



CIVIL SERVICE COMMISSION

Republic of the Philippines

REGIONAL OFFICE 1

BIDS AND AWARDS COMMITTEE

BIDDING DOCUMENTS

Name of Project:

**PROCUREMENT OF SECURITY SERVICES
FOR CSC REGIONAL OFFICE I FOR CY 2025
Early Procurement Activity (EPA)**

Approved Budget for the Contract:

**THREE MILLION ONE HUNDRED TWENTY FIVE THOUSAND PESOS
(PHP 3,125,000.00)**

ITB No.

2024-10-001

October 2024

PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

Procurement of GOODS

Government of the Republic of the Philippines

**Sixth Edition
July 2020**

Preface

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

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

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

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

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

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

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

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

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

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

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

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

CDA – Cooperative Development Authority.

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

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

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

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

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

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

GFI – Government Financial Institution.

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

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

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

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

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

Procurement Project – refers to a specific or identified procurement covering goods, infrastructure 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

Notes on the Invitation to Bid

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

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

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

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



**INVITATION TO BID FOR THE PROCUREMENT OF
SECURITY SERVICES FOR CSC REGIONAL OFFICE 1
FOR CY 2025 – Early Procurement Activity (EPA)
(ITB No. 2024-10-001)**

1. The *Civil Service Commission Regional Office 1 (CSCROI)*, through the *General Appropriations Act of FY 2025, Trust Receipt Funds, and Training Fund* intends to apply the sum of *Three Million One Hundred Twenty Five Thousand Pesos (P3,125,000.00)* being the ABC to payments under the contract for *Procurement of Security Services for CSC Regional Office 1 for CY 2025*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *Civil Service Commission Regional Office 1 (CSCROI)* now invites bids for the above Procurement Project. Delivery of the Goods is required for *1 year (January 1, 2025 to December 31, 2025)*. Bidders should have completed, within *three (3) years* from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

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

4. Prospective Bidders may obtain further information from *Civil Service Commission Regional Office 1 (CSCROI) - Bids and Awards Committee Secretariat* and inspect the Bidding Documents at the address given below during *8:00 AM to 5:00 PM, Monday to Friday*.
5. A complete set of Bidding Documents may be acquired by interested Bidders starting *October 3, 2024 to October 23, 2024* from the given address, Procuring Entity’s website at <https://www.csc.gov.ph/regional-offices/region-i> and PhilGEPS website at www.ps-philgeps.gov.ph 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 only (P 5,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *in person*.
6. The *Civil Service Commission Regional Office 1 (CSCROI)* will hold a Pre-Bid Conference on *October 11, 2024 at 9:00 AM* at *Civil Service Commission Regional*

Office 1 (CSCRO1), Quezon Avenue, City of San Fernando, La Union, which shall be open to prospective bidders.

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **October 23, 2024 at 9:00 AM**. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 14**.
9. Bid Opening shall be on **October 23, 2024 at 10:00 AM** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The *Civil Service Commission Regional Office 1 (CSCRO1)* 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 IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

ATTY. CHARISMA M. AGBAYANI

Head, Bids and Awards Committee Secretariat

CSC Regional Office 1, Quezon Avenue, City of San Fernando, La Union

Telephone Number: (072) 700-5626

Email Address: ro01@csc.gov.ph / csc_reg1@yahoo.com.ph

Website: <https://www.csc.gov.ph/regional-offices/region-i>

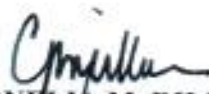
12. You may visit the following websites:

For downloading of Bidding Documents:

<https://www.csc.gov.ph/regional-offices/region-i>

www.ps-philgeps.gov.ph

October 2, 2024



CORNELIA M. RILLERA

Director III / Chairperson, Bids and Awards Committee

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, *Civil Service Commission Regional Office 1* wishes to receive Bids for the *PROCUREMENT OF SECURITY SERVICES FOR CSC REGIONAL OFFICE 1 FOR CY 2025 – Early Procurement Activity (EPA)* with identification number **2024-10-001**.

The Procurement Project (referred to herein as *PROCUREMENT OF SECURITY SERVICES FOR CSC REGIONAL OFFICE 1 FOR CY 2025 – Early Procurement Activity (EPA)*) is composed of one lot, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through the sources of funding as indicated below for *CY 2025* in the amount of *Three Million One Hundred Twenty Five Thousand Pesos (Php 3,125,000.00)*

2.2. *The sources of funding are:*

a. The National Expenditure Program, Training Fund, and Trust Receipts Fund

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.
- 5.3. 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 Procuring Entity has prescribed that:
 - a. Subcontracting is not allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and at its physical address at *Civil Service Commission Regional Office 1 (CSCRO1), Quezon Avenue, San Fernando City, La Union*.

9. Clarification and Amendment of Bidding Documents

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

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within *three (3) years* 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 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 *the end of one hundred twenty (120) calendar days from the date of opening of bids*. 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.

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.

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

16. Deadline for Submission of Bids

- 16.1. The Bidders shall submit their bids on the specified date and time at the physical address of the Procuring Entity.

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.

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:
- a. 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**.

Section III. Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> a. Procurement of Security Services b. Completed within three (3) years prior to the deadline for the submission and receipt of bids.
7.1	<i>Subcontracting is not allowed.</i>
12	<p>The price of the Goods shall be quoted DDP in the City of San Fernando, La Union or the applicable International Commercial Terms (INCOTERMS) for this Project.</p> <p><i>Bidders shall accomplish the Cost Breakdown herein attached as Annex A. Bids not providing all the required items shall be considered non-responsive.</i></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> <ul style="list-style-type: none"> a. The amount of not less than <i>Sixty-Two Thousand Five Hundred Pesos (Php 62,500.00) (2% of ABC)</i> if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than <i>One Hundred Fifty-Six Thousand Two Hundred Fifty Pesos (Php 156,250.00) (5% of ABC)</i> if bid security is in Surety Bond.
19.3	<i>Not applicable.</i>
20.2	<p><i>Bidders are required to submit Income Tax Returns for 2022 and 2023 for fiscal/calendar year filed through the Electronic Filing and Payment System (EFPS).</i></p> <p><i>Additional Licenses to be submitted during post-qualification:</i></p> <ol style="list-style-type: none"> <i>1. PNP License to Operate</i> <i>2. PADPAO Certificate</i> <i>3. NTC Radio Station License and Radio Operator Certificate</i> <i>4. Current and valid firearms licenses</i>

	<p><i>5. Certificate of Registration from PNP-RCSU 1, Camp Diego Silang, Carlatan, City of San Fernando, La Union</i></p> <p><i>6. Certification of No Pending Case (Based or Non-Based) from PNP-RCSU 1, Camp Diego Silang, Carlatan, City of San Fernando, La Union</i></p>
21.2	<i>No additional requirement.</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**.

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

GCC Clause	
1	<p><i>Delivery and Documents –</i></p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>Delivery Sites:</p> <ul style="list-style-type: none"> • CSC Regional Office 1, Quezon Avenue, Sevilla, City of San Fernando, La Union • CSCFO La Union, Aguila Road, City of San Fernando, La Union • CSCFO Ilocos Sur, Bantay, Ilocos Sur • CSCFO Ilocos Norte, Laoag City, Ilocos Norte • CSCFO Western Pangasinan, Lingayen, Pangasinan • CSCFO Eastern Pangasinan, Urdaneta City, Pangasinan <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>Ms. WILHILMINA G. PERALTA Chief HR Specialist Management Services Division Civil Service Commission Regional Office 1 City of San Fernando, La Union</p>
2.2	<p>The terms of payment shall be as follows: <i>Processing of payment to the Contractor shall be made from the receipt of monthly Statement of Account with complete supporting documents (Contract and Daily Time Records of Security Guards)</i></p>
4	<p><i>None required.</i></p>

Section VI. Schedule of Requirements

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

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
<i>1</i>	<i>Licensed Security Guards</i>	<i>7</i>	<i>7</i>	<i>January 1, 2025 to December 31, 2025</i>

Section VII. Technical Specifications

PROCUREMENT OF SECURITY SERVICES FOR THE CSC REGIONAL OFFICE 1 FOR CY 2025

Item No.	Specifications/Technical Parameters	Bidder's Statement of Compliance												
<p>INSTRUCTION TO BIDDERS: Indicate "COMPLY" under Supplier's Statement of Compliance if bidder can meet the technical specifications and project requirements. DO NOT LEAVE ANY BLANK. A "YES" OR A "NO" WILL NOT BE ACCEPTED. FAILURE TO CONFORM WILL RESULT IN THE RATING OF "FAILED".</p>														
1.	<p>MANPOWER REQUIREMENTS AND OF SHIFTING SCHEDULE</p> <ul style="list-style-type: none"> • Provision of seven (7) highly trained, able bodied and responsible Security Guards; • Number of Security Guards per area of deployment vis-à-vis Shifting Schedule: <table style="margin-left: 20px; border: none;"> <tr> <td>a. CSC Regional Office 1</td> <td>= 2 SGs (1 SG - 12 hours day and night shift)</td> </tr> <tr> <td>b. CSCFO La Union</td> <td>= 1 SG (1 SG - 12 hours night shift)</td> </tr> <tr> <td>c. CSCFO Ilocos Norte</td> <td>= 1 SG (1 SG - 12 hours night shift)</td> </tr> <tr> <td>d. CSCFO Ilocos Sur</td> <td>= 1 SG (1 SG - 12 hours night shift)</td> </tr> <tr> <td>e. CSCFO Western Pangasinan</td> <td>= 1 SG (1 SG - 12 hours night shift)</td> </tr> <tr> <td>f. CSCFO Eastern Pangasinan</td> <td>= 1 SG (1 SG - 12 hours night shift)</td> </tr> </table> • The Contractor furnishes the Procuring Entity a copy of the latest Medical Certificate certifying that the Security Guards are physically fit to work and can perform detailed activities; • The Contractor ensures that the assigned Security Guard passed the compulsory Drug Test, expenses of which is at the Contractor's account; • The Contractor makes sure to provide Security Services for eighty-four (84) hours a week – that is, at least twelve hours a day, seven (7) days a week as prescribed by the CSC ROI in the Work Schedule. 	a. CSC Regional Office 1	= 2 SGs (1 SG - 12 hours day and night shift)	b. CSCFO La Union	= 1 SG (1 SG - 12 hours night shift)	c. CSCFO Ilocos Norte	= 1 SG (1 SG - 12 hours night shift)	d. CSCFO Ilocos Sur	= 1 SG (1 SG - 12 hours night shift)	e. CSCFO Western Pangasinan	= 1 SG (1 SG - 12 hours night shift)	f. CSCFO Eastern Pangasinan	= 1 SG (1 SG - 12 hours night shift)	
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d. CSCFO Ilocos Sur	= 1 SG (1 SG - 12 hours night shift)													
e. CSCFO Western Pangasinan	= 1 SG (1 SG - 12 hours night shift)													
f. CSCFO Eastern Pangasinan	= 1 SG (1 SG - 12 hours night shift)													
2.	<p>DESCRIPTION AND SCOPE OF WORK</p> <ul style="list-style-type: none"> • To provide Security Services for the agency to monitor, watch, protect and preserve all properties, assets, valuables, employees, visitors and clients of CSC Regional Office 1 and CSC Field Offices and to deter illegal and inappropriate actions observing the signs of crime, fire or disorder then taking proactive action and reporting any incident and/or emergencies promptly and judiciously. • Roving and/or patrolling premises to prevent and/or detect signs of intrusion and ensure security of doors, windows, gates, vehicle, equipment and other properties, etc. at all times; • Monitor entrance and departure of employees, visitors, clients, and other persons that have direct transaction with CSC; 													

Item No.	Specifications/Technical Parameters	Bidder's Statement of Compliance
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	<ul style="list-style-type: none"> • Write incident reports especially on irregularities that may be encountered such as property damage, theft, presence of unauthorized persons or unusual occurrences; • Call the police, fire department or ambulance in cases of emergencies such as fire, hazards, criminal activities or any disorder that may put the lives of personnel and CSC properties in peril; • Be in the frontline in the preservation of peace and order within CSC premises; • Answer telephone calls to take messages, answers questions and provide information during business and non-business hours; • Safe keep employees’ Pass Slips for monitoring their whereabouts and turn over the same to the MSD on a daily basis; • Safe keep vehicle trip ticket for monitoring of RPV whereabouts and turnover the same to the MSD on a daily basis; • Perform other related tasks as may be assigned or as the need calls for it. • The Contractor’s Representative should visit the sites regularly and should have a short dialogue with the Head of Management Services Division and Heads of other sites regarding performance of Security Guards and other related matters. • The Contractor shall immediately provide relievers whose services shall be made available whenever assigned guards are on official leave, AWOL, or indisposed. • Enforce health protocols adopted by the Procuring Entity. • The Procuring Entity may, any time, request for the immediate replacement of Security Guard of the Contractor for reason which the clients believes to be prejudicial to its interest. 	
3.	<p>STABILITY OF THE COMPANY</p> <ul style="list-style-type: none"> • Years of Experience <ul style="list-style-type: none"> - Has been in the business for at least five (5) years. - Has provided Security Services to government and private institutions. • Liquidity of the Contractor <ul style="list-style-type: none"> - Income Tax Return for CY 2022 & 2023 	

Item No.	Specifications/Technical Parameters	Bidder's Statement of Compliance
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	<ul style="list-style-type: none"> • Organizational Set-up <ul style="list-style-type: none"> - Submit a Certification under Oath of an updated copy of Company Profile, List of Key Officials, Incorporators or Stockholders. 	
4.	<p>RESOURCES</p> <ul style="list-style-type: none"> • Number of Licensed Firearms <ul style="list-style-type: none"> - Submit an Undertaking on the ownership of the equipment - Submit proof of licensing - The Contractor should ensure that the Guard on-duty has issued fire arm. • Number and Kind of Motor Powered Vehicle <ul style="list-style-type: none"> - Submit valid Official Receipt & Certificate of Registration (ORCR) • Number and Kind of Communication Devices <ul style="list-style-type: none"> - The Contractor shall provide handheld radios to the Security Guard on-duty in the Regional Office. - The Contractor or his authorized representative shall conduct briefing regarding proper use of handheld radios. • No. of Licensed Guards <ul style="list-style-type: none"> - the Contractor shall provide Security Guards who are duly licensed, must have complied all requirements and regulations prescribed by the laws and decrees as well as executive orders relative to security agencies and the rules and regulations prescribed by the Philippine National Police – Supervisory Office for Security and Investigation Agencies (PNP – SOSIA) and local ordinances, if any. 	
5.	<p>SECURITY PLAN</p> <ul style="list-style-type: none"> • The Contractor shall propose/prepare Security Plan; • The Contractor shall periodically conduct Security Inspection without any additional charge or fees and recommend measures that are necessary to safeguard the premises, properties and personnel. 	

Item No.	Specifications/Technical Parameters	Bidder's Statement of Compliance
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6.	<p>OTHER FACTORS</p> <ul style="list-style-type: none"> • Recruitment and Selection – submit company policy on recruitment and Selection Criteria. • Completeness of Uniform and Other Paraphernalia <ul style="list-style-type: none"> - The Contractor shall provide the Security Guards with appropriate and complete uniforms; - The Contractor shall provide the Security Guards First Aid Kit, disaster/emergency kit and safety kits to be used during emergency cases. • Compliance to Labor Laws and Other Related Laws <ul style="list-style-type: none"> - The Contractor shall faithfully comply with all the laws, rules and regulations pertaining to the employment of labor, existing or which hereafter may be enacted including but not limited to the Minimum Wage, Labor Code of the Philippines, Social Security Law, Employees Compensation and State Insurance Fund, Philippine Health Insurance Fund, and Home Development Mutual Fund. - All obligations under the provisions of the SSS Law, Employees Compensation and other related pertinent statutes presently in force and effect shall be paid and updated. - The Contractor shall assume full responsibility on any claim for any compensation on injuries from accidents of the service personnel it assigned to the Procuring Entity in connection with the performance of their duties. The Contractor shall free the Procuring Entity for any legal suit or liabilities in connection therewith. 	

Name of Bidder
(in print)

Name of Authorized Representative
(in print)

Signature of Authorized Representative

Designation

Date

Section VIII. 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 Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- (h) 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

- (i) 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

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

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

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

**COST BREAKDOWN
SECURITY SERVICES**

Daily Wage (DW) for 12 hours:	Monthly	Per Day	Per Hour
I. Amount to Guard			
New Daily Wage (DW)			
Ave. Pay/Month (DW x 396/12)			
Night Differential Pay (Ave. Pay/mo. x 10%)			
13th Month Pay (DW x 365/12/12)			
5 Days Incentive Pay (DW x 5/12)			
Uniform Allowance			
Overtime Pay			
Total Amount Directly to Guard			
II. Amount to Gov't in Favor of Guard			
Retirement Benefit (R.A. 7641) (DW x 22.5/12)			
SSS Premium			
Philhealth Contribution			
Employees Compensation			
Pag-ibig Fund			
Total Amount to Gov't in Favor of Guard			
III. Total Amount of I & II			
IV. Administrative Overhead & Margin (must not be less than 20% of Item III (Total Amount of I & II) pursuant to RA No. 11917 and its IRR)			
Value Added Tax (Agency Fee x 12 % VAT-RMC-039-2007)			
V. Contract Rate/Guard/Month			
x 12 months			
VI. Total Contract Rate			

*Overtime Computation**(4 hrs./day for 7 days)**Daily Wage**Rate per hour (DW/8)**Regular Days (Rate per hr x 125% x 294 days x 4 hrs.)**Regular Holidays (Rate per hr x 260% x 12 x 4 hrs.)**Special Days/Rest Days (Rate per hr x 169% x 52 x 4 hrs.)**Special Holidays (Rate per hr x 195% x 8 x 4 hrs.)**Total**Divided by 12 months*

Republic of the Philippines



Government Procurement Policy Board