

# **PHILIPPINE BIDDING DOCUMENTS**

(As Harmonized with Development Partners)

## **PROCUREMENT OF SECURITY SERVICES FOR FY 2024**

**(Second Bidding)**

**IB GOP 2024-DSWD-015**

Department of Social Welfare and Development  
Field Office V  
February 2024

**Sixth Edition  
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# ***Glossary of Acronyms, Terms, and Abbreviations***

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

**BAC** – Bids and Awards Committee.

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

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

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

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

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

**CDA** - Cooperative Development Authority.

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

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

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

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

**EXW** – Ex works.

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

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

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

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

**GFI** – Government Financial Institution.

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

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

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

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

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

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

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

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

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

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

**UN** – United Nations.

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

## Field Office V

### INVITATION TO BID FOR PROCUREMENT OF SECURITY SERVICES FOR FY 2024 (2<sup>nd</sup> Bidding)

1. The **Department of Social Welfare and Development Field Office V**, through the **GAA, the General Appropriation Act CY 2024** intends to apply the sum of **Nineteen Million Four Hundred Fifty-Seven Thousand Seven Hundred Thirty Pesos (₱19,457,730.00)** being the ABC to payments under the contract for **Procurement of Security Services for FY 2024/IB GOP 2024-DSWD-015**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **Department of Social Welfare and Development Field Office V** now invites bids for the above Procurement Project. Delivery of the Goods is required per **approved final schedule**. Bidders should have completed, within **two (2) years** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
  - a. 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 **Department of Social Welfare and Development Field Office V** and inspect the Bidding Documents at the address given below during **8:00AM to 4:00PM** (Except Saturdays, Sundays & Holidays).
5. A complete set of Bidding Documents may be acquired by interested Bidders on **February 21, 2024**, 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 Twenty-Five Thousand Pesos (₱25,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees by **presenting it in person, or sending it through email**.

Bidders may pay through bank deposit or fund transfer to **DSWD – Trust Fund DBP Account No. 0-01077-615-4**.

6. The **Department of Social Welfare and Development Field Office V** will hold a Pre-Bid Conference<sup>1</sup> on **February 29, 2024**, at **2:00 PM** through video conferencing **via Google Meet**, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through (i) manual submission at the office address indicated below, on or before **12:00 PM, March 13, 2024**. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on **March 13, 2024, at 2:00 PM** via **Google Meet**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. Meeting links will be available upon request through the official BAC Secretariat email address below.
11. The **Department of Social Welfare and Development Field Office V** 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.
12. For further information, please refer to:  
  
**JUDEX DONNEL G. LLAMOSO**  
Head, Procurement Section  
DSWD FO V, Government Center Site,  
Rawis, Legazpi City 4500  
Email address: [bacsec.fo5@dswd.gov.ph](mailto:bacsec.fo5@dswd.gov.ph)  
Contact No.: 0910-017-0818
13. You may visit the following websites:

For downloading of Bidding Documents: <https://fo5.dswd.gov.ph/philgeps2024/>

**February 21, 2024**

(SGD.)

**CLAUDIO A. VILLAREAL JR.**

*BAC Chairperson*



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

## 1. Scope of Bid

The Procuring Entity, **Department of Social Welfare and Development Field Office V** wishes to receive Bids for the **PROCUREMENT OF SECURITY SERVICES FOR FY 2024**, with identification number **IB GOP 2024-DSWD-015**.

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 **2024** in the amount of **Nineteen Million Four Hundred Fifty-Seven Thousand Seven Hundred Thirty Pesos (₱19,457,730.00)**.

2.2. The source of funding is:

a. GAA, the General Appropriations Act or Special Appropriations.

## 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 limited to those allowed under the rules may participate in this Project.

5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:

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

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

## **6. Origin of Goods**

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

## **7. Subcontracts**

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

The Procuring Entity has prescribed that:

- a. Subcontracting is not allowed.

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

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time through videoconferencing 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 **Two (2) years** prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

## **11. Documents comprising the Bid: Financial Component**

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

## **12. Bid Prices**

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
  - a. For Goods offered from within the Procuring Entity's country:
    - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);

- ii. The cost of all customs duties and sales and other taxes already paid or payable;
  - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
  - iv. The price of other (incidental) services, if any, listed in e.
- b. For Goods offered from abroad:
  - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
  - ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

### 13. Bid and Payment Currencies

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

### 14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration<sup>2</sup> or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until **one hundred twenty (120) calendar days from the date of the opening of bids**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

## **15. Sealing and Marking of Bids**

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

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

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

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

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

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

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

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

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

## **18. Domestic Preference**

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

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

19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.

19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item

basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.

19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.

19.4. The Project shall be awarded as follows:

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.

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

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

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

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



# Bid Data Sheet

ITB Clause	
5.3	For this purpose, contracts similar to the Project shall be: <ul style="list-style-type: none"> <li>a. Procurement of Security Services</li> <li>b. completed within <b>Two (2) years</b> prior to the deadline for the submission and receipt of bids.</li> </ul>
7.1	“Not applicable”.
12	The price of the Goods shall be quoted DDP <b>Legazpi City, Philippines</b> or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: <ul style="list-style-type: none"> <li>a. The amount of not less than <b><u>2% of the ABC</u></b>, if bid security is in cash, cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than <b><u>5% of the ABC</u></b> if bid security is in Surety Bond.</li> </ul>
19.3	“Not applicable”.
20.2	“Usual/applicable licenses & permit/s required by law”.
21.2	“No additional contract documents required”.

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

## **1. Scope of Contract**

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

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

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

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

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

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

## **3. Performance Security**

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

## **4. Inspection and Tests**

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project. In addition to tests in the **SCC**, **Section IV (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

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

## **5. Warranty**

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

## **6. Liability of the Supplier**

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

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

## ***Section V. Special Conditions of Contract***

## Special Conditions of Contract

GCC Clause	
1	<p><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>“The delivery terms applicable to this Contract are delivered <i>DSWD FOV, Legazpi City</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>Supply Officer</i>.</p> <p><b>Incidental Services –</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ul style="list-style-type: none"> <li>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> <li>d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and</li> </ul>
	<ul style="list-style-type: none"> <li>e. training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.</li> </ul>

	<p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p><b>Spare Parts –</b></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> <ol style="list-style-type: none"> <li>1. 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</li> <li>2. in the event of termination of production of the spare parts: <ol style="list-style-type: none"> <li>i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and</li> <li>ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.</li> </ol> </li> </ol> <p>The spare parts and other components required are listed in <b>Section VI (Schedule of Requirements)</b> and the costs 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>Three (3) years</i>.</p> <p>Spare parts or components shall be supplied as promptly as possible, but in any case, within one month of placing the order.</p>
	<p><b>Packaging –</b></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><b>Transportation –</b></p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>
	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers</p>



	<p>risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p><b>Intellectual Property Rights –</b></p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<i>“Not Allowed.”</i>
4	The inspections and tests that will be conducted are: <i>Applicable Tests and Inspection.</i>

## ***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.

<b>Item No.</b>	<b>Description</b>	<b>Quantity</b>	<b>Delivered, Weeks/Months</b>
<b>Procurement of Security Services for April to December 2024</b>			
Breakdown:			
<b>1.</b>	DSWD Field Office V, Buraguis, Legazpi City (1 lady guard; 5 male guards)	2	day shift
		2	Mid shift
		2	night shift
<b>2.</b>	DSWD Field Office V, Rawis, Legazpi City (1 lady guard; 9 male guards)	4	day shift
		3	Mid shift
		3	night shift
<b>3.</b>	DSWD Sorsogon Warehouse (3 guards)	1	day shift
		1	Mid shift
		1	night shift
<b>4.</b>	DSWD Complex, Nasisi, Ligao City (1 lady guard/shift; 1 male guard/shift)	2	day shift
		2	Mid shift
		2	night shift
<b>5.</b>	DSWD RRCY, Sorsogon City (12 male guards)	3	day shift
		3	Mid shift
		6	night shift
<b>6.</b>	DSWD RRCY, Oas, Albay (1 male guard/shift)	1	day shift
		1	Mid shift
		1	night shift
<b>7.</b>	DSWD SWAD Office Camarines Sur	1	day shift
		1	Mid shift
		1	night shift
<b>8.</b>	DSWD SWAD Office Camarines Norte	2	day shift
		2	Mid shift
		2	night shift
<b>9.</b>	DSWD SWAD Office Catanduanes	1	day shift
		1	Mid shift
		1	night shift

<b>10.</b>	DSWD SWAD Office Masbate	1	day shift
		1	Mid shift
		1	night shift
<b>11.</b>	DSWD SWAD Office Sorsogon	1	day shift
		1	Mid shift
		1	night shift
<b>12.</b>	KC-NCDDP RPMO	1	day shift
		1	Mid shift
		1	night shift
<b>13.</b>	Bonot Warehouse 2	1	day shift
		1	Mid shift
		1	night shift
<b>14.</b>	AICS Office Naga City	1	day shift
		1	Mid shift
		1	night shift
<b>15.</b>	Pacific Mall AICS Office	2	day shift
		2	Mid shift
		2	night shift
<b>16.</b>	AICS Office Tigaon	1	day shift
		1	Mid shift
		1	night shift
<b>17.</b>	AICS Office Sipocot	1	day shift
		1	Mid shift
		1	night shift
<b>18.</b>	AICS Office, Iriga City	1	day shift
		1	Mid shift
		1	night shift
<b>19</b>	AICS Office, Labo, Camarines Norte	1	day shift
		1	Mid shift
		1	night shift
<b>20.</b>	AICS Office, Irosin Sorsogon	1	day shift
		1	Mid shift
		1	night shift
<b>21.</b>	AICS Office, Virac, Catanduanes	1	day shift
		1	Mid shift

	1	night shift
<b>22.</b> AICS Office, Masbate City	1	day shift
	1	Mid shift
	1	night shift
<b>23.</b> AICS Office, Cataingan Masbate	1	day shift
	1	Mid shift
	1	night shift
<b>24.</b> AICS Office (Location-TBA)	1	day shift
	1	Mid shift
	1	night shift
<b>25.</b> AICS Office (Location-TBA)	1	day shift
	1	Mid shift
	1	night shift
Total	103	

***Conforme:***

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

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

# Technical Specifications

Item	Specification			Statement of Compliance
Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” <b>must be supported by evidence in a Bidders Bid and cross-referenced to that evidence.</b> Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.”				
1.	Item No.	Description	Educational Attainment	
	1.	DSWD Field Office V, Buraguis, Legazpi City (1 lady guard; 5 male guards)	At least High School/Senior High School Graduate	
	2.	DSWD Field Office V, Rawis, Legazpi City (1 lady guard; 9 male guards)	At least High School/Senior High School Graduate	
	3.	DSWD Sorsogon Warehouse (3 male guards)	At least High School/Senior High School Graduate	
	4.	DSWD Complex, Nasisi, Ligao City (1 lady guard/shift; 1 male guard/shift)	College Level	
	5.	DSWD RRCY, Sorsogon City (12 male guards)	College Level	
	6.	DSWD RRCY, Oas, Albay (1 male guard/shift)	College Level	
	7.	DSWD SWAD Office Camarines Sur	At least High School/Senior High School Graduate	
	8.	DSWD SWAD Office Camarines Norte	At least High School/Senior High School Graduate	

	<b>9.</b>	DSWD SWAD Office Catanduanes	At least High School/Senior High School Graduate
	<b>10.</b>	DSWD SWAD Office Masbate	At least High School/Senior High School Graduate
	<b>11.</b>	DSWD SWAD Office Sorsogon	At least High School/Senior High School Graduate
	<b>12.</b>	KC-NCDDP RPMO	At least High School/Senior High School Graduate
	<b>13.</b>	Bonot Warehouse 2	At least High School/Senior High School Graduate
	<b>14.</b>	AICS Office Naga City	At least High School/Senior High School Graduate
	<b>15.</b>	Pacific Mall AICS Office	At least High School/Senior High School Graduate
	<b>16.</b>	AICS Office Tigaon	At least High School/Senior High School Graduate
	<b>17.</b>	AICS Office Sipocot	At least High School/Senior High School Graduate
	<b>18.</b>	AICS Office, Iriga City	At least High School/Senior High School Graduate
	<b>19.</b>	AICS Office, Irosin Sorsogon	At least High School/Senior High School Graduate

		<b>20</b>	AICS Office, Virac, Catanduanes	At least High School/Senior High School Graduate	
		<b>21</b>	AICS Office, Masbate City	At least High School/Senior High School Graduate	
		<b>22</b>	AICS Office, Cataingan, Masbate	At least High School/Senior High School Graduate	
		<b>23</b>	AICS Office, Labo, Camarines Norte	At least High School/Senior High School Graduate	
		<b>24</b>	AICS Office, Location TBA	At least High School/Senior High School Graduate	
		<b>25</b>	AICS Office, Location TBA	At least High School/Senior High School Graduate	

## **TERMS OF REFERENCE**

### **Procurement of Security Services Provider for CY 2024**

#### **I. RATIONALE**

The Department of Social Welfare and Development considers that a secure and safe work environment will contribute to a more productive workforce that will result in an efficient and effective delivery of social welfare and development services to the marginalized sector of society.

The Department of Social Welfare and Development Field Office V desires to engage the services of a security agency for the purpose of deploying licensed security guards to safeguard and protect its properties, equipment, facilities/installations/office buildings, and confidential information within its premises, against any and all crimes/unlawful acts, and any act of terrorism by strangers or third persons. The services that shall be engaged shall also cover the necessary security measure for all DSWD officers, employees, clients and its visitors transacting legitimate business in the DSWD premises.

#### **II. LEGAL BASIS**



The General Provision of Annual General Appropriations Act provides that “ Departments, bureaus, offices, or agencies of the National Government, as well as GOCCs, are hereby authorized to enter into service contracts with other government agencies, private firms or individuals and non-government organizations, whether on a part-time or full-time basis. xxx Service contracts may also be entered into by the agency for janitorial, security, and other related services, whenever practicable and cost- effective for the government.

### **III. SCOPE OF WORKS**

The contract for security services, subject for public bidding shall include the security needs of Department of Social Welfare and Development Field Office V, namely:

- a. DSWD Field Office V, Buraguis, Legazpi City
- b. DSWD Field Office V, Rawis, Legazpi City
- c. DSWD Sorsogon Warehouse
- d. Bonot Warehouse 2
- e. DSWD Complex, Nasisi, Ligao City
- f. DSWD RRCY, Sorsogon City
- g. DSWD RRCY, Oas, Albay
- h. DSWD SWAD Office, Camarines Sur
- i. DSWD SWAD Office, Camarines Norte
- j. DSWD SWAD Office, Catanduanes
- k. DSWD SWAD Office, Masbate
- l. DSWD SWAD Office, Sorsogon
- m. KC NCDDP RPMO
- n. AICS Office, Pacific Mall
- o. AICS Office, Naga City (E-Mall)
- p. AICS Office, Tigaon, Camarines Sur
- q. AICS Office, Sipocot, Camarines Sur
- r. AICS Office, Iriga City, Camarines Sur
- s. AICS Office, Labo, Camarines Norte
- t. AICS Office, Irosin, Sorsogon
- u. AICS Office, Virac, Catanduanes
- v. AICS Office, Masbate City
- w. AICS Office, Cataingan, Masbate
- x. AICS Office (Location: TBA)
- y. AICS Office (Location: TBA)

### **IV. OBLIGATIONS AND RESPONSIBILITIES UNDER THE CONTRACT**

#### **THE SERVICE PROVIDER SHALL BE RESPONSIBLE FOR THE FOLLOWING:**

- a. Provide and operate efficient security plans and services following the requirements prescribed by the DSWD;

- b. To ensure compliance with labor laws, prospective bidders should be a **duly registered contracting agency** in accordance with the DOLE Department Order No. 18-A, s. 2011. As such, they shall be required to submit to DSWD FO V a duly **certified true copy of the SEC Registration Certificate, Supervisory Office on Security and Investigating Agencies (SOSIA) Certification, Certificate of Compliance** and submission of the duly required **Semi-Annual Report**. This will ensure that they are not engaged in labor only contracting and that all duly mandated contributions such as SSS, *Pag-Ibig* and *Philhealth* are duly complied with;
- c. In view of the above compliance with DOLE regulations, bidder must have a **minimum capitalization of Php 5M** to ensure that all guards are timely compensated even if payment for such contract is delayed. Relative thereto, a **certification from the Securities and Exchange Commission** that such bidder has a **Php 5M capital** shall be required;
- d. Considering that the DSWD Region V Office is frequented by VIP Visitors, said security agency should be able to provide *K9 bomb sniffing dogs* when necessary. As such, said bidder is required to submit **true copies of Certificate of Ownership or any other proof of availability of K9 services such as Certificate of Dog Ownership, receipt of purchase and other documents of ownership**;
- e. The security agency should own **at least one (1) security vehicle**, said vehicle shall be used in the checking, monitoring, and evaluation of security guards and other security related services. As such, the bidder is required to submit **proof of ownership/availability of security service vehicle**;
- f. Deploy duly **licensed security guards** in accordance with qualification standards as indicated in **Annex “A”** hereof;
- g. Provide and maintain the required minimum **security service equipment per R.A. 5487** including communication units and gears in ready and operational condition as listed in **Annex “B”**;
- h. Employ key officers or employees with appropriate training or experience in 1) Crowd Control, 2) First Aid, 3) Bomb Detection and Identification, 4) Advanced Intelligence and Investigation that can be called to assist DSWD FO V should the need arise;
- i. Provide at its own expense allocation for Gun Handling/Safety Security Training Program for security guards that will be deployed under the contract. Provide training programs to upgrade the knowledge and skills of its security guards

deployed with the DSWD FO V on security matters such as, but not limited to the following:

- i.1 Knowledge of current security threats and patterns;
  - i.2 Recognition and detection of weapons, dangerous substances and devices;
  - i.3 Recognition of characteristics and behavioral patterns of persons who are likely to threaten security;
  - i.4 Techniques used to circumvent security measures;
  - i.5 Crowd management and control techniques;
  - i.6 Security-related communications;
  - i.7 Testing, calibration and maintenance of security equipment and systems and conduct of Firearms Proficiency Training;
  - i.8 Inspection, control and monitoring techniques;
  - i.9 Methods of physical searches of person, personal affects, and baggage;
  - i.10 Basic Intelligence and Investigation Course, and report writing; and;
- j. Comply with all labor standard laws and social legislative acts in favour of its security guards, and shall hold the Department of Social Welfare and Development Field Office V **free from any liability arising from monetary claims** by the Security Guards against the Security Services Contractor;
- k. Employ security guards, with appropriate training in bomb and firearms detection, deadly weapons identification, first aid, crowd control and basic firefighting;
- l. Provide **security utilities and necessary security equipment** in addition to what is required of the contractor at its own expense;
- m. Submit to the DSWD FO V detailed reports of undertaking and unusual incidents in the form, substance and frequency prescribed by the Department;
- n. Make available at **any time** all documents related to the security services contract for inspection, examination and audit by the DSWD FO V;
- o. Assume liability for all losses, damages, destructions to DSWD FO V properties and for death and/or injuries sustained by its officers, employees, and visitors/guests, which are directly attributable to the negligence, fault, laxity, unlawful act or misconduct of the Contractor or by any of its officers and/or security guards;
- p. Provide **insurance coverage or pay for life insurance premium** for its security guards and **furnish DSWD FO V a copy of the policy;**

- q. Comply with all other applicable memorandum, orders, terms and conditions of the contract and applicable rules and regulations promulgated by the DSWD FO V;
- r. Pay required and applicable taxes in full and on time and that the failure to do so will entitle the DSWD FO V to suspend payment for any services delivered/rendered by the agency/contractor;
- s. Regularly present to DSWD FO V, within the duration of the contract, a **tax clearance** from the Bureau of Internal Revenue as well as a copy of its **income and business tax returns** stamped and received by the Bureau of Internal Revenue and duly validated with the tax payments made thereon;
- t. Comply with all other terms and conditions of the contract and applicable regulations set by competent authority;
- u. The Security Services Contractor has the obligation and responsibility to comply with all the provisions of the contract and contract documents. Non-compliance or violations of any obligations and responsibilities by the Security Services Contractor shall be a ground for rescission, cancellation and/or termination of the security services contract after due notice;
- v. Post the required Performance Security the sufficient amount to be set by DSWD FO V in such form as cash, manager's check or bond secured from the Government Service Insurance System (GSIS) or a reputable insurance company duly accredited by the appropriate government agency to guarantee full performance and compliance with every stipulation, terms and conditions of the security services contract, and adjust the amount of the bond accordingly whenever the number of guards is increased/decreased.

**THE DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE V:**

- a. Pay the Contractor of the amount due for security services rendered in accordance with what is stipulated in the contract and/or prevailing laws and regulations to include labor laws and prevailing PADPAO Rate in the region where the DSWD FO V is located subject to Revised IRR of R.A. 9184;
- b. Request or assign other additional work load to guards assigned to DSWD FO V and render necessary supervision for the proper implementation of the contract;
- c. Provide Social Welfare and Development (SWD) Orientation Seminar, and other pertinent security training to security guards in coordination with security contractor;

- d. Exercise visitatorial power or conduct inspection or audit of the contractor's compliance with existing social legislation or provisions of the security contract relating to the welfare of the security guards.

## VI. RIGHTS

### **The Contractor**

- a. **Financial** – Collect its fees and charges for services rendered as agreed and approved by DSWD FO V.
- b. **Administrative** – To confer with DSWD FO V issues and concerns pertaining to security services contract.

### **The Department of Social Welfare and Development Field Office V**

- a. **Financial** – Require the Security Services Contractor to submit the supporting documents as basis for payment of services rendered by its security guards and issue appropriate Official Receipts.
- b. **Operational** – Supervise and control the services being rendered by the Security Services Contractor to ensure maximum efficiency. Terminate and/or cancel the security services contract of the security agency for reason/s or cause/s as provided for under the contract with DSWD FO V. Conduct audit / evaluation relative to the compliance of the security service company with the terms and conditions of the contract with DSWD FO V.

## VII. OTHER TERMS AND CONDITIONS

- a. The Security personnel to be provided by the Service Provider shall not be related to any DSWD Personnel within the 3<sup>rd</sup> degree of consanguinity or affinity in the area of facilities of the Department being serviced and as such, the latter shall not in any manner be liable or responsible for any personal injury or damages, including death, caused by said security personnel assigned to the Department during the lawful performance other duties.
- b. In the event that the security contract expires without a successful procurement of security services, the contract may be extended, subject to the availability of funds
- c. The Department shall **not** be held liable for any claims of the Security Agency's security guards for their salaries and wages, benefits, compensation for death, sickness due to them or for any other claim arising from or in connection with their employment with the Agency except those required by law to be paid by the Department through the Agency.

- d. All billings must be submitted to DSWD every 1<sup>st</sup> week of the month for timely processing of payment and in compliance to strict implementation of its monthly Cash Program.
- e. The Security Services Contractor shall not terminate any assigned security guard in any offices of the Department without knowledge of the Regional Director.
- f. The Security Services Contractor shall be ready at all times to provide and additional security service requirements of DSWD during significant events involving the Chief Executive, emergency situations, and/or disaster operations at its premises
- g. The Department may re-assign or request replacement of the guards any time during the contract period with or without cause.

## **VIII. BUDGETARY REQUIREMENTS**

If during the effectivity of the Contract between the **Security Services Contractor** and the Department, a wage order or pertinent laws shall be implemented increasing the minimum wage or providing additional benefits to employees in private sector, the rates herein shall be adjusted accordingly. The Security Services Contractor shall comply with the wage increase.

## **VII. CONFIDENTIALITY CLAUSE**

Ensure that all guards assigned to DSWD FO V will keep in confidence all data, business practices, and all other pertinent information gained through their assignment in the DSWD FO V.

## **VIII. CONTRACT DURATION**

The Security Services Contract by and between the Department of Social Welfare and Development Field Office V and the service provider shall be valid from March 01, 2024 up to December 31, 2024.

## **IX. VENUE OF ACTION**

All actions relating to the bidding or contract shall only be instituted in the appropriate court in the City of Legazpi, Philippines to the exclusion of any other courts.

**Qualifications:**

1. Majority College level; At least high school / senior high school graduate  
(Refer to the Schedule of Requirements)
2. Height: at least 5'4" for Male, 5' for Female
3. Duly licensed security guard
4. 21 years old but not more than 55 years' old
5. With Neuro Psychiatric Clearance
6. With Drug Test Clearance
7. Of good moral character - Supported with updated NBI Clearance
8. Must not be a dishonorably discharged member of the PNP or any branches of the Armed Forces of the Philippines, and such other similar agencies.
9. Medical Clearance (must be physically fit)
10. Special requirement for guards to be assigned at RRCY / Complex
  - Self-defense skills
  - Ability to physically restrain females

**A. FIREARM / AMMUNITION REQUIREMENT**

<b>ITEM</b>	<b>SPECIFICATIONS</b>
HANDGUN	Any kind of handgun within the prescribed guidelines/limitations as provided in the PNP rules and regulations
12-GAUGE AUTOMATIC SHOTGUN	Automatic shotgun with at least five (5) rounds of live ammunition. <ol style="list-style-type: none"> <li>1. Wholly owned by the SSC/PSA and should have a valid license issued by PNP-FEO at Camp Crame, Quezon City;</li> <li>2. With Serial Number intact (not tampered)</li> <li>3. Serviceable and in excellent firing condition</li> </ol>
AMMUNITIONS for PISTOL 9 MM and SHOTGUN 12-GA	Ammunitions should be live bullets and original; factory-filled (not “Refilled” by reloader; always with RESERVE at each place of deployment

<b>Offices</b>	<b>Hand Gun</b>	<b>Ammo</b>	<b>12GA Shotgun</b>	<b>Ammo</b>
DSWD Field Office V, Buraguis, Legazpi City	2	60	1	10
DSWD Field Office V, Rawis, Legazpi City (New Building)	4	60	1	10
DSWD Sorsogon Warehouse	1	20		
DSWD Bonot Warehouse 2	1	20		

DSWD Complex, Nasisi, Ligao City	2	40		
DSWD RRCY, Sorsogon City	0	0	0	0
DSWD RRCY, Oas, Albay (New Building)	0	0	0	0
DSWD SWAD Office Camarines Sur	1	20		
DSWD SWAD Office Camarines Norte	2	40		
DSWD SWAD Office Catanduanes	1	20		
DSWD SWAD Office Masbate	1	20		
DSWD SWAD Office Sorsogon	1	20		
KC-NCDDP RPMO, Legazpi City	1	20		
AICS Office, Pacific Mall	2	40		
Nine (9) Identified AICS Offices (Naga City, Tigaon, Sipocot, Iriga, Labo, Irosin, Virac, Masbate City, Cataingan) and two (2) to be identified AICS Offices	1*	20*		

*\*provision for each office*

## B. COMMUNICATION EQUIPMENTS

ITEM	SPECIFICATIONS
RADIO TRANSCEIVERS	Handheld portable GP88 complete with battery charger; and with valid license issued by the National Telecommunications Commission (NTC)
CELLULAR PHONES	SIM pack/service provider with reliable network and area coverage; complete with battery, battery charger and load 1. Should be serviceable in excellent running condition 2. Should be owned by the SSC/PSA

<b>Offices</b>	<b>Handheld Radio with Charger</b>	<b>Cellphone with Load and Charger</b>
DSWD Field Office V, Buraguis, Legazpi City	3	1
DSWD Field Office V, Rawis, Legazpi City (New Building)	3	1
DSWD Sorsogon Warehouse		1
DSWD Bonot Warehouse 2		1
DSWD Complex, Nasisi, Ligao City	2	1
DSWD RRCY, Sorsogon City	5	1
DSWD RRCY, Oas, Albay (New Building)		1



DSWD SWAD Office Camarines Sur		1
DSWD SWAD Office Camarines Norte	2	1
DSWD SWAD Office Catanduanes		1
DSWD SWAD Office Masbate		1
DSWD SWAD Office Sorsogon		1
KC-NCDDP RPMO, Legazpi City		1
AICS Office, Pacific Mall	2	1
Nine (9) Identified AICS Offices (Naga City, Tigaon, Sipocot, Iriga, Labo, Irosin, Virac, Masbate City, Cataingan) and two (2) to be identified AICS Offices		1*

**\*provision for each office**

### C. DETECTORS/ SECURITY DEVICES AND PARAPHERNALIA

ITEM	SPECIFICATIONS
DETECTORS	Handheld portable metal detectors capable of detecting firearms and explosives concealed in the body of a person in hand-carried bags/items
FLASHLIGHT	Heavy duty; operational and in good condition with battery
K9 PROTECTIVE DOG AND HANDLER	Well trained K9 handler, K9 Dog, well trained on bomb sniffing dog

	FO V- Buraguig	FO V- Rawis	Sor Whse	Bonot Whse 2	Complex	RRCY Sor	RRCY Oas	SWAD CSU	SWAD CNO	SWAD CTD	SWAD MBT	SWAD SSG	KC	AICS Offices (quantity per office)
Metal Detector	2	2	1	1	1	2	1	1	2	1	1	1	1	1
Under Chassis	1	1			1	1	1							
Flashlight (heavy duty)	2	3	1	1	2	4	1	1	2	1	1	1	1	1
Night Stick / Retractable	2	3	1	1	2	4	1	1	2	1	1	1	1	1
Whistle with Lanyard	6	10	3	3	6	12	3	3	6	3	3	3	3	3
First Aid Kit	1	1	1	1	1	1	1	1	2	1	1	1	1	1
Handcuffs	3	3	1	1	2	5	1	1	2	1	1	1	1	1
Searchlight	2	3	1	1	2	4	1	1	2	1	1	1	1	1
Emergency Light	2	3	1	1	2	2	1	1	2	1	1	1	1	1

Big Umbrella	2	2	1	1	2	2	1	1	2	1	1	1	1	1
Rain Coats	6	10	3	3	6	12	3	3	6	3	3	3	3	3
Rain Boots	6	10	3	3	6	12	3	3	6	3	3	3	3	3
K9 Dog and Handler	1													
Head Gear	6	10	3	3	6	12	3	3	6	3	3	3	3	3

#### D. PRESCRIBED UNIFORMS FOR SECURITY GUARDS

Type A- White Long Sleeved Polo Shirt on Regular Days

Type B- White Collared Shirt during Saturdays, Sundays and Holidays

#### E. OFFICE

Security Agency must have **a satellite office in Legazpi City.**

<b><u>COST DISTRIBUTION MATRIX FOR SECURITY SERVICES (based on Wage Order No. RBV 21 effective 01 Dec 2023)</u></b>		
	<b>DAY shift</b>	<b>NIGHT shift</b>
No of Guards	67	36
<b>Payable Directly to Servicemen</b>		
Basic Salary	395.00	395.00
Ordinary Working Days	115,735.00	115,735.00
Regular Holidays	9,480.00	9,480.00
Rest Days	26,702.00	26,702.00
Special Days	4,108.00	4,108.00
Equivalent Monthly Rate	13,002.08	13,002.08
Total Equivalent Annual Rate	156,025.00	156,025.00
Night Differential Pay		1,300.21
13 Month-pay Per Month	1,001.22	1,001.22
5 Days Incentive Leave Pay per Month	164.58	164.58
Uniform Allowance	100.00	100.00
Retirement Benefit per Month	740.63	740.63
<b>total Amount Directly to Security Guard</b>	<b>15,008.51</b>	<b>16,308.72</b>
<b>Amount to Gov't in Favor of the Guard</b>		
SSS Premium	1,282.50	1,377.50
Philhealth Contribution	260.04	260.04
State Insurance Fund	10.00	10.00
Pag-IBIG Fund	100.00	100.00
<b>Total Amount payable to Government</b>	<b>1,652.54</b>	<b>1,747.54</b>

A. Total Amount to Guard and Govt	<b>16,661.05</b>	<b>18,056.26</b>
B. Agency Fee (Administrative Overhead & Margin)	3,332.21	3,611.25
C. Value Added Tax (Agency Fee x 12%)	399.87	433.35
D. Total Cost per Month	20,393.12	22,100.86
Costing per Month for guards	1,366,339.04	795,630.96
Total per month		2,161,970.00

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

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

#### **Financial Documents**

- ☐ (j) The 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***

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

## **II. FINANCIAL COMPONENT ENVELOPE**

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

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

- ☐ (n) *[For foreign bidders claiming by reason of their country’s extension of reciprocal rights to Filipinos]* Certification from the relevant government

office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.

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

