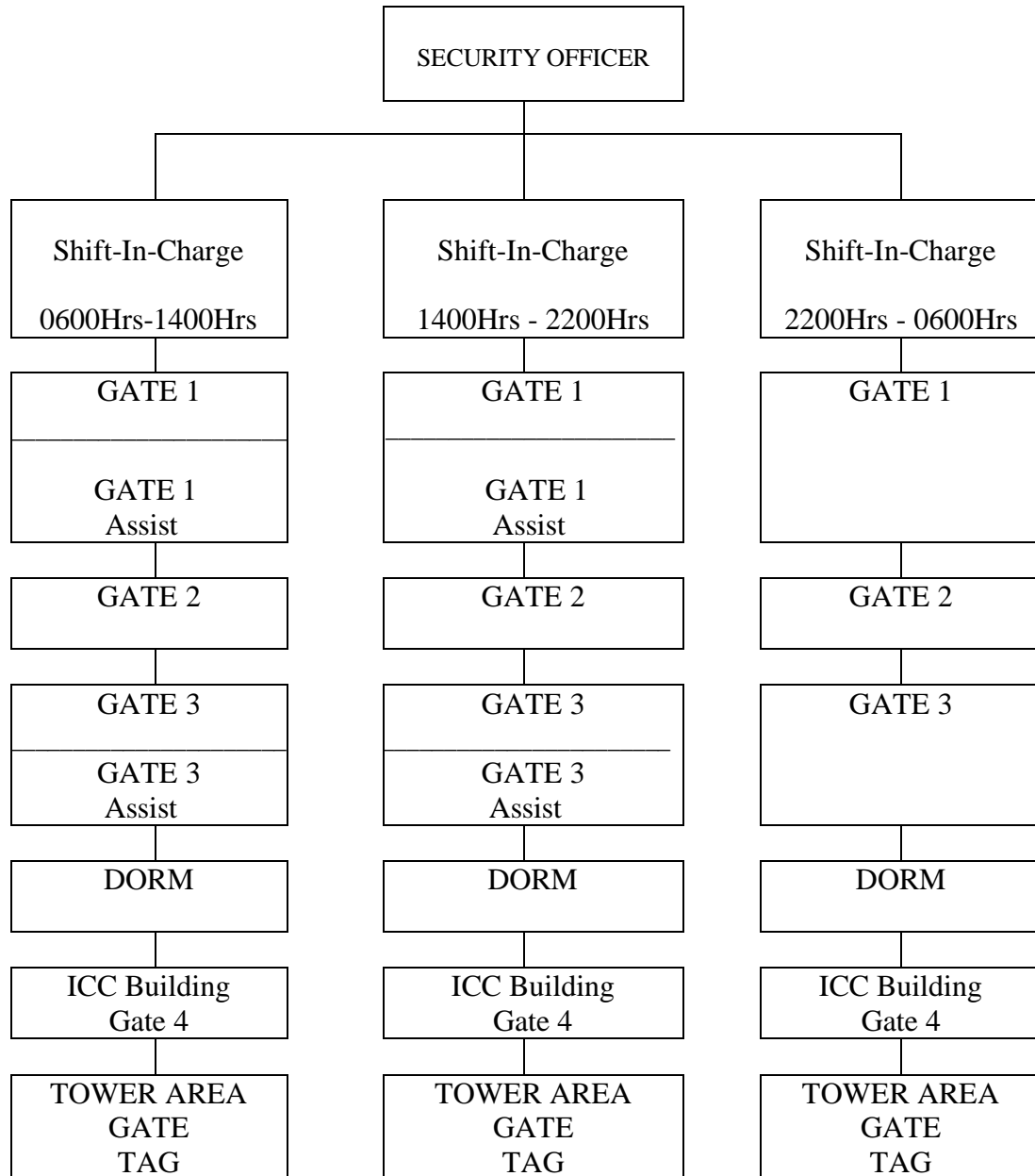
TAXES

1. Pursuant to Executive Order 398 dated 12 January 2005, the Supplier shall regularly present, within the duration of this contract, a tax clearance from the BIR as well as a copy of its income and business tax returns duly stamped and received by the BIR and duly validated with the tax payments made thereon. 2. All taxes and fees due and payable by reason of this contract shall be for the account of the supplier.

OTHERS

1. In the event of failure by the supplier to satisfactorily perform and render the services stated in this Contract or declaration of a strike by the guards against either party or both, or of intervening legal impediments, the NIA shall have the right to terminate this Contract. If the supplier is culpable, NIA may likewise confiscate or forfeit the performance bond of the Supplier, without prejudice to payment by the Supplier of penalties as well as property losses or damages that the NIA may have suffered as a result thereof.
2. The Supplier warrants that it shall comply with all the existing pertinent laws, rules and regulations and any violation thereof which adversely affects the quality and efficiency of the service shall be ground for termination of this contract.
3. The Supplier shall deposit through an ATM account the salaries and benefits of each security personnel assigned.

ORGANIZATIONAL STRUCTURE

**CONFORME:**

Name of Bidder/Company
Signature over Printed Name of Authorized Signatory
Designation
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) in accordance with Section 8.5.2 of the IRR;

Technical Documents

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

- ☐ (g) 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

- ☐ (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.

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

- ☐ (i) *[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.
- ☐ (j) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

Additional Requirements

- ☐ (k) SSS Certificate of Registration as employer shall be submitted.

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).

Section IX Bidding Forms

TABLE OF CONTENTS

BID FORM.....	50
SUMMARY OF COST	52
BID PRICE SCHEDULE.....	53
CONTRACT AGREEMENT FORM.....	55
OMNIBUS SWORN STATEMENT.....	58
BID SECURING DECLARATION FORM	60
PERFORMANCE SECURING DECLARATION.....	63
STATEMENT OF ALL PRIVATE AND GOVERNMENT ONGOING CONTRACTS INCLUDING AWARDED BUT NOT YET STARTED.....	65
STATEMENT OF BIDDER'S SINGLE LARGEST COMPLETED CONTRACT SIMILAR TO THE CONTRACT TO BE BID	66

Bid Form for the Procurement of Goods

[shall be submitted with the Bid]

BID FORM

Date : _____
Project Identification No. : _____

To: *[name and address of Procuring Entity]*

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

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

[Insert this paragraph if Foreign-Assisted Project with the Development Partner:

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount	Purpose of Commission or gratuity
---------------------------	--------	-----------------------------------

(if none, state “None”) /

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

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

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

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

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

Name: _____

Legal capacity: _____

Signature: _____

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

Date: _____

Summary of Costs

Particulars	Amount In Philippine Peso
Subtotal	<hr/>
Local taxes	
Total Amount of Financial Proposal	

Name: _____

Legal Capacity: _____

Signature: _____

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

For Goods Offered from within the Philippines**Detailed Bid Price Schedule**

Name of Bidder _____.

Invitation to Bid Number BS-016-2022

**PROCUREMENT OF SECURITY SERVICES
FOR NIA CENTRAL OFFICE****Days worked per week**

____ days

No. of days/year

____ days

8 Hours Duty

PARTICULARS	ABC	
	RATE	
	DAY	NIGHT
A. AMOUNT DIRECT TO THE GUARD BASIC WAGE E-COLA (10 X 312/12) AVERAGE PAY PER MO. (BW X NO. DAYS/YEAR/12) NIGHT DIFFERENTIAL (AVERAGE PAY/MO.X10%X1/3) 5 DAYS INCENTIVE PAY (BW+COLA)X 5/12 13TH MO. PAY (BW X 312/12/12) UNIFORM ALLOWANCE (RA 5487)		
A. TOTAL AMOUNT DIRECT TO GUARD		
B. AMOUNT TO GOVT. IN FAVOR OF GUARD RETIREMENT BENEFIT (RA 7641) (BW X 22.5/12) SSS PREMIUM PHILHEALTH CONTRIBUTION STATE INSURANCE PAG-IBIG FUND (RA 7242)		
B. TOTAL AMOUNT TO GOVT. IN FAVOR OF GUARD		
C. TOTAL (A+B)		
D. AGENCY FEE		
E. VAT (AGENCY FEE X 12%)		
F. ESTIMATED COST PER MONTH/ GUARD		
G. NUMBER OF GUARD		
H. TOTAL MONTHLY COST		
I. TOTAL ANNUAL COST		

Submitted by :

Signature over Printed Name of
Authorized Official

Position : _____

Date : _____

DETAILED BID PRICE SCHEDULE**THE CHAIRMAN
BIDS AND AWARD COMMITTEE (BAC)**

Rate per month/number of guards and price proposal are as follows:

Installation (s): _____

<u>Category</u> <i>(Security Officer)</i>	<u>Rate per Guard</u>	<u>No. of Guards</u>	<u>Month Total</u>	<u>Year Total</u>
<i>Rate per Month</i>				
<i>Agency Fee</i>				
<i>VAT</i>				
<i>TOTAL</i>				
Total for one (1) year (amount in words and figures) : Php _____ _____				

Submitted by :

Signature over Printed Name of
Authorized Official

Position : _____

Date : _____

Contract Agreement Form for the Procurement of Goods (Revised)

[Not required to be submitted with the Bid, but it shall be submitted within ten (10) days after receiving the Notice of Award]

CONTRACT AGREEMENT

THIS AGREEMENT made the _____ day of _____ 20____ between [name of PROCURING ENTITY] of the Philippines (hereinafter called “the Entity”) of the one part and [name of Supplier] of [city and country of Supplier] (hereinafter called “the Supplier”) of the other part;

WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly [brief description of goods and services] and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of *[contract price in words and figures in specified currency]* (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, *viz.*:
 - i. Philippine Bidding Documents (PBDs);
 - i. Schedule of Requirements;
 - ii. Technical Specifications;
 - iii. General and Special Conditions of Contract; and
 - iv. Supplemental or Bid Bulletins, if any
 - ii. Winning bidder’s bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents submitted (*e.g.*, Bidder’s response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity’s bid evaluation;
 - iii. Performance Security;
 - iv. Notice of Award of Contract; and the Bidder’s conforme thereto; and
 - v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**

3. In consideration for the sum of *[total contract price in words and figures]* or such other sums as may be ascertained, *[Named of the bidder]* agrees to *[state the object of the contract]* in accordance with his/her/its Bid.
4. The *[Name of the procuring entity]* agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

[Insert Name and Signature]

[Insert Name and Signature]

[Insert Signatory's Legal Capacity]

[Insert Signatory's Legal Capacity]

for:

for:

[Insert Procuring Entity]

[Insert Name of Supplier]

Acknowledgment

REPUBLIC OF THE PHILIPPINES)
QUEZON CITY

) S.S.

Personally appeared before me this _____ day of _____, 2020 at _____, _____, _____ with (insert type of government identification card used) valid until _____, known to me and to me known to be the same persons who executed the foregoing instrument and they acknowledged to me that the same are their own free and voluntary act and deed.

This Contract Agreement, consisting of _____ pages, including this notarial acknowledgement, duly signed by both parties and their instrumental witnesses on each and every page thereof, refers to the contract for _____

WITNESS MY HAND AND NOTARIAL SEAL on the date and at the place first above-written.

NOTARY PUBLIC
Until December 31, 2020
PTR No. _____
Issued at _____
Issued on _____
TIN No. _____

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 2020.

Omnibus Sworn Statement (Revised)
[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and

8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- a. Carefully examining all of the Bidding Documents;
- b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of ____, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

SUBSCRIBED AND SWORN to before me this ____ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____ issued at _____.

Witness my hand and seal this ____ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ *[date issued]*, *[place issued]*

IBP No. _____ *[date issued]*, *[place issued]*

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

Bid Securing Declaration Form

[shall be submitted with the Bid if bidder opts to provide this form of bid security]

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

BID SECURING DECLARATION **Project Identification No.: *[Insert number]***

To: *[Insert name and address of the Procuring Entity]*

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
 - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
 - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of *[month]* *[year]* at *[place of execution]*.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

SUBSCRIBED AND SWORN to before me this ____ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____ issued at _____.

Witness my hand and seal this ____ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ *[date issued]*, *[place issued]*

IBP No. _____ *[date issued]*, *[place issued]*

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

Performance Securing Declaration (Revised)

[if used as an alternative performance security but it is not required to be submitted with the Bid, as it shall be submitted within ten (10) days after receiving the Notice of Award]

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

PERFORMANCE SECURING DECLARATION

Invitation to Bid: [Insert Reference Number indicated in the Bidding Documents]

To: [Insert name and address of the Procuring Entity]

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, to guarantee the faithful performance by the supplier/distributor/manufacture/contractor/consultant of its obligations under the Contract, I/we shall submit a Performance Securing Declaration within a maximum period of ten (10) calendar days from the receipt of the Notice of Award prior to the signing of the Contract.
2. I/We accept that: I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of one (1) year for the first offense, or two (2) years **for the second offense**, upon receipt of your Blacklisting Order if I/We have violated my/our obligations under the Contract;
3. I/We understand that this Performance Securing Declaration shall cease to be valid upon:
 - a. issuance by the Procuring Entity of the Certificate of Final Acceptance, subject to the following conditions:
 - i. Procuring Entity has no claims filed against the contract awardee;
 - ii. It has no claims for labor and materials filed against the contractor; and
 - iii. Other terms of the contract; or
 - b. replacement by the winning bidder of the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 as required by the end-user.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of [month] [year] at [place of execution].

*[Insert NAME OF BIDDER OR ITS
AUTHORIZED REPRESENTATIVE]*

[Insert signatory's legal capacity]

Affiant

[Jurat]

SUBSCRIBED AND SWORN to before me this ____ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____ issued at _____.

Witness my hand and seal this ____ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ *[date issued]*, *[place issued]*

IBP No. _____ *[date issued]*, *[place issued]*

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

National Irrigation Administration

Name of Contract : PROCUREMENT OF SECURITY SERVICES FOR NIA CENTRAL OFFICE

Invitation to Bid No. : BS-016-2022

Location of Project : NIA-Central Office

STATEMENT OF ALL ONGOING GOVERNMENT & PRIVATE CONTRACTS INCLUDING AWARDED BUT NOT YET STARTED

Business Name :

Business Address :

a. Name of Contract b. Total Contract Value at Award	a. Owner's Name	Kinds of Goods	a. Date of Contract	Percentages (%) of Accomplishments		Value of Outstanding Works
	b. Address		b. Contract Duration	Planned	Actual	
	c. Telephone Nos.		c. Date of (Delivery)			
			or Estimated Delivery Time			
<u>Government</u>						
a.						
b.						
a.						
b.						
<u>Private</u>						
a.						
b.						
a.						
b.						
				Total Cost		

Submitted by : _____
(Printed Name & Signature)

Designation : _____

National Irrigation Administration

Name of Contract : PROCUREMENT OF SECURITY SERVICES FOR NIA CENTRAL OFFICE

Invitation to Bid No. : BS-016-2022

Location of Project : NIA-Central Office

STATEMENT OF BIDDER'S SINGLE LARGEST COMPLETED CONTRACT (SLCC) SIMILAR TO THE CONTRACT TO BE BID

Business Name : _____

Business Address : _____

Name of Contract	a. Owner's Name	Kinds of Goods	a. Total Contract Value at Award	a. Date of the Contract
	b. Address		b. Total Contract Value at Completion	b. Contract Duration
	c. Telephone Nos.		c. Current Adjusted Price	c. Date of Delivery
<u>Government</u>				
<u>Private</u>				

**End user's acceptance or official receipt(s)
or sales invoice issued for the contract, shall
be attached to the statement

Submitted by : _____
(Printed Name & Signature)

Designation : _____

