

PHILIPPINE BIDDING DOCUMENTS

**Procurement of
GOODS**

Government of the Republic of the Philippines

Procurement of Security Services (5 security guards)

ABC: Php 649,852.20

Sixth Edition

July 2020

Preface

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

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

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

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

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

- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.

- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

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

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

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

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

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

CDA - Cooperative Development Authority.

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

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

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

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

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

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

GFI – Government Financial Institution.

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

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

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

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

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

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

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

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

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

UN – United Nations.

Section I. Invitation to Bid



West Visayas State University

(Formerly Iloilo Normal School)

LAMBUNAO CAMPUS

Procurement Office

Ladrado Street, Poblacion Ilawod, Lambunao, Iloilo, Philippines 5042

* Trunkline: (063) (533) 8053 * Telefax No.: (033) 533-8053

* Website: www.wvsu.edu.ph * Email Address: lambunao@wvsu.edu.ph



Invitation to Bid No. IB2024-07

Procurement of Security Services (5 security guards)

1. The **West Visayas State University-Lambunao Campus**, through its **INCOME (F164)** intends to apply the sum of **SIX HUNDRED FORTY-NINE THOUSAND EIGHT HUNDRED FIFTY-TWO PESOS AND TWENTY CENTAVOS ONLY (Php 649,852.20)** payments under the contract for **Procurement of Security Services (5 security guards)**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **West Visayas State University-Lambunao Campus** now invites bids for the above Project. Delivery of the Goods is required for **Six (6) months (July 1-December 31, 2024)**. Bidders should have completed within two (2) years 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 non-discretionary "pass/fail" criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act 9184 (RA 9184), otherwise known as the "Government Procurement Reform Act".

Bidding is restricted to Filipino citizens/sole proprietorships, cooperatives and 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 RA5183.

4. A complete set of Bidding Documents may be acquired by interested Bidders on **May 17-June 09, 2024** from **8:00 A.M. to 5:00 P.M. and June 10, 2024 from 8:00AM to 8:30 AM ONLY** from the 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 **ONE THOUSAND PESOS (Php 1,000.00) ONLY**.

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

5. The West Visayas State University-Lambunao Campus will hold a **Pre-Bid Conference** on **May 27, 2024, 9:00 A.M. at the West Visayas State University Campus Finance Office, 1st Floor Administration Building** which shall be open to all prospective bidders.
6. Bids must be duly received by the BAC Secretariat at the address below on or **before 8:00 A.M. on June 10, 2024**. Late bids shall not be accepted.
7. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.
8. Bid opening shall be on **June 10, 2024, 8:00 A.M. at WVSU -Lambunao Campus, Finance Office 1st Floor Administration Building**. Bids will be open in the presence of the bidder's representatives who choose to attend the activity.
9. The **West Visayas State University-Lambunao Campus** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 35.6 and 41 of the 2016 revised IRR of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
10. For further inquiries, please refer to:

LUDOVINA L. CATILO/HAZEL ACADEMIA

BAC Secretariats

Tel. No.: (033) 533-8053 local 122 and 128

WVSU-Lambunao Campus

Lambunao, Iloilo

05/17/2024

Approved:

LESTER L. LUCERO, LI.B., Ph.D

Chairperson, Bids and Awards Committee

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, *West Visayas State University-Lambunao Campus* wishes to receive Bids for the *Procurement of Security Services (5 security guards)* with identification number *IB2024-07*.

The Procurement Project (referred to herein as “Project”) is composed of *(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 *[indicate funding year]* in the amount of *[indicate amount]*.

2.2. The source of funding is:

[If an early procurement activity, select one and delete others:]

- a. NGA, the National Expenditure Program.
- b. GOCC and GFIs, the proposed Corporate Operating Budget.
- c. LGUs, the proposed Local Expenditure Program.

[If not an early procurement activity, select one and delete others:]

- a. NGA, the General Appropriations Act or Special Appropriations.
- b. GOCC and GFIs, the Corporate Operating Budget.
- c. LGUs, the Annual or Supplemental Budget, as approved by the Sanggunian.

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. *[Select one, delete other/s]*

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:

[Select one, delete the other/s]

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: *[Select either failure or monopoly of bidding based on market research conducted]*
 - 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:

[Select one, delete other/s]

- a. 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.
 - b. Subcontracting is not allowed.
- 7.2. *[If Procuring Entity has determined that subcontracting is allowed during the bidding, state:]* The Bidder must submit together with its Bid the documentary requirements of the subcontractor(s) complying with the eligibility criteria stated in **ITB** Clause 5 in accordance with Section 23.4 of the 2016 revised IRR of RA No. 9184 pursuant to Section 23.1 thereof.
- 7.3. *[If subcontracting is allowed during the contract implementation stage, state:]* 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.

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

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address *{[insert if applicable]}* 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 *[state relevant period as provided in paragraph 2 of the IB]* prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

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

- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.
- 11.5. *[Include if Framework Agreement will be used:]* Financial proposals for single or multi-year Framework Agreement shall be submitted before the deadline of submission of bids as prescribed in the **IB**. For multi-year Framework Agreement, evaluation of the financial proposal during this stage is for purposes of determining eligibility and whether or not such financial proposal is within the ABC.

12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
 - a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;
 - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
 - iv. The price of other (incidental) services, if any, listed in 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**.
- 12.2. *[Include if Framework Agreement will be used:]* For Framework Agreement, the following should also apply in addition to Clause 12.1:

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

13. Bid and Payment Currencies

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

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

[Select one, delete the other/s]

- a. Philippine Pesos.
- b. *[indicate currency if procurement involves a foreign-denominated bid as allowed by the Procuring Entity, which shall be tradeable or acceptable by the BSP].*

14. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration¹ or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

14.2. The Bid and bid security shall be valid until *[indicate date]*. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

14.3. *[Include if Framework Agreement will be used:]* In the case of Framework Agreement, other than the grounds for forfeiture under the 2016 revised IRR, the bid security may also be forfeited if the successful bidder fails to sign the Framework Agreement, or fails to furnish the performance security or performance securing declaration. Without prejudice on its forfeiture, bid securities shall be returned only after the posting of performance security or

¹ In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

performance securing declaration, as the case may be, by the winning Bidder or compliant Bidders and the signing of the Framework Agreement.

15. Sealing and Marking of Bids

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

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

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

16. Deadline for Submission of Bids

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

16.2. *[Include if Framework Agreement will be used:]* For multi-year Framework Agreement, the submission of bids shall be for the initial evaluation of their technical and financial eligibility. Thereafter, those declared eligible during the said initial eligibility evaluation and entered into a Framework Agreement with the Procuring Entity shall submit anew their best financial offer at the address and on or before the date and time indicated in the Call for each mini-competition.

17. Opening and Preliminary Examination of Bids

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

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

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

18. Domestic Preference

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

- 18.2. *[Include if Framework Agreement will be used:]* For multi-year Framework Agreement, determination of margin of preference shall be conducted every call for Mini-Competition.

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring 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.

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

- a. In the case of single-year Framework Agreement, the Lowest Calculated Bid shall be determined outright after the detailed evaluation;
 - b. For multi-year Framework Agreement, the determination of the eligibility and the compliance of bidders with the technical and financial aspects of the projects shall be initially made by the BAC, in accordance with Item 7.4.2 of the Guidelines on the Use of Framework Agreement.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 14 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.

- 19.4. The Project shall be awarded as follows:

[Select one, delete the other/s]

Option 1 – One Project having several items that shall be awarded as one contract.

Option 2 – One Project having several items grouped into several lots, which shall be awarded as separate contracts per lot.

Option 3 - One Project having several items, which shall be awarded as separate contracts per item.

[Delete Options 2 and 3 if Framework Agreement will be used.]

- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the

committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

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

21. Signing of the Contract

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

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

- 21.2. At the same time as the Procuring Entity notifies the successful Bidder that its bid has been accepted, the Procuring Entity shall send the Framework Agreement Form to the Bidder, which contract has been provided in the Bidding Documents, incorporating therein all agreements between the parties.
- 21.3. Within ten (10) calendar days from receipt of the Notice to Execute Framework Agreement with the Procuring Entity, the successful Bidder or its duly authorized representative shall formally enter into a Framework Agreement with the procuring entity for an amount of One Peso to be paid to the procuring entity as a consideration for the option granted by the procuring entity to procure the items in the Framework Agreement List when the need arises.

- 21.4. The Procuring Entity shall enter into a Framework Agreement with the successful Bidder within the same ten (10) calendar day period provided that all the documentary requirements are complied with.
- 21.5. The following documents shall form part of the Framework Agreement:
- a. Framework Agreement Form;
 - b. Bidding Documents;
 - c. Call-offs;
 - d. Winning bidder's bid, including the Technical and Financial Proposals, and all other documents/statements submitted (*e.g.*, bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
 - e. Performance Security or Performance Securing Declaration, as the case may be;
 - f. Notice to Execute Framework Agreement; and
 - g. Other contract documents that may be required by existing laws and/or specified in the **BDS**.

Section III. Bid Data Sheet

Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p>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:</p> <p>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.</p>
7.1	<p>The Procuring Entity has prescribed that:</p> <p>Subcontracting is not allowed</p>
12	<p>The price of the Goods shall be quoted DDP [<i>WVSU-Lambunao</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 12,997.04 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 32,492.61 if bid security is in Surety Bond.</p>
19.3	<i>No other instructions</i>
20.2	<i>No other instructions</i>
21.2	<i>No other instructions</i>

Section IV. General Conditions of Contract

1. Scope of Contract

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

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

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

2. Advance Payment and Terms of Payment

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

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

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

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

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

3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184. *[Include if Framework Agreement will be used:] In the case of Framework Agreement, the Bidder may opt to furnish the performance security or a Performance Securing Declaration as defined under the Guidelines on the Use of Framework Agreement.]*

4. Inspection and Tests

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

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

5. Warranty

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

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

6. Liability of the Supplier

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

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

Section V. Special Conditions of Contract

Special Conditions of Contract

GCC Clause	
1	<p><i>[List here any additional requirements for the completion of this Contract. The following requirements and the corresponding provisions may be deleted, amended, or retained depending on its applicability to this Contract:]</i></p> <p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered [WVSU-Lambunao Campus, Lambunao, Iloilo]. In accordance with INCOTERMS.”</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered [WVSU-Lambunao Campus, Lambunao, Iloilo]. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p style="text-align: center;">For purposes of this Clause the Procuring Entity’s Representative at the Project Site is: DR. MARY JOSEPHINE C. BAUTISTA West Visayas State Univeristy-Lambunao Campus Lambunao, Iloilo</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; d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided

	<p>that this service shall not relieve the Supplier of any warranty obligations under this Contract; and</p>
	<p>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> <p>f. <i>[Specify additional incidental service requirements, as needed.]</i></p> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p>Spare Parts –</p> <p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p> <p><i>Select appropriate requirements and delete the rest.</i></p> <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested. <p>The spare parts and other components required are listed in Section VI (Schedule of Requirements) and the costs thereof are included in the contract price.</p> <p>The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of <i>[indicate here the time period specified. If not used indicate a time period of three times the warranty period]</i>.</p> <p>Spare parts or components shall be supplied as promptly as possible, but in any case, within <i>[insert appropriate time period]</i> months of placing the order.</p>

	<p>Packaging –</p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity Name of the Supplier Contract Description Final Destination Gross weight Any special lifting instructions Any special handling instructions Any relevant HAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p>Transportation –</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>

	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p>Intellectual Property Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
	<p>Regular and Recurring Services –</p> <p><i>[In case of contracts for regular and recurring services, state:]</i> “The contract for regular and recurring services shall be subject to a renewal whereby the performance evaluation of the service provider shall be conducted in accordance with Section VII. Technical specifications.”</p>
2.2	<i>No partial payment is allowed .</i>
4	The inspections and tests that will be conducted are: <i>[Indicate the applicable inspections and tests]</i>

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	Unit	Delivered, Weeks/Months
1	Procurement of Security Services (5 security guards)	1	lot	6 months (July 1-December 31, 2024)

Section VII. Technical Specifications

Technical Specifications

TERM OF REFERENCE

PROVISION OF SECURITY SERVICES FOR WEST VISAYAS STATE UNIVERSITY – LAMBUNAO CAMPUS

1. Rationale
The West Visayas State University – Lambunao Campus is located at Ladrado Street, Poblacion Ilawod Lambunao, Iloilo with a total land area of 90,499 square meters, 60% is surrounded by concrete and GI sheet fences where buildings for classroom instructions, offices and campus facilities are situated and a forested area of 40% which was not covered by perimeter barriers. The campus has two gates for the ingress and/or egress of motor vehicles and pedestrians. With the existing area and structures there is a necessity to hire five (5) security personnel to help the three (3) government guards of the campus to safeguard and protect the people and properties within the WVSU-LC premises.
2. Objective
WVSU-LC seeks to acquire the services of a Security Agency to:
 1. Safeguard WVSU-LC employees, students, clients and visitors while they are within the premises;
 2. Provide protection to properties and assets of WVSU-LC against loss or damage; and
 3. Check the identity person that enter the campus, prevent unauthorized entry, conduct patrol and inspection to secure vulnerable areas and detect unlawful entry or presence of suspicious personality inside the premises.
3. Bidding Requirements
 - a. Legal Documents
 - b. Technical Documents
 - c. Financial Documents
 - d. Bid Security
 - e. Post qualification
4. Areas to be secured
 1. Administration Building;
 2. Other buildings such as HM, Library, CCJE, SOICT, IT, Old & New COE, Bahay Alumni, NSTP
Audio Visual Room;
 3. Campus facilities: Homotel, Covered Gym, Canteen, Water Reservoir, Amphitheater, Grandstand, Motor Pool, Firing Range, Guardhouse, Parking Areas, Gates, Drive ways, and Perimeter Fences.
 4. All other areas and property within the perimeter of the campus.
5. Duration of Agreement
The service agreement shall be for a period of Six (6) months, from July 2024 to December 2024.
6. Approved Budget for the Contract
The Approved Budget for the Contract (ABC) shall be **Six Hundred Forty-Nine Thousand, Eight Hundred Fifty-Two Pesos and Twenty Centavos (649,852.20)** only. Bid price shall be fixed and not be adjusted during contract implementation, except for the following causes:
 - a. Issuance of a new wage order or law increasing the minimum daily wage;
 - b. Increase in taxes; and/or

- c. Increase or decrease in the number of manpower WVSU-LC may require. In case of adjustment of contract price based on the above conditions, only the amount due to security personnel and corresponding contributions to government institutions shall be adjusted and not the agency fee.
- 7. Security Agency Qualifications

The Security Agency shall have the necessary experience and expertise in providing security services. For this purpose, the Security Agency must submit, as part of the eligibility requirements, the following:

 - 7.1 Registration Certificate from SEC, DTI, or CDA;
 - 7.2. Valid Mayor's Permit;
 - 7.3. Tax Clearance per Executive Order 398, series of 2005, as finally reviewed and approved by the BIR;
 - 7.4. "License to Operate" as Security Agency issued by the Supervisory Office for Security and Investigative Agencies (SOSIA);
 - 7.5. Certificate of Membership in the Philippine Association of Detectives and Protection Agency Operators (PADPAO);
 - 7.6. DOLE Certificate of Registration as Independent Service Provider;
 - 7.7. Organization Structure and Company Profile;
 - 7.8. Comprehensive Security Plan;
 - 7.9. Certificate of satisfactory services rendered from at least two (2) clients for the last five (5) years; and
 - 7.10. Certificate of No Pending/Unpaid remittances for payment due to SSS, Phil Health, and PAG-IBIG as of June 2023. Note: GPPB Resolution No. 09-2020 provisions shall apply on the minimum requirements for bidders;
 - 7.11 Have a functional office in Iloilo City with a qualified staff.
- 8. Security Personnel Qualifications

The security personnel to be deployed shall have the minimum qualifications as follows:

 - 8.1. Filipino Citizen,
 - 8.2. At least 21 years old,
 - 8.3. At least High School Graduate,
 - 8.4. Security License Holder,
 - 8.5. Physically and mentally fit
 - a. Latest medical certificate showing he/she is physically fit to work as security guard;
 - b. Passed the Neuro/Psychiatric test.
 - 8.6. No criminal record/pending criminal case
 - a. Philippine National Police (PNP) Clearance
 - b. National Bureau of Investigation (NBI) Clearance
- 9. Security Personnel Materials and Equipment
 - a. Uniform Set.

Long-sleeved with complete paraphernalia, dark blue pants, plain white undershirt, knit-strap brass, brass buckle waist belt, neck tie, black socks, pershing cap for male and blue duck bonnet for female;
 - b. Tools/Equipment
 - 1. Standard Security leather belt, holster;
 - 2. Batons and whistle;
 - 3. One (1) pair of leather shoes;
 - 4. At least two (2) flashlight;
 - 5. Two (2) pairs of two-way radio;
 - 6. First Aid Kits
 - 7. Five (5) Handcuffs;

- 8. Chargeable Metal Detector
- 9. Mountain bike
- 10. Two (2) pairs strap-on torso reflectorized jackets for security guards assigned to man traffic at vehicle main entrance/exit driveway during special occasion.

c. Office Supplies

- 1. 1-ream bond paper (A4 s. 20)
- 2. 1-piece Logbook (500 pages)
- 3. 10-pcs blue ball pen
- 4. 2-pcs. umbrella

10. Firearms Requirements

The Security Agency shall provide:

- 1. Two (2) branded, original and licensed 9MM caliber pistol with fully loaded magazine.
- 2. one (1) branded, original and licensed 12- Gauge Shot Gun with 12 ammunitions.

11. Retention Period of Records

The Security Agency shall maintain records of its services for a period of 6 months. This records pertain to logbooks, log sheets, correspondence, incident and investigation reports and other records generated in the conduct of performing the Security Agency's services, which must be submitted to the WVSU-LC for safe keeping.

12. Clients responsibility to Insure

The security agency shall be free from any liability, except when damage or losses are attributable to the negligence or failure in the discharge of the duties of Security Agency personnel. Such liability shall be limited to the resulting participation charges had there been coverage for insurance.

13. Liabilities

13.1 The WVSU-LC shall not be responsible for any and all claims for personal injury or death cause to any of the guards or to any third party where such injury or death arises out of or in the course of the performance of guard duties, it being understood that the security guard's heirs claim in connection with his employment or third party-party claims shall be borne by and the sole liability of the security agency.

13.2 The security agency, shall be responsible in case of loss or damage to the property of WVSU-LC, except those which can be easily transported or disposed of which cannot be considered bulky such as, but not limited to, pocket calculators, jewelries and cash, occurring or taking place during the tour of duty of the guards of the security agency and made known in writing to the latter within seventy-two (72) hours from the time of occurrence.

14. Manpower Requirements

14.1 Five (5) security personnel distributed as follows:

<u>Schedule of Work</u>	<u>Number of Security Guard</u>
7:00AM-3:00PM -----	2
3:00PM-11:00PM -----	1
11:00AM-7:00AM -----	1
Day-off Reliever -----	<u>1</u>
Total	5

15. Replacement of any Guards

15.1 The WVSU-LC may opt to change or replace at any time security guard whose performance is believed to be below standard, or whose conduct is unsatisfactory, or is prejudicial to its interest. The campus judgement on such matters shall be final and binding. Should the SECURITY AGENCY refuse, the former may consider the same valid cause for the termination of contract.

15.2 It is understood that prior to Security Guards Deployment, the Security Agency shall present to the WVSU-LC the Guards Biodata, Security Guards License; Barangay, PNP and NBI Clearance; Medical Certificate, Drug Test and Neurological and Psychological Test Result.

16. Confidentiality Clause

16.1 The Security Guards provided by the SECURITY AGENCY shall at all times maintain confidentiality of all documents and information that they have knowledge by virtue of their services to WVSU-LC and not to disclose to any third party all confidential information received from or entrusted by WVSU-LC. The Security Guards shall be prohibited from using the confidential information or documents received or entrusted by WVSU-LC for purposes other than compliance with its obligations as Security Guards.

17. Schedule of Work and Places of Assignment

The SECURITY AGENCY shall provide security guard services to WVSU-LC at its premises located in Ladrado Street, Poblacion Ilawod, Lambunao, Iloilo.

1. Each of the security personnel shall render eight (8) hours of work, six (6) days a week, including legal holidays; Provided, that they shall be paid for the corresponding rates as allowed by the Labor Code, as amended, and any amendments thereto.

2. Work Shifts are as follows:

Work Shifts	Time	Number of Hours
1st Shift	7:00AM to 3:00PM	8 Hours
2nd Shift	3:00PM to 11:00PM	8 Hours
3rd Shift	11:00PM to 7:00AM	8 Hours

18. DUTIES AND RESPONSIBILITIES OF THE SERVICE PROVIDER

The Service Provider shall discharge its duties and responsibilities in accordance with the existing laws, rules, and regulations. The Security Agency shall:

18.1 Provide WVSU-LC with the required number of security guards who are qualified and trained to maintain safety and safeguard the buildings, offices and properties within the premises of WVSU-LC, as well as provide protection for its employees, students, visitors, guests and transacting public.

18.2 Deploy personnel who are at least 5'4" in height for male and 5'2" for female, with at least three (3) years of experience as duly licensed security guard, and must have at least high school level of education. The Service Provider shall also submit the following documentary requirements prior to posting:

- a. NBI Clearance;
 - b. PNP Clearance;
 - c. Barangay clearance;
 - d. Physical/Medical/Health Certificate
 - e. Drug test; and
 - f. Personal Data Sheet.
- 18.3 Provide their security personnel with appropriate uniforms including acceptable footwear and ensure that said personnel are well groomed and in proper/neat attire at all times.
 - 18.4 Secure all necessary government permits and licenses for the performance of its services.
 - 18.5 Be liable to WVSU-LC and its clients for any downtime or interruption in the services to be provided due to labor problems or other causes other than fortuitous events.
 - 18.6 Comply with existing applicable labor laws, rules and regulations and warrant the payment of salaries and allowances to its security personnel such as those cited under Section 7.5 of DOLE Department Order No. 150-16 and other related issuances.
 - 18.7 Assume full responsibility for any and all claims of its security personnel relative to their employment with the Security Agency and that, in case of accident, injury or illness incurred in the line of duty, WVSU-LC should not in any way be made liable by the Security Agency.
 - 18.8 Be responsible in the filing of report to the Police or appropriate Authority for any incidents involving police matters (e.g., theft, robbery).
 - 18.9 Provide for the increase or decrease of the number of Security Guards as may be required by WVSU-LC from time to time.
 - 18.10 Provide reliever Security Guards within twenty-four (24) hours from receipt of notification from WVSU-LC.
 - 18.11 Regularly remit SSS, Phil Health, and PAG-IBIG contributions and provide Campus Chief Security, on a monthly/quarterly basis, certified true copies of proof of payments of all its obligations under the provisions of the SSS Law, Employees Compensation Act, Phil Health, PAG-IBIG and other pertinent statutes presently in force and effect. Failure to remit and submit report shall warrant ineligibility in the future bidding of the office.
 - 18.12 Turn over to Campus Chief Security all logbooks upon termination of the contract.
 - 18.13 Consider the specific personnel qualifications required by WVSU-LC in the hiring of security personnel. The Security Agency may also absorb/consider the present personnel assigned in WVSU-LC which it may recommend upon through evaluation.
 - 18.14 Answer for and indemnify WVSU-LC for the cost of any damage to or loss of Campus property which is due or sustained through the fault of the Security Guards.
 - 18.15 Ensure that the security personnel on duty shall secure all documents received for endorsement to concerned staff.
 - 18.16 Ensure and guarantee that the benefits of its service personnel deployed in WVSU-LC are properly paid on time.
 - 18.17 Inform the duly designated Campus Chief Security, in writing, of any movement/replacement of personnel.
 - 18.18 Ensure that its personnel have their respective Taxpayer Identification Number (TIN) as may be required under the Internal Revenue Code.
 - 18.19 Revise the Comprehensive Security Plan submitted together with the other eligibility documents should there be any enhancements and/or amendments as may be required by WVSU-LC. The revised Comprehensive Security Plan must be submitted during the execution of the Contract of Agreement.

19. DUTIES AND RESPONSIBILITIES OF WVSU-LC

The WVSU-LC, through its Campus Security Office, shall:

- 19.1 Monitor the delivery of security services in accordance with the specifications and conditions of the contract.
- 19.2 Recommend appropriate measures and improvements in the provision of security services by the Security Agency based on the feedback received from campus unit heads/faculty and staff, and
- 19.3 Recommend to the management an increase or decrease in the number of security guards as the need arises.

20. GENERAL CONSIDERATIONS

- 20.1 The daily minimum wage rate as determined by the Regional Tripartite Wages and Productivity Board having jurisdiction over the area of operation shall be the benchmark for wages.
- 20.2 There shall be no diminution of wages of incumbents. Work authorized to be performed during legal holidays shall be compensated according to the Labor Code, as amended.
- 20.3 Services rendered beyond the required number of hours per day shall be considered overtime work subject to payment in accordance with the existing provisions of the Labor Code, as amended, and shall be included in the billing.
- 20.4 The daily wages shall be adjusted correspondingly if any law, order, rule or regulations is promulgated or issued increasing the minimum wage or providing for payment of additional employee benefits.
- 20.5 Nothing herein shall be construed as establishing an employer-employee relationship between WVSU-LC and the Security Agency and the latter's employees who will be assigned to the former. The Security Agency shall at all times be personally and directly responsible for the personnel under its employ.
- 20.6 The performance of the Security Agency shall be subject to an appraisal system to be administered monthly by WVSU-LC. The performance criteria shall be based on the criteria as may be determined by WVSU-LC.
- 20.7 The Security Agency shall ensure compliance with the existing laws, rules and regulations governing security services.
- 20.8 WVSU-LC may pre-terminate the contract for the failure of the Security Agency to perform its obligations.
- 20.9 The Security agency shall have a functional office in Iloilo City with a qualified staff to cater, process or facilitate concerns of the designated WVSU-LC Staff/Chief security and agency guards assigned at this campus.

21. BILLINGS

Billings shall be submitted monthly within two (2) days from the cut-off dates. The cut-off dates shall be as follows:

1. Last day of the month
2. Billings shall be based on the actual number of days worked during the billing period.

22. COST COMPONENTS (Monthly)

There are four (4) major components of the quotation:

- a. Direct Labor Cost;
- b. Remittances/Contributions to Government Institutions;
- c. Administrative Cost for Security Guards only; and
- d. Taxes and allowance for profit.

- 22.1 The Direct Labor Cost includes the following:
 - a. Basic pay for 8-hour work per day;
 - b. 5-day Incentive Leave Pay; and
 - c. 13th Month Pay.
- 22.2 Contributions to Government Institutions:
 - a. SSS Premium contributions;
 - b. Phil Health contributions;
 - c. PAG-IBIG;
 - d. Employees Compensation Commission (ECC); and
 - e. Others as mandated by applicable laws.
- 22.3 Administrative Cost for Security Guards only
 - a. Include Cost for office uniform and supplies
- 22.4 Taxes and Administrative Cost:
 - a. 12% E-VAT as mandated by law; and
 - b. 20% Administrative Cost. Under Section 9 of RA 11917, the minimum administrative fee that may be charged by Private Security Agency to its client shall not be less than twenty percent (20%) of the total contract cost, subject to adjustment by the Department of Labor and Employment.

23. ADDITIONAL SET OF TECHNICAL PARAMETERS

- 1. Stability
 - a. Years of Experience
 - √ At least 5 years
 - b. Liquidity of the Contractor
 - √ Net Financial Contracting Capacity (NFCC) at least equal to the Approved Budget for the Contract (ABC).
 - c. Organizational Set-up
 - √ Presence of an Organizational Chart indicating names of key officials and number of personnel and functional relationship among players within the agency.
- 2. Resources
 - a. Number of Licensed Firearms
 - √ 2 branded, original and licensed 9mm pistol
 - √ 1 branded, original and licensed 12 Gauge Shot Gun
 - b. Number and kind of Communication Devices
 - √ 2 Handheld Radios
 - c. Number and kind of Motor Powered Vehicles
 - √ Well maintained Mountain Bike will do
 - d. Number of Licensed Guards
 - √ 5 Licensed Guards
- 3. Security Plan
 - √ Bidder maybe required to make presentation as to the detailed measures and innovations to be undertaken to ensure that entry and exits of personnel, students and visitors are monitored, loss of equipment and valuables are minimized, and threat to property and personnel are insured.
 - √ For bomb threat, fire, robbery, hostage situation
 - √ VIP Security
- 4. Other Factors
 - a. Recruitment and Selection Criteria
 - √ For bidder to present
 - b. Company Training Policy
 - √ For bidder to present
 - c. Completeness of Uniforms and other Paraphernalia

√ White Long Sleeve, Blue Pants, Black shoes and Socks, Pershing Cap, Patches/Name Cloth, ID, Holster, Pins, Badge, Necktie with clip, Whistle with lanyard, Service Belt with Buckle, Nightstick with Holder, First Aid Kits.

24. PERFORMANCE EVALUATION REPORT FOR PRIVATE SECURITY SERVICES

Reference/Project/Contract No: _____

Name of Private Security Services Provider: _____

Campus/Unit: _____

Evaluation Period from: _____ to: _____.

Service Item	Service Level Expectation	Measurement/ Success Indicator	Performance /Accomplishment	Equivalent Numerical Score	Actual Rating
I. CONFORMITY OF TECHNICAL SPECIFICATION (25%)					
A. Complete/Full Complement of Personnel on Duty	All post are filled-up based on the approved schedule	No. of days with unfilled posts	0 1 2 3 4 >4	10 9 8 7 6 0	
B. Provide Complete Uniforms	Upon initial deployment	Provided with 100% Uniform	100% Provision	5	
			No Provision	0	
C. Provisions for Paraphernalia's/ Equipment	As per contract terms and conditions and in good operating conditions (serviceable/functional)	No. of instance of non-compliance	0 1 2 3 4 >4	10 9 8 7 6 0	
II. TIMELINESS IN THE DELIVERY OF SERVICE (25%)					
D. Ability to carry-out Approved University Guidelines and Procedures	As prescribed in the University approved rules and regulations	No. of report/ incidence of Non-compliance	0 1 2 >2	15 10 5 0	
E. Submission of Reports	Submitted upon end of duty	No. of instance of Non-compliance	0 1 2 3 4 >4	10 9 8 7 6 0	

III. BEHAVIOR OF PERSONNEL: COURTEOUS, PROFESSIONAL AND KNOWLEDGEABLE (20%)					
F. Conduct/Behavior (Courtesy/politeness)	Within the generally accepted standard (RA No. 5487)	No. of instance of Non-compliance	0 1 2 3 4 >4	10 9 8 7 6 0	
G. General Appearance of Guard on Duty (Cleanliness, etc.)	Within the generally accepted standard (RA No. 5487)	No. of instance of Non-compliance	0 1 2 3	10 9 8 7	
IV. RESPONSE TO COMPLAINTS (20%)					
H. Response of Security Service Provider on Complaints/problems or issues	Within three (3) working days from receipt	No. of instance of Non-compliance	0 1 2 3 >3	20 15 10 5 0	
V. COMPLIANCE WITH SET OFFICE POLICIES FOR SUCH SERVICE (10%)					
I. Submission of Regular Billing	Not later than the latter of the following	No. of statement submitted with delays	0 1 2 3 4 >4	5 4 3 2 1 0	
VI. Compliance to Existing Labor Standards and Rules	Submission of Affidavit of remittances for Pag-ibig and Phil health contribution		0 1 2 3 4 >4	5 4 3 2 1 0	
Total 100 Performance Rating					

PERFORMANCE RATING/SCORE

Points	Rating/Adjectival description
95-100	EXCELLENT – Performance far exceeds expectation or exceptional and will be recommended for contract extension.
85-94	VERY SATISFACTORY – Performance is highly acceptable and will be recommended for contract extension.
75-84	SATISFACTORY – Compliant with the requirement and performance is acceptable. Maybe recommended for contract extension.
65-74	FAIR – Performance falls below acceptable standard. Provider’s services will undergo trial for three (3) months. If no improvement, contract will be terminated.
Below 65	POOR – Recommended for termination of Contract.

Item	Specification	Statement of Compliance
1	Qualifications:	
	Filipino Citizen	
	At least 21 years old	
	At least 5'4" in height for male and 5'2" for female,	
	At least three (3) years of experience as duly licensed security guard	
	At least High School Graduate,	
	Security License Holder	
	Physically and mentally fit a. Latest medical certificate showing he/she is physically fit to work as security guard;	
	b. Passed the Neuro/Psychiatric test.	
	No criminal record/pending criminal case a. Philippine National Police (PNP) Clearance	
	b. National Bureau of Investigation (NBI) Clearance	
2	Security Personnel Materials and Equipment a. Uniform Set. Long-sleeved with complete paraphernalia, dark blue pants, plain white undershirt, knit-strap brass, brass buckle waist belt, neck tie, black socks, pershing cap for male and blue duck bonnet for female;	
3	b. Tools/Equipment 1. Standard Security leather belt, holster;	
	2. Batons and whistle;	
	3. One (1) pair of leather shoes;	
	4. At least two (2) flashlight;	
	5. Two (2) pairs of two-way radio;	
	6. First Aid Kits	
	7. Five (5) Handcuffs;	
	8. Chargeable Metal Detector	
	9. Mountain bike	

	<p>10. Two (2) pairs strap-on torso reflectorized jackets for security guards assigned to man traffic at vehicle main entrance/exit driveway during special occasion.</p> <p>c. Office Supplies</p> <ol style="list-style-type: none"> 1. 1-ream bond paper (A4 s. 20) 2. 1-piece Logbook (500 pages) 3. 10-pcs blue ball pen 4. 2-pcs. umbrella 	
3	<p>Firearms Requirements: The Security Agency shall provide: Two (2) branded, original and licensed 9MM caliber pistol with fully loaded magazine.</p>	
	<p>one (1) branded, original and licensed 12- Gauge Shot Gun with 12 ammunitions.</p>	
4	<p>The Security agency shall have a functional office in Iloilo City with a qualified staff to cater, process or facilitate concerns of the designated WVSU-LC Staff/Chief security and agency guards assigned at this campus.</p>	

TECHNICAL SPECIFICATIONS (Computation)			
<i>Descriptions</i>	<i>Quantity</i>	<i>Unit</i>	<i>Unit Cost</i>
Procurement of Security Services (5 Guards) For 6 Months	1	Lot	
No. of Hours/day---8 Hours per day			
No. of Days/week---6 days a week			
No of Days/month---26 days per month			
A.)Amount directly to Guard			
Daily Wage			
Average pay/month (Daily Wage x 26 days)			
Night Differential Pay (monthly rate x 10%/3)			
13 th month pay (monthly rate/12)			
5 days incentive (Daily wage x 5/12)			
Provision for Holidays (July 2024 to December 2024=10days) (Daily Wage x 30% x 10)			
Uniform Allowance			
TOTAL AMOUNT DIRECTLY TO GUARD			
B.) Amount to Gov't in favor of Guard			
SSS Premium (refer to latest SSS contribution table)			
ECC (refer to latest SSS contribution table)			
Philhealth Contribution (refer to latest Philhealth contribution table)			
Pag-ibig contribution (refer to latest Pag-ibig contribution table)			
Subtotal			
Total (A+B)			
C. Total Amount to Guards/Employee and Government			
D. Agency Fee and VAT			
Agency Fee			
VAT 12%			
TOTAL CONTRACT AMOUNT PER GUARD			
TOTAL CONTRACT FOR FIVE (5) GUARDS FOR six (6) MONTHS (July 1 to December 31, 2024.)			

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

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) **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.

Financial Documents

- (g) 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

- (h) 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

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

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

- (k) [For foreign bidders claiming by reason of their country’s extension of reciprocal rights to Filipinos] Certification from the relevant government

office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.

- (1) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

