

Republic of the Philippines
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
FIELD OFFICE CARAGA
CAPITOL SITE, BUTUAN CITY

PHILIPPINE BIDDING DOCUMENTS

**PROVISION OF SECURITY SERVICES
FOR PROVINCIAL CIS SATELLITE
OFFICES AND ADDITIONAL GUARD AT
DSWD FIELD OFFICE CARAGA AND
RRCY FOR C.Y. 2025**

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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

**Department of Social Welfare and Development
Field Office Caraga
Butuan City**

INVITATION TO BID FOR *PROVISION OF SECURITY SERVICES FOR PROVINCIAL CIS SATELLITE OFFICES AND ADDITIONAL SECURITY GUARD AT DSWD FIELD OFFICE CARAGA AND RRCY FOR C.Y. 2025*

1. The Department of Social Welfare and Development – Field Office Caraga, through the *General Appropriations Act for C.Y. 2025* intends to apply the sum of **Five million Four Hundred Fifteen Thousand Pesos Only (Php5,415,000.00)** being the ABC to payments under the contract for ***PROVISION OF SECURITY SERVICES FOR PROVINCIAL CIS SATELLITE OFFICES AND ADDITIONAL SECURITY GUARD AT DSWD FIELD OFFICE CARAGA AND RRCY FOR C.Y. 2025***. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The Department of Social Welfare and Development – Field Office Caraga now invites bids for the above Procurement Project. **The term of the contract shall be effective for Seven and a Half (7.5) months, from March 16, 2025, until October 31, 2025.** 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.

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 Caraga and inspect the Bidding Documents at the address given below during office hours 8:00 am to 5:00 pm.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **February 5, 2025 – February 25, 2025, before 1:30 pm.** 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 Only (Php10,000.00)**.* The Procuring Entity shall allow the bidder to present its proof of payment for the fees and ***it may present in person, by facsimile, or through electronic means.***
6. The Department of Social Welfare and Development – Field Office Caraga will hold a Pre-Bid Conference on **February 12, 2025, 2:00 p.m.** at Conference Hall, Pahigayon Building, DSWD Field Office Caraga, Capitol Site Compound, Butuan City and/or

through video conferencing or webcasting *via Google Meet with details stated below*, which shall be open to prospective bidders.

Google Meet Link: meet.google.com/utk-fjdq-gdq

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **February 25, 2025, 1:30 p.m.** Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on **February 25, 2025, 2:00 p.m.** at Conference Hall, Pahigayon Building, DSWD Field Office Caraga, Capitol Site Compound, Butuan City and/ via ***Google Meet with details stated below***. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

Google Meet Link: meet.google.com/ynb-ikkf-exg

10. The Department of Social Welfare and Development – Field Office Caraga reserves the right to reject 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:

Elizabeth C. Lipa
Head, BAC Secretariat
DSWD Field Office Caraga Capitol Site, Butuan City
Contact No. 0917-651-7458
Email address: bac.focrg@dswd.gov.ph

12. You may visit the following websites:

For downloading of Bidding Documents: *caraga.dswd.gov.ph/category/procurements*
or notices.philgeps.gov.ph

February 5, 2025

JEAN PAUL S. PARAJES
Chairperson
Bids and Awards Committee

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, Department of Social Welfare and Development – Field Office Caraga wishes to receive Bids for the ***PROVISION OF SECURITY SERVICES FOR PROVINCIAL CIS SATELLITE OFFICES AND ADDITIONAL SECURITY GUARD AT DSWD FIELD OFFICE CARAGA AND RRCY FOR C.Y. 2025***, with **PROJECT IDENTIFICATION NUMBER 25-01-0262**.

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 C.Y. 2025 in the amount of **Five Million Four Hundred Fifteen Thousand Pesos Only (Php5,415,000.00)**.

2.2. The source of funding is:

a. NGA, *the General Appropriations Act for C.Y. 2025*.

3. Bidding Requirements

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

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

5. Eligible Bidders

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. Foreign ownership 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.
- 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 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:
 - i. Completed at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least *fifty percent (50%)* 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.

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 at Conference Hall, Pahigayon Building, DSWD Field Office Caraga, Capitol Site Compound, Butuan City 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 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 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 *120 calendar days*. 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 two (2) 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 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.

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.

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 may be. 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

- 20.2. 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**.

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

- 21.2. At the same time as the Procuring Entity notifies the successful Bidder that its bid has been accepted, the Procuring Entity shall send the Framework Agreement Form to the Bidder, which contract has been provided in the Bidding Documents, incorporating therein all agreements between the parties.

Section III. Bid Data Sheet

ITB Clause	
5.3	For this purpose, contracts similar to the Project shall be: <ul style="list-style-type: none"> a. Security services. b. completed within two (2) years prior to the deadline for the submission and receipt of bids.
7.1	Subcontracting is not allowed.
12	The price of the Goods shall be quoted DDP <i>in Philippine Pesos</i> 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"> a. The amount of not less than <u>PhP108,300.00</u> (2%) of ABC, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than <u>PhP270,750.00</u> (5%) of ABC if bid security is in Surety Bond.
19.1	All forms must be submitted using the prescribed format provided by the Procuring Entity and completed without any alterations to their format, and no substitute form shall be accepted. All blank spaces shall be filled in with the information requested.
19.3	Project will be awarded as one contract.
20.2	The following additional documents must be submitted during post-qualification: <ul style="list-style-type: none"> a) The Security Agency must possess a good track record in security services business for at least five (5) years; b) Must be a member of the Philippine Association of Detective and Protective Agency Operators (PADPAO) local chapter, in good and active standing; c) The Security Agency must have a current and valid License to Operate issued by Supervisory Office for Security and Investigation Agencies (SOSIA) - Philippine National Police (PNP); d) Clearance from Cluster Head Legal and Collection Group SSS or Certificate of compliance issued by Local SSS that it is up-to-date in remitting its contribution, Salary/Calamity Loan amortization and that it has no pending case with SSS Branch Office near its business address

	<p>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>e) Clearance from the Main Office of the Department of Labor and Employment and National Labor Relations Commission, 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, valid for six (6) months from the date of issuance;</p> <p>f) Certified and Duly Notarized copy of the Latest Disposition of Clients, Security Personnel and Firearms submitted to SOSIA-PNP;</p> <p>g) List of Agency-Owned Licensed Firearms with attached photocopies of proof of ownership;</p> <p>h) 201 file of the Security Guards to be deployed;</p> <p>i) Prototype Sample Items of the following:</p> <ul style="list-style-type: none"> • Whistle • Flashlight • First aid kit • Handcuffs • Service firearms • Communication radios • Cellular phones • Metal detectors <p>j) Current Monthly Tax Payments – tax paid within six (6) months prior to the submission of bids;</p>
21.2	<i>No further requirements</i>

Section IV. General Conditions of Contract

1. Scope of Contract

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

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

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

2. Advance Payment and Terms of Payment

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

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

3. Performance Security

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

4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section IV (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

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

5. Warranty

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

6. Liability of the Supplier

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

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

Section V. Special Conditions of Contract

GCC Clause	
1	<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>“The delivery terms applicable to this Contract are delivered <i>at DSWD Field Office Carag, R.Palma St., Butuan City, Field Office San Jose, Province of Dinagat Island Satellite Office, Tandag City Satellite Office, Tagbina Satellite Office, Bislig City Satellite Office, Dapa, Surigao del Norte Satellite Office, Cantilan, Surigao del Sur Satellite Office, San Francisco, Agusan del Sur Satellite Office, Surigao City Satellite Office and Regional Rehabilitation Center for Youth (RRCY) Patin-ay, Prosperidad, Agusan del Sur.</i> Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the services at their destination.”</p> <p>The Provision of Services shall be made by the Service provider 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 <u>Mr. Vinnes V. Lastimado.</u></p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <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 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>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>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>Regular and Recurring Services –</p> <p>“The contract for regular and recurring services shall be subject to renewal subject to the Guidelines on Renewal of Regular and Recurring Services under Appendix 37 of the 2016 revised IRR of RA No. 9184 which includes the performance evaluation of the service provider on the requirements under Section VII. Technical specifications.”</p>
2.2	<i>Advance payment is not allowed. Payment shall be made on a monthly basis.</i>
4	None

Section VI. Schedule of Requirements

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

Item no.	Description/Area of Duty	Tour of Duty	No. of Work Hours	No. of Guards	Quantity	Days of Duty
1	Field Office, R. Palma St., Brgy. Dagohoy, Capitol Site, Butuan City	0600H-1400H 1400H-2200H 2200H-0600H	8 8 8	2 2 2	6 male guards	MON-SUN (including holidays)
2	San Jose, Province of Dinagat Island Satellite Office	0600H-1400H 1400H-2200H 2200H-0600H	8 8 8	1 1 1	3 male guards	MON-SUN (including holidays)
3	Tandag City Satellite Office	0600H-1400H 1400H-2200H 2200H-0600H	8 8 8	1 1 1	3 male guards	MON-SUN (including holidays)
4	Tagbina Satellite Office	0600H-1400H 1400H-2200H 2200H-0600H	8 8 8	1 1 1	3 male guards	MON-SUN (including holidays)
5	Bislig City Satellite Office	0600H-1400H 1400H-2200H 2200H-0600H	8 8 8	1 1 1	3 male guards	MON-SUN (including holidays)
6	Dapa, Surigao del Norte Satellite Office	0600H-1400H 1400H-2200H 2200H-0600H	8 8 8	1 1 1	3 male guards	MON-SUN (including holidays)
7	Cantilan, Surigao del Sur Satellite Office	0600H-1400H 1400H-2200H 2200H-0600H	8 8 8	1 1 1	3 male guards	MON-SUN (including holidays)
8	San Francisco, Agusan del Sur Satellite Office	0600H-1400H 1400H-2200H 2200H-0600H	8 8 8	1 1 1	3 male guards	MON-SUN (including holidays)
9	Surigao City Satellite Office	0600H-1400H 0800H-1600H -	8 8 -	1 1 -	1 male & 1 female guards	MON-SUN (including holidays)
10	Regional Rehabilitation Center for Youth (RRCY) Patin-ay, Prosperidad, Agusan del Sur	0800H-1600H	8	2	2 male guards	MON-SUN (including holidays)
TOTAL					31 GUARDS	
Summary:					CONTRACT DURATION – SEVEN AND A HALF (7.5) MONTHS, MARCH 16, 2025 TO OCTOBER 31, 2025	
Security Guard						
Day/Night Shift: (without night differential)	Between 06:00H-22:00H	22 Guards				
Graveyard Shift: (with night differential pay)	22:00H-06:00H	9 Guards				

 Name of Company/Bidder
 Signature over Printed Name of Representative
 Date: _____

Section VII. Technical Specifications

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 services offered.

LOT NO.	TECHNICAL SPECIFICATIONS	STATEMENT OF COMPLIANCE
1	Provision of Security Services, Thirty-One (31) Licensed Security Personnel with Supplies, Materials and Equipment	
	I. QUALIFICATIONS OF THE CONTRACTOR	
	A. Should have at least five (5) years of experience in providing security services to a government agency;	
	B. Must be a member of the Philippine Association of Detective and Protective Agency Operators (PADPAO) local chapter, in good and active standing;	
	C. Must be a duly licensed and registered Service Contractor with the Department of Labor and Employment;	
	D. Must be duly registered with the Social Security System (SSS), Home Development Mutual Fund (PAGIBIG) and Philippine Health Insurance Corporation (PHILHEALTH);	
	E. Must be duly registered with the Bureau of Internal Revenue;	
	II. QUALIFICATIONS OF SECURITY PERSONNEL (To be verified with the Security Guard’s 201 file during post qualification)	
	A. Valid license issued by the Philippine National Police (PNP) /Supervisory Office on Security and Investigation Agencies (SOSIA) and PADPAO;	
	B. Physically and mentally fit;	
	C. Must have no derogatory record;	
	D. Must have undergone training in handling firearms with appropriate certificate and/or licenses;	
	III. SCOPE OF SERVICES	
	The scope of services or requirements shall include, but not limited to the following:	
	1. Guarantee that all DSWD Field Office Caraga, RRCY, and Provincial CIS Satellite Office employees and clients are safe from harm which may arise from internal/external chaos and public disorder	

	2. Guard against incidence of theft and other misdemeanors which may constitute breach of peace and order inside DSWD Field Office Caraga, RRCY, and Provincial CIS Satellite Office.	
	3. Protect the entire work area occupied by the DSWD Field Office Caraga, RRCY, and Provincial CIS Satellite Office, its employees and clients against unauthorized intrusion, internal or external commotion.	
	IV. SUPPLIES, MATERIALS AND EQUIPMENT	
	The Security Agency shall provide the following:	
	1. Prescribed basic uniform, which includes:	
	a. Whistle	
	b. Flashlight	
	c. First aid kit	
	d. Handcuffs	
	2. Service firearms	
	➤ Field Office: 2 short arms	
	➤ CIS Provincial Satellite Offices: 9 short arms	
	➤ RRCY: 2 short arms	
	a. Firearms must be in good condition	
	b. Covered with license by PNP	
	c. With complete load of ammunition	
	d. No “paltik revolvers” should be issued to the security personnel	
	3. Communication radios:	
	➤ Field Office: 3 units	
	➤ RRCY: 3 units	
	4. Cellular phones:	
	➤ 1 unit for each CIS Provincial Satellite Offices	
	5. Metal detectors:	
	➤ Field Office: 1 unit	
	V. NOTES	
	<ul style="list-style-type: none"> Any other term, condition or provision not stipulated in this document will be covered by a separate agreement as proposed and agreed upon by DSWD Field Office Caraga and the contractor. 	

Name of Company/Bidder
Signature over Printed Name of Representative
Date: _____

TERMS AND CONDITIONS OF THE CONTRACT

REQUIREMENT FOR SECURITY AGENCY:

- The Security Agency must possess a good track record in security services business for at least Five (5) years.
- Must be a member of the Philippine Association of Detective and Protective Agency Operators (PADPAO) local chapter, in good and active standing - *required during post qualification.*
- Have a current and valid License to Operate issued by Supervisory Office for Security and Investigation Agencies (SOSIA) - Philippine National Police (PNP) - *required during post qualification.*
- Clearance from Cluster Head Legal and Collection Group SSS or Certificate of compliance issued by Local SSS that it is up-to-date in remitting its contribution, Salary/Calamity Loan amortization and 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) - *required during post-qualification.*
- Clearance from the Main Office of the Department of Labor and Employment and National Labor Relations Commission, 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, valid for six (6) months from the date of issuance - *required during post qualification*
- Certified and Duly Notarized copy of the Latest Disposition of Clients, Security Personnel and Firearms submitted to SOSIA-PNP; - *required during post-qualification.*
- List of Agency-Owned Licensed Firearms. Attach photocopies of proof of ownership - *required during post-qualification*
- Current Monthly Tax Payments – tax paid within six (6) months prior to the submission of bids - *required during post-qualification*
- **GUARDING SYSTEM** - The Security Agency shall provide thirty-one (31) licensed, qualified and competent security guards and adopt a daily guarding system from Mondays to Sundays, including holidays on the following premises of the DSWD Caraga:

Office/Facilities	Tour of Duty	No. of Work Hours	No. of Guards	Location	Remarks
Field Office	0600H-1400H 1400H-2200H 2200H-0600H	8 8 8	2 2 2	R. Palma St., Brgy. Dago hoy, Capitol Site, Butuan City	6 male guards
San Jose, Province of Dinagat Island Satellite Office	0600H-1400H 1400H-2200H 2200H-0600H	8 8 8	1 1 1	San Jose, Province of Dinagat Island	3 male guards
Tandag City Satellite Office	0600H-1400H 1400H-2200H 2200H-0600H	8 8 8	1 1 1	Tandag City, Surigao del Sur	3 male guards

Tagbina Satellite Office	0600H-1400H 1400H-2200H 2200H-0600H	8 8 8	1 1 1	Tagbina, Surigao del Sur	3 male guards
Bislig City Satellite Office	0600H-1400H 1400H-2200H 2200H-0600H	8 8 8	1 1 1	Bislig City, Surigao del Sur	3 male guards
Dapa, Surigao del Norte Satellite Office	0600H-1400H 1400H-2200H 2200H-0600H	8 8 8	1 1 1	Dapa, Surigao del Norte	3 male guards
Cantilan, Surigao del Sur Satellite Office	0600H-1400H 1400H-2200H 2200H-0600H	8 8 8	1 1 1	Cantilan, Surigao del Sur	3 male guards
San. Francisco, Agusan del Sur Satellite Office	0600H-1400H 1400H-2200H 2200H-0600H	8 8 8	1 1 1	San Francisco, Agusan del Sur	3 male guards
Surigao City Satellite Office	0600H-1400H 0800H-1600H	8 8 -	1 1 -	Surigao City	1 male & 1 female guards
Regional Rehabilitation Center for Youth (RRCY)	0800H-1600H	8	2	Pantin-ay, Prosperidad, Agusan del Sur	2 male guards
				TOTAL	31
Summary:					
Security Guard					
Day/Night Shift: (without night differential)	Between 06:00H-22:00H	22	Guards	7 and 1/2 months	
Graveyard Shift: (with night differential pay)	22:00H-06:00H	9	Guards	7 and 1/2 months	

- **UNIFORM, FIREARMS AND EQUIPMENT**

The Security Agency shall, at all times, provide the guards assigned to the DSWD Regional Office, HFG, RRCY, and DSWD Warehouses with neat, complete, and identical uniforms. They must also be equipped with serviceable firearms, as follows:

- Field Office: 2 short arms
- CIS Provincial Satellite Offices: 9 short arms
- RRCY: 2 short arms

In addition, the guards must be provided with the following communication devices and security equipment:

- Communication radios:
 - Field Office: 3 units
 - RRCY: 3 units
- Cellular phones: 1 unit for each CIS Provincial Satellite Offices
- Metal detectors:
 - Field Office: 1 unit

The guards must also have adequate supplies of ammunition, night sticks/batons, whistles, first aid kits, and any other necessary security paraphernalia and aids as required under existing rules and regulations.

- **GUARD APPEARANCE AND CONDUCT** - The Security Agency shall ensure each guard is neat and clean and shall conduct himself/herself in a military manner, avoiding fraternization with anyone and shall adopt at all times the Standards General Orders for interior guard only. Male guards are well-shaven and with proper haircuts.
- **QUALIFICATIONS OF GUARDS** - The Security Agency hereby agrees that all security guards and/or personnel to be assigned to the premises of the DSWD Regional Office, Provincial CIS Satellite Offices and RRCY must be high school graduate, duly licensed as security guard and must have complied with all the requirements and regulations prescribed by laws (R.A. 5487) and decrees as well as executive orders relative to security guards and agencies as well as the rules and regulations prescribed by the CHIEF OF THE PNP and local ordinances if any.
- **SECURITY SURVEY** - In addition to the duties and responsibilities of safeguarding and protecting the DSWD Regional Office, Provincial CIS Satellite Offices and RRCY properties and personnel working threat, the Security Agency shall conduct an advance security survey of the said premises and shall periodically make similar surveys in the future without any additional service charge or fees and recommend to the DSWD measures that would be necessary to safeguard the DSWD premises, personnel and properties.
- **COMPENSATION** - For and in consideration of the services to be rendered by the Security Agency to the DSWD Regional Office, Provincial CIS Satellite Offices and RRCY, the latter agrees to pay directly to the Security Agency a monthly service fee at the contract rate in Philippine currency and payable on a monthly basis.
- **The computation of agency fee should be in accordance with Section 4(b) of DOLE Department Order No. 150 series of 2016.**
- **GUIDELINES AND POLICIES**- The DSWD Regional Office shall furnish the Security Agency from time to time copies of guidelines and general policies in addition to the security needs and be responsible for the faithful performance and implementation of said guidelines, policies, rules and regulations, including the manner, details or methods of implementing the same.
- **RESPONSIBILITY**-
 1. The Security Agency shall assume full responsibilities and hereby agrees and binds itself to indemnify the DSWD Regional Office for any loss, damage, destruction and injury that may be incurred by the guard on duty occurring within the premises attributable to the negligence, fault, laxity, unlawful act or misconduct of the Security Agency or its security guards or resulting in theft, pilferage, robbery, arson, unlawful and illegal acts of third persons, unless the loss or damage is established to be due to the FORCE MAJEURE or acts of God, Provided further, that such losses, damage or injuries shall be reported in writing to the Security Agency or its guard immediately or within two (2) days from the date of discovery to enable the Security Agency to investigate the matter.
 2. The Security Agency shall implement the Department's existing safety and security measures and other safety and security-related policies which may be promulgated from time to time.
 3. The Security Agency (through the SG on duty) shall monitor and log all arriving and leaving DSWD and private vehicles.

4. Liability for Losses and Damages - The Security Agency shall be responsible for any loss or damage that may be incurred by its security personnel. The DSWD Regional Office may suspend or withhold whatever contract payments may be due the Security Agency should they fail to pay such losses or damages within fifteen (15) days from the date of notice, or until such loss or damage shall have been duly paid, restituted or repaired by the Security Agency. Likewise, the DSWD Regional Office has the option to demand payment for the replacement value of the lost properties, or its replacement by another at least substantially in the same condition as the former.
5. The Security Agency shall make available, at its own expense, such number of relievers, as may be necessary, who are ready to take over the duty schedules of those regularly assigned guards who either report late or are absent for the day at no cost to DSWD Field Office CARAGA.

OTHER TERMS AND CONDITIONS

1. The Security Agency must conduct at least Two (2) Marksmanship training sessions / Firing and One (1) relevant training or seminar for its security personnel within the contract period. Official documentation on these activities must be submitted to the DSWD Caraga Regional Director within seven (7) working days after their completion.
 2. The Security Agency shall pay on time the salary and other benefits of its security personnel to comply with the labor laws, without waiting for the payment from DSWD Field Office CARAGA during the applicable period. Any delay and non-payment of salaries and other benefits to any security personnel by the Security Agency are grounds for the immediate termination of the contract.
 3. The DSWD Field Office CARAGA shall not be held liable for any claims of the Agency's assigned security guards for their salaries and wages, benefits, compensation for death or 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.
 4. The Security Agency shall submit to DSWD Field Office CARAGA weekly status report on the implementation of security and safety protocols issued by DSWD Field Office CARAGA and other reports may be required.
 5. The DSWD Field Office CARAGA may increase or decrease the number of assigned regular duty guards by thirty percent (25%) whenever necessary during the contract period including provision of additional handheld radio and equipment in case of public demonstration, disaster and/or emergency situations subject to availability of funds.
 6. The DSWD Field Office CARAGA may re-assign or request replacement of the guards any time during the contract period with or without cause.
 7. The detailed Security Guards are prohibited from receiving gifts from the suppliers and service providers of DSWD Field Office CARAGA, clients and staff.
 8. Extension Clause - Extension of Contract is subject to the provisions of R.A. No. 9184 and its 2016 IRR. The extended term shall automatically terminate upon effectively of a new contract.
- **WARRANTY-** The Security Agency warrants to comply with its obligations as an employer and hereby agrees to hold the DSWD Regional Office free from harm for any liability, cause or causes of action, claim or claims which may be filed by the Security Agency's Security personnel who may be assigned to the DSWD Regional Office, Provincial CIS Satellite Offices and RRCY premises by reason of their employment with the Security Agency under this agreement or the

provisions of the Labor Code, Philippine Health Insurance Corporation (PHIC) laws or PhilHealth, SSS law, PAG-IBIG, Internal Revenue Code and such other applicable laws, rules, regulations, Presidential Decrees and Executive Orders that are now in effect and which may be promulgated in the future.

Neither the Security Agency nor its guards, personnel, or any other representatives shall be considered agents, employees, or servants of the DSWD Field Office Caraga. The Security Agency shall assume full and exclusive responsibility for the payment of all compensation, wages, salaries, overtime pay, and any other employment-related benefits. Furthermore, the Security Agency shall bear sole liability for any injuries, illnesses, or deaths that may be sustained by its guards or personnel in the course of their employment or while performing security services for the DSWD Regional Office under this Agreement.

- **BENEFITS** – The Security Agency must follow the minimum wage in Caraga and updated mandatory rate for the Philippine Health Insurance Corporation (PHIC) laws, SSS law, PAG-IBIG (Circular no. 460), and other applicable benefits under the law for the security personnel.
- **PERIODIC INSPECTIONS** - The Security Agency shall, at its own time and expense, make periodic and appropriate inspection of the guards assigned in the DSWD Field Office and CIS Satellite Office premises and shall exercise discipline, control, supervision and administration over the security guards/ personnel assigned to the said premises, in accordance with the rules and regulations of the DSWD and the Security Agency Law. The Agency or its officers and representatives shall have the right to inspect the guards of the Security Agency to determine the quality and acceptability of the services rendered by the Security Agency personnel within its premises.

It is expressly understood and agreed that the DSWD Field Office CARAGA may, at any time, request for the immediate replacement of any security guards/personnel of the Security Agency assigned in the DSWD premises for any reason whatsoever.

- **DURATION OF CONTRACT** – This Agreement shall remain in full force and effect for a period of **7 and 1/2 months from March 16, 2025 to October 31, 2025 for 31 guards.**
- **TECHNICAL WORKING GROUP** that may be assigned may require the certified true copy of clearances and certification for further evaluation and to ensure its compliance with existing labor laws and standards.
- **WAIVER OF PREFERENCE** – It is understood and expressly agreed by the parties hereto that the obligation created under this agreement shall not enjoy any priority, preference or special privilege whatsoever over any indebtedness or obligation of the DSWD Field Office Caraga accordingly. The Service Provider hereby waives and renounces absolutely and unconditionally whatever priorities or preferences he may have under Article 2244, Paragraph 14 of the Civil Code of the Philippines.

Furthermore, the following offenses or violations of rules committed by the **Service provider** or its security guards, without prejudice to penalties that may be imposed by Philippine National Police-Firearms Explosives Security Agencies and Guards Supervision (PNP-FESAGS), shall be subject to penalty charges deductible from the monthly billings.

VIOLATIONS OF SERVICE PROVIDER	PENALTY
a) The Service provider has issued ammunition short of the requirement or defective “dud” bullets.	Deduction from the billing of P20.00 per bullet per day.

<p>b) The Service provider has not issued any magazine or holders for extra ammunition.</p> <p>c) The Service provider has not issued three (3) units radio equipment or short of the number or items issued is unserviceable.</p> <p>d) The Service provider has not issued required equipment or issued unserviceable/defective equipment such as, flashlights & nightsticks for every guard on duty.</p> <p>e) Posted security guard without his current Private Security License and firearm license.</p> <p>f) Head Superior and/or Shift Supervisor tolerating the violation of Procuring Entity's rules and regulations by the guard or not reporting such violation to the Procuring Entity.</p> <p>g) Shift duty in excess of eight (8) hours without permission from the Procuring Entity.</p> <p>h) Head Supervisor and/or Shift Supervisor not conducting guard mounting for the incoming guards.</p>	<p>Deduction from the billing of P50.00 per incident per day.</p> <p>Deduction from the billing of P200.00 per lacking, unserviceable, defective or unusable equipment (per equipment per day).</p> <p>Deduction from the billing of P200.00 per lacking, unserviceable, defective or unusable equipment (per equipment per day).</p> <p>Deduction from the billing of P300.00 per incident and removal of the guard from the Procuring Entity upon Supplier's receipt of the Procuring Entity's written notice.</p> <p>Deduction from the billing of P200.00 per incident and removal of the Head Supervisor and/or Shift Supervisor from Procuring Entity upon Supplier receipt of the Procuring Entity's written notice.</p> <p>Deduction from the billing of P200.00 per incident for first offense and for the second offense removal of the guard from the Procuring Entity upon receipt of the Procuring Entity's written notice.</p> <p>Deduction from the billing of P200.00 per incident for the first offense and for the second offense, removal of the Head Supervisor and/or Shift Supervisor from Procuring Entity upon receipt of the Procuring Entity's written notice.</p>
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OFFENSES OF SECURITY GUARDS	PENALTY
<p>a) Abandonment of post</p> <p>b) Posted security guard found drunk; drinking alcoholic beverages or under the influence of intoxicating liquor or found in possession of or under the influence of alcohol or taking prohibited drugs.</p> <p>c) Providing confidential information to unauthorized people.</p> <p>d) Security guard firing his firearm indiscriminately not in connection with the performance of his duty.</p>	<p>Deduction from the billing of P300.00 per incident and removal of the guard from Procuring Entity upon Supplier's receipt of the Procuring Entity's written notice.</p> <p>Deduction from the billing of P300.00 per incident and removal of the guard from Procuring Entity upon Supplier's receipt of the Procuring Entity's written notice.</p> <p>Deduction from the billing of P300.00 per incident and removal of the guard from Procuring Entity upon Supplier's receipt of the Procuring Entity's written notice.</p> <p>Deduction from the billing of P300.00 per incident and removal of the guard from Procuring Entity upon Supplier's receipt of the Procuring Entity's written notice.</p>

e) Posted security guards found allowing others to hold or tinker with his firearm.	Deduction from the billing of P300.00 per incident and removal of the guard from Procuring Entity upon Supplier's receipt of the Procuring Entity's written notice.
f) Security guard apprehended for scandal, disorderly conduct or being incorrigible or defiant within the premises or installations of the Procuring Entity.	Deduction from the billing of P300.00 per incident and removal of the guard from Procuring Entity upon Supplier's receipt of the Procuring Entity's written notice.
g) Security guard engaging in mulcting or extortion activities.	Deduction from the billing of P300.00 per incident and removal of the guard from Procuring Entity upon Supplier's receipt of the Procuring Entity's written notice.
h) Security guard displaying discourtesy or rude manner while in the performance of duty or not rendering appropriate respect and courtesy to any person.	Deduction from the billing of P300.00 per incident and removal of the guard from Procuring Entity upon Supplier's receipt of the Procuring Entity's written notice.
i) Security guard found sleeping while on duty.	Deduction from the billing of P300.00 per incident and removal of the guard from Procuring Entity upon Supplier's receipt of the Procuring Entity's written notice.
j) Security guard smoking while on duty inside the DSWD Office premises.	Deduction from the billing of P200.00 per incident for the first offense and for the second offense, removal of the guard from the Procuring Entity upon Supplier's receipt of the Procuring Entity's written notice.
k) Security guard reading newspapers, comics and other reading materials while on duty (except memoranda).	Deduction from the billing of P200.00 per incident for the first offense and for the second offense, removal of the guard from the Procuring Entity upon Supplier's receipt of the Procuring Entity's written notice.
l) Security guard leaving post while on duty.	Deduction from the billing of P200.00 per incident for the first offense and for the second offense, removal of the guard from the Procuring Entity upon Supplier's receipt of the Procuring Entity's written notice.
m) Security guard reporting late for duty or formation, or absent without due notice.	Deduction from the billing of P200.00 per incident for the first offense and for the second offense, removal of the guard from the Procuring Entity upon Supplier's receipt of the Procuring Entity's written notice.
n) Security guard engaged in prolonged or unnecessary phone/cell phone or actual conversation with visitors/ employees while on duty.	Deduction from the billing of P200.00 per incident for the first offense and for the second offense, removal of the guard from the Procuring Entity upon Supplier's receipt of the Procuring Entity's written notice.

<p>o) Security guards with non-regulation haircut, wearing beard/moustache or in improper uniform, non-wearing of or un-shined buckle, badges or shoes.</p>	<p>Deduction from the billing of P200.00 per incident for the first offense and for the second offense, P300.00 per incident for the third offense removal of the guard from Procuring Entity upon Supplier's receipt of the Procuring Entity's written notice.</p>
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Name of Company/Bidder

Signature over Printed Name of Representative

Date: _____

Section VIII. Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

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

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

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

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages); **and**
- (b) BIR Certificate of Registration

Technical Documents

- (c) 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**
- (d) 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**
- (e) 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**
- (f) Conformity with the Technical Specifications, which include production/delivery schedule (conformance of Section VI: Schedule of Requirements), manpower requirements, and/or after-sales/parts, if applicable; **and**
- (g) 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

- (h) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- (i) 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

- (j) 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)

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

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).

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 Amount and Purpose of
 of agent Currency 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:

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]

[Format shall be based on the latest Rules on Notarial Practice]

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]

[Format shall be based on the latest Rules on Notarial Practice]

Price Schedule for Goods Offered from Within the Philippines
[shall be submitted with the Bid if bidder is offering goods from within the Philippines]

For Goods Offered from Within the Philippines

Name of Bidder _____ Project ID No. _____ Page ___ of ___

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)

Name: _____

Legal Capacity: _____

Signature: _____

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

List of All Ongoing Government and Private Contracts Including Contracts Awarded but Not Yet Started

Business Name : _____
 Business Address : _____

Name of Contract / Location Project Cost	a) Owner Name b) Address c) Telephone No.	Nature of Work	Bidder's Role		a) Date Awarded b) Date Started c) Date of Completion	% Accomplishment		Value of Outstanding Works / Undelivered Portion
			Description	%		Planned	Actual	
<u>Government</u>								
<u>Private</u>								
Total:								

Note: This statement shall be supported with:
 1. Notice of Award and/or Contract
 2. Notice to Proceed issued by the owner or authorized representative

Submitted by : _____
 Designation : _____
 Date : _____

Statement of Single Largest Completed Contracts (SLCC) Similar to the Contract to be Bid

Business Name : _____

Business Address : _____

Name of Contract	a) Owner Name b) Address c) Telephone No.	Nature of Work	Bidder's Role		a) Amount of Contract b) Amount at Completion c) Duration	a) Date Awarded b) Contract Effectivity c) Date Completed
			Description	%		
<u>Government</u>						
<u>Private</u>						

Note: This statement shall be supported with:

1. Notice of Award and/or Contract
2. Notice to Proceed issued by the owner
3. Certificate of Accomplishments signed by the owner or authorized representative

Submitted by : _____

Designation : _____

Date : _____

