

**PHILIPPINE BIDDING DOCUMENTS**

**Procurement of  
GOODS**

Government of the Republic of the Philippines

**DEPARTMENT OF SCIENCE AND TECHNOLOGY  
REGION VI**

**BID No. 2025-01  
Procurement of Security Services for  
FY2025-2027**

**Sixth Edition  
July 2020**

# Preface

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

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

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

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

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

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

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# *Glossary of Acronyms, Terms, and Abbreviations*

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

**BAC** – Bids and Awards Committee.

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

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

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

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

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

**CDA** - Cooperative Development Authority.

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

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

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

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

**EXW** – Ex works.

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

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

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

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

**GFI** – Government Financial Institution.

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

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

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

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

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

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

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

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

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

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

**UN** – United Nations.

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





DEPARTMENT OF SCIENCE AND TECHNOLOGY  
DOST Regional Office No. VI  
ISO 9001:2015 | ISO/IEC 17025:2017

Leading enabler and provider of  
**Science, Technology  
and Innovation**  
explicit solutions towards national development

## INVITATION TO BID FOR **PROCUREMENT OF SECURITY SERVICES FOR FY2025** **BID NO. 2025-01**

1. The **Department of Science and Technology Region VI (DOST VI)**, through the **FY2025 National Expenditure Program (NEP)** intends to apply the sum of **One Million Four Hundred Seventy Thousand Pesos (PhP1,470,000.00)** being the ABC to payments under the contract for **Procurement of Security Services for FY2025 (Bid no. 2025-01)**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **Department of Science and Technology Region VI (DOST VI)** now invites bids for the above Procurement Project. Delivery of the Goods is required **from January 1, 2025 to December 31, 2025**. Bidders should have completed, within **five (5) 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.
4. Prospective Bidders may obtain further information from **Department of Science and Technology Region VI (DOST VI)** and inspect the Bidding Documents at the address given below during **8:00AM to 5:00PM (PST)**.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **October 31, 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 One Thousand Four Hundred Pesos (PhP 1,400.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees **in person, by facsimile, or through electronic means**.
6. The **Department of Science and Technology Region VI (DOST VI)** will hold a Pre-Bid Conference<sup>1</sup> on **November 08, 2024, at 10:00AM PST** at **Training Room, DOST VI, Magsaysay Village, La Paz, Iloilo City** which shall be open to prospective bidders.

<sup>1</sup> May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.


7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **November 20, 2024, at 12:00 PM PST**. 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. The bid opening shall be on **November 20, 2024, at 1:00 PM PST** be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The **Department of Science and Technology Region VI (DOST VI)** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

**Maria Bernarica B. Fusin**  
**BAC Secretariat**  
**Denise Marianne A. Pama**  
**BAC Secretariat**  
**Yda Maflor G. Gepulango**  
**BAC Secretariat**  
**Department of Science and Technology-Region VI**  
**Magsaysay Village, La Paz, Iloilo City**  
**[bac@ro6.dost.gov.ph](mailto:bac@ro6.dost.gov.ph)**  
**033-320-0907**  
**033-320-0908**  
**<https://region6.dost.gov.ph>**

12. You may visit the following websites:

For downloading of Bidding Documents: **<https://region6.dost.gov.ph>**

**Date: October 30, 2024**

  
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**GARRY T. BALINON**  
**BAC Chairperson**

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



## 1. Scope of Bid

The Procuring Entity, *Department of Science and Technology Region VI (DOST VI)* wishes to receive Bids for the *Procurement of Security Services for FY2025-2027*, with identification number *Bid no. 2025-01*.

The Procurement Project (referred to herein as “Project”) is composed of *one (1) contract*, 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 *FY2025* in the amount of *One Million Four Hundred Seventy Thousand Pesos (PhP1,470,000.00)*.

2.2. The source of funding is:

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

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

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

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

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

## 10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within *Five (5) years* prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

## 11. Documents comprising the Bid: Financial Component

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

## 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 the **BDS**.
- 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 the **BDS**.

### 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 opening of bids*. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

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



## **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 either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

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

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

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

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

## **18. Domestic Preference**

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 Entity's 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 14 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:
- [Select one, delete the other/s]*
- 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**.

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

# Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> <li>a. <i>Provision of Security Services</i></li> <li>b. completed within <i>five (5) years</i> prior to the deadline for the submission and receipt of bids.</li> </ul>
7.1	<i>Subcontracting is not allowed</i>
12	The price of the Goods shall be quoted DDP <i>Iloilo City</i> or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ul style="list-style-type: none"> <li>a. The amount of not less than <i>Twenty-Nine Thousand Four Hundred Pesos (PhP29,400.00)</i>, 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 <i>Seventy-Three Thousand Five Hundred Pesos (PhP73,500.00)</i> if bid security is in Surety Bond.</li> </ul>
19.3	<i>No further instructions</i>
20.2	<i>No further instructions</i>
21.2	<i>The bidder shall submit one (1) original and two (2) duplicate copies of the first and second components of its Bid, both of which should be placed in one mother envelope.</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 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 VII (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

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

## **5. Warranty**

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

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

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

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

## *Section V. Special Conditions of Contract*



## 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>Iloilo City, Philippines</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>Ms. May Rose O. Suerte, Chief Administrative Officer of DOST VI</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> <p><i>Select appropriate requirements and delete the rest.</i></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>

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.

**Spare Parts –**

The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:

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
2. in the event of termination of production of the spare parts:
  - i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and
  - ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.

The spare parts and other components required are listed in **Section VI (Schedule of Requirements)** and the costs thereof are included in the contract price.

The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of *not applicable*

Spare parts or components shall be supplied as promptly as possible, but in any case, within one (1) month of placing the order.

**Packaging –**

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>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 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>
	<p><i>Regular and Recurring Services –</i></p> <p><i>The contract for regular and recurring services shall be subject to a renewal whereby the performance evaluation of the service provider shall be conducted in accordance with Section VII. Technical specifications.</i></p>
2.2	<p>The terms of payment shall be as follows: <i>payment shall be allowed upon submission of billing statement</i></p>
4	<p>The inspections and tests that will be conducted are: <i>none</i></p>
	<p><b>Other Special Conditions:</b></p> <p><i>If during the term of the contract the DOST VI sees the need for an increase in the number of Security Guards, bid price can be adjusted as a result of the said increase.</i></p>

## *Section VI. Schedule of Requirements*

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

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	<p><b>Security Services for the period January 01, 2025 to December 31, 2025, subject to Performance Evaluation result at the end of each contract year</b></p> <p><b>ABC: PhP 1,470,000</b></p> <ul style="list-style-type: none"> <li>• Three (3) guards to be posted at Metrology Office, Fuentes-Delgado Sts., Iloilo City</li> <li>• Three (3) guards to be posted at DOST VI Regional Office, Magsaysay Village, La Paz, Iloilo City</li> </ul> <p><b>I. MINIMUM REQUIREMENTS</b></p> <p>a. Firearms and Ammunitions- Two (2) units Caliber .38 or 9mm fully-loaded ammunitions plus extra one (1) round ammunition (6 bullets or 16 bullets) for each unit and with valid License.</p> <p>b. Other Equipment:</p> <ul style="list-style-type: none"> <li>• Two (2) units Metal Detectors with battery</li> <li>• Two (2) units Led Flashlights for two (2) posts</li> <li>• Two (2) pcs Handcuffs</li> <li>• Two (2) units First Aid Kits</li> <li>• Two (2) units Night sticks</li> </ul> <p><b>II. TECHNICAL REQUIREMENTS FOR THE SECURITY AGENCY</b></p> <p>a. Stability</p> <ul style="list-style-type: none"> <li>• Years of Experience- at least 5 years in the business</li> <li>• Liquidity of the Contractor- at least 1.5 Million</li> <li>• Organizational Set-</li> </ul>	6	PhP1,470,000	Six (6) guards for January 1, 2025 to December 31, 2025;

	<p>up- with at least one  (1) Agency  Manager/Chief  Security Officer, one  (1) Assistant Agency  Manager/Assistant  Chief Security  Officer, one (1) Staff  Director for  Operation, one (1)  Staff Director for  Administration, one  (1) Staff in-Charge  for Training, and at  least three (3)  Supervisors.</p> <p>b. Resources</p> <ul style="list-style-type: none"> <li>• Number of Licensed  Firearms- with at  least 20 licensed  firearms</li> <li>• No. of Licensed  Guards- with at least  50 security guards</li> </ul> <p>c. Security Plan-tailored fit for  DOST VI in accordance with  the minimum requirements</p> <p>d. Other Factors</p> <ul style="list-style-type: none"> <li>• Recruitment and  Selection Criteria-  training conducted  for the security  guards before  deployment,  educational, age  requirements and  others</li> <li>• Completeness of  Uniforms and other  paraphernalia -as  prescribed under the  RA No. 5487 and its  IRR</li> </ul> <p><b>III. ADDITIONAL  PROVISIONS/REQUIREMENTS</b></p> <p>1. The service provider/contractor  shall maintain a satisfactory level  of performance throughout the  term of the contract based on a  prescribed set of performance  criteria;</p> <p>The performance criteria to be  applied shall include the  following: (i) quality of service  delivered; (ii) time management;  (iii) management and suitability of</p>			
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	<p>personnel; (iv) contract administration and management; (v) provision of regular progress reports; (vi) attentiveness and presence of mind; (vii) compliance with DOST VI instructions and policies.</p> <p><b>At the end of the first year, the criteria above shall be used to assess the level of performance of the Security Agency and Security Personnel as basis for the continuity of contract;</b></p> <ol style="list-style-type: none"> <li>2. Certificate of Satisfactory Performance from an immediately completed contract or from an on-going contract currently served, for at least six (6) months;</li> <li>3. Certificate of Accreditation from PADPAO, Region VI as provided under the IRR of R.A. 5987;</li> <li>4. Private Security Agency Regular License to operate. (LTO-updated from the office of the Chief PNP);</li> <li>5. Updated DOLE Clearance of no pending case issued at the Regional Office VI</li> </ol> <p><b>IV. QUALIFICATION REQUIREMENTS FOR GUARDS</b></p> <ol style="list-style-type: none"> <li>1. Male / Female</li> <li>2. Filipino Citizen</li> <li>3. At least high school graduate</li> <li>4. Physically and mentally fit</li> <li>5. Not less than 21 years of age</li> <li>6. Cleared by the law enforcement agencies and without previous record of any conviction of criminal offenses involving moral turpitude</li> <li>7. Of good moral character</li> <li>8. Strict and firm but at the same time diplomatic and courteous</li> <li>9. Must possess valid legal security guard license</li> </ol>			
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	<p>10. Must have attended First Aid Training</p> <p>11. Knowledge and practice modern firefighting techniques and other fire safety measures</p> <p>12. Knowledge and practice of modern martial arts/self-defense techniques</p> <p>13. Proficient in handling guns and other protective device, e.g. shield during riots, rallies, and other human disturbances</p> <p>14. Knowledge and practice in evacuation of victims, properties, etc.</p> <p>15. Knowledge and practice in detecting bombs and other explosive devices</p> <p>16. Must have passed Psychological and Neuro-psychiatric Examinations</p> <p>17. Passed a drug test</p> <p><b>V. SERVICES AND TRAININGS REQUIREMENTS</b></p> <p>1. Provision of First Aid Training and individual kits</p> <p>2. Knowledge and practice modern firefighting techniques and other fire safety measures</p> <p>3. Knowledge and practice of modern martial arts/self-defense techniques</p> <p>4. Proficient in handling guns and other protective device, e.g. shield during riots, rallies, and other human disturbances</p> <p>5. Knowledge and practice in evacuation of victims, properties, etc.</p>			
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	<p>6. Knowledge and practice in detonating and detecting bombs and other explosive devices</p> <p>7. Psychological and Neuro-psychiatric Examinations</p> <p>8. Registration with appropriate government office</p> <p><b>VI. RESPONSIBILITIES OF THE GUARD</b></p> <p>1. Strictly abides by the Code of Conduct, Code of Ethics and the General Orders of the Security Guard while on post;</p> <p>2. Safeguards the Client's properties, equipment, facilities and installations as well as the officers, employees and all persons transacting business within or near its premises against unlawful acts;</p> <p>3. Reports on time for duty in complete and proper uniform, presentable and neat in his appearance;</p> <p>4. Monitor all DOST VI employees, contractors and visitors and frisk for deadly weapons, explosive materials, toxic substances, illegal drugs, contraband items and harmful materials upon reasonable grounds for suspicion and shall cause the apprehension of perpetrators, if necessary.</p> <p>5. Detects, prevents and reports any form of breach of DOST VI rules and regulations and/or cause the arrest of the perpetrators.</p> <p>6. Records and reports all unusual incidences that may occur during his tour of duty to his Supervisor (Security Officer) or Detachment</p>			
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	<p>Commander for information and appropriate action.</p> <ol style="list-style-type: none"> <li>7. Directs and ensures smooth flow of vehicles and pedestrian traffic in their areas of responsibilities, as necessary.</li> <li>8. Enforces security regulations against illegal vendors, vagrants, hawkers, and bystanders.</li> <li>9. Always carries his license to practice, NTC permit to handle communications equipment, a copy of the firearm's license assigned to him, and his Duty Detail Order authorizing him to carry his issued firearm within his area of jurisdiction.</li> <li>10. Maintains and updates a logbook when manning a fixed post in order.</li> <li>11. Regularly inspects and monitors the conditions, locations and status of fire extinguishers, water supplies, hoses, fire exits, electrical control switches and alarm systems.</li> <li>12. Reports information pertaining to criminality to the nearest police unit or law enforcement agency in the locality.</li> <li>13. Establishes cooperative line with the USG, Public Safety Agencies, Philippine National Police, Fire Department, Barangay, etc.</li> <li>14. Exercises tact and courtesy at all times to all DOST VI officials, staff, employees and visitors.</li> <li>15. Answers queries and appear as witness relative to any incident within the area of responsibilities.</li> </ol>			
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	<p>16. Implements the rules on vehicles control as stated in the security plan</p> <p>17. Maintains cleanliness of guard booth and its surroundings at all times.</p> <p>18. Monitors the vehicles, lighting facilities and equipment installed and stored within his area of responsibility.</p> <p>19. Implements the rules on personnel access as stated in the security plan.</p> <p>20. Effectively controls the flow of traffic and direct vehicles to park properly in their designated areas.</p> <p>21. Safeguards and prevents vehicles from pilferage of vehicle accessories and other attachments.</p> <p>22. Performs such other task as may be directed to them.</p> <p><b>VII. BRIEF SCOPE OF WORK</b></p> <p>The contractor shall provide security services by deploying adequately trained and well-disciplined personnel to safeguard the DOST VI buildings and other properties from theft, pilferage, or damage and ensure the safety and security of employees, visitors, guests, or any persons within the DOST VI premises at Magsaysay Village, La Paz, Iloilo City and Metrology Laboratory at Fuentes-Delgado Streets, Iloilo City.</p>			
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## ***Section VII. Technical Specifications***

# Technical Specifications

Item	Specification	Statement of Compliance
		<p><i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>
	<p><b>Security Services for the period January 01, 2025 to December 31, 2025; and to be renewed in FY 2026 and FY2027, subject to Performance Evaluation result at the end of each contract year</b></p> <p><b>ABC: PhP 1,470,000</b></p>	

- Three (3) guards to be posted at Metrology Office, Fuentes-Delgado Sts., Iloilo City
- Three (3) guards to be posted at DOST VI Regional Office, Magsaysay Village, La Paz, Iloilo City

**I. MINIMUM REQUIREMENTS**

a. Firearms and Ammunitions- Two (2) units Caliber .38 or 9mm fully-loaded ammunitions plus extra one (1) round ammunition (6 bullets or 16 bullets) for each unit and with valid License.

b. Other Equipment:

- Two (2) units Metal Detectors with battery
- Two (2) units Led Flashlights for two (2) posts
- Two (2) pcs Handcuffs
- Two (2) units First Aid Kits
- Two (2) units Night sticks

**II. TECHNICAL REQUIREMENTS FOR THE**

**SECURITY AGENCY**

***a. Stability***

- Years of Experience- at least 5 years in the business
- Liquidity of the Contractor- at least 1.5 Million
- Organizational Set-up- with at least one (1) Agency Manager/Chief Security Officer, one (1) Assistant Agency Manager/Assistant Chief Security Officer, one (1) Staff Director for Operation, one (1) Staff Director for Administration, one (1) Staff in-Charge

for Training, and at least three (3) Supervisors.

***b.Resources***

•Number of Licensed Firearms- with at least 20 licensed firearms

•No. of Licensed Guards- with at least 50 security guards

***c.Security Plan-tailored fit for DOST VI in accordance with the minimum requirements***

***d.Other Factors***

•Recruitment and Selection Criteria- training conducted for the security guards before deployment, educational, age requirements and others

•Completeness of Uniforms and other paraphernalia -as prescribes under the RA No. 5487 and its IRR

**III. ADDITIONAL PROVISIONS/REQUIREMENTS**

1.The service provider/contractor shall maintain a satisfactory level of performance throughout the term of the contract based on a prescribed set of performance criteria;

The performance criteria to be applied shall include the following: (i) quality of service delivered; (ii) time management; (iii) management and suitability of personnel; (iv) contract administration and management; (v) provision of regular progress reports; (vi) attentiveness and presence of mind; (vii) compliance with DOST VI instructions and policies.

	<p><b>At the end of the first year, the criteria above shall be used to assess the level of performance of the Security Agency and Security Personnel as basis for the continuity of contract;</b></p> <p>2.Certificate of Satisfactory Performance from an immediately completed contract or from an on-going contract currently served, for at least six (6) months;</p> <p>3.Certificate of Accreditation from PADPAO, Region VI as provided under the IRR of R.A. 5987;</p> <p>4.Private Security Agency Regular License to operate. (LTO-updated from the office of the Chief PNP);</p> <p>5.Updated DOLE Clearance of no pending case issued at the Regional Office VI;</p> <p><b>IV. QUALIFICATION REQUIREMENTS FOR GUARDS</b></p> <p>1.Male/Female</p> <p>2.Filipino Citizen</p> <p>3.At least high school graduate</p> <p>4.Physically and mentally fit</p> <p>5.Not less than 21 years of age</p> <p>6.Cleared by the law enforcement agencies and without previous record of any conviction of criminal offenses involving moral turpitude</p> <p>7.Of good moral character</p> <p>8.Ex-service men who have honorably discharged and of equivalent Police or security Guard’s experience</p> <p>9.Strict and firm but at the same time</p>	
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	<p>diplomatic and courteous</p> <p>10. Must possess valid legal security guard license</p> <p>11. Must have attended First Aid Training</p> <p>12. Knowledge and practice modern firefighting techniques and other fire safety measures</p> <p>13. Knowledge and practice of modern martial arts/self-defense techniques</p> <p>14. Proficient in handling guns and other protective device, e.g. shield during riots, rallies, and other human disturbances</p> <p>15. Knowledge and practice in evacuation of victims, properties, etc.</p> <p>16. Knowledge and practice in detecting bombs and other explosive devices</p> <p>17. Must have passed Psychological and Neuro-psychiatric Examinations</p> <p>18. Passed a drug test</p> <p><b>V. SERVICES AND TRAININGS REQUIREMENTS</b></p> <p>1. Provision of First Aid Training and individual kits</p> <p>2. Knowledge and practice modern firefighting techniques and other fire safety measures</p> <p>3. Knowledge and practice of modern martial arts/self-defense techniques</p> <p>4. Proficient in handling guns and other protective device, e.g. shield during riots, rallies, and other human disturbances</p> <p>5. Knowledge and practice in evacuation of victims, properties, etc.</p> <p>6. Knowledge and practice in detonating and detecting bombs and other explosive</p>	
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	<p>devices</p> <p>7. Psychological and Neuro-psychiatric Examinations</p> <p>8. Registration with appropriate government office</p> <p><b>VI. RESPONSIBILITIES OF THE GUARD</b></p> <p>1. Strictly abides by the Code of Conduct, Code of Ethics and the General Orders of the Security Guard while on post;</p> <p>2. Safeguards the Client's properties, equipment, facilities and installations as well as the officers, employees and all persons transacting business within or near its premises against unlawful acts;</p> <p>3. Reports on time for duty in complete and proper uniform, presentable and neat in his appearance;</p> <p>4. Monitor all DOST VI employees, contractors and visitors and frisk for deadly weapons, explosive materials, toxic substances, illegal drugs, contraband items and harmful materials upon reasonable grounds for suspicion and shall cause the apprehension of perpetrators, if necessary.</p> <p>5. Detects, prevents and reports any form of breach of DOST VI rules and regulations and/or cause the arrest of the perpetrators.</p> <p>6. Records and reports all unusual incidences that may occur during his tour of duty to his Supervisor (Security Officer) or Detachment Commander for information and appropriate action.</p> <p>7. Directs and ensures smooth flow of vehicles and pedestrian traffic in their areas of responsibilities, as</p>	
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	<p>necessary.</p> <p>8. Enforces security regulations against illegal vendors, vagrants, hawkers, and bystanders.</p> <p>9. Always carries his license to practice, NTC permit to handle communications equipment, a copy of the firearm's license assigned to him, and his Duty Detail Order authorizing him to carry his issued firearm within his area of jurisdiction.</p> <p>10. Maintains and updates a logbook when manning a fixed post in order.</p> <p>11. Regularly inspects and monitors the conditions, locations and status of fire extinguishers, water supplies, hoses, fire exits, electrical control switches and alarm systems.</p> <p>12. Reports information pertaining to criminality to the nearest police unit or law enforcement agency in the locality.</p> <p>13. Establishes cooperative line with the USG, Public Safety Agencies, Philippine National Police, Fire Department, Barangay, etc.</p> <p>14. Exercises tact and courtesy at all times</p> <p>to all</p> <p>DOST VI officials, staff, employees</p> <p>and</p> <p>visitors.</p> <p>15. Answers queries and appear as</p> <p>witness</p> <p>relative to any incident within the</p> <p>area of</p> <p>responsibilities.</p> <p>16. Implements the rules on vehicles control as stated in the security plan</p> <p>17. Maintains cleanliness of guard booth</p>	
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	<p>and its surroundings at all times.</p> <p>18.Monitors the vehicles, lighting facilities and equipment installed and stored within his area of responsibility.</p> <p>19.Implements the rules on personnel access as stated in the security plan.</p> <p>20.Effectively controls the flow of traffic and direct vehicles to park properly in their designated areas.</p> <p>21.Safeguards and prevents vehicles from pilferage of vehicle accessories and other attachments.</p> <p>22.Performs such other task as may be directed to him.</p> <p><b>VII. BRIEF SCOPE OF WORK</b></p> <p>The contractor shall provide security services by deploying adequately trained and well-disciplined personnel to safeguard the DOST VI buildings and other properties from theft, pilferage, or damage and ensure the safety and security of employees, visitors, guests, or any persons within the DOST VI premises at Magsaysay Village, La Paz, Iloilo City and Metrology Laboratory at Fuentes-Delgado Streets, Iloilo City.</p>	
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*Section VIII. Checklist of Technical and  
Financial Documents*

**Checklist of Technical and Financial Documents**

## I. TECHNICAL COMPONENT ENVELOPE

### *Class "A" Documents*

#### Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);  
**or**
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,  
**and**
- (c) Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;  
**and**
- (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

#### Technical Documents

- (e) 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 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**
- (k) 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***

- (l) 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**

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

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

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





**ANNEX A  
Bid Form**

Days worked per week	Seven (7)
No. of days/year	
<b>A. Amount to Guard</b>	
Daily Wage (DW) <i>(as per DOLE Wage Order)</i>	
Average Pay/month <i>(DW x no. of days per yr/12)</i>	
Night Differential Pay <i>(Ave. Pay/mo. x 10% x 1/3)</i>	
13 <sup>th</sup> month Pay <i>(DW x 365/12/12)</i>	
5 days Incentive Pay <i>(DW x 5/12)</i>	
Uniform Allowance (RA 5487)	
<b>Subtotal</b>	
<b>B. Amount to Government in Favor of Guard</b>	
SSS Premium	
Philhealth Contribution	
State Insurance Fund	
Pagibig Fund	
Retirement Benefit	
<b>Subtotal</b>	
<b>TOTAL (A+B)</b>	
<b>C. Total Amount to Guard and Government</b>	
<b>D. Agency Fee</b>	
<b>E. Value Added Tax (12%)</b>	
<b>TOTAL CONTRACT PER GUARD</b>	
<b>TOTAL CONTRACT AMOUNT (6 GUARDS FOR 12 MONTHS)</b>	

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**Name of Company/Bidder**

\_\_\_\_\_

**Signature Over-printed Name**

\_\_\_\_\_

**Date**