

PHILIPPINE BIDDING DOCUMENTS

EARLY PROCUREMENT OF ONE (1) LOT SECURITY SERVICES FOR PHILIPPINE INFORMATION AGENCY FOR ONE YEAR FY 2023 (ITB 2022-04)

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:

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

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

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

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

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

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

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

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

CDA - Cooperative Development Authority.

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

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

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

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

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

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

GFI – Government Financial Institution.

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

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

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

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

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

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

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

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

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

UN – United Nations.

Section I. Invitation to Bid

Notes on the Invitation to Bid

The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 21.2 of the 2016 revised IRR of RA No. 9184.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

- a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;
- b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;
- c. The deadline for the submission and receipt of bids; and
- d. Any important bid evaluation criteria (*e.g.*, the application of a margin of preference in bid evaluation).

The IB should be incorporated in the Bidding Documents. The information contained in the IB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.



Office of the President
Philippine Information Agency
Ahensiyang Pang-impormasyon ng Pilipinas

INVITATION TO BID FOR

EARLY PROCUREMENT OF ONE (1) LOT SECURITY SERVICES FOR PHILIPPINE INFORMATION AGENCY FOR ONE YEAR FY 2023 (ITB 2022-04)

1. The *Philippine Information Agency*, through the *National Government Agency 2023, National Expenditure Program* intends to apply the sum of *Eight Million Two Hundred Thousand Pesos Only (Php 8,200,000.00)* being the ABC to payments under the contract for *Early Procurement of One (1) Lot Security Services for Philippine Information Agency for One (1) Year*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *Philippine Information Agency*, now invites bids for the above Procurement Project. Delivery of the Goods is required by *Fiscal Year 2023*. Bidders should have completed, within *two (2) years* from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
 - a. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.
4. Prospective Bidders may obtain further information from from *Philippine Information Agency (PIA)* and inspect the Bidding Documents at the *2/F BAC Secretariat Office – PIA Bldg, Visayas Avenue, Diliman Quezon City* from *Mondays to Fridays, 8:00 AM to 5:00 PM*.
5. A complete set of Bidding Documents may be acquired by interested Bidders from the PIA Central Office BAC Secretariat on 24 November to 14 December 2022 from the given address below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of *Ten Thousand Pesos Only (Php 10,000.00)*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *in person*

Payments may be made at the PIA-CO Cashier Section, 2/F PIA Building, Visayas Avenue, Quezon City from Mondays to Fridays at 8:00 AM to 5:00 PM.

6. The *Philippine Information Agency*, will hold a Pre-Bid Conference¹ on *02 December 2022, 1:30 PM* at *3/F Conference Room, PIA Bldg., Visayas Ave., Quezon City*, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission in **Five (5) Copies** at the office address indicated below on or before *14 December 2022, 12:00 NN*. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on *15 December 2022, 1:30PM* at the *3/F Conference Room, PIA Bldg., Visayas Avenue, Quezon City*. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. *The bidders must refer to the published Bidding Documents for final guidance.*
11. The *Philippine Information Agency*, reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
12. For further information, please refer to:

ERWIN L. BERNARDINO
HEAD, BAC Secretariat
2nd Floor, PIA Central Office
Visayas Avenue, Diliman, Quezon City
0908-850-6050 / 02-8920-4338
piacentral.bids@pia.gov.ph
13. You may visit the following websites:

For downloading of Bidding Documents:
 - *Philippine Government Electronic Procurement System (PhilGEPS) website*
 - *PIA Website (www.pia.gov.ph)*

23 November 2022



ATTY. JAIME O. DIMSON
BAC Chairperson

¹

Section II. Instructions to Bidders

Notes on the Instructions to Bidders

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.

1. **Scope of Bid**

The Procuring Entity, *Philippine Information Agency*, wishes to receive Bids for the *Early Procurement of One (1) Lot Security Services for Philippine Information Agency for One (1) Year*, with identification number *ITB 2022-04*.

[The Procurement Project is composed of *One (1) Lot* the details of which are described in *Section VII (Technical Specifications)*].

2. **Funding Information**

2.1. The GOP through the source of funding as indicated below for *2023 National Expenditure* in the amount of EIGHT MILLION TWO HUNDRED THOUSAND PESOS ONLY (*Php 8,200,000.00*)

2.2. The source of funding is:

a. NGA, the National Expenditure Program.

3. **Bidding Requirements**

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

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

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

4. **Corrupt, Fraudulent, Collusive, and Coercive Practices**

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

5. **Eligible Bidders**

5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

- 5.2.
- a. Foreign ownership 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:
- a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

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

7. Subcontracts

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

The Procuring Entity has prescribed that:

- a. Subcontracting is not allowed.

8. Pre-Bid Conference

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

9. Clarification and Amendment of Bidding Documents

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

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within *two (2) years* prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

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

12. Bid Prices

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

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

13. Bid and Payment Currencies

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

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

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration² 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 Eighty (180) Days From Bid Opening*. 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 five (5) copies 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.

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

18. Domestic Preference

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

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case may be. In this case, the Bid Security as required by **ITB** Clause 14 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows:

Option 1 – One Project having several items that shall be awarded as one contract.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

- 20.2. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, or in the case of multi-year Framework Agreement, that it is one of the eligible bidders who have submitted bids that are found to be technically and financially compliant, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

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

Notes on the Bid Data Sheet

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

- a. Information that specifies and complements provisions of the ITB must be incorporated.
- b. Amendments and/or supplements, if any, to provisions of the ITB as necessitated by the circumstances of the specific procurement, must also be incorporated.

Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p>a. PROVISION OF SECURITY SERVICES.</p> <p>b. completed within TWO (2) YEARS prior to the deadline for the submission and receipt of bids.</p>
7.1	N/A
12	<p>The price of the Goods shall be quoted DDP <i>Philippine Information Agency, PIA Bldg. Visayas Avenue Diliman Quezon City</i> or the applicable International Commercial Terms (INCOTERMS) for this Project.</p>
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <p>a. The amount of not less than One Hundred Sixty-Four Thousand Pesos Only (Php 164,000.00) or to two percent (2%) of ABC], if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p>b. The amount of not less than Four Hundred Ten Thousand Pesos Only (Php 410,000.00) or to five percent (5%) of ABC] if bid security is in Surety Bond.</p>
19.3	N/A
20.2	<i>Compliance to all existing laws and regulations</i>
21.2	<ol style="list-style-type: none"> 1. <i>Submission of a photocopy of the NBI, Police, Barangay and Health Clearances of each of the personnel to be assigned for this project. (Upon Award of Contract and before deployment).</i> 2. <i>Submission of proof of payment of remittances/contributions in a form of certification issued by the Social Security System SSS, PhilHealth, and PagIBIG within the last two (2) years from date of Public Bidding. The original copies of which shall be brought during the Bid Opening for presentation to the BAC for inspection and verification.</i>

	<p>3. <i>Submission of certified true copy of certification from Department of Labor (DOLE) and National Labor Relations Commission (NLRC) of NO PENDING CASE and other required clearances within the last two years from date of Public Bidding. The original copies of which shall be brought during the Bid Opening for presentation to the BAC for inspection and verification.</i></p>
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Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing performance of the Supplier, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, which may be needed, shall be introduced only through the Special Conditions of Contract.

1. **Scope of Contract**

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

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

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

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

- 2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.
- 2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

3. **Performance Security**

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

4. **Inspection and Tests**

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

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

5. Warranty

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

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

6. Liability of the Supplier

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

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

Section V. Special Conditions of Contract

Notes on the Special Conditions of Contract

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC found in Section IV.

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Goods purchased. In preparing this Section, the following aspects should be checked:

- a. Information that complements provisions of the GCC must be incorporated.
- b. Amendments and/or supplements to provisions of the GCC as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of the GCC should be incorporated herein.

Special Conditions of Contract

GCC Clause	
1	<p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is</p> <p>ATTY. JULIUS S. DE PERALTA <i>Chief, Administrative Division</i> ADMINISTRATIVE DIVISION <i>2nd Floor PIA Bldg, Visayas Ave.,</i> <i>Diliman, Quezon City</i> <i>8920-69-17</i></p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <p><i>Select appropriate requirements and delete the rest.</i></p> <ol style="list-style-type: none"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;

	<ul style="list-style-type: none"> d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and e. training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.
	<p style="text-align: center;">ADDITIONAL TERMS AND CONDITIONS OF THE CONTRACT OF SECURITY SERVICES</p> <ol style="list-style-type: none"> 1. The PIA Administrative Division shall be responsible for laying down policies on security services including monitoring and evaluation of the implementation of the Security Service Provider Security Plan; 2. The Security Service Provider shall discharge its responsibilities in accordance with the policies, plans, and standards laid down by PIA. The Security Guards of the Security Service Provider shall perform specific functions in accordance with the Security Plan; 3. Service Capability – Whether the prospective Security Service Provider has the organizational capability to deliver the services and to provide assistance and support. The Security Service Provider must be able to comply with the following: <ul style="list-style-type: none"> a. Must be in continuous operation for at least ten (10) years in the business (to be supported by License to Operate or a Certification issued by the SOSIA that will prove the number of years in the operation); b. Deployment of a complement of at least two hundred (200) guards for all clients; c. Supervisors should have undergone investigation and surveillance training as shown by certificates of training. <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rate charged to other parties by the Supplier for similar services.</p>

Spare Parts –

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

Select appropriate requirements and delete the rest.

1. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and
2. in the event of termination of production of the spare parts:
 - i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and
 - ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.

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

The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of [*indicate here the time period specified. If not used, indicate a time period of three times the warranty period*].

Spare parts or components shall be supplied as promptly as possible, but in any case, within [*insert appropriate time period*] months of placing the order.

Packaging –

The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall

take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.

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.

The outer packaging must be clearly marked on at least four (4) sides as follows:

- Name of the Procuring Entity
- Name of the Supplier
- Contract Description
- Final Destination
- Gross weight
- Any special lifting instructions
- Any relevant HAZCHEM classifications

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.

Transportation –

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.

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.

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

	<p>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><i>Intellectual Property Rights –</i></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><i>The terms of payment shall be on a monthly basis.</i></p>
4	<p>The inspections and tests that will be conducted are:</p> <p>The Security Service Provider (SSP) must show during the Post-Qualification inspection, the following:</p> <p>Security Equipment with valid licenses – The Security Service Provider shall provide at all times, at its own expense, the following equipment with valid licenses as may be required by laws, rules and regulations;</p> <ol style="list-style-type: none"> a. Appropriate firearms (with bullet) per post/station - at least .38 caliber pistol; b. Basic guard equipment (i.e. firearms, night stick or club, whistle, flashlights, first aid kit, etc.); c. Logbooks and pens per post; d. At least twelve (12) handheld radio transceivers with battery packs and chargers, functional with sufficient reserves to speed up reporting and relaying of messages (Central Office Only); e. Complete set of clean and well-ironed comfortable uniforms for the security guards on actual duty; f. At least one (1) handheld metal detector; g. At least two (2) sets of traffic vests and gloves for personnel posted at the parking area and PIA Visayas Avenue frontage (Central Office Only); h. At least Thirty-Two (32) CCTV cameras to be maintained by Security Service Provider with monitors provided as well to the

	<p>Chief Administrative Division office and recording capability of at least two (2) months(Central Office Only);</p> <p>i. K-9 capability: presence of trained bomb/drug sniffing dogs and its trainer(Central Office Only).</p> <p>Office Equipment – The Security Service Provider must provide the following office equipment to be installed at the desk/office of the Detachment Officer/Officer-in-Charge (Central Office Only);</p> <p>a. One (1) Personal Computer</p> <p>b. One (1) Scanner</p> <p>c. One (1) Printer (with Twenty-five (25) reams of bond paper)</p> <p>d. One (1) Digital Camera for documentation</p>
	<p>Other Duties and Responsibilities</p> <p>In compliance with Department of Labor and Employment (DOLE) regulations, the prospective bidder shall maintain the standard administrative fee of not less than ten percent (10%) in their bid.</p>

Section VI. Schedule of Requirements

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

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
	One (1) year provision of Security Services for seven (7) days' work, rendering at least twelve (12) hours duty daily per shift, including Saturdays and Sundays	<p>Fifteen (15) Security Personnel (including 2 lady guards)</p> <p>One (1) Security Personnel for PIA-CAR Regional Office</p> <p>Two (2) Security Personnel for PIA Region I Regional Office</p> <p>One (1) Security Personnel for PIA Region II Regional Office</p> <p>One (1) Security Personnel for PIA Region IX Regional Office</p>	Twenty (20) Security Guards	Immediately after issuance of Notice to Proceed
	All the obligations and requirements as stated in Section VII. Technical Specifications			

Section VII. Technical Specifications

Notes for Preparing the Technical Specifications

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their Bids. In the context of Competitive Bidding, the specifications (*e.g.* production/delivery schedule, manpower requirements, and after-sales service/parts, descriptions of the lots or items) must be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of transparency, equity, efficiency, fairness, and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post-qualification facilitated. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in the Contract.

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications.

Sample Clause: Equivalency of Standards and Codes

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other

authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words “*or at least equivalent.*” References to brand names cannot be used when the funding source is the GOP.

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

Bidders are also required, as part of the technical specifications, to complete their statement of compliance demonstrating how the items comply with the specification.

Technical Specifications

Item	Specification	Statement of Compliance
<p><i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>		
1	<p>One (1) year provision of Security Services for seven (7) days’ work, rendering at least twelve (12) hours duty daily per shift, including Saturdays and Sundays</p> <p>15 - Security Guards for PIA Central Office</p> <p>1 - Security Guard for PIA CAR Regional Office</p> <p>2 - Security Guards for PIA Region I Regional Office</p> <p>1 - Security Guard for PIA Region II Regional Office</p> <p>1 - Security Guard for PIA Region IX Regional Office</p>	
2	<p>A. QUALIFICATION OF SECURITY GUARDS</p> <p>The Security Service Provider shall provide the PIA with specified number of qualified, competent, uniformed and armed guards who possess the following qualifications:</p> <ol style="list-style-type: none"> 1) Must be a Filipino Citizen; 2) The Chief Security should be a graduate of Criminology or any related courses. The rest of the guards must be at least 2nd year college or should have earned 72 units in college. The security guards should also have at least three (3) years relevant experience as guards; (Documentary proof must be presented during Post Qualification) 3) Must be physically and mentally fit; 	

- 4) Must have passed and undergone regular security service training within the last six (6) months, psychological evaluation test (taken 6 months prior to deployment), neuro-psychiatric examination, polygraph integrity profile, drug test (taken 6 months prior to deployment) and fully Covid-19 vaccinated (submission of vaccination card). (Documentary proof must be presented during Post Qualification)
- 5) Must be of good moral character, courteous, alert and without any pending criminal case filed in court or any police record involving criminal acts;
- 6) Must be duly-licensed and properly screened and cleared by PNP, NBI, and other government offices
- 7) issuing clearances for employment.(Documentary proof must be presented during Post Qualification)

B. SSP List of Equipment

The SSP shall provide at all times, at its own expense, the following equipment with valid licenses as may be required by laws, rules and regulations;

1. Security equipment with valid licenses - The SSP shall provide at all times, at its own expense, the following equipment with valid licenses as may be required by laws, rules and regulations;
 - a.) Appropriate firearms (with bullet) per post/station - at least .38 caliber pistol
 - b.) Basic guard equipment (i.e. firearms, nightstick or club, whistle, flashlights, etc.)
 - c.) Logbooks and pens per post
 - d.) At least twelve (12) hand-held radio transceivers with battery packs and chargers, functional with sufficient reserves to speed up reporting and relaying of messages (Central Office only)
 - e.) Complete set of clean and well-ironed comfortable uniforms for the security guards on actual duty
 - f.) At least one (1) handheld metal detectors
 - g.) At least two (2) sets of traffic vests and gloves for personnel posted at the parking area and PIA Visayas Avenue frontage (Central Office only)

	<p>h.) At least 32 CCTV cameras to be maintained by SSP with monitors provided as well to the Chief Administrative Division office and recording capability of at least 2 months (Central Office only)</p> <p>i.) K-9 capability: the presence of trained bomb/drug sniffing dogs and their trainer (Central Office only)</p> <p>2. Office Equipment - The SSP must provide the following office equipment to be installed at the desk/office of the Detachment Officer/Officer-in-Charge (Central Office only);</p> <p>a) One (1) Personal Computer</p> <p>b) One (1) Scanner</p> <p>c) One (1) Printer (with Twenty-five (25) reams of bond paper)</p> <p>d) One (1) Digital Camera for documentation</p>	
3.	<p>GENERAL SCOPE OF WORK</p> <p>I. To provide security services for the following offices of Philippine Information Agency (PIA) ;</p> <p>a.) Central Office : Visayas Avenue, Quezon City;</p> <p>b.) PIA CAR Office : DPS Compound Barangay, Baguio City;</p> <p>c.) PIA Region I : G/F Old Florentino Bldg., Gen Luna St., Brgy IV, San Fernando City, La Union.</p> <p>d.) PIA Region II : Regional Government Center Carig Sur Tuguegarao City Cagayan</p> <p>e.) PIA Region IX : Regional Government Center Brgy. Balintawak Pagadian City</p> <p>II. AREA OF RESPONSIBILITY</p> <p>PIA Central Office</p> <p>a) Parking Area – Area assigned to PIA, PIA frontage-Visayas Avenue (provide assistance to PIA employees and clients going in and out of PIA premises);</p> <p>b) Basement – Maintenance Unit working area, basement parking, motor pool quarters;</p> <p>c) Ground floor – Entrance, lobby including elevator, Side Gate;</p> <p>d) 2nd floor – All except PNA and APO areas;</p>	

- e) 3rd floor – All areas
- f) 4th floor – All except PBS area;
- g) Rooftop – Former Tarpaulin production area, gym;

PIA CAR Regional Office

- a) Main entrance of Regional Office

PIA Region I Office

- a) Main entrance of Regional Office

PIA Region II Office

- b) Main entrance of Regional Office

PIA Region IX Office

- c) Main entrance of Regional Office

To provide a minimum of fifteen (15) security guards for PIA Central Office; one (1) security guard for PIA CAR Regional Office; two (2) security guards for PIA Region I Regional Office; one (1) security guard for PIA Region II Office ;one (1) security guard for PIA Region IX Office. The security guards of PIA Central Office will be deployed in the PIA entrance driveway, parking area, side gate, ground floor., 2nd floor., 3rd floor., 4th floor., and rooftop and shall inspect, monitor, secure and guard the areas occupied by PIA by rotation 24 hours a day from Monday to Sunday.

While the security guard assigned in the Regional Offices will be posted at the regional office’s main entrance.

GUARD POSTING FOR PIA CENTRAL OFFICE

Duty Shift will be as follows:

- 0600H - 1800H
- 1800H - 0600H

DAY SHIFT (MONDAY – FRIDAY)

POST	TIME OF DUTY	HOURS OF DUTY
Entrance/Lobby -Receptionist (Lady Guard)	0600H-1800H	12
-Entrance Checker	0600H-1800H	12
-Elevator (Lady Guard)	0600H-1800H	12
3 RD Floor	0600H-1800H	12
4 TH Floor	0600H-1800H	12
Roving (including monitoring of 2 ND Floor and Rooftop)	0600H-1800H	12

Side Gate	0600H-1800H	12
Parking Area & PIA Frontage – Visayas Avenue (traffic)	0600H-1800H 0600H-1800H	12 12
Supervisor	0600H-1800H	12
TOTAL	10 Personnel per Shift	

NIGHT SHIFT (MONDAY – FRIDAY)

POST	TIME OF DUTY	HOURS OF DUTY
Entrance/Lobby & Roving	1800H-0600H	12
Side Gate	1800H-0600H	12
3 RD Floor	1800H-0600H	12
Supervisor	1800H-0600H	12
TOTAL	5 Personnel per Shift	

- Day Shift (12 hours duty) – 9 guards and 1 Officer-In-Charge
- Night Shift (12 hours duty) – 4 guards and 1 Officer-In-Charge
- One (1) reliever guard should be assigned per shift in case of day-off /absence

DAY SHIFT (SATURDAYS & SUNDAYS)

POST	TIME OF DUTY	HOURS OF DUTY
Entrance/Lobby & Roving	0600H-1800H	12
Side Gate	0600H-1800H	12
3 RD Floor	0600H-1800H	12
Supervisor	0600H-1800H	12
TOTAL	5 Personnel per Shift	

NIGHT SHIFT (SATURDAYS & SUNDAYS)

POST	TIME OF DUTY	HOURS OF DUTY
Entrance/Lobby & Roving	1800H-0600H	12
Side Gate	1800H-0600H	12
3 RD Floor	1800H-0600H	12

Supervisor	1800H-0600H	12
TOTAL		5 Personnel per Shift

- Four guards will be deployed at day and night shifts during Saturdays and Sundays to be supervised by one (1) Officer-In-Charge in each shift.

GUARD POSTING FOR PIA CAR REGIONAL OFFICE

NIGHT SHIFTS (MONDAY TO SUNDAYS)

POST	TIME OF DUTY	HOURS OF DUTY
Entrance	1800H-0600H	12
TOTAL	1 SG	

- Night Shift (12 hours duty) - 1 SG
- One (1) reliever guard should be assigned in case of a day off/absence

GUARD POSTING FOR PIA REGION I REGIONAL OFFICE

NIGHT SHIFTS (MONDAY TO SUNDAYS)

POST	TIME OF DUTY	HOURS OF DUTY
Entrance	1800H-0600H	12
TOTAL	1 SG	

- Night Shift (12 hours duty) - 1 SG
- One (1) reliever guard should be assigned in case of a day off/absence

DAY SHIFTS (SATURDAY & SUNDAYS)

POST	TIME OF DUTY	HOURS OF DUTY
Entrance	0600H -1800H	12
TOTAL	1 SG	

- Day Shift (12 hours duty) - 1 SG
- One (1) reliever guard should be assigned in case of a day off/absence

GUARD POSTING FOR PIA REGION IX REGIONAL OFFICE

DAY SHIFTS (SATURDAY & SUNDAYS)

POST	TIME OF DUTY	HOURS OF DUTY
Entrance	0600H -1800H	12
TOTAL	1 SG	

- Day Shift (12 hours duty) - 1 SG
- One (1) reliever guard should be assigned in case of a day off/absence

**GUARD POSTING FOR PIA REGION II REGIONAL OFFICE
NIGHT SHIFTS (MONDAY TO SUNDAYS)**

POST	TIME OF DUTY	HOURS OF DUTY
Entrance	1800H – 0600H	12
TOTAL	1 SG	

- Night Shift (12 hours duty) - 1SG
- One (1) reliever guard should be assigned in case of a day off/absence

Except in times of emergency or force majeure when relievers are not immediately available, no guards must be permitted to render service beyond a period of twelve (12) hours continuously.

The Duty guards will perform the following:

- To guard and protect PIA properties from theft, arson, pilferage, trespassers, robbery, destruction, and other unlawful acts committed by any person as well as maintain peace and order within PIA premises.
- Protect PIA officials, employees, visitors and guests from assault, harassment, threat or intimidation, and other criminal acts and to enforce and implement security and safety rules and regulations within PIA premises.
- Conduct inspection of all bags and baggage carried by people coming in and out of PIA premises.
- Conduct of a random physical inspection of people coming in and out of the premises as warranted.

4

TECHNICAL SPECIFICATION OF SECURITY SERVICES

- The Security Service Provider shall provide 24/7 security services for the PIA Central Office parking area perimeter including PIA frontage-Visayas Avenue,

Basement (Maintenance Unit working area, basement parking, motor pool quarters), Ground floor (Entrance, lobby including elevator, Side Gate), 2nd floor (all areas except PNA and APO areas), 3rd floor, 4th floor (all areas except PBS area), Rooftop (former Tarpaulin production area, gym), equipment facilities, employees, officers and guests of the Philippine Information Agency (PIA) located at PIA Building, Visayas Avenue, Quezon City.;

2. The Security Service Provider shall provide Twelve (12) hours of work per day, Seven (7) days a week security services for the PIA CAR Office main entrance in DPS Compound Barangay, Baguio City;
3. The Security Service Provider shall provide 24/7 security services PIA Region I office entrance located in G/F Old Florentino Bldg., Gen Luna St., Brgy IV San Fernando City, La Union.
4. The Security Service Provider shall provide Twelve (12) hours of work per day, Seven (7) days a week security services PIA Region IX Office Main Entrance located in Regional Government Center, Brgy. Balintawak, Pagadian City
5. The Security Service Provider shall provide Twelve (12) hours of work per day, Seven (7) days a week security services PIA Region II Regional Office Main Entrance located in Regional Government Center Carig Sur, Tuguegarao City, Cagayan;
6. The Security Service Provider shall provide fifteen (15) security personnel for Central Office; one (1) security personnel for CAR Regional Office; two (2) security personnel for Region I Regional Office ; one (1) security personnel for Region II Regional Office and one (1) security personnel for the Region IX Regional Office and are qualified, with good moral character, bonded, uniformed and armed security personnel who will render twelve (12) hours duty per day on two (2) rotating shifts (applicable in Central Office) without straight duty except on change shifts. Provide at least two (2) female guards to be deployed at the lobby and elevator area of Central Office.
7. The Security Service Provider shall provide at least two (2) security personnel, trained in Basic Life Support and first aid which will be deployed in different shifts.
8. The Security Service Provider shall provide an immediate reliever on scheduled leave/day-off and/or in cases of emergency leave incurred by security personnel on duty.

9. The Security Service Provider shall secure and protect the office building from theft, pilferage, robbery, arson and all other acts such as assault, harassment and threat against its employee's life and property;
10. The Security Service Provider shall be responsible for losses/damages of property which are due solely to the negligence of duty of security personnel. Security personnel on duty shall file an incident report immediately after such occurrence;
11. The Security Service Provider shall assume the full responsibility for any claim that its security service personnel may have, by reason of their employment, and in case of an accident, injury or illness incurred in the line of duty, the client should not in any way be made liable by the Contractor.
12. The Security Service Provider shall retain and exercise the sole, exclusive and absolute right to rotate, reassign, suspend, lay-off, terminate and/or impose disciplinary measures, direct and control the services of the security personnel;

On the commission of the following violations/deficiencies, the PIA shall have the right to demand the removal of a guard from deployment on the Agency premises, and under the same grounds recommend his/her termination, to wit;

- a. Smoking while on duty;
- b. Reading a newspaper and other unofficial reading material while on duty;
- c. Sporting beard/mustache, non-regulation haircut, or not in proper uniform while on duty;
- d. Engaging in prolonged or unnecessary conversation with employees/visitors or over the phone/cellular phone while on duty;
- e. Abandonment of post;
- f. Found drunk, drinking intoxicating liquor, or found under the influence of prohibited drugs while on duty;
- g. Providing confidential information to unauthorized person(s).
- h. Apprehend for alarm, scandal or disorderly conduct within the premises of the PIA on or off duty;
- i. Being discourteous or failure to render appropriate respect to Agency's officials, employees, and visitors or to his superior within the Guard's organizational structure;
- j. Found sleeping on duty;

- k. Illegal Discharge of firearm;
- l. Failure to report to duty without prior notice.
- m. Attending to unauthorized functions or activity/ies while on duty ; and
- n. Playing mobile games or using mobile applications such as , but not limited to Facebook , YouTube etc.

13.The Security Service Provider shall put up Performance Bond in favor of PIA to secure the faithful observance of the provision of the duly signed and approved contract;

14.The Security Service Provider shall comply with existing applicable labor laws, rules and regulations, and warrant the prompt payment of salaries and allowances to its employees, within the legal rate provided by law.

15.The Security Service Provider shall assume responsibility with regard to compliance with the requirements of the New Labor Code, the Social Security Act, and other laws pertaining to employer-employee relationships.

16.The supplier shall present or produce papers, receipts of payment of SSS, Phil-Health, and other evidence such as certificates of remittance of contributions and loan payments to show compliance to the Labor Code, as amended to the Procuring Entity upon request/demand.

17.The Security Service Provider shall provide CCTV (Central Office Only), Firearms & Ammunitions, Communications and other service equipment. Replace defective equipment immediately before pulling it out for repair, i.e. CCTV Cameras;

THE SPECIFIC DUTIES AND RESPONSIBILITIES OF DETACHMENT OFFICERS/OFFICERS-IN-CHARGE AND SECURITY GUARDS

The SSP shall have the following specific duties and responsibilities:

- 1. The Security Service Provider shall be responsible in monitoring all persons such as employees, guests, visitors, suppliers and contractors going in and out the PIA building premises;
- 2. The Security Service Provider shall enforce, implement and abide PIA rules, policies and regulations relative to the maintenance of security and safety;

	<ol style="list-style-type: none"> 3. The Security Service Provider shall coordinate with the PIA Chief Administrative Division the security guidelines of the PIA; 4. The Detachment Officer/Officer-in-Charge shall properly notify in advance the PIA Chief Administrative Division of any leave of absence of the security personnel and shall properly orient all security personnel on changes in policies or any order given by the PIA; (for Central Office Only) 5. All security personnel should maintain cleanliness in their respective station/post especially during weekends; 6. The Security Personnel shall check and monitor all lighting facilities and unplug electrical/mechanical facilities of the PIA when not in use and report damages of the same immediately by using prescribed security agency form; 7. The Security Personnel shall check all windows, doors, exits and gates after office hours or during weekends and see to it that office equipment and other PIA properties are secured; 8. The Security Personnel shall assist in the orderly and safe passage of vehicles and pedestrians entering the PIA premises via Visayas Avenue; 9. The Detachment Officer/Officer-in-Charge should report losses/damages and untoward incidents at the PIA building premises to the Chief Administrative Officer immediately after time of occurrence; 10. The Security Service Provider shall perform other task that maybe assigned by the PIA Chief Administrative Division from time to time within the assigned area of responsibilities and those relevant to the security and safety of the PIA employees, guests, visitors and properties; 	
5	<p>ADDITIONAL TERMS AND CONDITIONS</p> <ol style="list-style-type: none"> 1. The PIA Administrative Division shall be responsible for laying down policies on security services including monitoring and evaluation of the implementation of the Security Service Provider Security Plan; 2. The Security Service Provider shall discharge its responsibilities in accordance with the policies, plans, and standards laid down by PIA. The Security Guards of the 	

	<p>Security Service Provider shall perform specific functions in accordance with the Security Plan.</p> <p>3. Service Capability – Whether the prospective Security Service Provider has the organizational capability to deliver the services and to provide assistance and support. The Security Service Provider must be able to comply with the following:</p> <ul style="list-style-type: none"> a) Must be in continuous operation for at least ten (10) years in the business (to be supported by License to Operate or a Certification issued by the SOSIA that will prove the number of years in the operation); b) Deployment of a complement of at least two hundred (200) guards for all clients; c) Supervisors should have undergone investigation and surveillance training as shown by certificates of training. 	
6	<p>OTHER ADDITIONAL REQUIREMENTS</p> <p>The following should be submitted as part of the bid:</p> <p>A. Security Plan - The Security Service Provider shall submit a comprehensive draft Security Plan to secure its areas of responsibility and to detail its over-all strategy to safeguard persons and property of PIA;</p> <p>B. Company Profile and Command Responsibility</p> <p>The bidder shall submit the following with the technical documents which must be duly certified by the head of the Security Service Provider to wit:</p> <ul style="list-style-type: none"> 1.) Company Profile 2.) Company Organizational Chart <ul style="list-style-type: none"> a.) Organizational capability of the Security Service Provider shall be based on its compliance with Appendix “A” (Organizational Structure of Private Security Agencies) of RA 5487 (The Private Security Agency Law) b.) Key personnel must be degree holders; and all security officers are degree holders with military/law enforcement/security management experience or at least a Certified Security Professional (CSP) or has served the AFP or the PNP with the rank officer, with at least five (5) years’ experience for DC and three (3) 	

	<p>years' experience for ADC in private or government security administration and operation.</p> <p>c.) At least ten (10) percent of agency guard force is providing security services to industrial establishments (e.g. vital installations, airport/ports, power plants and banks) and private or government institutions at present.</p> <p>d.) All key personnel and security officers and security guards must possess an updated license duly issued by the Supervisory Office for Security and Investigation Agencies (SOSIA) of the Philippine National Police (PNP).</p> <p>C. Command Responsibility – The Security Service Provider shall submit a clear command responsibility flow (organizational structure) from the highest officer of the agency to the lowest security officer.</p> <p>D. Financial Capability – To determine good financial standing and capability to finance the requirements of the contract, the liquidity ratio of the prospective Security Service Provider should be at least 3:1 based on its 2019 to 2021 Audited Financial Statements.</p>	
7	Any other detail included in the Terms of Reference attached hereto as Annex “B”	

Section VIII. Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

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

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

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

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) **in accordance with Section 8.5.2 of the IRR;**

Technical Documents

- (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (c) 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**
- (d) 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**
- (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (f) 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
- (g) Proof of payment of remittances/contributions, loan payments of employees in a form of certification issued by the Social Security System (SSS), Phil Health, and Pag-IBIG.

- (h) Certified true copy of Department of Labor (DOLE) and National Labor Relations Commission (NLRC) of NO PENDING CASE

Financial Documents

- (i) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC) **or A** committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class "B" Documents

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

II. FINANCIAL COMPONENT ENVELOPE

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

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

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

