

# **Philippine Bidding Documents**

(As Harmonized with Development Partners)

## **Procurement of Security Services for AOR II (Fort Bonifacio Open Area), AOR IVA (BCDA Clark Facilities), AOR IVB (New Clark City Project Areas) and AOR IVC (NGAC Sports Facilities)**

Government of the Republic of the Philippines

**Sixth Edition**

**July 2020**

# Preface

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

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

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

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

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

document, although they contain instructions that the Procuring Entity should strictly follow.

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

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

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

**BAC** – Bids and Awards Committee.

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

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

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

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

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

**CDA** - Cooperative Development Authority.

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

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

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

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

**EXW** – Ex works.

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

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

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

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

**GFI** – Government Financial Institution.

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

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

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

**Infrastructure Projects** – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

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

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

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

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

**UN** – United Nations.

## **Invitation to Bid**

### **PROCUREMENT OF SECURITY SERVICES FOR AOR II (FORT BONIFACIO OPEN AREA), AOR IVA (BCDA CLARK FACILITIES), AOR IVB (NEW CLARK CITY), AND AOR IVC (NGAC SPORTS FACILITIES) UNDER A THREE (3)-YEAR TERM**

1. The **BASES CONVERSION AND DEVELOPMENT AUTHORITY** (hereinafter referred to as **BCDA**), through the 2023 Corporate Operating Budget and General Appropriation Act intends to apply the sum of **FIFTY-FIVE MILLION NINE HUNDRED FIFTEEN THOUSAND EIGHT HUNDRED SIXTY-SIX PESOS (PhP55,915,866.00)** being the Approved Budget for the Contract (ABC) to payments for the first year of the **Procurement of Security Services for AOR II (Fort Bonifacio Open Area), AOR IVA (BCDA Clark Facilities), AOR IVB (New Clark City Project Areas) and AOR IVC (NGAC Sports Facilities) under a three (3)-year term**, inclusive of all applicable government taxes and fees, with breakdown as follows:

LOT	AOR	PROJECT IDENTIFICATION NO.	COMPONENT 1 (SG with Standard Package Requirements)			COMPONENT 2 (Special Equipment & Services Requirements)	Source of Fund	ABC for the 1 <sup>st</sup> Year (in Php)
			No. of SGs	No. of Duty Hours	Annual Budget			
LOT A	AOR II–Fort Bonifacio Open Area	BG2023-057	26	12	₱14,884,194.00	None	COB	₱14,884,194.00
LOT B	AOR IVA– BCDA Facilities Clark	BG2023-059	26	12	₱12,122,994.00	None	COB	₱12,122,994.00
LOT C	AOR IVB–New Clark City Project Areas	BG2023-060	32	12	₱14,920,608.00	None	COB	₱14,920,608.00
LOT D	AOR IVC–NCC/NGAC Sport Facilities	BG2023-214	30	12	₱13,988,070.00	None	GAA Fund	₱13,988,070.00
<b>TOTAL ABC</b>					<b>₱55,915,866.00</b>			<b>₱55,915,866.00</b>

Reference: Wage Order No. NCR 23 & RB III-23 effective 1 January 2023 (**Annex C**)

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

2. The BCDA now invites bids for the **Procurement of Security Services for AOR II (Fort Bonifacio Open Area), AOR IVA (BCDA Clark Facilities), AOR IVB (New Clark City Project Areas) and AOR IVC (NGAC Sports Facilities) under a three (3)-year term**. The delivery of the Goods is required on or before **16 August 2023 (Wednesday)**. Bidders should have completed, within three (3) years prior from the date of submission and receipt of bids, a contract similar to the Project.

The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instruction to Bidders.

3. Bidding will be conducted through open competitive bidding procedure using a non-discretionary “pass/fail” criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184, otherwise known as the “Government Procurement Reform Act”.



Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information from BCDA and inspect the Bidding Documents at the address given below from Monday to Friday, from **8:00 AM - 5:00 PM** and /or at the BCDA website (<https://bcda.gov.ph/bids>).
5. A complete set of Bidding Documents may be acquired by interested Bidders from the BCDA Corporate Center, 2<sup>nd</sup> Floor Bonifacio Technology Center, 31<sup>st</sup> St. cor. 2<sup>nd</sup> Avenue, Bonifacio Global City, Taguig City, starting **01 July 2023 to 23 July 2023 from 8:00 AM to 5:00 PM**, except Saturdays, Sundays and Holidays, and until **9:00 AM on 24 July 2023 (Monday)**, upon payment of an applicable fee, pursuant to the latest Guidelines issued by the GPPB,

Lot	Description	Cost of Bidding Documents
A	<b>AOR II – Fort Bonifacio Open Area</b>	10,000
B	<b>AOR IVA – BCDA Facilities Clark</b>	10,000
C	<b>AOR IVB – New Clark City Project Areas</b>	10,000
D	<b>AOR IVC – NCC/NGAC Sport Facilities</b>	10,000

If the bidder opts to bid for all lots, the cost of the bidding documents is Php40,000.00.

The Procuring Entity shall allow the bidder to present its proof of payment for the fees in cash, manager's check or via online fund transfer to BCDA Account.

The Bidding Documents may also be downloaded from the website of the Philippine Government Electronic Procurement System (PhilGEPs) and the website of BCDA ([www.bcda.gov.ph](http://www.bcda.gov.ph)). Only bidders who purchased the Bidding Documents will be allowed to submit bids.

6. BCDA shall hold a Pre-Bid Conference on **10 July 2023 (Monday) at 10:00 AM** at BCDA Corporate Center 2nd Floor Bonifacio Technology Center, 31st Street Corner 2nd Avenue, Bonifacio Global City, Taguig and/or through video conferencing or webcasting via Zoom or Google Meet, which shall be open to prospective bidders. To be able to **join the online pre-bid conference**, a written request shall be made/e-mailed to the BAC-G Secretariat by the prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission on or before **9:00 AM on 24 July 2023 (Monday)** at the office address indicated below. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **Instructions To Bidders (ITB)** Clause 14.
9. Bid opening shall be on **24 July 2023 (Monday) at 10:00 AM** at the same address given below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The Pre-bid Conference and the Opening of Bids are hybrid events. Prospective bidders may choose to attend online via zoom or in person at the BTC Office, subject to a written request by the bidder.

For those attending in person, the following guidelines must be followed:

- Attendees to the Pre-bid Conference and Opening of Bids will be required to follow the BCDA Health Protocols; and
  - Observers/representatives who show signs of COVID-19 related symptoms will not be allowed entry into the BCDA premises.
11. BCDA reserves the right to waive minor defects in forms and requirements as long as they do not affect the genuineness and authenticity of the documents submitted.
  12. 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 Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
  13. For more information, please refer to:  
Ms. Jeanette H. Cruz  
BAC-G Secretariat  
BCDA Corporate Center, 2nd Floor Bonifacio Technology Center, 31st St. cor. 2nd Avenue,  
Bonifacio Global City, Taguig City.  
(02)8575-1774, [bacgsecretariat@bcda.gov.ph](mailto:bacgsecretariat@bcda.gov.ph)
  14. You may visit the following website for downloading of Bidding Documents:  
<https://www.bcda.gov.ph/bids>

**Date of Issuance: 01 July 2023 (Saturday).**

**BIDS AND AWARDS COMMITTEE FOR GOODS**

By:



**RICHARD BRIAN M. CEPE**

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 II (Fort Bonifacio Open Area), AOR IVA (BCDA Clark Facilities), AOR IVB (New Clark City Project Areas) and AOR IVC (NGAC Sports Facilities) as described in the Technical Specification herein the bidding documents (hereinafter referred to as the “Goods”)*, with identification number as describe in Section VII. Technical Specification.

The Procurement Project (referred to herein as “Project”) is composed of four (4) Lots: Lot A - AOR II Fort Bonifacio Open Area, Lot B - AOR IVA BCDA Clark Facilities, Lot C - AOR IVB New Clark City Project Areas, and Lot D - AOR IVC NGAC Sports Facilities, 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 II (Fort Bonifacio Open Area), AOR IVA (BCDA Clark Facilities), AOR IVB (New Clark City Project Areas) and AOR IVC (NGAC Sport Facilities)* in the amount of ***Fifty-Five Million Nine Hundred Fifteen Thousand Eight Hundred Sixty-Six Pesos (PhP55,915,866.00)*** for the first year; inclusive of government taxes and fees.

<b>Lot</b>	<b>AOR</b>	<b>Component 2 (Special Equipment &amp; Services Requirements)</b>	<b>Source of Fund</b>	<b>ABC for the 1<sup>st</sup> Year (in Php)</b>
LOT A	AOR II - Fort Bonifacio Open Area	None	COB	₱14,884,194.00
LOT B	AOR IVA - BCDA Facilities Clark	None	COB	₱12,122,994.00
LOT C	AOR IVB - New Clark City Project Areas	None	COB	₱14,920,608.00
LOT D	AOR IVC - NCC/NGAC Sport Facilities	None	GAA Fund	₱13,988,070.00
	<b>TOTAL ABC</b>			<b>₱55,915,866.00</b>

### **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 ***10 July 2023 at 10:00 AM*** at the ***BCDA Corporate Center, 2<sup>nd</sup> Floor, Bonifacio Technology Center 31<sup>st</sup> Street corner 2<sup>nd</sup> 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* prior to the deadline for the submission and receipt of bids.

10.3 If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

## 11. Documents comprising the Bid: Financial Component

11.1 The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.

11.2 If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.

11.3 Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.

11.4 For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

## 12. Bid Prices

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

a. For Goods offered from within the Procuring Entity's country:

i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);

ii. The cost of all customs duties and sales and other taxes already paid or payable;

iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and

iv. The price of other (incidental) services, if any, listed in e.

b. For Goods offered from abroad:

i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.

ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

### **13. Bid and Payment Currencies**

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

13.2 Payment of the contract price shall be made in Philippine Pesos.

### **14. Bid Security**

14.1 The Bidder shall submit a Bid Securing Declaration 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.

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

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

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

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

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

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

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

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



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

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

## **18. Domestic Preference**

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

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

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

19.2 If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case may be. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.

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

19.4 The Project shall be awarded as follows:

**One Project having several items grouped into several lots, which shall be awarded as separate contracts per lot.**

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**

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

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

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

## *Section III. Bid Data Sheet*

<b>ITB Clause</b>																					
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p style="margin-left: 40px;">a. Procurement for Security Services.</p> <p style="margin-left: 40px;">b. Completed within three (3) years prior to the deadline for the submission and receipt of bids.</p>																				
7.1	<p>a. Under the (“Special Equipment and Services) Requirement, bidders who have K9 Service should provide a certification to its available in-house K9 services.</p> <p>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.</p> <p>c. The sub-contracting of the K9 Services shall not relieve the bidder from any liability or obligations under the contract.</p> <p>d. The certification or the sub-contract or MOA with the agency/institution providing K9 services shall be provided by the winning bidder after the issuance of Notice to Proceed.</p>																				
12	The price of the Goods shall be quoted delivered duty paid <i>in Philippine Pesos</i> .																				
14.1	The bid security shall be in the form of a <b>Bid Securing Declaration</b> , or any of the following forms and amounts:																				
	<p>a. The amount of not less than <i>two percent (2%) of ABC for each lot</i>, if bid security is in cash, cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit; or</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Lot</th> <th style="text-align: center;">AOR</th> <th style="text-align: center;">ABC for the 1<sup>st</sup> Year (in Php)</th> <th style="text-align: center;">2% Per Lot</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">LOT A</td> <td>AOR II - Fort Bonifacio Open Area</td> <td style="text-align: right;">P14,884,194.00</td> <td style="text-align: right;">297,683.88</td> </tr> <tr> <td style="text-align: center;">LOT B</td> <td>AOR IVA - BCDA Facilities Clark</td> <td style="text-align: right;">P12,122,994.00</td> <td style="text-align: right;">242,459.88</td> </tr> <tr> <td style="text-align: center;">LOT C</td> <td>AOR IVB - New Clark City</td> <td style="text-align: right;">P14,920,608.00</td> <td style="text-align: right;">298,412.16</td> </tr> <tr> <td style="text-align: center;">LOT D</td> <td>AOR IA - NGAC Sport Facilities</td> <td style="text-align: right;">P13,988,070.00</td> <td style="text-align: right;">279,761.40</td> </tr> </tbody> </table>	Lot	AOR	ABC for the 1 <sup>st</sup> Year (in Php)	2% Per Lot	LOT A	AOR II - Fort Bonifacio Open Area	P14,884,194.00	297,683.88	LOT B	AOR IVA - BCDA Facilities Clark	P12,122,994.00	242,459.88	LOT C	AOR IVB - New Clark City	P14,920,608.00	298,412.16	LOT D	AOR IA - NGAC Sport Facilities	P13,988,070.00	279,761.40
Lot	AOR	ABC for the 1 <sup>st</sup> Year (in Php)	2% Per Lot																		
LOT A	AOR II - Fort Bonifacio Open Area	P14,884,194.00	297,683.88																		
LOT B	AOR IVA - BCDA Facilities Clark	P12,122,994.00	242,459.88																		
LOT C	AOR IVB - New Clark City	P14,920,608.00	298,412.16																		
LOT D	AOR IA - NGAC Sport Facilities	P13,988,070.00	279,761.40																		

b. The amount of not less than *five percent (5%) of ABC for each lot*, if bid security is in Surety Bond.

<b>Lot</b>	<b>AOR</b>	<b>ABC for the 1<sup>st</sup> Year (in Php)</b>	<b>5% Per Lot</b>
<b>LOT A</b>	<b>AOR II - Fort Bonifacio Open Area</b>	<b>₱14,884,194.00</b>	<b>744,209.70</b>
<b>LOT B</b>	<b>AOR IVA - BCDA Facilities Clark</b>	<b>₱12,122,994.00</b>	<b>606,149.70</b>
<b>LOT C</b>	<b>AOR IVB - New Clark City</b>	<b>₱14,920,608.00</b>	<b>746,030.40</b>
<b>LOT D</b>	<b>AOR IA - NGAC Sport Facilities</b>	<b>₱13,988,070.00</b>	<b>699,403.50</b>

19.3

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.

Lot	AOR	Component 1 (SG with Standard Package Requirements)			Component 2 (Special Equipment & Services Requirements)	ABC for the 1 <sup>st</sup> Year (in Php)
		No. of SGs	No. of Duty Hour	Annual Budget		
LOT A	AOR II	26	12	P14,884,194.00	None	P14,884,194.00
LOT B	AOR IVA	26	12	P12,122,994.00	None	P12,122,994.00
LOT C	AOR IVB	32	12	P14,920,608.00	None	P14,920,608.00
LOT D	AOR IVC	30	12	P13,988,070.00	None	P13,988,070.00
	TOTAL ABC			P55,915,886.00		P55,915,886.00

**LOT A - AOR II (Open Area Fort Bonifacio)**

Components	Description	Cost/ABC	Remarks
Component 1: SO/SG with Standard Package Requirements (Refer to Annex A1, A3 and A4 for SG and Standard Equipment Requirements and Annex A2 for Location Map of Security Posts)			
26 SO/SG	12-Hour Duty	P14,884,194.00	
Component 2: Special Equipment and Services Requirements (Refer to Annex A4 for the Specifications)			
CCTV System	24 Hours/7 Days Duty	None	a. to be provided/maintained by agency for free;  b. to be owned by BCDA upon the termination of contract;
Background Investigation (BI)	Conduct as required	None	a. Minimum of 12 BI / year for FREE.

				b. BI in excess of 12 per year shall be paid by BCDA at P10,000.00 per individual/subject;
K-9 Services	Deployment as required	None		a. Minimum 32-hour deployment per month for FREE  b. Deployment in excess of 32 hours shall be paid by BCDA at P5,000.00 per 8-hour deployment. (Package is for one (1) Security Handler and one (1) K9)
Subtotal for Component 2		None		Billings for BI and K9 deployments shall be made separate from the regular security agency billings.
<b>TOTAL</b>			<b>₱14,884,194.00</b>	

**LOT B - AOR IVA (BCDA Clark Facilities)**

<b>Components</b>	<b>Description</b>	<b>Cost/ABC</b>	<b>Remarks</b>
Component 1: SO/SG with Standard Package Requirements (Refer to Annex B1, B3 and B3.1 for SG and Standard Equipment Requirements and Annex B2 for Location Map of Security Posts)			
<b>26 SO/SG</b>	12-Hour Duty	<b>₱12,122,194.00</b>	
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. Minimum of 12 BI / year for FREE. b. BI in excess of 12 per year shall be paid by BCDA at P10,000.00 per individual/subject;
K-9 Services	Deployment as required	None	a. Minimum 32-hour deployment per month for FREE

		b. Deployment in excess of 32 hours shall be paid by BCDA at P5,000.00 per 8-hour deployment. (Package is for one (1) SG Handler and one (1) K9)
Subtotal for Component 2	None	Billings for BI and K9 deployments shall be made separate from the regular security agency billings.
<b>TOTAL</b>	<b>₱12,122,994.00</b>	

**LOT C - AOR IVB (New Clark City Project Areas)**

<b>Components</b>	<b>Description</b>	<b>Cost/ABC</b>	<b>Remarks</b>
Component 1: SO/SG with Standard Package Requirements (Refer to Annex C1, C3 and C3.1 for SG and Standard Equipment Requirements and Annex C2 for Location Map of Security Posts)			
<b>32 SO/SG</b>	12-Hour Duty	<b>₱14,920,608.00</b>	
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. Minimum of 12 BI / year for FREE. b. BI in excess of 12 per year shall be paid by BCDA at P10,000.00 per individual/subject;
K-9 Services	Deployment as required	None	a. Minimum 32-hour deployment per month for FREE b. Deployment in excess of 32 hours shall be paid by BCDA at P5,000.00 per 8-hour deployment. (Package is for one (1) SG Handler and one (1) K9)
Subtotal for Component 2	None		Billings for BI and K9 deployments shall be made separate from the regular security agency billings.
<b>TOTAL</b>		<b>₱14,920,608.00</b>	

**LOT D - AOR IVC (NGAC Sports Facilities)**

<b>Components</b>	<b>Description</b>	<b>Cost/ABC</b>	<b>Remarks</b>
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Component 1: SO/SG with Standard Package Requirements (Refer to Annex D1, D3 and D3.1 for SG and Standard Equipment Requirements and Annex D2 for Location Map of Security Posts)			
<b>30 SO/SG</b>	12-Hour Duty	<b>₱13,988,070.00</b>	
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. Minimum of 12 BI / year for FREE. b. BI in excess of 12 per year shall be paid by BCDA at P10,000.00 per individual/subject;
K-9 Services	Deployment as required	None	a. Minimum 32-hour deployment per month for FREE b. Deployment in excess of 32 hours shall be paid by BCDA at P5,000.00 per 8-hour deployment. (Package is for one (1) SG Handler and one (1) K9)
Subtotal for Component 2		None	Billings for BI and K9 deployments shall be made separate from the regular security agency billings.
<b>TOTAL</b>		<b>₱13,988,070.00</b>	
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, Protective Agents and Private Investigator must be holders of appropriate licenses.</p> <p>d. The Firearms to be used must be duly licensed by the Firearms Explosive Office (FEO).</p> <p>e. The Base and Handheld Radios, its Frequency and Operators must be duly licensed by National Telecommunication Commission (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>		



- 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).
- 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.
- 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 a map of the AOR.
- e. The bidder’s SLCC, similar to the contract to be bid, should have been completed within (3) years prior to the deadline for the submission and receipt of bids.
- f. The cost proposal shall be inclusive of all applicable taxes, fees and other charges relative to the bid
- g. The bid price shall be written in words and figures in the prescribed form. In case of discrepancy between the words and figures, the written in words shall prevail.
- 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:
- Opening of Eligibility and Technical Documents
  - Opening of Financial Bid
- i. The Contract for Security Services for AOR II (Fort Bonifacio Open Areas), IVA (BCDA Clark Facilities), AOR IVB (New Clark City) and AOR IVC (NGAC Sports Facilities) will be awarded to the bidder who is declared as the “Lowest Calculated and Responsive Bid”.
- j. Financial proposal shall indicate or include the items for security guards based on PADPAO Wage Order NCR No. 23 & RB III -23 effective 01 January 2023.
- k. The Portion of the Financial Proposal indicating the “Amount in Favor of Guard and Government” should not go below the amount/rate prescribed in PADPAO Wage Order NCR 23 & RB III-23. Only the “Administrative Overhead Margin’ shall be adjusted for Competitive Bidding.

	<p>l. The 12% VAT including in the computation of bids shall be imposed only on the “Administrative Overhead 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-23 &amp; RB III-23 shall automatically be disqualified.</p> <p>n. In case of a tie, after the post qualification the provisions of the GPPB Circular 06-2005 (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 than 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**

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

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

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

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

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

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

### **3. Performance Security**

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

### **4. Inspection and Tests**

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests

in the SCC, **Section IV (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

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

## **5. Warranty**

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

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

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

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

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

## *Section V. Special Conditions of Contract*

<b>GCC Clause</b>	
1	<p>a. Refer to Terms of Reference (TOR) attached as Annex A</p> <p>b. Draft Contracts attached as Annex B to E.</p>
	<b>Delivery and Documents –</b>
	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:
	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.”
	Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).
	For purposes of this Clause the Procuring Entity’s Representative at the Project Site is the Security Management Department.
	<b>Incidental Services – Not Applicable</b>
	The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:
	<i>Select appropriate requirements and delete the rest.</i>
	a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;
	b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;
	c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;
	d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and
	e. training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.

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

	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p>
	<p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p>
	<p><b>Intellectual Property Rights – (Not Applicable)</b></p>
	<p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<p>The terms of payment shall be as follows:  The AGENCY shall bill BCDA twice a month, preferably every 15<sup>th</sup> and 30<sup>th</sup> 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 constitute breach of the Contract, which is ground for the termination thereof.</p>
4	<p>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</p>



## *Section VI. Schedule of Requirements*

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

### **LOT A -AOR II (Fort Bonifacio Open Area)**

<b>Area of Deployment</b>	<b>No. of Guards</b>	<b>Specification</b>	<b>Deployment Schedule</b>
AOR II – Fort Bonifacio Open Area	26	Security guards with the corresponding firearms and equipment per TOR	16 August 2023

### **LOT B - AOR IVA (BCDA Clark Facilities)**

<b>Area of Deployment</b>	<b>No. of Guards</b>	<b>Specification</b>	<b>Deployment Schedule</b>
AOR IVA – BCDA Clark Facilities	26	Security guards with the corresponding firearms and equipment per TOR	16 August 2023

### **LOT C - AOR IVB (New Clark City Project Areas)**

<b>Area of Deployment</b>	<b>No. of Guards</b>	<b>Specification</b>	<b>Deployment Schedule</b>
AOR IVB – New Clark City Project Areas	32	Security guards with the corresponding firearms and equipment per TOR	16 August 2023

### **LOT D - AOR IVC (NGAC Sports Facilities)**

<b>Area of Deployment</b>	<b>No. of Guards</b>	<b>Specification</b>	<b>Deployment Schedule</b>
AOR IVC – NCC/NGAC Sports Facilities	30	Security guards with the corresponding firearms and equipment per TOR	16 August 2023

<b>REQUIREMENTS</b>	<b>Date of Compliance</b>
1. Site Survey	After the Pre-bid Conference
2. Coordinating Conference between BCDA & Agency prior to deployment	Two (2) Calendar Days (CD) from receipt of the Notice to Proceed
3. Submission and Presentation of the Comprehensive Security Plan  4. Submission of the List and PDS of Security Personnel for Deployment.  5. Interview of Nominee for Security Officers for Designation as Detachment Commander/OIC and Asst. DC/Shift-In-Charge	Two (2) CDs after the Coordinating Conference
6. Submission of the following:  - List of Firearms (with copy of licenses)  - List of Communication Equipment (with copies of registration/certificate and licenses of radio operators)  - List of Vehicles for security deployment (with copies of OR/CR);	Two (2) CDs after the Coordinating Conference
7. Showdown inspection of equipment and rank inspection of security personnel	2-3 CDs before assumption of AOR
8. BCDA Joint-Inspection/Inventory with Out-Going and Incoming Security Agency	1-2 CDs before assumption of AOR
9. 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 (Refer to the Date/Time in the NTP)
8. Posting Security Officers/Guards under the New Security Provider/New Contract(s)	As stipulated in the Daily Guard Detail

**Bidder/Bidder's Authorized Representative:**

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

Legal capacity: \_\_\_\_\_

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

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

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

## *Section VII. Technical Specifications*

<b>TECHNICAL SPECIFICATIONS FOR LOT A (AOR II)</b> <b>AOR II (Fort Bonifacio Open Areas)</b> (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 VI of the TOR	Please refer to Sections VI 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		

**Note:** Place check if “Compliant” cross if “Not-compliant”

**Bidder/Bidder’s Authorized Representative:**

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

Legal capacity: \_\_\_\_\_

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

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

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

**TECHNICAL SPECIFICATION REQUIREMENTS COMPLIANCE FORM  
GUARD REQUIREMENTS FOR LOT A (AOR II)  
AOR II (FORT BONIFACIO OPEN AREAS)**

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

**A. WEEKDAYS AND HOLIDAYS):**

Detachment Hqs & Security Posts	Guard Shift		Total No. of Guards	No. of Hours per Shift	COMPLIANT	NON- COMPLIANT
	1 <sup>st</sup>	2 <sup>nd</sup>				
<b>Detachment Hqs:</b>						
Detachment Commander/SIC	1	1	2	12		
CCTV/Radio Operator	1	1	2	12		
<b>Security Posts:</b>						
Post #1 Main Entrance Consular Area	2	2	4	12		
Post #2 Rear Entrance Consular Area	2	2	4	12		
Post #3 Summit Housing Area	2	2	4	12		
Post #4 GHQ/STP Area	4	4	8	12		
Patrols # 1 BCDA Reserved Lots, Others	1	1	2	12		
<b>Total</b>	<b>13</b>	<b>13</b>	<b>26</b>			
Relievers/Reserve			6			

**Bidder/Bidder’s Authorized Representative:**

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Principal Bidder / Supplier

**TECHNICAL SPECIFICATION REQUIREMENTS COMPLIANCE FORM  
EQUIPMENT REQUIREMENTS FOR LOT A - AOR II  
AOR II (FORT BONIFACIO OPEN AREA)**

**(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
<b>COMMUNICATION EQUIPMENT:</b>				
Base Radio with complete accessories and antenna and repeater system	2	1. One (1) set at Detachment Hqs; (1) one set for the 4-wheeled vehicle		
Hand Held Radio Sets (including battery):				
- For issue to the guards on duty	13	Ready for inspection during Post-Qualification.		
- Reserve	6	Ready for inspection during Post-Qualification.		
Battery charger for hand held radios	19	Ready for inspection during Post-Qualification.		
Extra rechargeable batteries for hand held radios	19	Ready for inspection during Post-Qualification.		
<b>VEHICLES:</b>				
4 X 2 Utility Pick-up w/ beacon lights and fuel support (Not older than 2022 Model)	1	Ready for inspection during Post-Qualification		
Motorcycle 150CC (or equivalent) with fuel support (2023 Model)	2	Ready for inspection during Post-Qualification;		
<b>FIREARMS:</b>				
9mm Pistol for issue to SG on duty	8	Ready for inspection during Post-Qualification.		
9mm Pistol as reserves	4	Ready for inspection during Post-Qualification.		
Shot Gun for issue to SG on Duty	5			

Shot Gun as reserve	2	Ready for inspection during Post-Qualification.		
<b>OTHER STANDARD EQUIPMENT:</b>				
Computer with printer with Internet capability	1	(1) Monthly billing for the Internet shall be charged against the Security Agency; (2) Must be operational one (1) month after assumption and (3) Ready for inspection during Post-Qualification.		
Digital Camera (at least 5 megapixel)	2	Ready for inspection during Post-Qualification.		
Body Camera with night vision capability	13	Ready for inspection during Post-Qualification.		
Portable Metal Detector	8	Ready for inspection during Post-Qualification.		
<b>BASIC EQUIPMENT FOR DISASTER &amp; EMERGENCY RESPONSE</b>				
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	8 sets	Ready for inspection during Post-Qualification.		
Megaphone with sling	2 sets	Ready for inspection during Post-Qualification.		
Squad Tent (minimum capacity: 10 persons)	2 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	2 sets	Ready for inspection during Post-Qualification; 2. See List of Requirements		
<b>INDIVIDUAL UNIFORM AND EQUIPMENT OF GUARDS:</b>				

Class A Uniform	26	To be inspected during Rank Inspection		
Rain Coats	26	To be inspected during Rank Inspection		
Rain Boots	26	To be inspected during Rank Inspection		
Medicine Kit (Bethadine, Gause Pad, Alcohol & Band Aid)	26	To be inspected during Rank Inspection		
Handcuff	26	To be inspected during Rank Inspection		
Flash Light	26	To be inspected during Rank Inspection		
Baton	26	To be inspected during Rank Inspection		
PPE	26	To be inspected during Rank Inspection		
<b>SPECIAL EQUIPMENT</b>				
CCTV Camera (Please refer to CCTV Systems Specifications below)	16	Ready for inspection upon Assumption		
CCTV Monitor (Please refer to CCTV Systems Specifications below)	2	Ready for inspection upon Assumption		

**Bidder/Bidder's Authorized Representative:**

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

Legal capacity: \_\_\_\_\_

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

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

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

**SPECIFICATIONS OF SPECIAL EQUIPMENT  
(CCTV SYSTEMS) REQUIREMENTS FOR LOT A (AOR II)  
AOR II (FORT BONIFACIO - OPEN AREA)**

**1. CCTV SYSTEM (16 Channels)**

a. The Security Agency must be able to provide a 16-channel CCTV System with 16 cameras (including 8 wireless cameras) that may be configured into two sets:

(1) Eight (8) cameras to be installed at the at the Consular Area with LAN or IP connection to a CCTV set/monitor at the Detachment Hqs/Security Office, also in Consular Area and/or SMD Operations Center at the BCDA Corporate Office in BTC;

(2) Eight (8) wireless cameras to be installed at the GHQ-STP Area with IP connection to a CCTV set/monitor at the Detachment Hqs/Security Office, in Consular Area and/or SMD Operations Center at the BCDA Corporate Office in BTC

b. The Security Agency must be able to provide eight (8) wireless camera with WIFI and SD Card IP HIKVision NVC-711WD with specifications not lower than the following: (Location of installation shall be determined later);

(1) IP wireless camera device with WIFI and SD Card designed for network video surveillance application;

(2) With OSD control, full function model;

(3) OEM;

(4) Compression: H.264 Baseline Profile Level 2.2;

(5) Storage: SD Card, Max 5G (optional);

(6) Pan Range: 360 degrees (continuous);

(7) Tilt Range: 90 Degrees;

(8) Presets: 128 Presets, can be labeled with editable title;

(9) Cruise Section: 5 pcs;

(10) Protocol: Sony, Hitachi, CNB, LG.

c. Specifications for other CCTV cameras if installation of IP Wireless cameras is not feasible:

(1) With high-end H-264 16 channels DVR, 16 night-vision outdoor cameras.

(2) With 16 Channels DVR which supports real-time recording up to 30 frames per second on each channel, and the newest most advanced H.264 compression to maximize picture quality and storage space;

(3) DVR recorder - Record all 16 channels at 30 frames per second at full 720x480 pixels each. It has built-in scheduler which gives the user the ability to pick the time and day for the DVR to record. Can store video recording for all 16 channels up to at least 30 days;



- (4) HDMI – HDMI output use with HDMI compatible monitor;
- (5) USB 2.0 – Two USB ports and one USB 2.0. This can be used as a mouse port or used for a quick clip backup utility;
- (6) At least 1/4 of the number of installed cameras can pan tilt and zoom and can be controlled by the operator manning the CCTV room;
- (7) Mobile Remote Viewing - Gives the user the ability to monitor premises anytime, anywhere using mobile phones, compatible with android, iPhone, Black Berry and Symbian. Bundled with the included CD;
- (8) Built-in DDNS domain address;
- (9) Files can be compressed by up to 80% without compromising video quality;
- (10) The entire system can be linked to an external drive as back up;
- (11) Night Vision – Day and night functionality. Packed with IR LED's that gives it the ability of a night vision with a range of at least 20 meters;
- (12) Water Proof (for outdoor camera);
- (13) Size of TV Monitor - 32 inches; Two (2) units.

d. The Security Agency shall shoulder the cost of installation and monthly billing of internet connectivity;

**(Note:** The 16 channels/cameras as stated herein shall be modified later depending on the required number of channels needed in a particular area where the cameras shall be installed);

**TECHNICAL SPECIFICATIONS COMPLIANCE FORM  
 ADDITIONAL REQUIREMENTS FOR LOT A (AOR II)  
 AOR II – FORT BONIFACIO OPEN AREA**

**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) <b>Annex E:</b>		
2. Original Copy of Certification from SOSIA that the Agency has not been blacklisted by any government and private institution <b>Annex F:</b>		
3. Agency’s Organizational Set-up indicating the Names of Key Personnel and Personnel Manning of Key Offices <b>Annex G;</b>		
4. Original Copy of Notarized Affidavit from the Agency attesting to its number of years of existence as security provider <b>Annex H;</b>		
5. Original Copy of Certification pertaining to the Agency’s policy on the hiring of security officers and security guards <b>Annex I;</b>		
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 <b>Annex J.</b>		
7. Photo Copies of the Individual Certificates on the following Mandatory Training Courses <b>Annex K:</b>  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;		

<p>8. Photo Copies of the Individual Certificates of at least 2 Individuals in at least 3 of the following Optional Training Courses//Seminar <b>Annex L:</b></p> <ul style="list-style-type: none"> <li>a. First Aid/Basic Life Support;</li> <li>b. VIP Security Training;</li> <li>c. Marksmanship Refresher Training;</li> <li>d. Information Collection Seminar;</li> <li>e. Basic Report Writing Seminar;</li> <li>f. Disaster and emergency Response Training;</li> <li>g. Computer Literacy Training for Security Officer</li> </ul>		
<p>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 <b>Annex M.</b></p> <ul style="list-style-type: none"> <li>a. Cal. 9MM Pistols – at least 6 units</li> <li>b. 12 Gauge Shotguns – at least 4 units</li> </ul>		
<p>10. List and Photo Copies of Licenses to Operate communication equipment under its inventory <b>Annex N:</b></p> <ul style="list-style-type: none"> <li>a. Base Radio – at least 2 sets</li> <li>b. Hand Held Radio – at least 16 units</li> </ul>		
<p>11. List and Photo Copies of OR and CR of 4-wheel vehicles and motorcycles under its inventory <b>Annex O:</b></p> <ul style="list-style-type: none"> <li>a. 4-Wheel Vehicle – at least 1 unit</li> <li>b. Motorcycles – at least 1 unit</li> </ul>		
<p>12. Sample of Uniform for Security Officer and Security Guards in accordance with what is prescribed by SOSIA. Should be ready for presentation to BAC-G during the opening of sealed envelope for Eligibility Documents.</p>		
<p>13. Original Affidavit that Agency has conducted a Site Inspection of the Area of Operations <b>Annex P;</b></p>		

14. Verified and validated structural map indicating the location of the AOR and proposed location of the billeting area for security guards <b>Annex Q</b> ;		
15. Original Copy of the Conceptual Security Plan. Must be based on the format as provided for under <b>Annex R</b> ;		
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 <b>Annex S</b> ;		
17. Sample of the PPEs to be issued to the Security Officers/Security Guards		

**Bidder/Bidder’s Authorized Representative:**

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

Legal capacity: \_\_\_\_\_

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

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

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

<b>TECHNICAL SPECIFICATIONS FOR LOT B – AOR IVA</b>				
<b>AOR IVA (BCDA CLARK FACILITIES)</b>				
<b>(Annex A – Terms of Reference)</b>				
<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 VI of the TOR	Please refer to Sections VI 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		

**Note:** Place check if “Compliant” cross if “Not-compliant”

**Bidder/Bidder’s Authorized Representative:**

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

Legal capacity: \_\_\_\_\_

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

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

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

**TECHNICAL SPECIFICATION REQUIREMENTS COMPLIANCE FORM  
 GUARD REQUIREMENTS FOR LOT B (AOR IVA)  
 AOR IVA – BCDA CLARK FACILITIES**

**(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
	1 <sup>st</sup>	2nd				
<b>Detachment Hqs:</b>						
Detachment Commander/ADC	1	1	2	12		
CCTV/Radio Operator/Roving Guard	1	1	2	12		
<b>Security Posts:</b>						
Post #1 BCDA One West Office	2	2	4	12		
Post #2 PMO Main Entrance/Roving 1	1	1	2	12		
Post #3 PMO Motor Pool/Roving 2	1	1	2	12		
Post #4 Red Wood Staff House	1	1	2	12		
Post #5 Wood Cliff Staff House	1	1	2	12		
Post #6 CIAC Transient Quarters	1	1	2	12		
Post #7 CIAC Warehouse (7259)	1	1	2	12		
Post #8 Peninsula Warehouse (7462)	1	1	2	12		
Patrol #1 Red Wood, Wood Cliff and ASEAN Villas	1	1	1	12		
Patrol #2 Sacobia/SCTEX Warehouse	1	1	1	12		
<b>Total</b>	<b>13</b>	<b>13</b>	<b>26</b>			
Reliever / Reserve			6			

**Bidder/Bidder’s Authorized Representative:**

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

Legal capacity: \_\_\_\_\_

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

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

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

**TECHNICAL SPECIFICATION REQUIREMENTS COMPLIANCE FORM  
EQUIPMENT REQUIREMENTS FOR LOT B (AOR IVA)  
AOR IVA – (BCDA CLARK FACILITIES)**

**(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-COMP LIANT
<b>COMMUNICATION EQUIPMENT:</b>				
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	13	Ready for inspection during Post-Qualification.		
- Reserve	6	Ready for inspection during Post-Qualification.		
Battery charger for handheld radios	19	Ready for inspection during Post-Qualification.		
Extra rechargeable batteries for handheld radios	19	Ready for inspection during Post-Qualification.		
<b>VEHICLES:</b>				
4 X 2 Utility Pick-up w/ beacon lights and fuel support (Not older than 2022 Model)	1	Ready for inspection during Post-Qualification		
Motorcycle 150CC (or equivalent) with fuel support (2023 Model)	2	Ready for inspection during Post-Qualification;		
<b>FIREARMS:</b>				
9mm Pistol for issue to SG on duty	11	Ready for inspection during Post-Qualification.		
9mm Pistol as reserves	3	Ready for inspection during Post-Qualification.		
Shotgun for issue to SG on Duty	2	Ready for inspection during Post-Qualification.		
Shotgun as reserve	6	Ready for inspection during Post-Qualification.		
<b>OTHER STANDARD EQUIPMENT:</b>				
Computer with printer with Internet capability	1	(1) Monthly billing for the Internet shall be charged against the Security Agency; (2) Must be operational one (1) month after assumption and (3) Ready for inspection during Post-Qualification.		
Digital Camera (at least 5 megapixel)	2	Ready for inspection during Post-Qualification.		

Body Camera with night vision capability	13	Ready for inspection during Post-Qualification.		
Portable Metal Detector	8	Ready for inspection during Post-Qualification.		
<b>BASIC EQUIPMENT FOR DISASTER &amp; EMERGENCY RESPONSE</b>				
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	8 sets	Ready for inspection during Post-Qualification.		
Megaphone with sling	2 sets	Ready for inspection during Post-Qualification.		
Squad Tent (minimum capacity: 10 persons)	2 units	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	2 sets	Ready for inspection during Post-Qualification; 2. See List of Requirements		
<b>INDIVIDUAL UNIFORM AND EQUIPMENT OF GUARDS:</b>				
Class A Uniform	26	To be inspected during Rank Inspection		
Rain Coats	26	To be inspected during Rank Inspection		
Rain Boots	26	To be inspected during Rank Inspection		
Medicine Kit (Bethadine, Gause, Alcohol & Band Aid)	26	To be inspected during Rank Inspection		
Hand Cuff	26	To be inspected during Rank Inspection		
Flash Light	26	To be inspected during Rank Inspection		
Baton	26	To be inspected during Rank Inspection		
PPE	26	To be inspected during Rank Inspection		
<b>SPECIAL EQUIPMENT</b>				
CCTV Camera (Please refer to the CCTV Systems Specifications below)	24	Ready for inspection upon Assumption		
CCTV Monitor (Please refer to the CCTV Systems Specifications below)	2	Ready for inspection upon Assumption		

**Bidder/Bidder's Authorized Representative:**

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

Legal capacity: \_\_\_\_\_

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

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

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



**SPECIFICATIONS OF SPECIAL EQUIPMENT  
(CCTV SYSTEMS) REQUIREMENTS FOR LOT B (AOR IVA)  
AOR IVA (BCDA CLARK FACILITIES)**

**1. CCTV SYSTEM (24 Channels)**

a. The Security Agency must be able to provide a **24**-channel CCTV System with 24 wireless cameras configured into one (1) set:

(1) Ten (10) cameras to be installed at the BCDA Clark PMO and SCRP, ANAR with IP or LAN connection to a CCTV set/monitor at the Detachment Hqs/Security Office and/or SMD (Alternate) C4 Center at the BCDA Clark PMO;

(2) Four (4) cameras to be installed at Redwood Staff House with IP connection to a CCTV set/monitor at the Detachment Hqs/Security Office and/or SMD (Alternate) C4 Center at the BCDA Clark PMO;

(3) Four (4) cameras to be installed at Cliffwood Staff House with IP connection to a CCTV set/monitor at the Detachment Hqs/Security Office and/or SMD C4 Center at the BCDA Clark PMO;

(4) Two (2) cameras to be installed at CIAC Staff House with IP connection to a CCTV set/monitor at the Detachment Hqs/Security Office and/or SMD (Alternate) C4 Center at the BCDA Clark PMO;

(5) Two (2) cameras to be installed at the Peninsula Warehouse with IP connection to a CCTV set/monitor at the Detachment Hqs/Security Office and/or SMD (Alternate) C4 Center at the BCDA Clark PMO;

(6) Two (2) cameras to be installed at the CIAC Warehouse with IP connection to a CCTV set/monitor at the Detachment Hqs/Security Office and/or SMD (Alternate) C4 Center at the BCDA Clark PMO;

b. The Security Agency must be able to provide eight (24) wireless camera with WIFI and SD Card IP HIKVision NVC-711WD with specifications not lower than the following: (Location of installation shall be determined later);

(1) IP wireless camera device with WIFI and SD Card designed for network video surveillance application;

(2) With OSD control, full function model;

(3) OEM;

(4) Compression: H.264 Baseline Profile Level 2.2;

(5) Storage: SD Card, Max 5G (optional);

(6) Pan Range: 360 degrees (continuous);

(7) Tilt Range: 90 Degrees;

(8) Presets: 128 Presets, can be labeled with editable title;

(9) Cruise Section: 5 pcs;

(10) Protocol: Sony, Hitachi, CNB, LG.

c. Specifications for other CCTV cameras if the installation of IP Wireless cameras is not feasible:

- (1) With high-end H-264 DVR, 16 night-vision outdoor cameras.
- (2) With 24 Channels DVR which supports real-time recording up to 30 frames per second on each channel, and the newest most advanced H.264 compression to maximize picture quality and storage space;
- (3) DVR recorder - Record all 16 channels at 30 frames per second at full 720x480 pixels each. It has built-in scheduler which gives the user the ability to pick the time and day for the DVR to record. Can store video recording for all 16 channels up to at least 30 days;
- (4) HDMI – HDMI output use with HDMI compatible monitor;
- (5) USB 2.0 – Two USB ports and one USB 2.0. This can be used as a mouse port or used for a quick clip backup utility;
- (6) At least 1/4 of the number of installed cameras can pan tilt and zoom and can be controlled by the operator manning the CCTV room;
- (7) Mobile Remote Viewing - Gives the user the ability to monitor premises anytime, anywhere using mobile phones, compatible with android, iPhone, Black Berry and Symbian. Bundled with the included CD;
- (8) Built-in DDNS domain address;
- (9) Files can be compressed by up to 80% without compromising video quality;
- (10) The entire system can be linked to an external drive as back up;
- (11) Night Vision – Day and night functionality. Packed with IR LED's that gives it the ability of a night vision with a range of at least 40 meters;
- (12) Water Proof (for outdoor camera);
- (13) Size of TV Monitor - 32 inches; Two (2) units.

d. The Security Agency shall shoulder the cost of installation and monthly billing of internet connectivity;

**(Note:** The 24 channels/cameras as stated herein shall be modified later depending on the required number of channels needed in a particular area where the cameras shall be installed);

**TECHNICAL SPECIFICATIONS COMPLIANCE FORM  
 ADDITIONAL REQUIREMENTS FOR LOT B (AOR IVB)  
 AOR IVB (BCDA CLARK FACILITIES)**

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

<b>ADDITIONAL REQUIREMENTS</b>	<b>STATEMENT OF COMPLIANCE</b>	
	(Check Appropriate Box)	
	<b>Compliant</b>	<b>Non-Compliant</b>
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) <b>Annex E</b> ;		
2. Original Copy of Certification from SOSIA that the Agency has not been blacklisted by any government and private institution <b>Annex F</b> ;		
3. Agency’s Organizational Set-up indicating the Names of Key Personnel and Personnel Manning of Key Offices <b>Annex G</b> ;		
4. Original Copy of Notarized Affidavit from the Agency attesting to its number of years of existence as security provider <b>Annex H</b> ;		
5. Original Copy of Certification pertaining to the Agency’s policy on the hiring of security officers and security guards <b>Annex I</b> ;		
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 <b>Annex J</b> .		
7. Photo Copies of the Individual Certificates on the following Mandatory Training Courses ( <b>Annex K</b> ):  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;		

<p>8. Photo Copies of the Individual Certificates of at least 2 Individuals in at least 3 of the following Optional Training Courses//Seminar <b>Annex L:</b></p> <ul style="list-style-type: none"> <li>a. First Aid/Basic Life Support;</li> <li>b. VIP Security Training;</li> <li>c. Marksmanship Refresher Training;</li> <li>d. Information Collection Seminar;</li> <li>e. Basic Report Writing Seminar;</li> <li>f. disaster and emergency Response Training;</li> <li>g. Computer Literacy Training for Security Officer</li> </ul>		
<p>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 <b>Annex M.</b></p> <ul style="list-style-type: none"> <li>a. Cal. 9MM Pistols – at least 6 units</li> <li>b. 12 Gauge Shotguns – at least 4 units</li> </ul>		
<p>10. List and Photo Copies of Licenses to Operate communication equipment under its inventory <b>Annex N:</b></p> <ul style="list-style-type: none"> <li>a. Base Radio – at least 2 sets</li> <li>b. Hand Held Radio – at least 16 units</li> </ul>		
<p>11. List and Photo Copies of OR and CR of 4-wheel vehicles and motorcycles under its inventory <b>Annex O:</b></p> <ul style="list-style-type: none"> <li>a. 4-Wheel Vehicle – at least 1 unit</li> <li>b. Motorcycles – at least 1 unit</li> </ul>		
<p>12. Sample of Uniform for Security Officer and Security Guards in accordance with what is prescribed by SOSIA. Should be ready for presentation to BAC-G on demand during the opening of a sealed envelope for Eligibility Documents.)</p>		

13. Original Affidavit that Agency has conducted a Site Inspection of the Area of Operations <b>Annex P</b> ;		
14. Verified and validated structural map indicating the location of the AOR IA and proposed location of the billeting area for security guards <b>Annex Q</b> ;		
15. Original Copy of the Conceptual Security Plan. Must be based on the format as provided for under <b>Annex R</b> ;		
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 <b>Annex S</b> ;		
17. Sample of the PPEs to be issued to the Security Officers/Security Guards. Should be ready for presentation to BAC-G during the opening of sealed envelope for Eligibility Documents.		

**Bidder/Bidder’s Authorized Representative:**

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

Legal capacity: \_\_\_\_\_

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

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

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

**TECHNICAL SPECIFICATIONS FOR LOT C – AOR IVB  
AOR IVB (NEW CLARK CITY PROJECT AREAS)  
(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 VI of the TOR	Please refer to Sections VI 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		

**Note:** Place check if “Compliant” cross if “Not-compliant”

**Bidder/Bidder’s Authorized Representative:**

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

Legal capacity: \_\_\_\_\_

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

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

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

**TECHNICAL SPECIFICATION REQUIREMENTS COMPLIANCE FORM  
 GUARD REQUIREMENTS FORT LOTC C (AOR IVB)  
 AOR IVB (NEW CLARK CITY PROJECT AREAS)**

**(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
	1 <sup>st</sup>	2 <sup>nd</sup>				
<b>Detachment Hqs:</b>						
Detachment Commander/ADC	1	1	2	12		
CCTV/Radio Operator/Roving Guard	1	1	2	12		
<b>Security Posts:</b>						
Post #1 NCC O'Donell Field Office	1	1	2	12		
Post #2 NGAC/O'Donell Field Office	2	2	4	12		
Post #3 ANAR/Sta. Lucian	2	2	4	12		
Post #4 ANAR/Mainang-Mauricia Area	2	2	4	12		
<b>Patrols Posts:</b>						
Post #1 East (Aranguren/Rosario)	1	1	2	12		
Post #2 South (San Roque/Dapdap)	2	2	4	12		
Post #3 West (Mauricia/S Kawayan)	2	2	4	12		
Post #4 North (Patling/Sta Lucia)	2	2	4	12		
<b>Total</b>	<b>16</b>	<b>16</b>	<b>32</b>			
Reliever / Reserve			6			

**Bidder/Bidder's Authorized Representative:**

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

Legal capacity: \_\_\_\_\_

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

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

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

**TECHNICAL SPECIFICATION REQUIREMENTS COMPLIANCE FORM  
EQUIPMENT REQUIREMENTS FOR LOT C (AOR IVB)  
AOR IVB (NEW CLARK CITY PROJECT AREAS)**

**(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
<b>COMMUNICATION EQUIPMENT:</b>				
Base Radio with complete accessories and antenna	5	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	16	Ready for inspection during Post-Qualification.		
- Reserve	6	Ready for inspection during Post-Qualification.		
Battery charger for handheld radios	22	Ready for inspection during Post-Qualification.		
Extra rechargeable batteries for handheld radios	22	Ready for inspection during Post-Qualification.		
<b>VEHICLES:</b>				
4 X 2 Utility Pick-up w/ beacon lights and fuel support (Not older than 2022 Model)	2	Ready for inspection during Post-Qualification		
Motorcycle 150CC (or equivalent) with fuel support (2023 Model)	6	Ready for inspection during Post-Qualification;		
<b>FIREARMS:</b>				
9mm Pistol for issue to SG on duty	10	Ready for inspection during Post-Qualification.		
9mm Pistol as reserves	6	Ready for inspection during Post-Qualification.		
Shotgun for issue to SG on Duty	7	Ready for inspection during Post-Qualification.		
Shotgun as reserve	6	Ready for inspection during Post-Qualification.		
<b>OTHER STANDARD EQUIPMENT:</b>				
Computer with printer with Internet capability	1	(1) Monthly billing for the Internet shall be charged against the Security Agency; (2) Must be operational one (1) month after assumption and (3) Ready for inspection during Post-Qualification.		
Digital Camera (at least 5 megapixel)	2	Ready for inspection during Post-Qualification.		
Body Camera with night vision capability	16	Ready for inspection during Post-Qualification.		
Portable Metal Detector	8	Ready for inspection during Post-Qualification.		



<b>BASIC EQUIPMENT FOR DISASTER &amp; EMERGENCY RESPONSE</b>				
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	8 sets	Ready for inspection during Post-Qualification.		
Megaphone with sling	2 sets	Ready for inspection during Post-Qualification.		
Squad Tent (minimum capacity: 10 persons)	2 units	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	2 set	Ready for inspection during Post-Qualification; 2. See List of Requirements		
<b>INDIVIDUAL UNIFORM AND EQUIPMENT OF GUARDS:</b>				
Class A Uniform	32	To be inspected during Rank Inspection		
Rain Coats	32	To be inspected during Rank Inspection		
Rain Boots	32	To be inspected during Rank Inspection		
Medicine Kit (Bethadine, Gause, Alcohol & Band Aid)	32	To be inspected during Rank Inspection		
Hand Cuff	32	To be inspected during Rank Inspection		
Flash Light	32	To be inspected during Rank Inspection		
Baton	32	To be inspected during Rank Inspection		
PPE	32	To be inspected during Rank Inspection		
<b>SPECIAL EQUIPMENT</b>				
CCTV Camera (Please refer to CCTV Systems Specifications below)	24	Ready for inspection upon Assumption		
CCTV Monitor (Please refer to CCTV Systems specifications below)	2	Ready for inspection upon Assumption		

**Bidder/Bidder's Authorized Representative:**

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

Legal capacity: \_\_\_\_\_

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

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

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

**SPECIFICATIONS OF SPECIAL EQUIPMENT  
(CCTV SYSTEMS) REQUIREMENTS FOR LOT C (AOR IVB)  
AOR IVB (NEW CLARK CITY PROJECT AREA)**

**1. CCTV SYSTEM (24 Channels)**

a. The Security Agency must be able to provide a **24**-channel CCTV System with 24 wireless cameras configured into one (1) set:

(1) Four (4) cameras to be installed at the North Gate (Sacobia), ANAR with IP connection to a CCTV set/monitor at the Detachment Hqs/Security Office and/or SMD Operations Center in NCC/NGAC;

(2) Four (4) cameras to be installed at the South Gate (Sta Lucia), ANAR with IP connection to a CCTV set/monitor at the Detachment Hqs/Security Office and/or SMD Operations Center in NCC/NGAC;

(3) Two (2) cameras to be installed along Anupul Section, Bamban, ANAR with IP connection to a CCTV set/monitor at the Detachment Hqs/Security Office and/or SMD Operations Center in NCC/NGAC;

(4) Two (2) cameras to be installed along Aranguren Section, Capas, ANAR with IP connection to a CCTV set/monitor at the Detachment Hqs/Security Office and/or SMD Operations Center in NCC/NGAC;

(5) Two (2) cameras to be installed at the NAS Road corner NCC-SCTEX Access Road with IP connection to a CCTV set/monitor at the Detachment Hqs/Security Office and/or SMD Operations Center in NCC/NGAC;

(6) Four (4) cameras to be installed at the South Gate (Bamban Interchange), NCC-SCTEX Access Road with IP connection to a CCTV set/monitor at the Detachment Hqs/Security Office and/or SMD Operations Center in NCC/NGAC;

(7) Four (4) cameras to be installed at the North Gate (O'Donell/NGAC Road), with IP connection to a CCTV set/monitor at the Detachment Hqs/Security Office and/or SMD Operations Center in NCC/NGAC;

(8) Two (2) cameras to be installed at the NCC Field Office (O'Donell Road), with IP connection to a CCTV set/monitor at the Detachment Hqs/Security Office and/or SMD Operations Center in NCC/NGAC;

b. The Security Agency must be able to provide eight (24) wireless camera with WIFI and SD Card IP HIKVision NVC-711WD with specifications not lower than the following: (Location of installation shall be determined later);

(1) IP wireless camera device with WIFI and SD Card designed for network video surveillance application;

(2) With OSD control, full function model;

- (3) OEM;
- (4) Compression: H.264 Baseline Profile Level 2.2;
- (5) Storage: SD Card, Max 5G (optional);
- (6) Pan Range: 360 degrees (continuous);
- (7) Tilt Range: 90 Degrees;
- (8) Presets: 128 Presets, can be labeled with editable title;
- (9) Cruise Section: 5 pcs;
- (10) Protocol: Sony, Hitachi, CNB, LG.

c. Specifications for other CCTV cameras if installation of wireless cameras is not feasible:

- (1) With high-end H-264 DVR, night-vision outdoor cameras.
- (2) With 24 Channels DVR which supports real-time recording up to 30 frames per second on each channel, and the newest most advanced H.264 compression to maximize picture quality and storage space;
- (3) DVR recorder - Record all 16 channels at 30 frames per second at full 720x480 pixels each. It has built-in scheduler which gives the user the ability to pick the time and day for the DVR to record. Can store video recording for all 16 channels up to at least 30 days;
- (4) HDMI – HDMI output use with HDMI compatible monitor;
- (5) USB 2.0 – Two USB ports and one USB 2.0. This can be used as a mouse port or used for a quick clip backup utility;
- (6) At least 1/4 of the number of installed cameras can pan tilt and zoom and can be controlled by the operator manning the CCTV room;
- (7) Mobile Remote Viewing - Gives the user the ability to monitor premises anytime, anywhere using mobile phones, compatible with android, iPhone, Black Berry and Symbian. Bundled with the included CD;
- (8) Built-in DDNS domain address;
- (9) Files can be compressed by up to 80% without compromising video quality;
- (10) The entire system can be linked to an external drive as back up;
- (11) Night Vision – Day and night functionality. Packed with IR LED's that gives it the ability of a night vision with a range of at least 40 meters;
- (12) Water Proof (for outdoor camera);
- (13) Size of TV Monitor - 32 inches; two (2) Units

d. The Security Agency shall shoulder the cost of installation and monthly billing of internet connectivity;

**(Note:** The 24 channels/cameras as stated herein shall be modified later depending on the required number of channels needed in a particular area where the cameras shall be installed);

**TECHNICAL SPECIFICATIONS COMPLIANCE FORM  
 ADDITIONAL REQUIREMENTS FOR LOT C (AOR IVB)  
 AOR IVB (NEW CLARK CITY PROJECT AREAS)**

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

<b>ADDITIONAL REQUIREMENTS</b>	<b>STATEMENT OF COMPLIANCE</b> (Check Appropriate Box)	
	<b>Compliant</b>	<b>Non-Compliant</b>
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 <b>Annex M</b> . 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 <b>Annex N</b> : 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 <b>Annex O</b> : 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. Should be ready for presentation to BAC-G during the opening of a sealed envelope for Eligibility Documents.		
13. Original Affidavit that Agency has conducted a Site Inspection of the Area of Operations <b>Annex P</b> ;		
14. Verified and validated structural map indicating the location of the AOR IA and proposed location of the billeting area for security guards <b>Annex Q</b> ;		
15. Original Copy of the Conceptual Security Plan. Must be based on the format as provided for under <b>Annex R</b> ;		
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 <b>Annex S</b> ;		
17. Sample of the PPEs to be issued to the Security Officers/Security Guards. Should be ready for presentation to BAC-G on demand during the opening of sealed envelope for Eligibility Documents.		

**Bidder/Bidder’s Authorized Representative:**

Name: \_\_\_\_\_  
 Legal capacity: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_  
 Date: \_\_\_\_\_

**TECHNICAL SPECIFICATIONS FOR LOT D (AOR IVC)  
AOR IVC (NCC/NGAC SPORTS FACILITIES)  
(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 VI of the TOR	Please refer to Sections VI 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		

**Note:** Place check if “Compliant” cross if “Not-compliant”

**Bidder/Bidder’s Authorized Representative:**

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

Legal capacity: \_\_\_\_\_

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

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

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

**TECHNICAL SPECIFICATION REQUIREMENTS COMPLIANCE FORM  
 GUARD REQUIREMENTS FOR LOT D (AOR IVC)  
 AOR IVC (NCC/NGAC SPORTS FACILITIES)**

**(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	COMPLIAN T	NON-COM PLIANT
	1 <sup>st</sup>	2 <sup>nd</sup>				
<b>Detachment Hqs:</b>						
Detachment Commander/ADC	1	1	2	12		
CCTV/Radio Operator/Roving Guard	1	1	2	12		
<b>Security Posts:</b>						
Post #1 Athletics Stadium	3	3	6	12		
Post #2 Athlete's Village	2	2	4	12		
Post #3 River Park	2	2	4	12		
Post #4 Aquatics Center	3	3	6	12		
Post #5 Main Gate	2	2	4	12		
<b>Patrols Posts:</b>						
Roving Patrol # 1 (Main Road/Parking)	2	2	4	12		
<b>Total</b>	<b>15</b>	<b>15</b>	<b>30</b>			
Reliever / Reserve			6			

**Bidder/Bidder's Authorized Representative:**

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

Legal capacity: \_\_\_\_\_

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

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

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

**TECHNICAL SPECIFICATION REQUIREMENTS COMPLIANCE FORM**



**EQUIPMENT REQUIREMENTS FOR LOT D (AOR IVC)  
AOR IVC (NCC/NGAC SPORTS FACILITIES)**

**(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
<b>COMMUNICATION EQUIPMENT:</b>				
Base Radio with complete accessories and antenna	3	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	15	Ready for inspection during Post-Qualification.		
- Reserve	6	Ready for inspection during Post-Qualification.		
Battery charger for handheld radios	21	Ready for inspection during Post-Qualification.		
Extra rechargeable batteries for handheld radios	21	Ready for inspection during Post-Qualification.		
<b>VEHICLES:</b>				
4 X 2 Utility Pick-up w/ beacon lights and fuel support (Not older than 2022 Model)	1	Ready for inspection during Post-Qualification		
ER Utility Van/Commuter w/ beacon lights and fuel support (Not lower than 2022 Model; with BLS Equipment on Board)	1	Ready for inspection during Post-Qualification		
Motorcycle 150CC (or equivalent) with fuel support (2023 Model)	2	Ready for inspection during Post-Qualification;		
<b>FIREARMS:</b>				
9mm Pistol for issue to SG on duty	15	Ready for inspection during Post-Qualification.		
9mm Pistol as reserves	2	Ready for inspection during Post-Qualification.		
Shotgun for issue to SG on Duty	None	Ready for inspection during Post-Qualification.		
Shotgun as reserve	6	Ready for inspection during Post-Qualification.		
<b>OTHER STANDARD EQUIPMENT:</b>				
Computer with printer with Internet capability	1	(1) Monthly billing for the Internet shall be charged against the Security Agency; (2) Must be operational one (1) month after assumption and (3) Ready for inspection during Post-Qualification.		
Digital Camera (at least 5 megapixel)	2	Ready for inspection during Post-Qualification.		
Body Camera with night vision capability	15	Ready for inspection during Post-Qualification.		
Walk-Thru Metal Detector with 18-Point Detection; People Counting/Alarm System	2	Ready for inspection during Post-Qualification.		

Portable Metal Detector	8	Ready for inspection during Post-Qualification.		
<b>BASIC EQUIPMENT FOR DISASTER &amp; EMERGENCY RESPONSE</b>				
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	8 sets	Ready for inspection during Post-Qualification.		
Megaphone with sling	2 sets	Ready for inspection during Post-Qualification.		
Squad Tent (minimum capacity: 10 persons)	2 units	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	2 set	Ready for inspection during Post-Qualification; 2. See List of Requirements		
<b>INDIVIDUAL UNIFORM AND EQUIPMENT OF GUARDS:</b>				
Class A Uniform	30	To be inspected during Rank Inspection		
Rain Coats	30	To be inspected during Rank Inspection		
Rain Boots	30	To be inspected during Rank Inspection		
Medicine Kit (Bethadine, Gause, Alcohol & Band Aid)	30	To be inspected during Rank Inspection		
Hand Cuff	30	To be inspected during Rank Inspection		
Flash Light	30	To be inspected during Rank Inspection		
Baton	30	To be inspected during Rank Inspection		
PPE	30	To be inspected during Rank Inspection		
<b>SPECIAL EQUIPMENT</b>				
CCTV Camera (Please refer to CCTV Systems Specifications below)	24	Ready for inspection upon Assumption		
CCTV Monitor (Please refer to CCTV Systems Specifications below)	2	Ready for inspection upon Assumption		

**Bidder/Bidder's Authorized Representative:**

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

Legal capacity: \_\_\_\_\_

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

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

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

**SPECIFICATIONS OF SPECIAL EQUIPMENT AND SERVICES  
REQUIREMENTS  
FOR AOR IVC (NCC/NGAC SPORTS FACILITIES)**

**1. CCTV SYSTEM (24 Channels)**

a. The Security Agency must be able to provide a **24**-channel CCTV System with 24 wireless cameras configured into one (1) set:

(1) Four (4) cameras to be installed at the Main Gate with IP connection to a CCTV set/monitor at the Detachment Hqs/Security Office and/or SMD Operations Center in NCC/NGAC;

(2) Four (4) cameras to be installed at Road IB (vicinity of UP Polyclinic) with IP connection to a CCTV set/monitor at the Detachment Hqs/Security Office and/or SMD Operations Center in NCC/NGAC;

(3) Four (4) cameras to be installed at Road IA (Alternate Exit) with IP connection to a CCTV set/monitor at the Detachment Hqs/Security Office and/or SMD Operations Center in NCC/NGAC;

(4) Four (4) cameras to be installed at the Open Parking Areas in front of the Athlete's Village with IP connection to a CCTV set/monitor at the Detachment Hqs/Security Office and/or SMD Operations Center in NCC/NGAC;

(5) Four (4) cameras to be installed at the Open Parking Areas in front of the Athletics Stadium with IP connection to a CCTV set/monitor at the Detachment Hqs/Security Office and/or SMD Operations Center in NCC/NGAC;

(6) Four (4) cameras to be installed at the River Park with IP connection to a CCTV set/monitor at the Detachment Hqs/Security Office and/or SMD Operations Center in NCC/NGAC;

b. The Security Agency must be able to provide twenty-four (24) wireless camera with WIFI and SD Card IP HIKVision NVC-711WD with specifications not lower than the following:

(1) IP wireless camera device with WIFI and SD Card designed for network video surveillance application;

(2) With OSD control, full function model;

(3) OEM;

(4) Compression: H.264 Baseline Profile Level 2.2;

(5) Storage: SD Card, Max 5G (optional);

(6) Pan Range: 360 degrees (continuous);

(7) Tilt Range: 90 Degrees;

(8) Presets: 128 Presets, can be labeled with editable title;

(9) Cruise Section: 5 pcs;

(10) Protocol: Sony, Hitachi, CNB, LG.

c. Specifications for other CCTV cameras if installation of IP Wireless cameras is not feasible:

- (1) With high-end H-264 DVR, night-vision outdoor cameras.
- (2) With 24 Channels DVR which supports real-time recording up to 30 frames per second on each channel, and the newest most advanced H.264 compression to maximize picture quality and storage space;
- (3) DVR recorder - Record all 24 channels at 30 frames per second at full 720x480 pixels each. It has built-in scheduler which gives the user the ability to pick the time and day for the DVR to record. Can store video recording for all 24 channels up to at least 30 days;
- (4) HDMI – HDMI output use with HDMI compatible monitor;
- (5) USB 2.0 – Two USB ports and one USB 2.0. This can be used as a mouse port or used for a quick clip backup utility;
- (6) At least 1/4 of the number of installed cameras can pan tilt and zoom and can be controlled by the operator manning the CCTV room;
- (7) Mobile Remote Viewing - Gives the user the ability to monitor premises anytime, anywhere using mobile phones, compatible with android, iPhone, Black Berry and Symbian. Bundled with the included CD;
- (8) Built-in DDNS domain address;
- (9) Files can be compressed by up to 80% without compromising video quality;
- (10) The entire system can be linked to an external drive as back up;
- (11) Night Vision – Day and night functionality. Packed with IR LED's that gives it the ability of a night vision with a range of at least 40 meters;
- (12) Water Proof (for outdoor camera);
- (13) Size of TV Monitor - 32 inches; Two (2) units.

d. The Security Agency shall shoulder the cost of installation and monthly billing of internet connectivity;

**(Note:** The 24 channels/cameras as stated herein shall be modified later depending on the required number of channels needed in a particular area where the cameras shall be installed);

**TECHNICAL SPECIFICATIONS COMPLIANCE FORM  
 ADDITIONAL REQUIREMENTS FOR LOT D (AOR IVC)  
 AOR IVC (NCC/NGAC SPORTS FACILITIES)**

**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 <b>Annex M</b> . 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 <b>Annex N</b> : 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 <b>Annex O</b> : 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. Sshould be ready for presentation to BAC-G during the opening of a sealed envelope for Eligibility Documents.		
13. Original Affidavit that Agency has conducted a Site Inspection of the Area of Operations <b>Annex P</b> ;		
14. Verified and validated structural map indicating the location of the AOR IA and proposed location of the billeting area for security guards <b>Annex Q</b> ;		
15. Original Copy of the Conceptual Security Plan. Must be based on the format as provided for under <b>Annex R</b> ;		
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 <b>Annex S</b> ;		
17. Sample of the PPEs to be issued to the Security Officers/Security Guards. Should be ready for presentation to BAC-G during the opening of sealed envelope for Eligibility Documents.		

**Bidder/Bidder’s Authorized Representative:**

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

Legal capacity: \_\_\_\_\_

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

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

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

## ***Section VIII. Checklist of Technical and Financial Documents***

### **Notes on the Checklist of Technical and Financial Documents**

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

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

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

# Checklist of Technical and Financial Documents

## TECHNICAL COMPONENT ENVELOPE

### *Class “A” Documents*

#### Legal Documents

- Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);

#### Technical Documents

- 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**
- 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**
- 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**
- Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- 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

- 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*

- 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)

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

**FINANCIAL COMPONENT ENVELOPE**

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

# Annex “A”

## TERMS TERMS OF REFERENCE (TOR)

### **BIDDING FOR SECURITY SERVICES OF AORs II, IV-A, IV-B & IV-C**

Three [3] Years Contract Effective Upon Issuance of NTP)

#### **I. BACKGROUND INFORMATION:**

1.1. Pursuant to Republic Act No.7227, the Bases Conversion and Development Authority (BCDA) was created to oversee and accelerate the conversion and development of former US base lands and their extensions into alternative productive civilian use. Consistent with the same law, the President of the Republic of the Philippines issued Executive Order No. 40, series of 1992, transferring major portions of Fort Bonifacio and Villamor Air Base in Metro Manila and Clark Air Base in Pampanga for disposition, privatization and development, in order to raise funds for the conversion program as well as for the modernization of the Armed Forces of the Philippines.

1.2. As in other properties of BCDA, the land assets and facilities; personnel and stakeholders, and properties, equipment, supplies and data/info within the Area of Responsibility (AOR) of Fort Bonifacio Open Areas (AOR II), BCDA Clark Facilities (AOR IV-A) and New Clark City Project Area including the NCC/NGAC Sports Facilities (AOR IV-B) must be protected and secured from unauthorized intrusions and/or proliferation of informal settlers, illegal repairs and constructions, threat, harassment, theft, vandalism, sabotage, arson and other criminal and/or terroristic acts.

1.3. The current contracts for security services for AOR II, AOR IV-A and AOR IV-B will terminate on 16 February 2023. In order to sustain the security and safety of BCDA land assets and facilities, personnel and stakeholders, and properties, equipment, supplies, data/info in these AORs, there is a dire need to procure, through public bidding, the security services of Private Security Agency or Agencies that is/are administratively and operationally capable of providing quality services.

#### **II. BIDDING FOR QUALITY AND COST BASED SECURITY SERVICES:**

2.1. 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.”**

2.2. In line with the intent and spirit of the above-said resolution, BCDA has defined the major components of the security services that have to be provided by the security agency to be hired. These security services components include manpower, tools and equipment, and other forms of security services and capabilities that when taken as a whole would result to quality service.

### III. APPROVED BUDGET FOR THE CONTRACT (ABC):

3.1. BCDA invites all interested bidders to participate in public bidding for the procurement of Security Services for the followings AORs 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 (SG with Standard Package Requirements)			Component 2 (Special Equipment & Services Requirements)	ABC (Inclusive of all applicable taxes and fees for each AOR for the 1 <sup>st</sup> Year of the Contract)
	No. of SGs	No. of Duty Hour	Annual Budget (1-Year Period)		
II - Fort Bonifacio - Open Area	26	12	P14,604,564.00	None	P14,604,564.00
IV-A - BCDA Clark Facilities	26	12	P11,836,188.00	None	P11,836,188.00
IV-B - New Clark City Project Areas	32	12	P14,567,616.00	None	P14,567,616.00
IV-C - NCC/NGAC Sports Facilities	30	12	P13,657,140.00	None	P13,657,140.00
<b>TOTAL ABC</b>			<b>P54,665,508.00</b>	<b>None</b>	<b>P54,665,508.00</b>

3.2. The ABC for each 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 II (Fort Bonifacio - Open Area)**

<b>Components</b>	<b>Description</b>	<b>Cost/ABC</b>	<b>Remarks</b>
Component 1: SO/SG with Standard Package Requirements (Refer to Annex A1, A3 and A3.1 for SG and Standard Equipment Requirements and Annex A2 for the Location Map of Security Posts)			
<b>26 SO/SG</b>	12-Hr Duty	<b>P14,604,564.00</b>	
Component 2: Special Equipment and Services Requirements (Refer to Annex A4 for the Specifications)			
CCTV System	24 Hours/7 Days Duty	None	a. to be provided and maintained by the agency for FREE;  b. to be owned by BCDA upon the termination of the contract.
Background Investigation (BI)	Conduct as required	None	a. Minimum of 12 BI/year for FREE.  b. BI in excess of 12 per year shall be paid by BCDA at P10,000.00 per individual/subject;
K-9 Services	Deployment as required	None	a. Minimum 32-hour deployment per month for FREE;  b. Deployment in excess of 32 hours per month shall be paid by BCDA at P5,000.00 per 8-hour deployment package. (Package is for one (1) SG Handler and one (1) K-9)
Subtotal for Component 2		None	Billings for BI and K9 deployments shall be made separate from the regular security billings.
<b>TOTAL</b>		<b>P14,604,564.00</b>	

**AOR IV - A (BCDA Clark Facilities)**

<b>Components</b>	<b>Description</b>	<b>COST/ABC</b>	<b>Remarks</b>
Component 1: SO/SG with Standard Package Requirements (Refer to Annex B1, B3 and B3.1 for SG and Standard Equipment Requirements & Annex B2 for the Location Map of Security Posts)			
<b>26 SO/SG</b>	12-Hr Duty	<b>P11,836,188.00</b>	
Component 2: Special Equipment and Services Requirements (Refer to Annex B4 for the Specifications)			
CCTV System	24 Hours/7 Days Duty	None	a. to be provided and maintained by the agency for FREE; b. to be owned by BCDA upon the termination of the contract.
Background Investigation (BI)	Conduct as required	None	a. Minimum of 12 BI/year for FREE. b. BI in excess of 12 per year shall be paid by BCDA at P10,000.00 per individual/subject;
K-9 Services	Deployment as required	None	a. Minimum 32-hour deployment per month for FREE; b. Deployment in excess of 32 hours per month shall be paid by BCDA at P5,000.00 per 8-hour deployment package. (Package is for one (1) SG Handler and one (1) K-9)
Sub-total for Component 2		None	Billings for BI and K9 deployments shall be made separate from the regular security billings.
<b>TOTAL</b>		<b>P11,836,188.00</b>	

**AOR IV-B (New Clark City Project Areas)**

<b>Components</b>	<b>Description</b>	<b>COST/ABC</b>	<b>Remarks</b>
Component 1: SO/SG with Standard Package Requirements (Refer to Annex C1, C3 and C3.1. for SG and Standard Equipment Requirements & Annex C2 for the Location Map of Security Posts)			
<b>32 SO/SG</b>	12-Hr Duty	<b>P14,567,616.00</b>	
Component 2: Special Equipment and Services Requirements (Refer to Annex C4 for the Specifications)			
CCTV System	24 Hours/7 Days Duty	None	a. to be provided and maintained by the agency for FREE; b. to be owned by BCDA upon the termination of the contract.
Background Investigation (BI)	Conduct as required	None	a. Minimum of 12 BI/year for FREE. b. BI in excess of 12 per year shall be paid by BCDA at P10,000.00 per individual/subject;
K-9 Services	Deployment as required	None	a. Minimum 32-hour deployment per month for FREE; b. Deployment in excess of 32 hours per month shall be paid by BCDA at P5,000.00 per 8-hour deployment package. (Package is for one (1) SG Handler and one (1) K-9)
Sub-total for Component 2		None	Billings for BI and K9 deployments shall be made separate from the regular security billings.
<b>TOTAL</b>		<b>P14,567,616.00</b>	

**AOR IV-C (NCC/NGAC Sports Facilities)**

<b>Components</b>	<b>Description</b>	<b>COST/ABC</b>	<b>Remarks</b>
Component 1: SO/SG with Standard Package Requirements (Refer to Annex D1, D3 and D3.1. for SG and Standard Equipment Requirements & Annex D2 for Location Map of Security Posts)			
<b>30 SO/SG</b>	12-Hr Duty	<b>P13,657,140.00</b>	
Component 2: Special Equipment and Services Requirements (Refer to Annex D4 for the Specifications)			
CCTV System	24 Hours/7 Days Duty	None	a. to be provided and maintained by the agency for FREE; b. to be owned by BCDA upon the termination of the contract.
Background Investigation (BI)	Conduct as required	None	a. Minimum of 12 BI/year for FREE. b. BI in excess of 12 per year shall be paid by BCDA at P10,000.00 per individual/subject;
K-9 Services	Deployment as required	None	a. Minimum 40-hour deployment per month for FREE; b. Deployment in excess of 40 hours per month shall be paid by BCDA at P5,000.00 per 8-hour deployment package. (Package is for one (1) SG Handler and one (1) K-9)
Sub-total for Component 2		None	Billings for BI and K9 deployments shall be made separate from the regular security billings.
<b>TOTAL</b>		<b>P13,657,140.00</b>	

**IV. BIDDING FOR AOR II AND IV-A, IV-B, and IV-C:**

4.1. 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:

4.1.1. Opening of Eligibility Documents

4.1.2. Opening of Financial Bids: AOR II, AOR IVA, IVB & IVC.

4.2. 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**”.

## **V. DESCRIPTION OF AREAS OF RESPONSIBILITY (AOR):**

### **5.1. AOR II - Fort Bonifacio Open Areas:**

5.1.1. AOR II covers BCDA land assets in the following locations:

- Consular Area;
- TRANSCO Line – GHQ/STP Area;
- Vacant Lot in 11<sup>th</sup> Ave. BGC (Proposed BCDA Building);
- Vacant Lots in Summit Housing Area;
- BCDA Reserve Lots in BGC;
- Other BCDA land assets to be identified later.

5.1.2. The BCDA land assets within the Consular Area and TRANSCO Line – GHQ/STP Area are occupied by informal settlers. Certain portion of the Consular Area are also being claimed by certain individuals and/or groups, the final determination of which is currently pending with the Supreme Court. The land assets within the TRANSCO Line GHQ/STP Area are occupied by informal settlers who are allegedly members of an urban poor association and who claims to have been occupying their respective lots for a long time.

5.1.3. AOR II comprises of several land assets and properties situated in different locations in the Open Area of Fort Bonifacio. Some of the properties are located along busy roads while others are in very isolated location. Posting of permanent guard posts in some of these areas are impractical. Hence the need to deploy mobile patrol teams mounted on either motorcycles or 4-wheeled utility vehicles working on two (2) shifts, 24/7 rotation basis.

### **5.2. AOR IV - A (BCDA Clark Facilities):**

5.2.1. AOR IV-A covers the following BCDA office buildings, staff houses, and warehouses located within Clark Main Zone:

- BCDA One West Office;
- Project Management Office (Building No.7458);
- PMO Motor Pool;



- PMO Records and Storage Facilities;
- CIAC Executive Quarters;
- Redwood Staff Houses;
- Wood Cliff Staff Houses;
- ASEAN Villas (currently under BCDA disposition);
- SCTEX Satellite Warehouse;
- CIAC Warehouse (Building No. 7259);
- Peninsula Warehouse (Building No. 7452);
- Other buildings/facilities to be identified later.

5.2.2. AOR IV-A also includes the Sacobia Bridge/Road Section of the Airport to NCC Access Road (ANAR) and other land assets/offices, projects, and facilities within the Clark Freeport Zone that will be identified later.

5.2.3. Due to the diverse use and location of these facilities and buildings, there is dire need to have dedicated and independent CCTV systems to effectively monitor movements of personnel, materials and equipment to deter or prevent occurrence of safety and security incidents. Mobile patrol teams mounted on 4-wheeled utility vehicles is also a must to effectively monitor open areas in between different facilities and to provide mobile security escorts to BCDA Guests/VIPs in the AOR.

### **5.3. AOR IV – B (New Clark City Project Area):**

5.3.1. AOR IV-B covers the entire 9,450 hectares of BCDA lands in Capas and Bamban in Tarlac and Mabalacat, Pampanga that are intended for various NCC projects and for the relocation of PAPs/ISFs.

5.3.2. It also covers lots acquired by BCDA in relation to the construction of the SCTEX-NCC Access Road and the Clark International Airport to NCC Access Road (ANAR) Projects including other related facilities.

5.3.3. AOR IVB shall also cover the “swapped areas” between BCDA and the Philippine Army in Brgy Sta Lucia, Capas, Tarlac;

5.3.4. Due to the vastness of AOR IVB and the difficulty in securing remote and isolated areas, prospective bidders must have at least four (4) units of 4 X 4 pick-up type patrol vehicles to monitor and secure movements and activities of BCDA personnel, properties and equipment and other materials and to provide mobile security escorts to BCDA Guests/VIPs.

### **5.4. AOR IV – C (NCC/NGAC Sports Facilities):**

5.4.1. The NCC/NGAC Sports Facilities (NCC/NGAC –SF) is a 40-hectare BCDA facility and forms part of the New Clark City Project Area

(AOR IV-B). Its budget, operations and maintenance, including security operations has been made separate from AOR IVB. It will now be designated as AOR IV-C. The AOR IV-C includes the existing sports facilities and related structures located within National Government Administrative Center (NGAC) within the New Clark City (NCC) Project Areas in Brgy Aranguren, Capas, Tarlac as follows:

- a. Athletics Stadium; Practice Oval and related facilities;
- b. Athlete’s Village including the Sewage Treatment Plant;
- c. Aquatics Center and related facilities;
- d. River Park System;
- e. Lighting Facilities, Road Networks and Parking Areas;
- f. Other facilities for development;

5.4.2. AOR IV-C also serves as the venue for major sporting events and business/official visits. Other than the NGAC Sports Facilities, BCDA Guests/VIPs also visit the Government Building and Residences; Commercial Area and the UP Polyclinic.

5.4.3. Large number of visitors come to the NGAC Sports Facilities daily. Due to their numbers and presence over a wide open area, there is a need to install and operate CCTV systems in order to effectively monitor and secure BCDA personnel and visitors, facilities, properties, equipment and other supplies/materials and to provide mobile security escorts to BCDA Guests/VIPs in the AOR.

## **VI. MANPOWER REQUIREMENTS:**

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

<b>AOR</b>	<b>Coverage</b>	<b>No. of SGs</b>	<b>No of Hours/Shift</b>
II	Fort Bonifacio Open Areas	26	12 Hours/Shift
IVA	BCDA Clark Facilities	26	12 Hours/Shift
IVB	New Clark City Project Areas	32	12 Hours/Shift
IVC	NCC/NGAC Sports Facilities	30	12 Hours/Shift
<b>T O T A L</b>		<b>114</b>	

6.2. 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, the Head of the Security Management Department (SMD) or the designated Chief Security Officer shall verbally notify the concerned agency of the need to prepare for the forthcoming changes in the deployment of guards.

6.3. Should the need 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.

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

6.5. The Security Agency must be capable of deploying at least four (4) duly licensed Protective Agents in each AOR to provide Security Escorts/VIP Security within 24-hour notice.

6.6. The Security Agency must be capable of deploying at least two (2) duly licensed Private Investigators to conduct background investigation of certain individuals/organization upon the direction of the SVP, CSG/PCEO to the Head, SMD and/or the Chief Security Officer within 24-hour notice.

***6.7. The Security Agency must be able to deploy in its AOR, a security detachment composed of at least 20% female security officers/guards.***

6.8. 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.

## **VII. POSTING/MANNING HOURS AND REQUIRED EQUIPMENT:**

7.1. The Security Agency must ensure that all the security posts within its AOR 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, SMD or the designated Chief Security Officer for the AOR. The Security Agency shall also provide appropriate number of security officers and security guards to act as relievers (in case of leave or other critical or emergency situation).

7.2. The Security Agency shall render services twenty-four (24) hours a day, and seven (7) days a week in their respective AORs. Individual security officer/guard 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.

7.3. The Security Agency must not allow a security officer or security guard to render two (2) successive shifts in one day (straight duty for 24-hour period) under all circumstances.

7.4. 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)

7.5. The Security Agency shall be responsible for the immediate repair or replacement of 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 adverse impact on the performance rating of the Security Agency.

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

7.6.1. 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

7.6.2. 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

**7.7. The Security Agency shall require all its Security Officers and Security Guards including its relievers, to undergo**

**mandatory Seminar/Training on Gender and Development (GAD) Awareness once a year pursuant to RA 7192, 7877, and 9262.**

7.8. The Security Officers/Guards deployed by the AGENCY in AOR II must be in authorized uniform at all times while on duty.

7.8.1. Security Officers – Uniform with complete accessories as prescribed in RA 5487; Use of Barong and Polo Barong shall have written approval of PNP SOSIA.

7.8.2. Security Guards – Uniform with complete accessories as prescribed in RA 5487. Use of Barong and Polo Barong shall have written approval of PNP SOSIA.

**7.9. The Security Agency shall provide and/or shoulder the cost for the prevention and control of COVID-19 pandemics such as but limited to the provision of the following: testing, disinfection facilities, hand sanitizers, personnel 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 each AOR. This provision shall similarly apply to other health, environmental and other occupational hazards that may occur during the duration of the contract.**

**VIII. SCOPE OF WORK:**

8.1. The Security Agency shall be primarily responsible for the safety and security of all BCDA land assets and facilities; personnel and stakeholders; properties, equipment and data/information and business operations within its assigned AOR. It shall be under the direct supervision, control and management of the Head, SMD, BCDA.

8.2. The Security Agency shall implement and enforce all applicable rules and regulations, standard operating procedures (SOPs) and other directives relative to the maintenance of security and safety within their scope of work of the contracted Security Agency/ies.

8.3. The Security Agency shall provide quality security services on four (4) areas of security, to wit: Personnel Security, Physical Security, Document Security, Communications Security and IT/Cyber Security.

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

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

8.3.3. Document Security – Secure and protect documents and vital information from loss, unauthorized use and unwarranted destruction; and allow easy but secured access of these documents and information only to authorized personnel.

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

8.3.5. IT/Cyber Security – With the assistance of the ICT Department and SMD, implement basic cybersecurity processes and measures designed to protect computers, networks and data from unauthorized access, vulnerabilities and attacks.

8.4. The Security Agency shall prevent intrusion and proliferation of informal settlers and building of illegal/unauthorized structures within its AOR. It shall also stop and demolish on-going illegal construction of 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.

8.5. The Security Agency shall 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.

8.6. The Security Agency shall prevent vandalism in the form of graffiti, paintings, stickers on BCDA fences and walls of structures, and failing to prevent the same, remove such graffiti, painting, sticker and the like and restore the fence or wall to its original form at its own expense with or without notice from BCDA.

8.7. The Security Agency shall dispatch appropriate number of security guards under a Security Officer/Team Leader to provide covert security assistance to LADD, SSD and LSD Teams during surveys, negotiations and expropriation proceedings and to secure properties cleared or acquired by BCDA as a result thereof.

8.8. The Security Agency shall provide special services such as security escort/VIP security; deployment of canine as well as the conduct of background investigation of personnel and organization as may be directed.

8.9. The Security Agency shall install, operate and maintain the CCTV system to ensure efficient, effective and widest monitoring coverage of the AOR and render timely report of any damage or fault to the operation of the system so that BCDA can immediately respond to maintenance requirements. It shall also conduct CCTV review and provide copies of the recordings in accordance with existing laws on Data Privacy and BCDA Policies and Procedures.

8.10. The Security Agency shall in coordination with SMD, conduct at least two (2) seminars (2 hours per seminar) per year on emergency preparedness. Likewise, it shall also conduct regular and/or random emergency preparedness drills and simulation exercises for simple or multiple contingencies in coordination with respective Building/Facility Managers and/or local Disaster Response Mitigation Units within its AOR.

8.11. The Security Agency shall constitute an ER Team to provide overall initial response 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 handover the responsibility to the designated authority within its AOR.

8.12. The Security Agency shall submit the following reports:

8.12.1. Daily Activity and Situation Report.

8.12.2. Incident Report (If any; within 24 hours)

8.12.3. Investigation Report (as necessary)

8.12.4. Special Reports (as needed by security and safety)

8.12.5. Information Reports (as obtained)

8.12.6. Accomplishment Reports:

a. Monthly – every 1<sup>st</sup> Monday of succeeding month

b. Quarterly – every 1<sup>st</sup> week of succeeding quarter

c. Annual – every 2<sup>nd</sup> week of January

8.12.7. Roster of Guards (every 15<sup>th</sup> and 30<sup>th</sup> of the month)

8.12.8. Guard Deployment (every 15<sup>th</sup> & 30<sup>th</sup> of the month)

8.12.9. Daily Guard Detail

8.13. 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.

8.14. The Security Agency shall coordinate with the PNP, AFP and other friendly forces on matters related to the security and protection of respective AOR.

## **IX. QUALIFICATIONS OF THE SECURITY AGENCY:**

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

9.2. 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. The list of security personnel to be deployed per contract shall be presented to the BCDA during the Post-Qualification Inspection.

9.3. The Security Agency must be certified by the Supervisory Office on Security and Investigation Agencies (SOSIA), PNP that the Security Agency has no pending case. The original copy of the certification shall be presented to the BCDA during the Post-Qualification Inspection.

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

9.5. 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 agency must have a good performance record in BCDA and/or its subsidiaries.

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

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

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

9.6.3. Maintain E-files of 201 Records and DTRs of deployed security officers, security guards, relievers and security escorts.

9.6.4. Communicate with SMD, BCDA through the Internet.



9.7. The Security Agency must have a pool of duly licensed private investigators who are capable of conducting background investigation of certain individuals/organization upon the direction of SMD/PCEO.

9.8. 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 who are under constant threat or intimidation while in the course of performing their respective jobs;

9.9. The Security Agency 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 unit/company. K-9 dogs and its handlers shall be transported on separate vehicles and deployed in coordination with SMD.

9.10. The Security Agency must be capable of providing billeting facility 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.

9.11. Pursuant to Section 23.5.3 of the IRR to RA 9184, the Security Agency/Prospective 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.

9.12. The Security Agency/Prospective Bidder shall 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.

9.13. Former and current security providers of BCDA, to include their subsidiaries, affiliates and sister companies, who has 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.

## **X. QUALIFICATIONS OF THE SECURITY OFFICERS AND SECURITY GUARDS:**

10.1. Qualifications of the Security Officers (to be deployed as Detachment Commander, Assistant Detachment Commander, Shift-In-Charge):

10.1.1. Must 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);

10.1.2. Must possess a valid Security Officer's License;

10.1.3. Male or female and at least five (5) feet and seven (7) inches in height for male and five (5) feet and five (5) inches in height for female;

10.1.4. Preferably not more than fifty (50) years old upon acceptance or deployment;

10.1.5. Must possess a valid Professional Driver's License;

10.1.6. Knowledgeable on Microsoft/Google Applications;

10.1.7. Knowledgeable of CCTV operations;

10.1.8. 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);

10.1.9. Must possess the necessary clearances from Barangay, PNP, NBI, and RTC and Neuro-Psychiatric Test and Drug Test.

10.2. Qualifications of the Security Guards to be deployed:

10.2.1. Must 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);

10.2.2. Must possess a valid Security Guard's License;

10.2.3. Male or Female and at least five (5) feet and five (5) inches in height for male; five (5) feet and two (2) inches in height for female;

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

10.2.5. Must have undergone training on first aid and life saving techniques or is willing to undergo similar training within the duration of the contract.

10.3 The Security Agency shall submit bio-data and work employment record 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.

10.4 Likewise, the Security Agency shall submit to 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, Police, NBI and RTC Clearances, and Results of Neuro-Psychiatric and Drug Tests.

10.5. 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.

## **XI. CONCEPT PLAN AND COMPREHENSIVE SECURITY PLAN:**

11.1. The Conceptual Security Plan shall be submitted for inspection during the Post Qualification Inspection. This plan explains the concept of safety and security that the Security Agency envisions to implement in the AOR on bid.

11.2. 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.

## **XII. PAY RATE OF SECURITY GUARDS AND WAGE ADJUSTMENT:**

12.1. 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.

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

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

12.4. 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.

12.5. 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 the Philippine Association of Detective and Protective Agency Operators, Inc. (PADPAO), through its Committee on PADPAO Rate Computation.

12.6. BCDA has the right to demand from the Security Agency proofs of compliance of its obligations under sub-clauses 12.1 to 12.4.

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

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

12.7.2. 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.

### **XIII. POSTING OF PERFORMANCE AND WAGE SECURITIES:**

#### **13.1. 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).

### **13.2. Wage Security**

13.2.1. 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.

13.2.2. 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.

### **13.3. Adjustment of Performance and 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.

## **XIV. MEDICAL AND RISK INSURANCE:**

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

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

14.3. Firearms to be issued by the Security Agency to their Security Officers and Guards shall be covered by Firearms Insurance.

## **XV. CONFIDENTIALITY CLAUSE:**

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

15.2. 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.

15.3. 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.

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

#### **XVI. PENALTY CLAUSE:**

16.1 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 E**) and other applicable provisions of RA 5487.

#### **XVII. DURATION AND EXTENSION OF CONTRACT:**

17.1. 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:

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

17.2. It is understood that paragraph 17.1 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.

17.3. 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.

17.4. 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 period 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.

17.5. The conduct of Performance Evaluation and Inspection of the Security Agency shall be conducted by a 5-man Committee headed by the SVP for Corporate Services Group or the Head, SMD; one (1) Security Officer from SMD as member/recorder, 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.

17.6. 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:

<b>Adjectival Rating</b>	<b>Numerical Rating</b>	<b>Description of Rating</b>
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 wanting.
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.

**XVIII. TERMINATION:**

18.1. 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:**

### **Annex A - AOR II**

- Annex A1 - Security Guard Requirements
- Annex A2 - Location Map of Security Posts
- Annex A3 - Standard Equipment Requirements
- Annex A3.1 - Standard First Aid Kit Requirements for Detachment Hqs
- Annex A4 - Specifications of Special Equipment/Services Requirements

### **Annex B - AOR IVA**

- Annex B1 - Security Guard Requirements
- Annex B2 - Location Map of Security Posts
- Annex B3 - Standard Equipment Requirements
- Annex B3.1 - Standard First Aid Kit Requirements for Detachment Hqs
- Annex B4 - Specifications of Special Equipment/Services Requirements

### **Annex C - AOR IVB**

- Annex C1 - Security Guard Requirements
- Annex C2 - Location Map of Security Posts
- Annex C3 - Standard Equipment Requirements
- Annex C3.1 - Standard First Aid Kit Requirements for Detachment Hqs
- Annex C4 - Specifications of Special Equipment/Services Requirements

### **Annex D - AOR IVC**

- Annex D1 - Security Guard Requirements
- Annex D2 - Location Map of Security Posts
- Annex D3 - Standard Equipment Requirements
- Annex D3.1 - Standard First Aid Kit Requirements for Detachment Hqs
- Annex D4 - Specifications of Special Equipment/Services Requirements
- Annex E - Table of Offenses and Penalties



**Section IX.**

**Annex “B”**

**Bidding Forms**

## Bid Form

Date: \_\_\_\_\_  
Project Identification No. : \_\_\_\_\_

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

Gentlemen and/or Ladies:

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

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

If our Bid is accepted, we undertake:

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

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

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

(if none, state "None")

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

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

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

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

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

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

Legal capacity: \_\_\_\_\_

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

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

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

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

**For Goods Offered from Within the Philippines**

Name of Bidder \_\_\_\_\_ Project ID No. \_\_\_\_\_ Page \_\_\_ of \_\_\_

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

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

Legal Capacity: \_\_\_\_\_

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

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

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REPUBLIC OF THE PHILIPPINES )

CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### AFFIDAVIT

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

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

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

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

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

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

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

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

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

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

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

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

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

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

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

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

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

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

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

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

*[Insert signatory's legal capacity]*

Affiant

**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. \_\_\_\_\_

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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/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any 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.



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**

**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/ Address/ Contact Number	Kinds of Goods	Amount of Contract	Value of Outstanding Contracts	Date of Delivery
<b><u>Government Contracts:</u></b>							
1.							
2.							
<b><u>Private Contracts:</u></b>							
1.							
2.							
<b>Total Amount:</b>							

\*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/Address/Contact Number	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**

- 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)	

- 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:*

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

**SECTION X.**

**BIDDING FOR SECURITY SERVICES FOR AOR II, IVA, IVB and IVC**

**SCHEDULE OF BIDDING ACTIVITIES**

<b>Stage</b>	<b>Activities</b>	<b>DATE/ SCHEDULE</b>
1	Pre-Procurement Meeting (BAC, TWG, and Secretariat )	26 May 2023 (Friday)
2	Posting (BCDA Website, PhilGEPS, & BCDA Premises)	1 July 2023 (Saturday)
3	Issuance of Bidding Documents	1 July to 24 July 2023
4	<b>Pre-Bid Conference</b>	<b>10:00 AM, 10 July 2023 (Monday)</b>
	<b>Site Inspections:</b>	
	a. AOR II	11 July 2023
	b. AOR IV- A	12 July 2023
	c. AOR IV- B	12 July 2023
	c. AOR IV- C	12 July 2023
	Deadline for Request for Clarification (if any)	14 July 2023 (Friday)
	Issuance of Bid Bulletin (if any)	18 July 2023 (Tuesday)
5	<b>Submission and Receipts of Bids:</b> <ul style="list-style-type: none"> <li>• Eligibility Requirements</li> <li>• Financial Proposal</li> </ul> <b>Opening of Bids:</b> <ul style="list-style-type: none"> <li>• Eligibility Requirements</li> <li>• Financial Proposal</li> </ul>	<b>24 July 2023 (Monday) 9:00 AM</b>  <b>24 July 2023 (Monday) 10:00 AM</b>
6	Bid Evaluation	25 - 28 July 2023
7	Deliberation of Results of Bid Evaluation	28 July 2023 (Friday)
8	Post Qualification	29 July - 9 August 2023
9	<b>Deliberation of Results of Post qualification</b>	<b>9 August 2023 (Wednesday)</b>
10	Issuance of BAC's Recommendation	On or before 11 August 2023 (Friday)
11	<b>Approval of BAC Resolution / Issuance of Notice of Award*</b>	On or before 14 August 2023 (Monday)
12	<b>Issuance of Notice to Proceed &amp; Contract Signing</b>	On or before 15 August 2023 (Tuesday)

\*Subject to change

