



Republic of the Philippines  
Department of Labor and Employment  
**EMPLOYEES' COMPENSATION COMMISSION**

# **PHILIPPINE BIDDING DOCUMENTS**

**Public Bidding for the Procurement of  
Security Services in the ECC for  
One (1) Year (2024-2025)  
Reference No.: PB-ECC-2024-02**

**ABC: ₱5,525,959.00**

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.

# Table of Contents

<b>Glossary of Acronyms, Terms, and Abbreviations .....</b>	<b>4</b>
<b>Section I. Invitation to Bid.....</b>	<b>7</b>
<b>Section II. Instructions to Bidders.....</b>	<b>12</b>
1. Scope of Bid .....	13
2. Funding Information.....	13
3. Bidding Requirements .....	13
4. Corrupt, Fraudulent, Collusive, and Coercive Practices .....	13
5. Eligible Bidders.....	13
6. Origin of Goods .....	14
7. Subcontracts .....	14
8. Pre-Bid Conference .....	15
9. Clarification and Amendment of Bidding Documents .....	15
10. Documents comprising the Bid: Eligibility and Technical Components .....	15
11. Documents comprising the Bid: Financial Component .....	15
12. Bid Prices .....	16
13. Bid and Payment Currencies .....	16
14. Bid Security .....	16
15. Sealing and Marking of Bids .....	17
16. Deadline for Submission of Bids .....	17
17. Opening and Preliminary Examination of Bids .....	17
18. Domestic Preference .....	17
19. Detailed Evaluation and Comparison of Bids .....	18
20. Post-Qualification .....	18
21. Signing of the Contract .....	18
<b>Section III. Bid Data Sheet .....</b>	<b>20</b>
<b>Section IV. General Conditions of Contract .....</b>	<b>23</b>
1. Scope of Contract .....	24
2. Advance Payment and Terms of Payment .....	24
3. Performance Security .....	24
4. Inspection and Tests .....	24
5. Warranty .....	25
6. Liability of the Supplier .....	25
<b>Section V. Special Conditions of Contract .....</b>	<b>26</b>
<b>Section VI. Schedule of Requirements .....</b>	<b>29</b>
<b>Section VII. Technical Specifications .....</b>	<b>30</b>
<b>Section VIII. Checklist of Technical and Financial Documents .....</b>	<b>36</b>

# *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***





**INVITATION TO BID**  
**Public Bidding for the Procurement of Security Services in the  
ECC for One (1) Year (2024-2025)**

**PUBLIC BIDDING NO.: PB-ECC-2024-02**

**Funding Source: ECC PROPOSED CORPORATE BUDGET FOR 2024**

1. The *Employees' Compensation Commission*, through the **proposed Corporate Operating Budget for year 2024** intends to apply the sum of **Five Million Five Hundred Twenty Five Thousand Nine Hundred Fifty Nine Pesos (PhP5,525,959.00)** being the ABC to payments under the contract for **Security Services in the ECC for One (1) Year (2024-2025)**. Bids received in excess of the ABC for each lot shall be automatically rejected at bid opening. Details of the project are as follows:

QTY	DESCRIPTION	APPROVED BUDGET FOR THE CONTRACT (ABC)	BIDDING FEE
1 Lot	Security Services in the ECC for One (1) Year (2024-2025)	<b>₱5,525,959.00</b>	<b>₱ 5,000.00</b>  (amount within the prescribed maximum amount for procurement worth more than P 1M up to P5M as provided under Appendix 8 of the RIIR of R.A. No. 9184)

2. The *ECC* now invites bids for the above Procurement Project. Delivery of the Goods shall be made in **accordance with the provisions in Section VI. Schedule of Requirements**. Bidders should have completed, **within Two years (2022 to 2024)** until 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. The schedule of Bidding Activities is as follows:

Advertisement/ Posting of Invitation to Bid/Start of availability of bid documents	<b>Starting February 7, 2024 (Wednesday)</b>  -all prospective bidders are required to provide soft-copies of their letter of
--	---

	<p>intent/notice of participation and email addresses to the following email add of ECC-BAC-Secretariat:  <a href="mailto:chua_ac@ecc.gov.ph">chua_ac@ecc.gov.ph</a>;  <a href="mailto:supply@ecc.gov.ph">supply@ecc.gov.ph</a>)</p>
Pre-Bid Conference	<p><b>February 15, 2024 9:00 A.M.</b>  <b>(Thursday)</b></p> <p><b>Face to face and via zoom app</b></p> <p>-bidders have the option to attend the pre-bid either face to face or via Zoom.  Access link in the virtual pre-bid conference will be provided to prospective bidders via email at least one hour before the pre-bid conference</p>
Deadline for Submission of Written Queries/ Clarifications by Prospective Bidders	<p><b>February 19, 2024 (Monday)</b></p> <p>-pursuant to Section 22.5.1 of these RIRR of RA9184, requests for clarification(s) on any part of the Bidding Documents or for an interpretation must be in writing and submitted to the BAC of the Procuring Entity concerned <b><u>at least ten (10) calendar days</u></b> before the deadline set for the submission and receipt of bids.</p>
Last day of Issuance of Bid Bulletin by the ECC BAC	<p><b>February 22, 2024 (Thursday)</b></p> <p>-pursuant to Section 22.5.1 and 2, Bid Bulletins shall be issued by the BAC, <b><u>at least seven (7) calendar days</u></b> before the deadline for the submission and receipt of bids.</p>
Deadline for Submission of Sealed Bids	<p><b>February 29, 2024, 1:00 P.M.</b>  <b>(Thursday)</b></p>
Opening of Bids	<p><b>February 29, 2024, 1:30 P.M.</b>  <b>(Thursday)</b></p> <p>(opening of bids may also be viewed via the ECC Procurement Facebook Account)</p>
<p>Note: Schedules would be subject to possible modifications on the basis of any announcement from concerned government agencies or upon occurrence of any fortuitous event or emergency/calamity situation such as typhoon, earthquake, fire, or any natural or man-made disaster on the abovementioned dates.</p>	

4. 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.
5. Prospective Bidders may obtain further information from *the Employees’ Compensation Commission* and inspect the Bidding Documents at the address given below during **Mondays to Fridays, 8:00 AM to 3:30 PM**
6. A complete set of Bidding Documents may be acquired by interested bidders on **February 7 to 29, 2024** from the BAC Secretariat (5F ECC Bldg. 355 Sen. Gil Puyat Avenue, Makati City), upon submission of a Letter of Intent/Notice of Participation and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest guidelines issued by the GPPB **in the amount of Five Thousand Pesos (PhP5,000.00)** **Payment of the Bidding Fee shall be received at the ECC Cashier’s Office from Monday to Friday, 8:00 A.M. to 3:30 P.M.**

The Bidding Documents may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS: [www.philgeps.gov.ph](http://www.philgeps.gov.ph)) and through the ECC website: <http://www.ecc.gov.ph>. All interested bidders are required to settle the prescribed fee for the said documents not later than the deadline of submission of bids.

7. The *Employees’ Compensation Commission* will hold a Pre-Bid Conference on **February 15, 2024, 9:00 A.M.** at the DED Conference Room 4<sup>th</sup> Floor ECC Bldg 355 Sen. Gil Puyat Avenue, Makati City. Interested bidders may opt to attend the pre-bid either face to face or through video conferencing or webcasting *via Zoom Application*. The link shall be sent to the prospective bidders through email at least one (1) hour before the start of the conference.
8. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before **February 29, 2024 (Thursday), 1:00 PM**. Late bids shall not be accepted:

**BAC Secretariat**  
5<sup>TH</sup> Floor, ECC Building  
355 Sen. Gil Puyat Avenue  
Makati City

9. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.1.

10. Submission of bids and/or modification of bids beyond the deadline shall not be accommodated as provided under the Revised Implementing Rules and Regulations (RIIR) of R.A. No. 9184.
11. Actual bid opening shall be conducted on **February 29, 2024 (Thursday), 1:30 PM** at the **DED Conference Room, 4<sup>th</sup> Floor** ECC Building, 355 Sen. Gil Puyat Avenue, Makati City. The actual opening of bids may also be **viewed via the ECC Procurement - Facebook Account**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
12. The *Employees' Compensation Commission* reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
13. For further information, please refer to:

BAC Secretariat  
Employees' Compensation Commission  
5<sup>th</sup> Floor, ECC Bldg. 355 Sen. Gil Puyat Ave. Makati City  
Tel. No. 02-8899-4251 local 204 or 215  
Fax No. 02-8897-7597  
Email: [chua\\_ac@ecc.gov.ph](mailto:chua_ac@ecc.gov.ph), [supply@ecc.gov.ph](mailto:supply@ecc.gov.ph)  
Website: [www.ecc.gov.ph](http://www.ecc.gov.ph)

14. You may visit the following websites for downloading of Bidding documents:

[www.ecc.gov.ph](http://www.ecc.gov.ph)  
[www.philgeps.gov.ph](http://www.philgeps.gov.ph)

**1 February 2024**  
Makati City

**SGD**  
**ATTY. EVELN R. RAMOS**  
Chairperson, ECC-BAC

*Section II. Instructions to Bidders*

## 1. Scope of Bid

The Procuring Entity, *Employees' Compensation Commission*, wishes to receive Bids for the *Procurement of Security Services in the ECC for One (1) Year (2024-2025)*.

The Procurement Project (referred to herein as "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 *year 2024* in the amount of **Five Million Five Hundred Twenty Five Thousand Nine Hundred Fifty Nine Pesos (PhP5,525,959.00)**

2.2. The source of funding is:

a. **The proposed 2024 ECC Corporate Operating Budget (ECC-COB)**

## 3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of R.A. 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 R.A. No. 9184 or other integrity violations in competing for the Project.

## 5. Eligible Bidders

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

- 5.2. Foreign ownership 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 shall hold a pre-bid conference for this Project on the specified date and time through videoconferencing/webcasting} as indicated in [paragraph 3 \(Table – Schedule of Bidding Activities\)](#) 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 Years \(2022-24\)](#) prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

## 11. Documents comprising the Bid: Financial Component

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



## 12. Bid Prices

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

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

## 13. Bid and Payment Currencies

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

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

- a. Philippine Pesos.

## 14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration<sup>1</sup> or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until 120 calendar days. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

## 15. Sealing and Marking of Bids

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

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

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

## 16. Deadline for Submission of Bids

- 16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 3 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 of 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.

---

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

## 19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated “*passed*,” using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows:

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

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

## 20. Post-Qualification

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

## 21. Signing of the Contract

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

# ***Additional Instructions to Bidders:***

## **I. On the Submission and Opening of Bids**

- In compliance with GPPB Resolution No. 18-2017 dated April 10, 2017, for eligibility check and bid submission purposes, all prospective bidders are required to submit their PhilGEPS Certificate of Registration (Platinum Membership) with Annex “A” (Certificate of Eligibility Documents) in lieu of actual copies of their Class “A” Documents such as current/or updated SEC or DTI Registration Certificate, Mayor’s or Business Permit, Tax Clearance and Audited Financial Statements.
- Any prospective external provider that will undergo post-evaluation/qualification is required to submit soft/scanned copies of its relevant clearances, audited financial statements via email showing, among others, the prospective bidder’s total and current assets and liabilities stamped “received” by the BIR for **CY 2022/2023**.
- Actual opening of bids shall be conducted on **February 29, 2024 (Thursday), 1:30 P.M.** at the **DED Conference Room 4<sup>th</sup> Floor, ECC Bldg., 355 Sen. Gil J. Puyat Ave., Makati City** through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as provided under the Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184, otherwise known as the “Government Procurement Reform Act.” The opening of bids will also be streamed live in the **ECC Procurement FB page**.
- To prevent the occurrence of technical glitches/malfunction, all prospective bidders are advised to submit hard copies of their documentary requirements on or before **1:00 PM on February 29, 2024 (Thursday)** to the BAC-Secretariat at the 5<sup>th</sup> floor, ECC Bldg., 355 Sen. Gil J. Puyat Ave., Makati City

## ***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 style="margin-left: 40px;">a. <b>Any contracts involving provision of security services</b></p> <p style="margin-left: 40px;">b. Must have been completed within <b>Two Years (2022-2024)</b> prior to the deadline for the submission and receipt of bids.</p>									
7.1	<b><i>Subcontracting is not allowed.</i></b>									
12	The price of the Goods shall be quoted DDP, <b>Employees Compensation Commission, Philippines</b> , or the applicable International Commercial Terms (INCOTERMS) for this Project.									
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <p style="margin-left: 40px;">a. The amount of not less than <b>PhP 110,519.18 - two percent (2%) of ABC</b>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p style="margin-left: 40px;">b. The amount of not less than <b>PhP 276,297.95 - five percent (5%) of ABC</b> if bid security is in Surety Bond.</p> <table border="1" style="margin-left: 80px; margin-top: 10px;"> <thead> <tr> <th style="text-align: center;">ABC</th> <th colspan="2" style="text-align: center;">sAmount of Bid Security</th> </tr> </thead> <tbody> <tr> <td></td> <td style="text-align: center;">Cash, Cashier's/ Manager's Check, Bank Draft/ Guarantee/ Irrevocable Letter of Credit (2% of ABC)</td> <td style="text-align: center;">Surety Bond (5% of ABC)</td> </tr> <tr> <td style="text-align: center;"><b>PhP 5,525,959.00</b></td> <td style="text-align: center;"><b>PhP110,519.18</b></td> <td style="text-align: center;"><b>PhP 276,297.95</b></td> </tr> </tbody> </table>	ABC	sAmount of Bid Security			Cash, Cashier's/ Manager's Check, Bank Draft/ Guarantee/ Irrevocable Letter of Credit (2% of ABC)	Surety Bond (5% of ABC)	<b>PhP 5,525,959.00</b>	<b>PhP110,519.18</b>	<b>PhP 276,297.95</b>
ABC	sAmount of Bid Security									
	Cash, Cashier's/ Manager's Check, Bank Draft/ Guarantee/ Irrevocable Letter of Credit (2% of ABC)	Surety Bond (5% of ABC)								
<b>PhP 5,525,959.00</b>	<b>PhP110,519.18</b>	<b>PhP 276,297.95</b>								
19.3	<p><i>The Project consists of One (1) Lot to wit:</i></p> <p><b><i>Public Bidding for the Procurement of Security Services in the ECC for One (1) Year (2024-2025)</i></b></p>									
20.2	<p><b><i>Additional licenses and permits required:</i></b></p> <p>-SEC Certification;</p> <p>-Licenses from PNP-CSG; in particular, relevant licenses from Firearms and Explosives Office (FEO) and Supervisory Office for Security and Investigative Agency (SOSIA) such as License to Operate Private Security Agencies (PSAs) and Government Guard Units</p>									

	<p>-other relevant documents from any recognized security agencies association may be requested</p> <p>- valid Licenses to Exercise Security Profession (LESP) of all Security Personnel who would be deployed at the ECC Bldg.</p>
21.2	<p><i>No additional contract documents relevant to the Project required.</i></p>

## ***Section IV. General Conditions of Contract***



## 1. Scope of Contract

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

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

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

## 2. Advance Payment and Terms of Payment

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

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

## 3. Performance Security

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

## 4. Inspection and Tests

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

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

## **5. Warranty**

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

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

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

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

## *Section V. Special Conditions of Contract*

## Special Conditions of Contract

GCC Clause	
1	<p><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>For Goods supplied from abroad, the delivery terms applicable to this Contract are delivered to <b><u>ECC Building, 355 Sen. Gil Puyat Avenue, Makati City.</u></b> In accordance with INCOTERMS.</p> <p>For Goods supplied from within the Philippines, the delivery terms applicable to this Contract are delivered to <b><u>ECC Building, 355 Sen. Gil Puyat Avenue, Makati City.</u></b> Risk and title will pass from the Supplier to the Procuring Entity upon receipt of and final acceptance of the Goods at their final destination.</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is:</p> <p style="text-align: center;"><b>Bldg. Administrator 5<sup>th</sup> Floor ECC Bldg. 355 Sen. Gil Puyat Avenue Makati City</b></p> <p><b>Incidental Services –</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ol style="list-style-type: none"> <li>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> <li>d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and training</li> </ol>

<b>GCC Clause</b>	
	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.
2.2	<p>The terms of payment shall be on a bi-monthly basis and shall be made within five (5) working days upon receipt of the billing statement, subject to the submission of the following documents:</p> <ul style="list-style-type: none"> <li>- <b>Certified true copy of the payroll of the security guards assigned to the ECC and itemized pay slips of each guard on duty every payroll of the month;</b></li> <li>- <b>Proof of payment of SSS, Pag-Ibig and PhilHealth contributions every first month;</b></li> <li>- <b>Performance evaluation of the security guards;</b></li> <li>- <b>Agency certified true copy of the licenses of all security guards including relievers every 1<sup>st</sup> month of the first, second, third and 4<sup>th</sup> quarter of the year;</b></li> <li>- <b>Resumes of all guards including relievers before posting of guards.</b></li> </ul>
4	The inspections and tests that will be conducted <b>shall be based on the specifications as provided for in Section VII. Technical Specifications.</b>

## *Section VI. Schedule of Requirements*

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

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1 Lot	<b>Security Services in the ECC for One (1) Year (2024-2025)</b>  - <b>Inclusive of Security Equipment and Paraphernalia</b>  *Deployment schedule and list of required equipment stipulated in Section VII. Technical Specifications	<b>14 Security Personnel</b>	<b>14 Security Personnel</b>	<b>12 Months</b>  <b>Commencement date upon receipt of Notice to Proceed by the Bidder</b>

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

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

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

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

Landline/ Cellphone No. / Email Address: \_\_\_\_\_

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

## ***Section VII. Technical Specifications***

# Technical Specifications

1. The project is for **the Procurement of One (1) Lot – Security Services in the ECC for One (1) Year (2024-2025)**
2. The scope of the project is not limited to the **provision of security services** since it involves other **incidental services specifically in the provision of security equipment and other paraphernalia to efficiently implement the security services at ECC.**
3. Bidders must state either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the goods/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 Bidders 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.

Item	Specification	Statement of Compliance (“Comply” or “Not Comply”)	Reference/ Proof of Compliance
<b>I. PERFORMANCE CRITERIA</b>			
<b>A.</b>	<p>The Supplier shall maintain a satisfactory level of performance based on a prescribed set of criteria, which shall include, among others the following:</p> <ul style="list-style-type: none"> <li>- Quality of service delivered</li> <li>- Time Management</li> <li>- Management and suitability of personnel</li> <li>- Contract administration and management</li> <li>- Provision of regular progress reports</li> </ul> <p>The ECC shall conduct a periodic assessment or evaluation of the performance of the service provider based on foregoing sets of criteria and the technical specifications enumerated herein.</p>		
<b>II. TECHNICAL PARAMETERS</b>			
<b>A.</b>	<b>STABILITY</b>		
	<p><b>1. Years of Experience</b> The bidder/ service agency should have at least ten-year experience in providing security services to government and private institutions.</p>		<p>-SEC Certification;</p> <p>-Licenses from PNP-CSG; in particular, relevant</p>



Item	Specification	Statement of Compliance (“Comply” or “Not Comply”)	Reference/ Proof of Compliance
			<p>licenses from Firearms and Explosives Office (FEO) and Supervisory Office for Security and Investigative Agency (SOSIA) such as License to Operate Private Security Agencies (PSAs) and Government Guard Units</p> <p>-other relevant documents from any recognized security agencies association may be requested</p>
	<p><b>2. Liquidity of the Contractor</b> The bidder / service agency should be in good financial standing with a minimum liquidity ratio of 2:1 as of <b>CY 2022 / 2023</b> *Current Assets/ Current Liabilities</p>		Audited Financial Statement for <b>CY 2022 /2023</b>
	<p><b>3. Organizational Setup</b> The bidder / security agency shall submit its Organizational Structure, List of Employees and List of Officials.</p>		Curriculum Vitae/Profiles of Operations Manager (OM) and the OIC-Security Personnel who would be assigned at the ECC Bldg.
<b>B.</b>	<b>RESOURCES</b>		
	<p><b>1. Number of Security Personnel to be deployed at ECC.</b> The Security Agency shall provide the ECC with fourteen (14) uniformed and duly licensed security guards* who shall render their services within the premises and compound of ECC at 355 Sen. Gil Puyat Avenue, Makati City. All security guards who will be assigned at the ECC shall be selected by the Administrative Division</p>		Profiles and Valid Licenses to Exercise Security Profession (LESP) of all Security Personnel who would be deployed at the ECC Bldg.

Item	Specification				Statement of Compliance (“Comply” or “Not Comply”)	Reference/ Proof of Compliance
	<p>from the list, which includes the resume of the security guards, prepared by the Security Agency:</p> <p><b>*The ECC prohibits the deployment of any security personnel whose license has already expired</b></p>					
	<b>Post/ Location</b>	<b>Shift</b>	<b>No. of Hours</b>	<b>No. of Guards</b>		
	OIC/ Roving Officer	8:00 am – 4:00 pm 10:00 pm – 6:00 am	8 8	1 1		
	Basement	6:00 am - 2:00 pm 2:00 pm – 10:00 pm	8 8	1 1		
	Driveway	6:00 am – 2:00 pm 2:00 pm – 10:00 pm	8 8	1 1		
	4 <sup>th</sup> Floor Lobby/ Information	6:00 am - 2:00 pm 2:00 pm – 10:00 pm	8 8	1 1		
	G/F Lobby (Sen. Gil Puyat Entrance)	6:00 am – 2:00 pm 2:00 pm – 10:00 pm 10:00 pm – 6:00 am	8 8 8	1 1 1		
	PAC Entrance	6:00 am – 2:00 pm 2:00 pm – 10:00 pm 10:00 pm – 6:00 am	8 8 8	1 1 1		
	<p>The ECC reserves the right to demand from the Security Agency to increase the number of guards depending upon the exigencies of the service or the security needs of any post subject to prior notification to the Security Agency. Each guard shall render eight (8) hours tour of duty per day at their respective post.</p>					
	<p>The Security Agency shall make available at all times, trained and qualified relievers and / or replacements to ensure continuous and uninterrupted service in case of absences of the assigned guard at his post, provided that no security guard shall serve for more than twelve (12) hours duty per day except in case of emergency.</p>					
	<p><b>2. Firearms and Security Equipment</b></p> <p>The Security Agency must provide the following information:</p> <ul style="list-style-type: none"> <li>Number of licensed firearms that would be provided to its licensed security personnel assigned at the ECC Bldg.</li> </ul>					<p>Itemized list of supply and equipment that would be</p>

Item	Specification	Statement of Compliance (“Comply” or “Not Comply”)	Reference/ Proof of Compliance
	<p>(the number of such licensed firearms must not be less than three);</p> <ul style="list-style-type: none"> <li>• Number and kind of communication devices that would be provided to security personnel who would be assigned at the ECC Bldg. (the number of such handheld communication devices must not be less than eight);</li> <li>• Number of umbrellas, raincoats, rubber boots, flashlights including batteries and reflectorized safety vests (the number of each item must not be less than five).</li> </ul>		<p>deployed at the ECC Bldg.</p>
	<p>The Security Agency shall provide, on its own account, all materials, tools and equipment necessary, appropriate and incidental to the performance of its assigned Security Personnel at ECC, such as, but not limited to:</p> <ul style="list-style-type: none"> <li>• Licensed Firearms;</li> <li>• Ammunition;</li> <li>• Communication Equipment;</li> <li>• Flashlight;</li> <li>• Reflectorized Safety Vests;</li> <li>• Rubber Boots,</li> <li>• Rain Coats;</li> <li>• Desktop with Licensed Operating System and Software</li> <li>• Printer with Ink/ Cartridges;</li> <li>• Bond Papers</li> <li>• Metal Detectors</li> <li>• Umbrellas</li> </ul>		
	<p>The ECC reserves the right to increase the quantity of the abovementioned equipment, supplies and materials.</p>		
<b>C.</b>	<p><b>Security Plan</b>  The Security Agency shall submit a Security Plan to ECC based on the following criteria:</p> <ul style="list-style-type: none"> <li>- General Security Guidelines</li> <li>- Key Control Guidelines</li> </ul>		

Item	Specification	Statement of Compliance ("Comply" or "Not Comply")	Reference/ Proof of Compliance
	<ul style="list-style-type: none"> <li>- Exclusive and Restricted Areas</li> <li>- Vital Installations</li> <li>- Disaster Control and Preparedness Plan</li> </ul>		
<b>D.</b>	<b>Other Factors</b>		
	<p><b>A. Recruitment and Selection Criteria</b> The Bidder shall abide with the minimum qualification requirement of the ECC in its deployment of Security personnel.</p> <p><b>B. Uniforms and Other Paraphernalia</b> The Bidder shall ensure completeness of Uniforms and other paraphernalia of its assigned Security personnel at ECC.</p>		
<b>E.</b>	<b>Service Requirements</b>		
	The Security Agency shall safeguard the ECC against theft, pilferage, robbery, arson and other unlawful acts within the premises of the ECC Building.		

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

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

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

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

Tel. No./Cellphone No./Email Address: \_\_\_\_\_

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

## ***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.

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

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

---

**25 FINANCIAL COMPONENT ENVELOPE**

---

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

## **GUIDANCE ON THE PREPARATION OF BID FOLDERS**

### **I. TABBING OF ELIGIBILITY DOCUMENTS:**

A. The **ELIGIBILITY/ TECHNICAL COMPONENT** shall be arranged and tabbed as follows:

<b>TAB</b>	<b>Eligibility/ Technical/ Financial Document</b>
<b>A</b>	PhilGEPS Certificate of Registration (Platinum)
<b>B</b>	Statement of all Ongoing Government and Private Contracts  Under TAB B, the bidder <i>may</i> include the following: <ul style="list-style-type: none"> <li>• Contracts, Purchase Orders, Invoices etc.</li> </ul>
<b>C</b>	Statement of the bidder's Single Largest Completed Contract (SLCC)  Under TAB C, the bidder <i>may</i> include the Certificate of Acceptance/ Satisfactory Completion of the contract listed
<b>D</b>	Bid Security
<b>E</b>	Conformity with the Technical Specifications (Section VII) Conformity with the Schedule of Requirements (Section VI)
<b>F</b>	Omnibus Sworn Statement  Under TAB F, include any of the following, if applicable: <ul style="list-style-type: none"> <li>• Secretary's Certificate – for corporations, partnership, cooperative</li> <li>• Special Power of Attorney</li> </ul>
<b>G</b>	Computation of Net Financial Contracting Capacity  <b><u>OR</u></b> A committed Line of Credit from a Universal or Commercial
<b>H</b>	Audited Financial Statement (AFS) stamped received by the BIR, <i>if available</i>
<b>I</b>	Other documents (JVA, DTI Certification – Domestic Bidder Preference etc.), <i>if applicable</i>

B. The **FINANCIAL COMPONENT** shall be arranged and tabbed as follows:

<b>TAB</b>	<b>Eligibility/ Technical/ Financial Document</b>
<b>A</b>	Bid Form (refer to Appendix 1)
<b>B</b>	Details of Bid

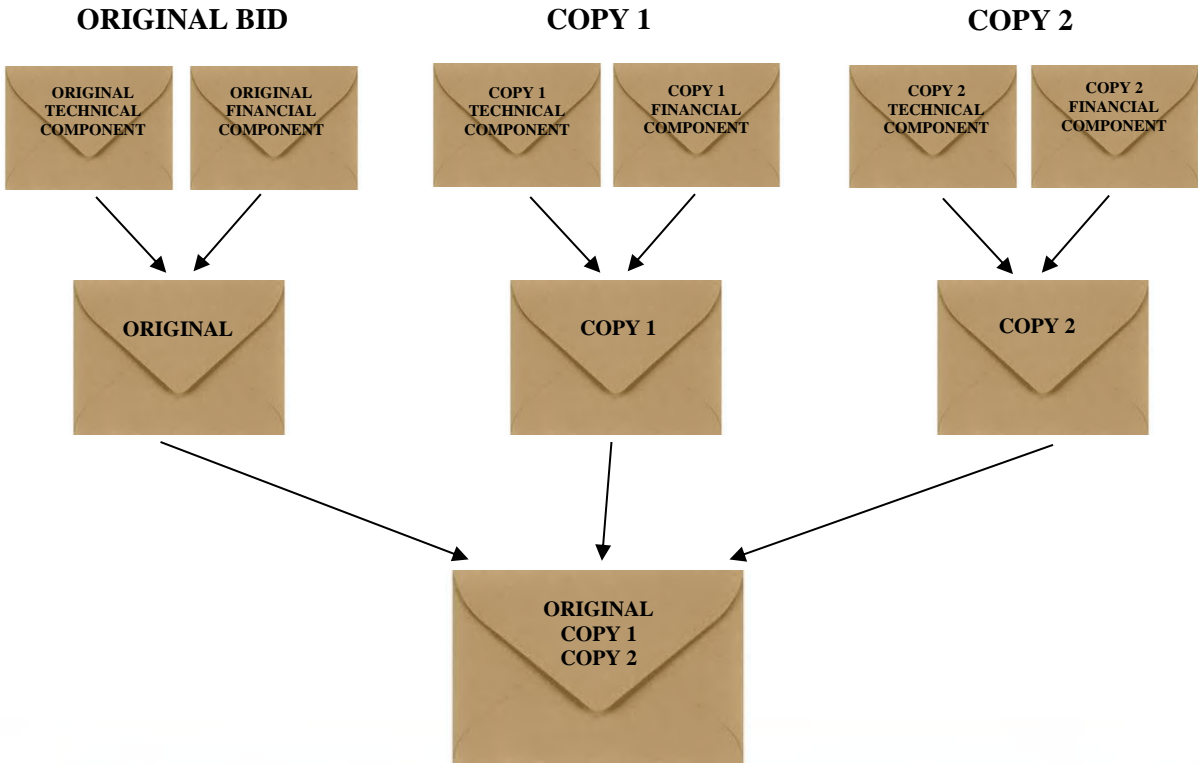


## II. SEALING AND MARKING OF BIDS

A. The sets of technical / eligibility and financial components shall be submitted in **three (3) sets/copies** (1 ORIGINAL and 2 COPIES) sealed and marked as follows:

- **ORIGINAL BID ENVELOPE** (Sealed and Marked as ORIGINAL) which contains the following:
  - Sealed Envelope marked as ORIGINAL- TECHNICAL COMPONENT which contains the technical and eligibility documents, ring or book bound with tab markings/labels
  - Sealed Envelope marked as ORIGINAL – FINANCIAL COMPONENT which contains the Financial Component (Bid Form and Bill of Quantities), ring or book bound with tab markings/labels
  
- **COPY 1 BID ENVELOPE** (Sealed and Marked as Copy 1) which contains the following:
  - Sealed Envelope marked as COPY 1 – TECHNICAL COMPONENT which contains the technical and eligibility documents, ring or book bound with tab markings/labels
  - Sealed Envelope marked as COPY 1 – FINANCIAL COMPONENT which contains the Financial Component (Bid Form and Bill of Quantities), ring or book bound with tab markings/labels.
  
- **COPY 2 BID ENVELOPE** (Sealed and Marked as Copy 2) which contains the following:
  - Sealed Envelope marked as COPY 2 – TECHNICAL COMPONENT which contains the technical and eligibility documents, ring or book bound with tab markings/labels
  - Sealed Envelope marked as COPY 2 – FINANCIAL COMPONENT which contains the Financial Component (Bid Form and Bill of Quantities), ring or book bound with tab markings/labels.

These envelopes containing the original and the copies shall then be enclosed in one single envelope. Please see below illustration:



**FOR:    ATTY. EVELYN R. RAMOS  
          CHAIRPERSON, ECC BAC**

**PUBLIC BIDDING FOR THE PROCUREMENT OF  
SECURITY SERVICES IN THE ECC FOR ONE (1) YEAR  
(2024-2025)  
REF. NO.: PB-ECC-2024-02**

**BIDDER'S NAME  
BIDDER'S ADDRESS**

**DO NOT OPEN BEFORE  
FEBRUARY 29, 2024, 1:30 P.M.**

**Bid Form for the Procurement of Goods***[shall be submitted with the Bid]***BID FORM**

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

Project Identification No.: PB-ECC-2024-021

To: **The BAC Chairperson**  
**Employees' Compensation Commission**  
 4<sup>th</sup> & 5<sup>th</sup> Floors, ECC Building  
 355 Sen. Gil Puyat Avenue  
 Makati City

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers \_\_\_\_\_, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply/deliver the project – **Security Services in the ECC for One (1) Year (2024-2025)** in conformity with the said PBDs for the sum of

---

*[total bid amount in words]*

---

( ₱ \_\_\_\_\_ )

*[total bid amount in figures]*

or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

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

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

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

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

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

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

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

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

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

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

Tel. No./Cellphone No./Email Address: \_\_\_\_\_

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

**DETAILS OF BID: SECURITY SERVICES AT ECC FOR CY 2023, 14 PERSONNEL**

	Monday to Sunday Without Night Shift Differential 6:00 a.m. - 2:00 p.m. 2:00 p.m. - 10:00 p.m. 8:00 a.m. - 5:00 p.m.	Monday to Sunday With Night Shift Differential 10:00 p.m. - 6:00 a.m.
<b>A. AMOUNT DUE TO PERSONNEL</b>		
No. of Workdays	395	395
Daily Wage Rate (DWR)	610.00	610.00
Monthly Basic Salary	20,079.17	20,079.17
Night Differential Pay		2,007.92
5 Days Incentive Leave pay (DWR x 5/12)		
13 <sup>th</sup> Month (MBS / 12)		
Retirement Pay (DWR x 22.5 / 12)		
Uniform Allowance		
<b>TOTAL LABOR COST</b>		
<b>B. AMOUNT DUE TO GOVERNMENT</b>		
SSS Premium		
ECC Share		
PhilHealth		
Pag-Ibig Premium		
<b>TOTAL AMOUNT DUE TO GOVERNMENT</b>		
<b>TOTAL AMOUNT DUE TO GOVERNMENT AND PERSONNEL</b>		
Admin. Margin & Overhead / Agency Fee ( <i>please indicate percentage</i> )		
12% VAT of Agency Fee		
<b>RATE PER SECURITY GUARD (PER MONTH)</b>		
Total Number of Guards	11	3
Number of Months	12	12
<b>TOTAL COST</b>		
<b>GRAND TOTAL</b>		

## NFCC COMPUTATION FOR ELIGIBILITY CHECK

	<b>Amount</b>
I. CURRENT ASSETS	
II. LESS: CURRENT LIABILITIES	
III. NET WORKING CAPITAL ( I – II)	
IV. NET WORKING CAPITAL x 15	
V. LESS: VALUE OF ALL OUTSTANDING OR UNCOMPLETED PORTIONS OF THE PROJECTS UNDER ONGOING CONTRACTS, INCLUDING AWARDED CONTRACTS YET TO BE STARTED, COINCIDING WITH THE CONTRACT TO BE BID	
VI. NET FINANCIAL CONTRACTING CAPACITY (NFCC)	

The values of the domestic bidder's current assets and current liabilities shall be based on **the latest Audited Financial Statements** submitted to the BIR (with stamp received by BIR).

Submitted by:

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

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

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

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

Tel. No./Cellphone No./Email Address: \_\_\_\_\_

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

**STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT/S SIMILAR TO THE CONTRACT TO BE BID**

This is to certify that \_\_\_\_\_ has the following completed contracts within the period **CY 2022** and up to the day before the deadline for submission of bids to the project – **Procurement of Security Services in the ECC for One (1) Year (2024-2025)**

<b>Date of the Contract</b>	<b>Contracting Party</b>	<b>Name of Contract</b>	<b>Kind of Goods Sold</b>	<b>Amount of Contract</b>	<b>Date of Delivery/ End- User’s Acceptance</b>	<b>Date of Official Receipt</b>	<b>Bidder is A. Manufacturer B. Supplier C. Distributor</b>

Name: \_\_\_\_\_ Legal Capacity: \_\_\_\_\_ Signature: \_\_\_\_\_

Duly Authorized to Sign the Bid for and on behalf of: \_\_\_\_\_ Tel. No./CP/Email: \_\_\_\_\_

---

**\*Instructions:**

- a) Cut-off date as of: (i) Up to the day before the deadline of submission of bids.
- b) In the column under “Dates”, indicate the dates of Delivery/ End-user’s Acceptance and Official Receipt.
- c) “Name of Contract”. Indicate here the Nature/ Scope of the Contract for the Procuring Entity to determine the relevance of the entry with the Procurement at hand. Example: “Supply and Delivery of Generator Set”

**STATEMENT OF ONGOING CONTRACTS AND AWARDED BUT NOT YET STARTED CONTRACTS**

This is to certify that \_\_\_\_\_ has the following ongoing contracts and awarded but not yet started contracts:

<b>Date of the Contract</b>	<b>Contracting Party</b>	<b>Name of Contract</b>	<b>Kind of Goods Sold</b>	<b>Amount of Contact</b>	<b>Value of Outstanding Contracts</b>	<b>Bidder is A. Manufacturer B. Supplier C. Distributor</b>

Name: \_\_\_\_\_ Legal Capacity: \_\_\_\_\_ Signature: \_\_\_\_\_

Duly Authorized to Sign the Bid for and on behalf of: \_\_\_\_\_ Tel. No./CP/Email: \_\_\_\_\_

**\*Instructions:**

- a) State all ongoing contracts including those awarded but not yet started (government and private contracts which may be similar or not similar to the project called for bidding) as of: **i. The day before the deadline of submission of bids.**
- b) If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state none or equivalent term.
- c) The total amount of the ongoing and awarded but not yet started contracts should be consistent with those used in the Net Financial Contracting Capacity (NFCC) in case an NFCC is submitted as an eligibility document.
- d) "Name of Contract". Indicate here the Nature/ Scope of the Contract for easier tracking of the entries/ representations. Example: "Supply and Delivery of Generator Set"



## **Bid Securing Declaration Form**

*[shall be submitted with the Bid if bidder opts to provide this form of bid security]*

---

REPUBLIC OF THE PHILIPPINES)  
CITY OF \_\_\_\_\_) S.S.

### **BID SECURING DECLARATION** **Project Identification No.: *[Insert number]***

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

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
  - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
  - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this \_\_\_\_ day of *[month]* *[year]* at *[place of execution]*.

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

*[Insert signatory's legal capacity]*  
Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*

## Contract Agreement Form for the Procurement of Goods (Revised)

[Not required to be submitted with the Bid, but it shall be submitted within ten (10) days after receiving the Notice of Award]

---

### CONTRACT AGREEMENT

THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between [name of PROCURING ENTITY] of the Philippines (hereinafter called “the Entity”) of the one part and [name of Supplier] of [city and country of Supplier] (hereinafter called “the Supplier”) of the other part;

WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly [brief description of goods and services] and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of [*contract price in words and figures in specified currency*] (hereinafter called “the Contract Price”).

#### NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, *viz.*:
  - i. Philippine Bidding Documents (PBDs);
    - i. Schedule of Requirements;
    - ii. Technical Specifications;
    - iii. General and Special Conditions of Contract; and
    - iv. Supplemental or Bid Bulletins, if any
  - ii. Winning bidder’s bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;  
  
Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents 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;
  - iii. Performance Security;
  - iv. Notice of Award of Contract; and the Bidder’s conforme thereto; and
  - v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**

3. In consideration for the sum of *[total contract price in words and figures]* or such other sums as may be ascertained, *[Named of the bidder]* agrees to *[state the object of the contract]* in accordance with his/her/its Bid.
4. The *[Name of the procuring entity]* agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

*[Insert Name and Signature]*

*[Insert Name and Signature]*

*[Insert Signatory's Legal Capacity]*

*[Insert Signatory's Legal Capacity]*

*for:*

*for:*

*[Insert Procuring Entity]*

*[Insert Name of Supplier]*

**Acknowledgment**

*[Format shall be based on the latest Rules on Notarial Practice]*

**Omnibus Sworn Statement (Revised)**  
*[shall be submitted with the Bid]*

---

REPUBLIC OF THE PHILIPPINES)  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

**AFFIDAVIT**

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

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

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

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

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

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

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

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

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

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

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

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

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

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

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

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

*[Insert signatory's legal capacity]*  
Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*

