

BASES CONVERSION AND DEVELOPMENT AUTHORITY

**PROCUREMENT OF SECURITY SERVICES
FOR AOR 1A (BCDA CORPORATE
CENTER) AND AOR 1B (BCDA
FACILITIES– PAMAYANANG DIEGO
SILANG/ BCDA HOLDINGS &
MANAGEMENT INC)**

May 2021

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Invitation to Bid

PROCUREMENT OF SECURITY SERVICES FOR AOR 1A (BCDA CORPORATE CENTER) AND AOR 1B (BCDA FACILITIES- PAMAYANANG DIEGO SILANG/ BCDA HOLDINGS & MANAGEMENT INC)

1. The **BASES CONVERSION AND DEVELOPMENT AUTHORITY** (hereinafter referred to as **BCDA**), through its Bids and Awards Committee for Goods (BACG), invites PhilGEPS-registered providers of Security Services to bid for two (2) Areas of Responsibility (AORs) under a **three (3)-year term**, with an Approved Budget for the Contract (ABC) of **Ten Million Four Hundred Three Thousand Four Hundred Sixty (PhP10,403,460.00) for the first year**, inclusive of all applicable taxes and fees with breakdown as follows:

Lot	AOR	Component 1 (SG with Standard Package Requirements)			Component 2 (Special Equipment & Services Requirement s)	ABC for the 1 st Year (in Php)
		No. of SGs	No. of Duty Hour	Annual Budget		
LOT A	AOR 1A - BCDA Corporate Center	10	12	P5,201,730.00	None	P5,201,730.00
LOT B	AOR 1B - BCDA Facilities BMHI/PDS	4	12	P2,080,692.00	None	P5,201,730.00
		*6	12	*P3,121,038.00		
TOTAL ABC				P10,403,460.00		P10,403,460.00

Reference: Wage Order No. NCR 22 (Annex C)

Bids received in excess of the ABC per Lot shall be automatically rejected at bid opening.

2. The BCDA now invites bids for the **Procurement of Security Services For AOR IA (BCDA Corporate Center)-LOT A and AOR 1B (BCDA Facilities- Pamayanang Diego Silang / BCDA Holdings & Management Inc. -LOT B**. The delivery of the Goods is required on 16 June 2021. Bidders should have completed, within three (3) years from the date of submission (April 2018 to April 2021) 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 competitive bidding procedure using a non-discretionary "pass/fail" criterion as specified in the 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act (RA) 9184, otherwise known as the "Government Procurement Reform Act".
4. Bidding is limited to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183.

5. Interested bidders may obtain further information from BCDA and inspect the Bidding Documents at the address given below during business hours from **8:00 AM – 3:00 PM** and/or at the BCDA website (<https://bcda.gov.ph/bids>).
6. A complete set of Bidding Documents may be acquired by interested Bidders from the BCDA Corporate Center, 2nd Floor Bonifacio Technology Center, 31st St. cor. 2nd Avenue, Bonifacio Global City, Taguig City, starting **12 May 2021 up to 03 June 2021 from 8:00 AM to 3:00 PM** except Saturdays, Sundays and Holidays, and until **09:00 AM on 03 June 2021**, upon payment of an applicable fee for the bidding documents, pursuant to the latest Guidelines issued by the GPPB, as follows:

Lot	Cost of Bidding Documents
A	10,000
B	10,000

In case an interested bidder intends to bid for all lots, the cost of the bidding documents is Php10,000.00.

The Procuring Entity shall allow the bidder to present its proof of payment for the fees *in cash or manager's check*.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of BCDA (www.bcda.gov.ph), provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

BCDA will hold a Pre-Bid Conference (online coverage) on **20 May 2021 at 10:00 AM** at the BCDA Corporate Center, 2nd Floor Bonifacio Technology Center, 31st St. cor. 2nd Avenue, Bonifacio Global City, Taguig City, and via video conferencing thru Google/Zoom Meet, which shall be open to prospective bidders. To be able to **join the online pre-bid conference**, a scanned written request shall be made/e-mailed to the BAC Secretariat.

7. Bids must be duly received by the BAC Secretariat at the BCDA Corporate Center, 2nd Floor Bonifacio Technology Center, 31st St. cor. 2nd Avenue, Bonifacio Global City, Taguig City on or before **03 June 2021 at 09:00AM**. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB**.
8. Bid opening shall be on **03 June 2021 at 10:00 AM** at the BCDA Corporate Center, 2nd Floor Bonifacio Technology Center, 31st St. cor. 2nd Avenue, Bonifacio Global City, Taguig City. Bids will be opened in the presence of the bidders' representatives who choose to attend the Bid Opening at the address mentioned in the preceding paragraph, and at the same time, via video conferencing through Google Meet. An email invitation will be sent to bidders who purchased the bid documents.

Late bids shall not be accepted.


9. BCDA 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 Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

For further information, please refer to:

Mr. Raul G. Buensalida (BAC Secretariat), rgbuensalida@bcda.gov.ph, (02) 575-1700

BIDS AND AWARDS COMMITTEE FOR GOODS

By:


ARREY A. PEREZ
Chairperson

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, BCDA wishes to receive Bids for the *Procurement of Security Services for AOR IA (BCDA Corporate Center) and AOR IB (BCDA Facilities – PDS/BHMI) as described in the Technical Specification herein the bidding documents (hereinafter referred to as the “Goods”)]* under a Framework Agreement}, with identification number as describe in Section VII. Technical Specification [*indicate number*].

The Procurement Project (referred to herein as “Project”) is composed of two (2) Lots: Lot A - AOR IA BCDA Corporate Center and Lot B - AOR IB BCDA Facilities PDS/BHMI, 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 *the Procurement of Security Services for AOR IA (BCDA Corporate Center) and AOR IB (BCDA Facilities – PDS/BHMI)* in the amount of ***Ten Million Four Hundred Three Thousand Four Hundred Sixty (PhP10,403,460.00)*** for the first year, inclusive of government taxes and fees.

2.2. The source of funding is the BCDA Corporate Operating Budget.

3. Bidding Requirements

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

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or

through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

5. Eligible Bidders

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. If applicable,
 - a. Foreign ownership exceeding those allowed under the rules may participate pursuant to:
 - i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
 - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
 - iii. When the Goods sought to be procured are not available from local suppliers; or
 - iv. When there is a need to prevent situations that defeat competition or restrain trade.
 - b. Foreign ownership limited to those allowed under the rules may participate in this Project.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA’s CPI, must be at least equivalent to:

If applicable:

- a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
- b. For the procurement of Expendable Supplies: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC.
- c. For procurement where the Procuring Entity has determined, after the conduct of market research, that imposition of either (a) or (b) will likely result to failure of bidding or monopoly that will defeat the purpose of

public bidding: the Bidder should comply with the following requirements, if and when applicable:

- i. Completed at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least *fifty percent (50%) in the case of non-expendable supplies and services or twenty-five percent (25%) in the case of expendable supplies*] of the ABC for this Project; and
- ii. The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above.

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

6. Origin of Goods

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

7. Subcontracts

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

The Procuring Entity has prescribed that subcontracting is allowed. The portions of Project and the maximum percentage allowed to be subcontracted are indicated in the **BDS**, which shall not exceed twenty percent (20%) of the contracted Goods.

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

7.3. 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 **May 12, 2021** at **9:00 AM** at the **BCDA Corporate Center, 2nd Floor, Bonifacio Technology Center**

31st Street corner 2nd Avenue, Bonifacio Global City Taguig 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 three (3) *years from April 2018 to April 2021* prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

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

this stage is for purposes of determining eligibility and whether or not such financial proposal is within the ABC.

12. Bid Prices

12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:

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

12.2. For Framework Agreement, the following should also apply in addition to Clause 12.1:

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

13. Bid and Payment Currencies

- 13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.
- 13.2. Payment of the contract price shall be made in 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 one hundred twenty (120) calendar days from its issuance. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.
- 14.3. In the case of Framework Agreement, other than the grounds for forfeiture under the 2016 revised IRR, the bid security may also be forfeited if the successful bidder fails to sign the Framework Agreement, or fails to furnish the performance security or performance securing declaration. Without prejudice on its forfeiture, bid securities shall be returned only after the posting of performance security or performance securing declaration, as the case may be, by the winning Bidder or compliant Bidders and the signing of the Framework Agreement.

15. Sealing and Marking of Bids

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

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

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

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.

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

17. Opening and Preliminary Examination of Bids

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

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

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

18. Domestic Preference

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

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
 - a. In the case of single-year Framework Agreement, the Lowest Calculated Bid shall be determined outright after the detailed evaluation;
 - b. For multi-year Framework Agreement, the determination of the eligibility and the compliance of bidders with the technical and financial aspects of the projects shall be initially made by the BAC, in accordance with Item 7.4.2 of the Guidelines on the Use of Framework Agreement.

- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case 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 3 - One Project having several items, which shall be awarded as separate contracts per item.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

- 20.1. For multi-year Framework Agreement, all bidders initially determined to be eligible and financially compliant shall be subject to initial post-qualification. The BAC shall then recommend the execution of a Framework Agreement among all eligible, technically and financially compliant bidders and the Procuring Entity and shall be issued by HoPE a Notice to Execute Framework Agreement. The determination of the Lowest Calculated Bid (LCB) shall not be performed by the BAC until a Mini-Competition is conducted among the bidders who executed a Framework Agreement. When a Call for Mini-Competition is made, the BAC shall allow the bidders to submit their best financial proposals on such pre-scheduled date, time and place to determine the bidder with the LCB.
- 20.2. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, *{[Include if Framework Agreement will be used:]}* or in the case of multi-year Framework Agreement, that it is one of the eligible bidders who have submitted bids that are found to be technically and financially compliant, *}* the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**. *{[Include if Framework Agreement will be used:]}* For every mini-competition in Framework Agreement, the LCB shall likewise submit the required documents for final Post Qualification. *}*

21. Signing of the Contract

- 21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.
- 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.
- 21.3. Within ten (10) calendar days from receipt of the Notice to Execute Framework Agreement with the Procuring Entity, the successful Bidder or its duly authorized representative shall formally enter into a Framework Agreement with the procuring entity for an amount of One Peso to be paid to the procuring entity as a consideration for the option granted by the procuring entity to procure the items in the Framework Agreement List when the need arises.
- 21.4. The Procuring Entity shall enter into a Framework Agreement with the successful Bidder within the same ten (10) calendar day period provided that all the documentary requirements are complied with.
- 21.5. The following documents shall form part of the Framework Agreement:
 - a. Framework Agreement Form;
 - b. Bidding Documents;
 - c. Call-offs;
 - d. Winning bidder's bid, including the Technical and Financial Proposals, and all other documents/statements submitted (*e.g.*, bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
 - e. Performance Security or Performance Securing Declaration, as the case may be;
 - f. Notice to Execute Framework Agreement; and
 - g. Other contract documents that may be required by existing laws and/or specified in the **BDS**.

Section III. 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"> a. Procurement for Security Services. b. completed within [3-year contract], April 2018 to April 2021, prior to the deadline for the submission and receipt of bids.
7.1	<ul style="list-style-type: none"> a. Under the (“Special Equipment and Services) Requirement, bidders who have K9 Service should provide a certification to its available in-house K9 services. b. In case the bidder has no in-house capability for K9 Services, it shall be allowed to enter into a sub-contract or MOA with other agency/institution providing such kind of services. Such sub-contract or MOA must show that the sub-contract agency/institution is capable of providing the required services. c. The sub-contracting of the K9 Services shall not relieve the bidder from any liability or obligations under the contract. d. The certification or the sub-contract or MOA with the agency/institution providing K9 services shall form be provided by the winning bidder after the issuance of Notice to Proceed.
12	The price of the Goods shall be quoted delivered duty paid <i>in Philippine Pesos</i> .
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"> a. The amount of not less than PhP208,069.20 <i>two percent (2%) of ABC</i>, 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 PhP520,173.00 <i>five percent (5%) of ABC</i> if bid security is in Surety Bond.
19.3	<p>The ABC for each Lot is the summation of the annual budget for each of the major components of the security services to be provided by the Security Agency. The components include the hiring of security guards and the standard package that goes with it, special tools and equipment, and other services that are described below. The Security Agency shall also provide the CCTV System; conduct background investigation and deploy K-9 services to BCDA for FREE. However, failure to provide the CCTV System shall be a ground for termination of the contract.</p>

LOT NR.	AOR	Component 1 (SG with Standard Package Requirements)			Component 2 (Special Equipment & Services Requirements)	ABC for each AOR (for the 1 st Year)
		No. of SGs	No. of Duty Hour	Annual Budget		
LOT A	IA - BCDA Corporate Center	10	12	₱5,201,730.00	None	₱5,201,730.00
LOT B	IB - BCDA Facilities - PDS	4	12	₱2,080,692.00	None	₱5,201,730.00
		*6	12	*₱3,121,038.00		
TOTAL ABC				₱10,403,460.00		₱10,403,460.00

LOT A - AOR IA (BCDA Corporate Center)

Components	Description	Cost/ABC	Remarks
Component 1: SO/SG with Standard Package Requirements (Refer to Annex A and A2 to A3 for SG and Standard Equipment Requirements and Annex A1 for Location Map of Security Posts)			
10 SO/SG	12-Hour Duty	₱5,201,730.00	
Component 2: Special Equipment and Services Requirements (Refer to Annex A4 for the Specifications of Special Equipment and Services Requirements)			
CCTV System	24 Hours/7 Days Duty	None	a. to be provided/maintained by the agency for free; b. to be owned by BCDA upon the termination of contract;
Background Investigation (BI)	Conduct as required	None	a. P10,000.00/individual; b. At least 12 BI/year
K-9 Services	Deployment as required	None	Minimum 160-hour deployment per year; Deployment in excess of 160 hours shall be paid by BCDA at P5,000.00 per 8-hour deployment. (Package for the K9 and Handler);
Subtotal for Component 2		None	
TOTAL		₱5,201,730.00	

LOT B - AOR IB (BCDA Facilities – PDS/BHMI)

Components	Description	Cost/ABC	Remarks
Component 1: SO/SG with Standard Package Requirements (Refer to Annex B and B2 to B3 for SG and Standard Equipment Requirements and Annex B1 for Location Map of Security Posts)			
10 SO/SG	12-Hour Duty	₱5,201,730.00	
Component 2: Special Equipment and Services Requirements (Refer to Annex B4 for the Specifications of Special Equipment and Services Requirements)			
CCTV System	24 Hours/7 Days Duty	None	a. to be provided/maintained by the agency for free; b. to be owned by BCDA upon the termination of contract;

	Background Investigation (BI)	Conduct as required	None	a. P10,000.00/individual; b. At least 12 BI/year
	K-9 Services	Deployment as required	None	Minimum 160-hour deployment per year; Deployment in excess of 160 hours shall be paid by BCDA at P5,000.00 per 8-hour deployment. (Package for the K9 and Handler);
	Subtotal for Component 2		None	
	TOTAL		₱5,201,730.00	
20.2	<p>a. The Security Agency must be a member of the Philippine Association of Detective and Protective Agency Operations, Inc. (PADPAO).</p> <p>b. The Security Agency must be a holder of a Regular License to Operate (LTO)</p> <p>c. The Security Officers and Security Guards must be holders of security officer or security guard license.</p> <p>d. The Firearms to be used must be duly licensed by the FEO.</p> <p>e. The Base and Handheld Radios, it's Frequency and Operators must be duly licensed by NTC.</p>			
21.2	<p>a. Former and current security provider of BCDA, to include their subsidiaries, affiliates and sister companies, that had been rated "Poor" during the conduct of periodic Performance Evaluation and Inspection and/or not in good standing with BCDA due to the security agency's violation of its contract with the BCDA Group, shall not be allowed to participate in the bidding.</p> <p>b. The bidder must have completed, within the period specified in the Invitation to Bid a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC. (For this purpose "similar contracts" shall refer to contracts involving the provision of Security Services).</p> <p>c. The bidders may join the site inspection of the AOR together with the BCDA representative prior to submission of bid proposals on the dates and time stated in the Schedule of Bidding Activities. Details of the site inspection shall be discussed during the Pre-Bid Conference.</p> <p>d. The allotted date and time for the site inspection shall be strictly followed. Any site inspection other than the said schedule will be on the initiative of the bidder and should notify BCDA in writing on the date and time the bidder will visit the site. For guidance, BCDA will provide map of the AOR.</p> <p>e. The bidder's SLCC similar to the contract to be bid should have been completed within (3) years (16 April 2018 to 16 April 2021) prior to the deadline for the submission and receipt of bids.</p>			

	<p>f. The cost proposal shall be inclusive of all applicable taxes, fees and other charges relative to the bid</p> <p>g. The bid price shall be written in words and figures in the prescribe form. In case of discrepancy between the words and figures, the written in words shall prevail.</p> <p>h. The bidding shall be conducted on the date, time, and location as published in the Invitation to Bid. The bid date will be schedule for one (1) day and the sequence of bidding will be as follows:</p> <ul style="list-style-type: none"> - Opening of Eligibility and Technical Documents - Opening of Financial Bid <p>i. The Contract for Security Services for AOR IA and AOR IB will be awarded to the bidder who is declared as the “Lowest Calculated and Responsive Bid”.</p> <p>j. Financial proposal shall indicate or include the items for security guards based on PADPAO Wage Order NCR No. 22.</p> <p>k. The Portion of the Financial Proposal indicating the “Amount in Favor of Guard and Government” should not go below the amount/rate prescribe in PADPAO Wage Order NCR 22. Only the “Administrative Overhead Margin’ shall be adjusted for Competitive Bidding.</p> <p>l. The 12% VAT including in the computation of bids shall be imposed only on the “Administrative Overheard and Margin” (a component of the wage distribution formula) based on the principle applied on the PADPAO Wage Order pursuant to BIR Memorandum Circular No. 39-2007.</p> <p>m. A bid price wherein the “amount to guard and government” is lower than the minimum rate per guard per month prescribed in PADPAO Wage Order No. NCR-22 shall be automatically be disqualified.</p> <p>n. In case of a tie, after the post qualification the provisions of the GPBB Circular 05-2005 (Tie Breaking Method) shall apply.</p> <p>o. In accordance with the GPBB Non-Policy Memorandum dated 03 November 2014 (Section 32.2.1(a) of the Revised Implementing Rules and Regulation of RA 9184), zero (0) bid in any item that is specifically prescribed in the PADPAO Rate is considered non-compliant.</p> <p>p. A bid price higher that the specified ABC, either taken as a whole or as an individual component shall automatically be disqualified.</p>
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Section IV. General Conditions of Contract

1. Scope of Contract (Annex C for Lot A and Annex D for Lot B)

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

3. Performance Security

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

may opt to furnish the performance security or a Performance Securing Declaration as defined under the Guidelines on the Use of Framework Agreement.}

4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project 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>a. Terms of Reference (TOR) attached as Annex A</p> <p>b. Draft Contracts attached as Annex C and D.</p> <p>Delivery and Documents -</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>The delivery terms applicable to this Contract are to be delivered in Taguig City. 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 the Security Management Department.</p> <p>Incidental Services – Not Applicable</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"> 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;

	<ul style="list-style-type: none"> 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
	<ul style="list-style-type: none"> 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. f. <i>[Specify additional incidental service requirements, as needed.]</i> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p>Spare Parts – (Not Applicable)</p> <p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p> <p><i>Select appropriate requirements and delete the rest.</i></p> <ul style="list-style-type: none"> a. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and b. in the event of termination of production of the spare parts: <ul style="list-style-type: none"> 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. <p>The spare parts and other components required are listed in Section VI (Schedule of Requirements) and the cost thereof are included in the contract price.</p>

	<p>The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of <i>[indicate here the time period specified. If not used indicate a time period of three times the warranty period]</i>.</p> <p>Spare parts or components shall be supplied as promptly as possible, but in any case, within <i>[insert appropriate time period]</i> months of placing the order.</p>
	<p>Packaging – (Not Applicable)</p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity</p> <p>Name of the Supplier</p> <p>Contract Description</p> <p>Final Destination</p> <p>Gross weight</p> <p>Any special lifting instructions</p> <p>Any special handling instructions</p> <p>Any relevant HAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p>

	<p>Transportation – (Not Applicable)</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>
	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p>Intellectual Property Rights – (Not Applicable)</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<p>The terms of payment shall be as follows: The AGENCY shall bill BCDA twice a month, preferably every 15th and 30th day of every month for services actually rendered by the security guards. For this purpose, the AGENCY shall submit the payroll records of the guards with their names, hours of work rendered and a certification that the guards, whose names appear therein actually and truly rendered the services for the particular billing period. Non-compliance therewith gives BCDA the right to disallow payment of the bill; any falsehood or misrepresentation in the certification shall continue breach of the Contract, which is ground for the termination thereof.</p> <p>_____</p>

4	The inspections and tests that will be conducted are: The bidders may join the site inspections of the AOR IA and AOR IB together with the BCDA representative prior to the submission of bid proposal on the date and time stated in the Schedule of Bidding Activities. Details of the site inspections shall be discussed during the Pre-Bid Conference
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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.

Lot 1 -AOR I A (BCDA Corporate Center)

Area of Deployment	No. of Guards	Specification	Deployment Schedule
AOR I – BCDA Corporate Center	10	Security guards with the corresponding firearms and equipment per TOR	16 June 2021

Lot 2 - AOR I B (BCDA Facilities –PDS/BHMI)

Area of Deployment	No. of Guards	Specification	Deployment Schedule
AOR I – BCDA Facilities PDS	10	Security guards with the corresponding firearms and equipment per TOR	16 June 2021

REQUIREMENTS	Date of compliance
1. Site Survey	After the Pre-bid Conference
2. Coordinating Conference between BCDA & Agency prior to deployment	Five (5) Calendar Days (CD) from receipt of the Notice to Proceed
3. Submission and Presentation of Security Plan Submission and Interview of Nominee for Security Officers (DC, Asst DC/SIC) along with Personal Data Sheet	Seven (7) CD after the Coordinating Conference
4. Submission of the following TOR: - List of Firearms (with copy of licenses)	

<ul style="list-style-type: none"> - Communication equipment (with copy of registration certificate and licenses) - Vehicles (with copy of OR/CR); 	Ten (10) CD after the Coordinating Conference
5. BCDA Joint-Inspection/Inventory with Out-Going and Incoming Security Agency	1-3 CD before assumption of AOR
6. Showdown inspection of equipment and rank inspection of security personnel	2-5 CD before assumption of AOR
7. Turnover of Responsibility (From the Outgoing Security Provider to BCDA Rep; From BCDA Rep to the new Security Provider)	6:00AM of schedule turn-over
8. Posting of the New Security Provider	As stipulated in the Guard Detail

Section VII. Technical Specifications

TECHNICAL SPECIFICATIONS FOR LOT 1 – AOR IA (Annex A – Terms of Reference)				
<i>Item / Service</i>	<i>Maximum Quantity</i>	<i>Technical Specifications / Scope of Work</i>	<i>Statement of Compliance</i>	
			<i>Compliant</i>	<i>Non-Compliant</i>
Manpower Requirements	As indicated in Sections V, VI, VII, VIII and IX of the TOR	Please refer to Sections V, VI, VII, VIII and IX of the TOR		
Security Guard Requirements	As indicated in Annex A1 of the TOR	Please refer to Annex A1 of the TOR		
Standard Equipment Requirements	As indicated in Annex A2 of the TOR	Please refer to Annex A2 of the TOR		
Standard First Aid Requirements for Detachment Headquarters	As indicated in Annex A3 of the TOR	Please refer to Annex A3 of the TOR		
Special Equipment and Services Requirements	As indicated in Annex A4 of the TOR	Please refer to Annex A4 of the TOR		

Bidder/Bidder's Authorized Representative:

Signature over Printed Name

Principal Bidder / Supplier

**TECHNICAL SPECIFICATION REQUIREMENTS COMPLIANCE FORM
GUARD REQUIREMENTS
FOR AOR IA – BCDA CORPORATE CENTER**

**(Bidders must indicate whether “COMPLIANT or NON-COMPLIANT”
to the corresponding specifications prescribed by BCDA using this Form.)**

A. WEEKDAYS (Monday to Friday, Except Holidays):

Detachment Hqs & Security Posts	Guard Shift		Total No. of Guards	No. of Hours per Shift	COMPLIANT	NON-COMPLIANT
	1 st	2 nd				
Detachment Hqs:						
Detachment Commander/SIC	1	1	2	12		
CCTV/Radio Operator	1	1	2	12		
VIP Security/Driver	1	1	2	12		
Security Posts:						
Main Entrance/Lobby Guard	1	1	2	12		
Alternate Entrance/Door Guard	1		1	12		
Basement/Parking Area Guard	1		1	12		
Total	6	4	10			
Reserve	1	1	2			

B. WEEKENDS AND HOLIDAYS:

Detachment Hqs & Security Posts	Guard Shift		Total No. of Guards	No. of Hours per Shift	COMPLIANT	NON-COMPLIANT
	1 st	2 nd				
Detachment Hqs:						
Detachment Commander/SIC	1	1	2	12		
CCTV/Radio Operator	1	1	2	12		
VIP Security/Driver	1	1	2	12		
Security Posts:						
Main Entrance/Lobby Guard	1	1	2	12		
Alternate Entrance/Door Guard						

Basement/Parking Area Guard	1		1	12		
Total	5	4	9			
Reserve	2	1	3			

Bidder/Bidder's Authorized Representative:

Signature over Printed Name

Principal Bidder / Supplier

**TECHNICAL SPECIFICATION REQUIREMENTS COMPLIANCE FORM
EQUIPMENT REQUIREMENTS
FOR AOR IA – BCDA CORPORATE CENTER**

**(Bidders must indicate whether “COMPLIANT or NON-COMPLIANT”
to the corresponding specifications prescribed by BCDA using this Form.)**

ITEM DESCRIPTION	QTY	REMARKS	COMPLIAN T	NON- COMPLIAN T
COMMUNICATION EQUIPMENT:				
Base Radio with complete accessories and antenna	2	1. One set at Detachment Hqs; one set for the 4-wheeled vehicle		
Hand Held Radio Sets (including battery):				
- For issue to the guards on duty	6	Ready for inspection during Post-Qualification.		
- Reserve	4	Ready for inspection during Post-Qualification.		
Battery charger for hand held radios	6	Ready for inspection during Post-Qualification.		
Extra rechargeable batteries for hand held radios	10	Ready for inspection during Post-Qualification.		
VEHICLES:				
4 X 4 Utility Pick-up w/ beacon lights and fuel support	1	Ready for inspection during Post-Qualification		
Motorcycle 200R (or equivalent) with fuel support	1	Ready for inspection during Post-Qualification;		
FIREARMS:				
9mm Pistol for issue to SG on duty	6	Ready for inspection during Post-Qualification.		
9mm Pistol as reserves	2	Ready for inspection during Post-Qualification.		
Shot Gun as reserve	2	Ready for inspection during Post-Qualification.		
OTHER STANDARD EQUIPMENT:				
Computer with printer with Internet capability	1	(1) Monthly billing for Internet shall be charged against Security Agency; (2) Must be operational one (1) month after assumption and (3) Ready for inspection during Post-Qualification.		
Digital Camera (at least 5 mega pixel)	2	Ready for inspection during Post-Qualification.		
Portable Metal Detector	4	Ready for inspection during Post-Qualification.		
BASIC EQUIPMENT FOR DISASTER & EMERGENCY RESPONSE				
Rescue Hydraulic Jack (10 tonner)	1 set	Ready for inspection during Post-Qualification.		
Chain Block with at least 5 tons capacity	1 set	Ready for inspection during Post-Qualification.		
Rechargeable Emergency Flashlight	6 sets	Ready for inspection during Post-Qualification.		

Megaphone with sling	2 sets	Ready for inspection during Post-Qualification.		
Squad Tent (minimum capacity: 10 persons)	1 set	Ready for inspection during Post-Qualification.		
Multi-purpose Rope (1/2 inch diameter x 20 meters)	10 rolls	Ready for inspection during Post-Qualification.		
Stretcher	2 ea	Ready for inspection during Post-Qualification.		
Detachment First Aid Kit	1 set	Ready for inspection during Post-Qualification; 2. See List of Requirements		
INDIVIDUAL UNIFORM AND EQUIPMENT OF GUARDS:				
Class A Uniform	1	To be inspected during Rank Inspection		
Rain Coats and Boots	1	To be inspected during Rank Inspection		
Medicine Kit (Bethadine, Gause Pad, Alcohol & Band Aid)	1	To be inspected during Rank Inspection		
Hand Cuff	1	To be inspected during Rank Inspection		
Flash Light	1	To be inspected during Rank Inspection		
Baton	1	To be inspected during Rank Inspection		
PPE	1 set	To be inspected during Rank Inspection		
SPECIAL EQUIPMENT				
CCTV Camera	16	Ready for inspection upon Assumption		
CCTV Monitor	1	Ready for inspection upon Assumption		

Bidder/Bidder's Authorized Representative:

Signature over Printed Name

Principal Bidder / Supplier

**TECHNICAL SPECIFICATIONS COMPLIANCE FORM
FOR AOR IA (BCDA Corporate Center)
(Additional Requirements)**

Bidders must indicate whether they are “Compliant” or “Non-Compliant” to the corresponding specifications prescribed by BCDA using this Form.

ADDITIONAL REQUIREMENTS	STATEMENT OF COMPLIANCE (Check Appropriate Box)	
	Compliant	Non-Compliant
1. Certified True Copy of the Agency’s License to Operate (LTO) as a Security Services Agency issued by the PNP Supervisory Office for Security and Investigative Agencies (SOSIA) <i>Annex E:</i>		
2. Original Copy of Certification from SOSIA that the Agency has not been blacklisted by any government and private institution <i>Annex F:</i>		
3. Agency’s Organizational Set-up indicating the Names of Key Personnel and Personnel Manning of Key Offices <i>Annex G;</i>		
4. Original Copy of Notarized Affidavit from the Agency attesting to its number of years of existence as security provider <i>Annex H;</i>		
5. Original Copy of Certification pertaining to the Agency’s policy on the hiring of security officers and security guards <i>Annex I;</i>		
6. Original Copy of the Roster of Licensed Security Guards actually deployed as per contract and as Reserve Security Guards ready for deployment on notice duly signed by the Agency’s authorized signatory <i>Annex J.</i>		
7. Photo Copies of the Individual Certificates on the following Mandatory Training Courses <i>Annex K:</i> a. Basic Security Officers Training Course- at least 2; b. Basic Security Guard Training Course – at least 5; c. Retraining/Refresher Course for SO/SG- at least 5;		
8. Photo Copies of the Individual Certificates of at least 2 Individuals in at least 3 of the following Optional Training Courses//Seminar <i>Annex L:</i> a. First Aid/Basic Life Support; b. VIP Security Training; c. Marksmanship Refresher Training; d. Information Collection Seminar; e. Basic Report Writing Seminar; f. disaster and emergency Response Training; g. Computer Literacy Training for Security Officer		
9. List and Photo Copies of Licenses of firearms under its inventory. If such licenses are already expired, a		

Certification from FEO, PNP that the request for renewal of licenses of such firearms are under process Annex M . a. Cal. 9MM Pistols – at least 6 units b. 12 Gauge Shotguns – at least 4 units		
10. List and Photo Copies of Licenses to Operate communication equipment under its inventory Annex N : a. Base Radio – at least 2 sets b. Hand Held Radio – at least 16 units		
11. List and Photo Copies of OR and CR of 4-wheel vehicles and motorcycles under its inventory Annex O : a. 4-Wheel Vehicle – at least 1 unit b. Motorcycles – at least 1 unit		
12. Sample of Uniform for Security Officer and Security Guards in accordance with what is prescribed by SOSIA. (Not included in the Eligibility Documents’ Envelope but should be ready for presentation to BAC-G on demand during the opening of sealed envelope for Eligibility Documents.)		
13. Original Affidavit that Agency has conducted a Site Inspection of the Area of Operations Annex P ;		
14. Verified and validated structural map indicating the location of the AOR IA and proposed location of the billeting area for security guards Annex Q ;		
15. Original Copy of the Conceptual Security Plan. Must be based on the format as provided for under Annex R ;		
16. Original Copy of Certification from Security Management Department (SMD) of BCDA that the Agency has no derogatory records or cases with BCDA and its Subsidiaries Annex S ;		
17. Sample of the PPEs to be issued to the Security Officers/Security Guards (Not included in the Eligibility Documents’ Envelope but should be ready for presentation to BAC-G on demand during the opening of sealed envelope for Eligibility Documents.)		

Bidder/Bidder’s Authorized Representative:

Signature over Printed Name

Principal Bidder / Supplier

TECHNICAL SPECIFICATIONS FOR LOT 2 – AOR IB
(Annex A – Terms of Reference)

<i>Item / Service</i>	<i>Maximum Quantity</i>	<i>Technical Specifications / Scope of Work</i>	<i>Statement of Compliance</i>	
			<i>Compliant</i>	<i>Non-Compliant</i>
Manpower Requirements	As indicated in Sections V, VI, VII, VIII and IX of the TOR	Please refer to Sections V, VI, VII, VIII and IX of the TOR		
Security Guard Requirements	As indicated in Annex A1 of the TOR	Please refer to Annex B1 of the TOR		
Standard Equipment Requirements	As indicated in Annex A2 of the TOR	Please refer to Annex B2 of the TOR		
Standard First Aid Requirements for Detachment Headquarters	As indicated in Annex A3 of the TOR	Please refer to Annex B3 of the TOR		
Special Equipment and Services Requirements	As indicated in Annex A4 of the TOR	Please refer to Annex B4 of the TOR		

Bidder/Bidder's Authorized Representative:

Signature over Printed Name

Principal Bidder / Supplier

**TECHNICAL SPECIFICATION REQUIREMENTS COMPLIANCE FORM
GUARD REQUIREMENTS
FOR AOR IB – BCDA FACILITIES – PDS/BHMI**

(Bidders must indicate whether “COMPLIANT or NON-COMPLIANT”
to the corresponding specifications prescribed by BCDA using this Form.)

Security Posts/Detachment Hqs	Guard Shift		Total No. of Guards	No. of Hours per Shift	COMPLIANT	NON-COMPLIANT
	1st	2nd				
Detachment Hqs:						
Detachment Commander/ADC	1	1	2	12		
CCTV/Radio Operator/Roving Guard	-	-	-			
Security Posts:						
Control Point 1 – PDS Main Gate	1	1	2	12		
Control Point 2 – NAPOLCOM Area	1	1	2	12		
Post # 3 – Storage Area/Parking Area (Back of BHMI Office)	1	1	2	12		
Post # 4 – PDS Commercial Complex	1	1	2	12		
Total	5	5	10	60		
Reserve	1	1	2			

Bidder/Bidder’s Authorized Representative:

Signature over Printed Name

Principal Bidder / Supplier

**TECHNICAL SPECIFICATION REQUIREMENTS COMPLIANCE FORM
EQUIPMENT REQUIREMENTS
FOR AOR IB – BCDA FACILITIES – PDS/BHMI)**

**(Bidders must indicate whether “COMPLIANT or NON-COMPLIANT”
to the corresponding specifications prescribed by BCDA using this Form.)**

ITEM DESCRIPTION	QTY	REMARKS	COMPLIANT	NON-COMPLIANT
COMMUNICATION EQUIPMENT:				
Base Radio with complete accessories and antenna	2	One (1) set at Detachment Hqs; one set for the 4-wheeled vehicle		
Hand Held Radio Sets (including battery):				
- For issue to the guards on duty	6	Ready for inspection during Post-Qualification.		
- Reserve	4	Ready for inspection during Post-Qualification.		
Battery charger for hand held radios	6	Ready for inspection during Post-Qualification.		
Extra rechargeable batteries for hand held radios	10	Ready for inspection during Post-Qualification.		
VEHICLES:				
4 X 4 Utility Pick-up w/ beacon lights and fuel support	1	Ready for inspection during Post-Qualification		
Motorcycle 200R (or equivalent) with fuel support	1	Ready for inspection during Post-Qualification;		
FIREARMS:				
9mm Pistol for issue to SG on duty	6	Ready for inspection during Post-Qualification.		
9mm Pistol as reserves	2	Ready for inspection during Post-Qualification.		
Shot Gun as reserve	2	Ready for inspection during Post-Qualification.		
OTHER STANDARD EQUIPMENT:				
Computer with printer with Internet capability	1	(1) Monthly billing for Internet shall be charged against Security Agency; (2) Must be operational one (1) month after assumption and (3) Ready for inspection during Post-Qualification.		
Digital Camera (at least 5 mega pixel)	2	Ready for inspection during Post-Qualification.		
Portable Metal Detector	4	Ready for inspection during Post-Qualification.		
BASIC EQUIPMENT FOR DISASTER & EMERGENCY RESPONSE				
Rescue Hydraulic Jack (10 tonner)	1 set	Ready for inspection during Post-Qualification.		
Chain Block with at least 5 tons capacity	1 set	Ready for inspection during Post-Qualification.		

Rechargeable Emergency Flashlight	6 sets	Ready for inspection during Post-Qualification.		
Megaphone with sling	2 sets	Ready for inspection during Post-Qualification.		
Squad Tent (minimum capacity: 10 persons)	1 set	Ready for inspection during Post-Qualification.		
Multi-purpose Rope (1/2 inch diameter x 20 meters)	10 rolls	Ready for inspection during Post-Qualification.		
Stretcher	2 ea	Ready for inspection during Post-Qualification.		
Detachment First Aid Kit	1 set	Ready for inspection during Post-Qualification; 2. See List of Requirements		
INDIVIDUAL UNIFORM AND EQUIPMENT OF GUARDS:				
Class A Uniform	1	To be inspected during Rank Inspection		
Rain Coats and Boots	1	To be inspected during Rank Inspection		
Medicine Kit (Bethadine, Gause, Alcohol & Band Aid)	1	To be inspected during Rank Inspection		
Hand Cuff	1	To be inspected during Rank Inspection		
Flash Light	1	To be inspected during Rank Inspection		
Baton	1	To be inspected during Rank Inspection		
PPE	1 set	To be inspected during Rank Inspection		
SPECIAL EQUIPMENT				
CCTV Camera	16	Ready for inspection upon Assumption		
CCTV Monitor	1	Ready for inspection upon Assumption		

Bidder/Bidder's Authorized Representative:

Signature over Printed Name

Principal Bidder / Supplier

**TECHNICAL SPECIFICATIONS COMPLIANCE FORM
FOR AOR IB (BCDA Facilities – PDS/BHMI)
(Additional Requirements)**

Bidders must indicate whether they are “Compliant” or “Non-Compliant” to the corresponding specifications prescribed by BCDA using this Form.

ADDITIONAL REQUIREMENTS	STATEMENT OF COMPLIANCE (Check Appropriate Box)	
	Compliant	Non-Compliant
1. Certified True Copy of the Agency’s License to Operate (LTO) as a Security Services Agency issued by the PNP Supervisory Office for Security and Investigative Agencies (SOSIA) <i>Annex E</i> ;		
2. Original Copy of Certification from SOSIA that the Agency has not been blacklisted by any government and private institution <i>Annex F</i> ;		
3. Agency’s Organizational Set-up indicating the Names of Key Personnel and Personnel Manning of Key Offices <i>Annex G</i> ;		
4. Original Copy of Notarized Affidavit from the Agency attesting to its number of years of existence as security provider <i>Annex H</i> ;		
5. Original Copy of Certification pertaining to the Agency’s policy on the hiring of security officers and security guards <i>Annex I</i> ;		
6. Original Copy of the Roster of Licensed Security Guards actually deployed as per contract and as Reserve Security Guards ready for deployment on notice duly signed by the Agency’s authorized signatory <i>Annex J</i> .		
7. Photo Copies of the Individual Certificates on the following Mandatory Training Courses (<i>Annex K</i>): a. Basic Security Officers Training Course- at least 2; b. Basic Security Guard Training Course – at least 5; c. Retraining/Refresher Course for SO/SG- at least 5;		
8. Photo Copies of the Individual Certificates of at least 2 Individuals in at least 3 of the following Optional Training Courses//Seminar <i>Annex L</i> : a. First Aid/Basic Life Support; b. VIP Security Training; c. Marksmanship Refresher Training; d. Information Collection Seminar; e. Basic Report Writing Seminar; f. disaster and emergency Response Training; g. Computer Literacy Training for Security Officer		
9. List and Photo Copies of Licenses of firearms under its inventory. If such licenses are already expired, a		

Certification from FEO, PNP that the request for renewal of licenses of such firearms are under process Annex M . a. Cal. 9MM Pistols – at least 6 units b. 12 Gauge Shotguns – at least 4 units		
10. List and Photo Copies of Licenses to Operate communication equipment under its inventory Annex N : a. Base Radio – at least 2 sets b. Hand Held Radio – at least 16 units		
11. List and Photo Copies of OR and CR of 4-wheel vehicles and motorcycles under its inventory Annex O : a. 4-Wheel Vehicle – at least 1 unit b. Motorcycles – at least 1 unit		
12. Sample of Uniform for Security Officer and Security Guards in accordance with what is prescribed by SOSIA. (Not included in the Eligibility Documents’ Envelope but should be ready for presentation to BAC-G on demand during the opening of sealed envelope for Eligibility Documents.)		
13. Original Affidavit that Agency has conducted a Site Inspection of the Area of Operations Annex P ;		
14. Verified and validated structural map indicating the location of the AOR IA and proposed location of the billeting area for security guards Annex Q ;		
15. Original Copy of the Conceptual Security Plan. Must be based on the format as provided for under Annex R ;		
16 Original Copy of Certification from Security Management Department (SMD) of BCDA that the Agency has no derogatory records or cases with BCDA and its Subsidiaries Annex S ;		
17. Sample of the PPEs to be issued to the Security Officers/Security Guards (Not included in the Eligibility Documents’ Envelope but should be ready for presentation to BAC-G on demand during the opening of sealed envelope for Eligibility Documents.)		

Bidder/Bidder’s Authorized Representative:

Signature over Printed Name

Principal Bidder / Supplier

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

- (f) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (g) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (h) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
or
Original copy of Notarized Bid Securing Declaration; **and**
- (i) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**

- (j) Original duly signed Omnibus Sworn Statement (OSS); **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- (k) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- (l) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);
or
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class "B" Documents

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

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

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

25 FINANCIAL COMPONENT ENVELOPE

- (a) Original of duly signed and accomplished Financial Bid Form; **and**

Annex “A”

TERMS OF REFERENCE (TOR)

BIDDING FOR SECURITY SERVICES FOR AOR IA (BCDA CORPORATE CENTER) AND IB (BCDA Facilities – PAMAYANANG DIEGO SILANG) Three [3] Years Contract Effective Upon Issuance of NTP)

I. BACKGROUND INFORMATION:

1.1. The Contract for Security Services between the Bases Conversion and Development Authority (BCDA) and Catalina Security Agency (CSA) for the Area of Responsibility (AOR) IA (BCDA Corporate Center) and AOR IB (BCDA Facilities – Pamayanang Diego Silang or PDS) will terminate effective 6:00 AM on 16 June 2021. In this regard, BCDA intends to procure security services in order to ensure that its personnel, facilities, documents, properties and equipment are properly protected and secured. For this purpose, BCDA shall hire, through public bidding, a security agency that is administratively and operationally capable of providing quality services.

1.2. Consistent with GPPB Resolution No. 24-2007 (**Approving and Adopting the Guidelines on the Procurement of Security and Janitorial Services**), the BCDA will henceforth adopt a quality-and-cost-based selection method in procuring security service providers. Section 1 (Policy Statement) of the said resolution is hereby quoted: “It is recognized, however, that the proper and efficient procurement of security and janitorial services should be based not solely on cost, but should also take into consideration a range of other factors, such as, but not limited to, length of contract, standards of internal governance, adequacy of resources, levels of training, and adherence to labor and other social legislation.” Moreover, Section 4.1 states: “***However, considering that procuring entities have different needs and requirements, the minimum standard for each parameter shall be determined by the procuring entity.***”

1.3. In line with the intent and spirit of the above-mentioned resolution, BCDA has defined the two (2) major components of the security services that have to be provided by the Security Agency to be hired. These security services components include manpower and standard equipment requirements (Component 1) and special equipment and other forms of security services and capabilities (Component 2) that when taken as a whole would result to quality service.

II. APPROVED BUDGET FOR THE CONTRACT (ABC):

2.1. The BCDA invites all interested bidders to participate in a public bidding for the procurement of Security Services for AOR IA and IB with an Approved Budget for the Contract (ABC) for the first year inclusive of all applicable taxes and fees broken down as follows:

AOR	Component 1	Component 2	
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	(SG with Standard Package Requirements)			(Special Equipment & Services Requirements)	ABC for each AOR (for the 1 st Year)
	No. of SGs	No. of Duty Hour	Annual Budget		
IA - BCDA Corporate Center	10	12	P5,201,730.00	None	P5,201,730.00
IB - BCDA Facilities – PDS	4	12	P2,080,692.00	None	P5,201,730.00
	*6	12	*P3,121,038.00		
TOTAL ABC			P10,403,460.00		P10,403,460.00

* **Remarks:** NAPOLCOM to reimburse the expenses for the security services of six (6) SGs to BCDA based on the total of the monthly billings from the security agency.

2.2. The ABC for each of the AOR is the summation of the annual budget for each of the major components of the security services to be provided by the Security Agency. The components include the hiring of security guards and the standard package that goes with it, special tools and equipment, and other services that are described below. The Security Agency shall also provide the CCTV System; conduct background investigation and deploy K-9 services to BCDA for **FREE**. However, failure to provide the CCTV System shall be a ground for termination of the contract.

AOR IA (BCDA Corporate Center)

Components	Description	Cost/ABC	Remarks
Component 1: SO/SG with Standard Package Requirements (Refer to Annex A and A2 to A3 for SG and Standard Equipment Requirements and Annex A1 for Location Map of Security Posts)			
10 SO/SG	12-Hour Duty	P5,201,730.00	
Component 2: Special Equipment and Services Requirements (Refer to Annex A4 for the Specifications of Special Equipment and Services Requirements)			
CCTV System	24 Hours/7 Days Duty	None	a. to be provided/maintained by the agency for free; b. to be owned by BCDA upon the termination of contract;
Background Investigation (BI)	Conduct as required	None	a. P10,000.00/individual; b. At least 12 BI/year
K-9 Services	Deployment as required	None	Minimum 160-hour deployment per year; Deployment in excess of 160 hours shall be paid by BCDA at P5,000.00 per 8-hour deployment. (Package for the K9 and Handler);
Subtotal for Component 2		None	
TOTAL		P5,201,730.00	

AOR IB (BCDA Facilities – PDS)

Components	Description	Cost/ABC	Remarks
Component 1: SO/SG with Standard Package Requirements (Refer to Annex B and B2 to B3 for SG and Standard Equipment Requirements and Annex B1 for Location Map of Security Posts)			
10 SO/SG	12-Hour Duty	P5,201,730.00	
Component 2: Special Equipment and Services Requirements (Refer to Annex B4 for the Specifications of Special Equipment and Services Requirements)			
CCTV System	24 Hours/7 Days Duty	None	a. to be provided/maintained by the agency for free; b. to be owned by BCDA upon the termination of contract;

Background Investigation (BI)	Conduct as required	None	a. P10,000.00/individual; b. At least 12 BI/year
K-9 Services	Deployment as required	None	Minimum 160-hour deployment per year; Deployment in excess of 160 hours shall be paid by BCDA at P5,000.00 per 8-hour deployment. (Package for the K9 and Handler);
Subtotal for Component 2		None	
TOTAL		P5,201,730.00	

III. BIDDING FOR AOR II AND IA AND IB:

3.1. The Security Services for each of the AOR as described in paragraph III above shall be bid out separately. The bidding shall be conducted on the date, time, and place as published in the Invitation to Bid. The bid date will be scheduled for one (1) day and the sequence of bidding will be as follows:

- 3.1.1. Opening of Eligibility Documents
- 3.1.2. Opening of Financial Bids: AOR IA & AOR IB.

3.2. Qualified Security Agency can bid in one or more AOR. The Contract for Security Services in each particular AOR will be awarded to the bidder who has the "**Lowest Calculated and Responsive Bid**".

IV. DESCRIPTION OF THE AREAS OF RESPONSIBILITY (AOR):

4.1. AOR IA – BCDA Corporate Center:

4.1.1. Located at the 2nd Floor, Bonifacio Technology Center (BTC) Building, 31st Street corner 2nd Avenue, Bonifacio Global City, Taguig City. It covers the areas occupied by the BCDA Corporate Center and a portion of the Basement Parking Area.

4.2. AOR IB – BCDA Facilities – Pamayanang Diego Silang:

4.2.1. Located at the Pamayanang Diego Silang (PDS) Compound, Brgy Ususan (along C-5 Road), Taguig City. It is composed of the following buildings and facilities:

- a. BCDA Storage Building/Office (former BMHI Building);
- b. Stockroom and Parking Area located at the back of the BCDA Storage Building/Office;
- c. PDS Commercial Complex. A mini dry and wet market located within the PDS Compound;
- d. PDS Main Gate;
- e. Vacant Housing Units under NAPOLCOM.

4.3. The two (2) areas are independent from each other, each having its own security force and equipment.

V. MANPOWER REQUIREMENT:

5.1. The manpower requirements for the AORs are as follows:

AOR	Coverage	Number of SGs	Number of Relievers	No of Hours/Shift
IA	BCDA Corporate Center	10	2	12 hours
IB	BCDA Facilities - PDS	10	2	12 hours
TOTAL		20	4	

5.2. The Security Agency must be capable of increasing the number of guards deployed within fifteen (15) days upon receipt of the written communication from BCDA. In cases of extreme urgency, the contracted security agency may be required to immediately deploy a certain number of guards within two (2) days. Prior to the issuance of the written notice, SMD shall verbally notify the concerned agency of the need to prepare for the forthcoming changes in the deployment of guards.

5.3. Should the needs arise, the Security Agency must be able to provide the required number of guards for deployment to other BCDA areas, including areas being managed by its affiliates and subsidiaries.

5.4 It must be explicitly stated that based on the assessment of the security situation and security needs of BCDA, the number of deployed security personnel may either be reduced or increased by BCDA as the case may be. Therefore, BCDA may adopt other security measures to compensate for the reduced number of deployed guards and to improve security.

5.5. The Security Agency must be capable of deploying at least two (2) duly licensed Protective Agents to provide Security Escorts/VIP Security within 12-hour notice.

5.6. The Security Agency must be capable of deploying at least two (2) duly licensed Private Investigators to conduct background investigation of certain individuals/organizations upon the direction of Head, SMD and/or PCEO within 12-hour notice.

5.7. The Security Agency must be able to deploy in its AOR, a security detachment composed of at least 10% female security guards.

5.8. BCDA has the right to demand from the Security Agency for the immediate relief from post/duty of security officers/guards who are deemed undesirable or incompetent. The Security Agency shall immediately comply with such demand. However, it is the responsibility of the Security Agency to conduct investigation and observe due process in accordance with relevant labor laws and regulations and impose appropriate disciplinary action to erring security officers and guards. Failure of the Security Agency to observe due process in the imposition of disciplinary action and dismissal of security officers and guards shall be its sole consequential liability.

VI. POSTING/MANNING HOURS AND REQUIRED EQUIPMENT:

6.1. The Security Agency must ensure that all the security posts within its area/s of responsibility are manned in accordance with this TOR. ***Manning of posts shall be explicitly indicated in a 15-day permanent detail, duly signed by the Detachment Commander/OIC and approved by Head, Security Management Department (SMD) or the designated Senior Security Officer (SSO) for the AOR. The Security Agency shall also provide an appropriate number of guards and officer to act as relievers (in case of leave or other situation).***

6.2. The Security Agency shall render services twenty-four (24) hours a day, and seven (7) days a week in their respective AORs. Individual security officers/guards shall render six (6) days duty per week, in consonance with the provisions of the Labor Code except on extreme necessity, where a security officer/guard may render duty for seven (7) days a week.

6.3. Under any circumstance, a security guard shall not be allowed to render duties for two (2) successive shifts in one day (Straight duty for 24-hour period).

6.4. The Security Agency must provide the organizational and individual equipment enumerated in the attached posting/manning hours and required equipment per AOR. Equipment deployed shall be in good operational condition throughout the duration of the contract. Maintenance of said equipment shall be the responsibility of the Security Agency including adequate POL provisions for the vehicles (4-wheel vehicle and motorcycle)

6.5. It is the responsibility of the Security Agency to immediately repair or replace its defective equipment. Failure to repair or replace its damaged equipment within one (1) day, especially when the said equipment is/are badly needed at that time, would have an adverse impact on the performance rating of the Security Agency.

6.6. The Security Agency shall employ and/or deploy security officers and security guards only with the following training qualifications:

6.6.1. Mandatory Training (in accordance with RA 5487):

- a. Basic Security Officer/Guard Training Course;***
- b. Retraining/Refresher SO/SG Training Course;***
- c. Basic Marksmanship Training Course***

6.6.2. Optional training/seminars/skills which may contribute to their efficiency, effectiveness and quality of services:

- a. Basic Life Support Training/Seminar;***
- b. VIP Security Training/Seminar;***
- c. Marksmanship Refresher Training;***
- d. Information Collection Seminar;***
- e. Basic Report Writing Seminar;***
- f. Disaster and Emergency Response Training;***
- g. Computer Literacy Training for Security Officers;***
- h. CCTV Operations Seminar***

6.7. The Security Agency shall provide and/or shoulder the cost for the prevention and control of COVID-19 pandemics such as but not limited to the following: testing, disinfection facilities, hand sanitizers; personal protective equipment (PPEs i.e., face mask, face shields, ear protector, helmets, vests and ropes) signages and IEC materials for the proper orientation and training on COVID - 19 prevention and control for all security personnel assigned and/or performing duties in the AORs. This provision shall similarly apply to other health, environmental and other occupational hazards that may occur during the duration of the contract.

VII. SCOPE OF WORK:

7.1. The contracted Security Agency shall be primarily responsible for the safety and security of all BCDA personnel, properties, facilities & equipment, data & information and business operations within its assigned AOR. It shall be under the direct supervision, control and management of the Head, Security Management Department (SMD), BCDA;

7.2. Implement and enforce all applicable BCDA rules and regulations, standard operating procedures (SOPs) and other issuances relative to the maintenance of security and safety within the scope of work of the contracted Security Agency;

7.3. Provide quality security services on five areas of security, to wit: Personnel Security, Physical Security, Document Security, Communications Security, and Cyber-security.

7.3.1. Personnel Security - Secure and protect BCDA officers, employees and visitors from harm, harassment, threat and intimidation within the Security Agency's AOR;

7.3.2. Physical Security - Secure and protect BCDA structures, facilities, equipment and properties from acts of sabotage, theft, robbery, arson, vandalism, destruction and other criminal acts;

7.3.3. Document Security – Secure and protect documents and vital information from unauthorized disclosure, use, lost, and unsanctioned destruction; and allow easy but secured access of these documents and information to authorized personnel;

7.3.4. Communications Security - Prevent unauthorized users and/or interceptors from accessing radio and telecommunications.

7.3.5. Cyber-security - Implement (in its own ICT system) basic cyber-security systems, processes and measures designed to protect computers, networks and data from unauthorized access, vulnerabilities and attacks; and when required, assist the BCDA ICT Department in cyber-security.

7.4. Conduct regular or random emergency preparedness drills and simulation exercises for simple or multiple contingencies in coordination with Building/Facility Managers and/or local Disaster Response Mitigation Units.

7.5. Constitute a team to act as first responders to any emergency or contingency situation that were observed within the immediate area or reported to them by other persons; call the attention and update the Duty Officer of the prevailing situation and be prepared to hand over the responsibility to designated authority.

7.6. Provide special services such as security escort/VIP security and canine deployment as well as conduct of background investigation of personnel and organization as may be directed.

7.7. Install, operate and maintain the CCTV system to ensure efficient, effective and widest monitoring coverage of the AOR ; Render timely report of any damage or fault to the operation of the system so that BCDA can immediately respond to maintenance requirements.

7.8. For AOR IB, prevent dumping of garbage of any form in its AOR. In the event that guards fail to prevent the dumping of garbage, it is the responsibility of the Security Agency to immediately remove said garbage at its own expense. Otherwise, BCDA shall remove or dispose of the garbage and the expenses incurred therefrom shall be chargeable to the account of the Security Agency.

7.9. For AOR IB, prevent intrusion and proliferation of informal settlers and building of illegal/unauthorized structures within its AOR. Stop and demolish on-going illegal improvement of existing structures within seventy-two (72) hours upon discovery. Should the Security Agency fail to enforce this function, it shall compensate BCDA for the cost of demolition and eviction and pay BCDA the amount of P20,000.00 per structure illegally constructed during the period covered by the contract. The Security Agency shall also be required to reimburse/pay BCDA the cost of litigation in the eviction of such informal settlers and occupants.

7.10. In case of damage to or loss of BCDA properties due to negligence or failure of the guard/s to fulfill his/her obligations, the Security Agency is liable to compensate BCDA for the cost of losses or damages.

7.11. Submit the following reports:

- 7.11.1. Daily Activity and Situation Report.
- 7.11.2. Incident Report (If any; to be submitted with 24 hours)
- 7.11.3. Investigation Report (as necessary)
- 7.11.4. Special Reports (as needed by security and safety)
- 7.11.5. Information Reports (as obtained)
- 7.11.6. Accomplishment Reports:
 - a. Monthly – every 1st Monday of succeeding month
 - b. Quarterly – every 1st week of succeeding quarter

- c. Annual – every 2nd week of January
- 7.11.7. Roster of Guards (every 15th and 30th of the month)
- 7.11.8. Guard Deployment (every 15th & 30th of the month)
- 7.11.9. Daily Guard Detail;
- 7.11.10. *Other reports may be required by SMD, BCDA.***

7.12. Coordinate with the PNP, AFP and other friendly forces on matters related to the security and protection of respective AOR.

VIII. QUALIFICATIONS OF SECURITY AGENCY:

8.1. The Security Agency must have a valid regular License to Operate (LTO) and in continuous business operation as a Security Agency for the last five (5) years. Original copy of the LTO to be provided during the Post-Qualification Inspection.

8.2. The Security Agency must have at least 200 duly licensed security officers, security guards, protective agents and private investigators currently performing security duties in any part of the country. List of security personnel deployed per contract shall be presented during the Post-Qualification Inspection.

8.3. The Security Agency must have a Certificate of Non-Pending Cases issued by the Supervisory Office on Security and Investigation Agencies (SOSIA), PNP within six (6) months from the schedule of bid opening. The original copy shall be presented during the Post-Qualification Inspection.

8.4. The Security Agency has not been a security provider or is currently a security provider of a company or juridical entity with whom BCDA and/or its subsidiaries and affiliates have past or existing legal case/conflict.

8.5. For a Security Agency who had provided security services in the past or is currently providing security services to BCDA and/or its subsidiaries, the said Security Agency must have a good performance record in BCDA and/or its subsidiaries and affiliates.

8.6. The Security Agency must have the Information-Communication Technology (ICT) capability to conduct the following:

8.6.1. Record information and other data relative to the performance of the Security Agency's safety and security functions.

8.6.2. Electronically monitor, record, store (one month) and review the situation within the coverage of CCTV Systems.

8.6.3. Maintain e-files of 201 Records and biometrics of deployed security guards, relievers and identified security escorts.

8.6.4. Implement (in its own ICT system) basic cyber-security technologies, processes, measures designed to protect computers, networks and data from unauthorized access, vulnerabilities and attacks; and when required, assist the ICT Department and/or SMD, BCDA in cyber-security.

8.6.5. Communicate with SMD, BCDA through the internet.

8.7. The Security Agency must have a pool of duly licensed private investigators who are capable of conducting background investigation of certain individuals/organizations upon the direction of Head, SMD and/or PCEO.

8.8. The Security Agency must have a pool of duly licensed protective agents who are capable and properly equipped to provide covert security coverage to VIPs or BCDA staff or employees upon the direction of the Head, SMD and/or PCEO;

8.9. The Security Agency must be capable of providing K9 services within 24-hour notice. For this purpose, a security agency may either have its own K9 services or have an existing service contract with K9 Service Company. K-9 dogs and its handlers shall be transported on separate vehicles and deployed in coordination with SMD.

8.10. The Security Agency must be capable of providing billeting facilities for their Security Officers and Guards, the location of which shall be accessible by land transportation and within two (2) kilometer radius from either the Detachment Headquarters or Security Posts. Expenses for rent for the billeting facility and other utilities shall be paid by the Security Agency.

8.11. Pursuant to 23.5.3 of the IRR to RA 9184, the Security Agency/Bidder must have completed within a period of at least three (3) years of a single contract equivalent to at least 50% of the ABC; or at least two (2) similar contracts and the aggregate contract amount should be equivalent to at least 50% of the ABC. For this purpose, "Similar Contracts" shall refer to contracts involving the provision of security services.

8.12. The Security Agency/Bidder must certify under oath as to the correctness of the statements made and the completeness and authenticity of all the documents submitted. Documentary requirements shall be validated during the post qualification.

8.13. Former and current security providers of BCDA, to include their subsidiaries and affiliates, who have been rated "**Poor**" during the conduct of periodic Performance Evaluation and Inspection and/or who has been "**blacklisted**" by BCDA due to the security agency's violation of its contract with BCDA Groups shall not be allowed to participate in the bidding.

IX. QUALIFICATIONS OF SECURITY OFFICERS AND SECURITY GUARDS:

9.1. The Security Officers (Detachment Commander, Assistant Detachment Commander, Shift-In-Charge) must:

9.1.1. Have satisfied the basic qualifications required in Section 4 of Republic Act No. 5487 as amended (an act governing the organization and

management of Private Security Agencies, Company Guards Forces and Government Security Forces);

9.1.2. At least be five (5) feet and seven (7) inches in height and must not be more than fifty (50) years old at the time of acceptance;

9.1.3. Must be a licensed professional driver (Restrictions 1 & 2);

9.1.4. Knowledgeable about Microsoft and Google Applications;

9.1.5. Knowledgeable of CCTV operations/image interpretations;

9.1.6. Former AFP/PNP personnel must either be retired or honorably separated from the Service (copy of retirement order or honorable discharge order duly authenticated by competent authorities must be submitted);

9.1.7. Must possess the necessary clearances from Barangay, PNP, NBI and **RTC** and have passed the Neuro-Psychiatric Test and Drug Test.

9.2. The Security Guards to be deployed must:

9.2.1 Have satisfied the basic qualifications provided in Section 2 and 3 of Republic Act No. 5487 as amended (an act governing the organization and management of Private Security Agencies, Company Guards and Government Security Forces);

9.2.2. At least be five (5) feet and five (5) inches in height for male and five (5) feet and two (2) inches in height for female;

9.2.3. Possess the necessary clearances from the Barangay, PNP, NBI and RTC and have passed the Neuro-Psychiatric Test and Drug Test;

9.2.4. Must have undergone training on First Aid and Life Saving Techniques or is willing to undergo similar training within the duration of the contract.

9.3 The Security Agency shall submit bio-data and work employment records with corresponding description of expertise and experience of the nominated Detachment Commander; Assistant Detachment Commander, Shift-In-Charge and Security Guards for review by BCDA. Acceptance or denial of the nominated Security Officers and Guards shall be determined by SMD, BCDA.

9.4 The Security Agency shall submit to SMD, BCDA, the 201 Files of all deployed security officers and guards to include Personal Data Sheet, copies of Security Licenses, Certificates of Completion of Training for security officers/guards, Brgy, NBI, PNP and RTC Clearances and Results of Neuro-Psychiatric Test and Drug Tests.

9.5. The Security Agency shall certify under oath as to the correctness of the statements made, and completeness and authenticity of the documents submitted.

Qualifications of Security Officers and security guards shall be validated during the Post-Qualification Inspection.

X. CONCEPT PLAN AND COMPREHENSIVE SECURITY PLAN:

10.1. The Conceptual Security Plan shall be submitted as part of the eligibility document. This plan explains the concept of safety and security that the Security Agency envisions to implement in the AOR on bid.

10.2. The Comprehensive Security Plan of the winning bidder shall be submitted to BCDA upon issuance of Notice of Award (NOA) for review. BCDA shall notify the Security Agency on revisions, if any. Thereafter, the final Security Plan including ***corresponding Standard Operating Procedures (SOPs) for fire, bomb threat, earthquake, typhoon and other contingencies*** must be submitted to SMD, BCDA upon issuance of the Notice to Proceed.

XI. PAYMENT, RATE AND WAGE ADJUSTMENT OF SECURITY GUARDS:

11.1. The Security Agency shall guarantee each security officer/guard a pay rate not lower than the minimum wage rate published by the Philippine Association of Detective and Protective Agency Operators, Inc. (PADPAO) in relation to the rate approved by the respective Regional Wage Boards and other remuneration and benefits as provided for by the Labor Code of the Philippines.

11.2. The Security Agency must ensure and/or guarantee the timely release and/or disbursement of the salaries of the security guards every 5th and 20th day of the month;

11.3. The Security Agency shall regularly provide each security officer/guard copy of official individual pay slip every month indicating therein the summary of their salaries, allowances, bonuses, remittances to SSS, Pag-IBIG, PhilHealth and other authorized deductions.

11.4. The Security Agency shall timely and regularly remit all obligations (Amount to government in favor of the guard) for SSS, PhilHealth, Pag-Ibig and other mandatory remittances, i.e. withholding tax on compensation, as deducted from the pay and allowances of the security officers/guards ***not later than the 15th day of the following month.***

11.5. The Security Agency shall be entitled to request from BCDA for adjustment of the contract price in the event the minimum wage is increased or where there is an increase in the fringe benefits in favor of the guards pursuant to law, executive order, decree or wage order; provided that the Security Agency shall presents acceptable proof thereof, e.g. copy of a wage order certified by PADPAO through its Committee on PADPAO Rate Computation.

11.6. BCDA has the right to demand from the Security Agency, proof of compliance of its obligations under sub-clauses 11.1 to 11.4.

11.7. The adjustment of the contract price, unless otherwise amended and/or superseded by law, shall be computed as follows:

11.7.1. Only the “**amount to guard and government**” shall be adjusted and **not** the Agency Fee; and

11.7.2. The 12% VAT shall only be imposed on the Agency Fee and **not** on the amount to guard and government, in accordance with BIR Revenue Memorandum Circular No. 39-2007, as applied to wage orders issued by PADPAO.

XII. POSTING OF PERFORMANCE AND WAGE SECURITIES:

12.1. Performance Security

To guarantee the faithful performance of the Security Agency of its responsibilities and obligations under the Contract, and the payment to BCDA for losses, and/or damages suffered thereby and such other liabilities that the Agency may have incurred during its tour of duty arising from unsatisfactory performance or non-performance under the Contract, the Agency shall post a performance security in favor of BCDA in the form of Cash, Cashier’s or Manager’s Check (equivalent to 5% of the ABC) or Surety Bond (equivalent to 30% of the ABC).

12.2. Wage Security

12.2.1. Similarly, to answer for the wages due the security guards should the Security Agency fail to pay the same, the Security Agency must post a wage security in favor of BCDA equivalent to three (3) months’ cost of labor in the AOR.

12.2.2. The performance and wage securities shall be callable on demand and shall have a validity period equal to the duration of the contract including its renewal or extension, if any, plus three (3) months.

12.3. Adjustment and Performance Wage Securities

In case of change in contract price arising from additional deployment of guard force or wage adjustments pursuant to law, executive order, decree or wage order, the afore-cited performance and wage securities shall be accordingly upgraded.

XIII. MEDICAL AND RISK INSURANCE:

13.1. The Security Agency must ensure that all security officers and guards to be deployed including authorized relievers shall have full medical coverage for all types of sickness and emergencies.

13.2. The Security Agency must ensure that all security officers and guards to be deployed including authorized relievers shall have either individual or group insurance coverage in case of death or complete/partial disability.

XIV. CONFIDENTIALITY CLAUSE:

14.1. All information, data and documents concerning the business and affairs of BCDA which are classified as confidential shall be treated accordingly by the Security Agency and its Security Officers/Guards and shall not be communicated or disclosed to any person or entity without prior written clearance from BCDA.

14.2. In the event that the Security Agency fails to comply with this Confidentiality Clause, BCDA shall have the option to apply pertinent provisions of RA 5487 and other applicable charges provided for under the Table of Offenses and Penalties hereto attached.

14.3. In the event that the disclosure of the confidential information and or documents is made by the Security Agency to any person or entity after the termination of its contract with BCDA, the latter shall have the right to seek redress and compensation through legal proceedings in a court of law

14.4. For the above-stated purposes, a non-disclosure agreement with BCDA shall form part of the contract between the Security Agency and BCDA.

XV. PENALTY CLAUSE:

15.1 The Security Agency, Security Officers and Security Guards shall be penalized for failure to comply with the provisions of this TOR based on the Table of Offenses and Penalties (**Annex D**) and other applicable provisions of RA 5487.

XVI. DURATION AND EXTENSION OF CONTRACT:

16.1. The Security Agency shall provide Security Services to BCDA for a contract period of three (3) years, subject to renewal annually based on any or all of the following criteria:

- 16.1.1. Results of Performance Evaluation and Inspection (PEI);
- 16.1.2. Security Threat/Risk Assessment.

16.2. It is understood that paragraph 16.1 above allows BCDA to exercise its right to either extend or terminate the Contract based on the results of the PEI for the preceding semester and/or the security threat/risk assessment for the last six (6) months.

16.3. After the contract period of three (3) years, the Contract may be extended for a maximum of twelve (12) months, renewable monthly, subject to the extension of contracts as defined in the Amended IRR of R.A. 9184, results of the PEI of the Security Agency, exigency of service, availability of funds and upon mutual agreement of the parties.

16.4. Level of Performance:

16.4.1. The Security Agency shall maintain at least a rating of “**Satisfactory**” level of performance in the first six months period of the term of the contract and “**Very Good**” to “**Excellent**” in the succeeding periods based on the

performance criteria which shall include, among others; (i) quality of service delivered; (ii) compliance to required resources and scope of work; (iii) standards of internal governance; (iv) training and suitability of personnel; (v) contract administration and management; and (vi) provision of regular and special reports on the status of BCDA's premises in terms of security in accordance with the security plan.

16.4.2. The conduct of Performance Evaluation and Inspection of the Security Agency shall be conducted by a 7-man Committee headed by the SVP for Corporate Services Group and three (3) members from SMD and three (3) other members from other Departments duly authorized by PCEO, BCDA. The PSEI Report of the Committee shall serve as basis for either the termination or renewal of the contract for another one (1) year or until the final three (3)-year period shall have been completed in accordance with Government Procurement Policy Board (GPPB) implementing rules and regulations.

16.4.3. Based on the assessment, the BCDA may terminate the Contract of the Security Agency for its "poor performance" (not within the BCDA's Standard Level of Performance, i.e. poor and satisfactory) or failure to comply with its obligations as stipulated in the contract.

16.4.5. Level of Performance Rating. The detailed rating system for the Performance Evaluation and Inspection (PEI) shall be provided to the contracted Security Agency. The level of performance shall be rated according to the following:

LEVEL OF PERFORMANCE RATING

Adjectival Rating	Numerical Rating	Description of Rating
Poor	74.99 and below	Fails to meet most of the requirements of BCDA in terms of admin and operational capability. Poor quality of services.
Below Satisfactory	75 – 79.99	Meets most of the requirements but several violations were noted. The quality of services is very much wanted.
Satisfactory	80 – 84.99	Meets all the requirements but with minor violations. The quality of services needs further improvement.
Good	85 – 89.99	Meets all the requirements and no violations but the quality of services needs further improvement.
Very Good	90 – 94.99	Meets all the requirements and no violation. The quality of services needs minimal improvement.
Excellent	95 – 100	Achieves the highest standard for quality-security services as required by BCDA.

XVII. TERMINATION:

17.1. Either party may, at any given time, terminate the Contract for breach of any of the provisions thereof and other legal causes by serving a written notice to the other party at least thirty (30) days before the intended date of termination.

LIST OF ANNEXES:

- A - Security Guard Requirements for AOR IA
- A1. - Location Map of Security Posts for AOR IA
- A2. - Standard Equipment Requirements for AOR IA
- A3. - Standard First Aid Kit Requirements for Detachment Headquarters for AOR IA
- A4 - Specifications of Special Equipment and Services Requirements for AOR IA
- B - Security Guard Requirements for AOR IB
- B1. - Location Map of Security Posts for AOR IB
- B2 - Standard Equipment Requirements for AOR IB
- B3. - Standard First Aid Kit Requirements for Detachment Headquarters for AOR IB
- B4 - Specifications of Special Equipment and Services Requirements for AOR IB
- C - Table of Offenses and Penalties

Annex “B”

Bidding Forms

Bid Form

Date: _____
 Invitation to Bid N^o: _____

To: BASES CONVERSION AND DEVELOPMENT AUTHORITY
 2nd Floor Bonifacio Technology Center
 31st St., Cor. 2nd Ave., Bonifacio Global City
 Taguig City

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *Bid for the Procurement of IT Equipment and Software 2021* in conformity with the said Bidding Documents for the following specifications:

ITEM(S)	TOTAL BID AMOUNT IN FIGURES	TOTAL AMOUNT IN WORDS

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in **BDS** provision for **ITB** Clause 18.2 and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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:²

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____		_____

² Applicable only if the Funding Source is the ADB, JICA or WB.

(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 as per **ITB** Clause 5 of the Bidding Documents.

We likewise certify/confirm that the undersigned, *[for sole proprietorships, insert: as the owner and sole proprietor or authorized representative of Name of Bidder, has the full power and authority to participate, submit the bid, and to sign and execute the ensuing contract, on the latter's behalf for the Name of Project of the Name of the Procuring Entity] [for partnerships, corporations, cooperatives, or joint ventures, insert: is granted full power and authority by the Name of Bidder, to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf for Name of Project of the Name of the Procuring Entity].*

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.

Dated this _____ day of _____ 20_____.

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

Omnibus Sworn Statement

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;
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 following responsibilities as a Bidder:
- a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure 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.

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

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ___ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice

(A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ____ at _____.

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

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

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

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

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

BID SECURING DECLARATION FORM

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

X-----X

BID SECURING DECLARATION
Invitation to Bid: [Insert Reference number]

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

I/We³, 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 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 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;
 - (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.

³ Select one and delete the other. Adopt the same instruction for similar terms throughout the document.

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'S AUTHORIZED REPRESENTATIVE]
[Insert Signatory's Legal Capacity]
Affiant

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

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

NAME OF NOTARY PUBLIC

Serial No. of Commission _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. _____ [date issued], [place issued]
IBP No. _____ [date issued], [place issued]

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

Sample Forms: Goods and Services for Ongoing and Completed Contracts

SF-G&S-19A

Statement of All Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started

Business Name : _____
 Business Address : _____

Name of the Contract	Date of the Contract	Contract Duration	Owner's Name and Address	Kinds of Goods	Amount of Contract	Value of Outstanding Contracts	Date of Delivery
Government Contracts:							
1.							
2.							
Private Contracts:							
1.							
2.							
Total Amount:							

*Continue in a separate sheet if necessary.

Submitted by : _____
 Signature over Printed Name of Authorized Representative

Date : _____

Note:

- If there is no ongoing contract including those awarded but not yet started, state none or equivalent term.
- The total amount of the ongoing and awarded but not yet started contracts should be consistent with those used in the Net Financial Contracting Capacity (NFCC).]

**Statement of Single Largest Completed Contract (SLCC)
Similar in Nature to the Contract to be Bid**

Business Name : _____
 Business Address : _____

Name of the Contract	Date of the Contract	Contract Duration	Owner's Name and Address	Kinds of Goods	Amount of Contract	Date of Delivery

Submitted by : _____
 Signature over Printed Name of Authorized Representative

Date : _____

Note:

This statement shall be supported by ANY of the following:

- End User's Acceptance; or
- Official Receipt of the last payment received; or
- Sales Invoice

FINANCIAL DOCUMENTS FOR ELIGIBILITY CHECK

- A. Summary of the Applicant Supplier's/Distributor's/Manufacturer's assets and liabilities on the basis of the attached income tax return and audited financial statement, stamped "RECEIVED" by the Bureau of Internal Revenue or BIR authorized collecting agent, for the immediately preceding year and a certified copy of Schedule of Fixed Assets particularly the list of construction equipment.

		Year 20
1.	Total Assets	
2.	Current Assets	
3.	Total Liabilities	
4.	Current Liabilities	
5.	Net Worth (1-3)	
6.	Net Working Capital (2-4)	

- B. The Net Financial Contracting Capacity (NFCC) based on the above data is computed as follows:
 NFCC = K (current asset – current liabilities) minus value of all outstanding works under ongoing contracts including awarded contracts yet to be started

NFCC = P _____

$K = 15$

Submitted by:

 Name of Supplier / Distributor / Manufacturer

 Signature of Authorized Representative
 Date : _____

NOTE:

1. If Partnership or Joint Venture, each Partner or Member Firm of Joint Venture shall submit the above requirements.

**PROCUREMENT OF SECURITY SERVICES FOR AOR 1A (BCDA CORPORATE CENTER) AND
AOR 1B (BCDA FACILITIES– PAMAYANANG DIEGO SILANG/ BCDA HOLDINGS &
MANAGEMENT INC)**

SCHEDULE OF BIDDING ACTIVITIES*

No.	ACTIVITIES	DATE/SCHEDULE (2021)
1	Pre-Procurement Conference	04 May
2	Posting / Publication (Website, PhilGEPS, BCDA Premises & Newspaper)	May 12
3	Issuance of Bid Documents	May 12 – June 3
4	Pre-Bid Conference	10:00 AM ; 20 May
5	Deadline for Request for Clarification, if any	24 May
6	Issuance of Bid Bulletin, if any	27 May
7	Deadline for Submission of the ff: <ul style="list-style-type: none"> • Eligibility Requirements • Financial Proposal 	03 June 9:00 AM
8	Opening of the ff: <ul style="list-style-type: none"> • Eligibility Requirements • Financial Proposal 	03 June 10:00 AM
9	Bid Evaluation (TWG 's detailed evaluation of the submitted bids)	04 June
10	Sending of letter to the Bidder with LCB advising them on the conduct of Post-Qualification	07 June
11	Post Qualification on the Bidder with LCB or succeeding LCB (if any)	08-09 June
12	Deliberation by BAC of the Results of Post qualification	11 June
13	Issuance of BAC's Recommendation (based on the Results of Post-Qual)	On or before 14 June 2021
14	Approval of BAC Resolution and Issuance of Notice of Award*	On or before 16 June 2021
15	Issuance of Notice to Proceed and Contract Signing	On or before 22 June 2021

****Subject to change***

