

# **PHILIPPINE BIDDING DOCUMENTS**

(As Harmonized with Development Partners)

## **Procurement of GOODS: PROVISION OF SECURITY SERVICES**

Government of the Republic of the Philippines  
PHILIPPINE SCIENCE HIGH SCHOOL MAIN  
CAMPUS

Agham Road, Diliman, Quezon City

**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 *Procurement of Goods: Provision of Security Services*

1. The *PHILIPPINE SCIENCE HIGH SCHOOL – MAIN CAMPUS*, through the GAA 2022 intends to apply the sum of ***Eleven Million Eight Hundred Thousand Pesos only (Php11,800,000.00) to Lot 1 (PSHS-MC) and Three Million Four Hundred Ninety-Eight Thousand Two Hundred Twenty-Two Pesos & 04/100 only (Php3,498,222.04) to Lot 2 (PSHS-OED)*** being the ABC to payments under the contract for each lot. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *PHILIPPINE SCIENCE HIGH SCHOOL – MAIN CAMPUS* now invites bids for the above Procurement Project. Delivery of the Goods is required by ***January 1, 2022***. Bidders should have completed, within ***five (5) 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.
4. Bidding is open to all interested bidders, whether local or foreign, subject to the conditions for eligibility provided in the 2016 revised IRR of RA No. 9184.
5. Prospective Bidders may obtain further information from *PHILIPPINE SCIENCE HIGH SCHOOL – MAIN CAMPUS* and inspect the Bidding Documents at the address given below during ***9:00 a.m. to 3:00 p.m.***
6. A complete set of Bidding Documents may be acquired by interested Bidders on ***November 29, 2021 until before the opening of bids*** from the given address and website(s) below *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Php 5,000.00*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *in person, by facsimile, or through electronic means*.
7. The *PHILIPPINE SCIENCE HIGH SCHOOL – MAIN CAMPUS* will hold a Pre-Bid Conference<sup>1</sup> on ***December 7, 2021 at 3:00 p.m.*** through video conferencing or webcasting via ***Google Meet*** ([meet.google.com/vgw-dibd-cib](https://meet.google.com/vgw-dibd-cib)), which shall be open to prospective bidders.

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<sup>1</sup> May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.

8. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before ***December 20, 2021 at 3:15 p.m.*** Late bids shall not be accepted.
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.
10. Bid opening shall be on ***December 20, 2021 at 3:30 p.m.*** via ***Google Meet*** ([meet.google.com/mtk-fbph-iax](https://meet.google.com/mtk-fbph-iax)) Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
11. The ***PHILIPPINE SCIENCE HIGH SCHOOL – MAIN CAMPUS*** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
12. For further information, please refer to:  
  
*Mr. Azlek Owen B. Tan*  
*Head, BAC Secretariat*  
*Philippine Science High School – Main Campus*  
*Agham Road, Diliman, Quezon City*  
*aobtan@pshs.edu.ph*  
*Telefax No.: 8924-0617 / 7500-1448*  
*www.mc.pshs.edu.ph*
13. You may visit the following websites:  
  
For downloading of Bidding Documents: ***PSHS Main Campus Website***  
***<http://mc.pshs.edu.ph/goods-and-services/> and/or Philgeps Website***

*November 29, 2021*

(Sgd) Ms. Jennifer C. Bermudez  
*Chairperson, BAC for Goods and Services*

## ***Section II. Instructions to Bidders***

### **Notes on the Instructions to Bidders**

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

## 1. Scope of Bid

The Procuring Entity, *PHILIPPINE SCIENCE HIGH SCHOOL – MAIN CAMPUS* wishes to receive Bids for the ***Provision of Security Services***, with identification number ***21-11-160***.

*[Note: The Project Identification Number is assigned by the Procuring Entity based on its own coding scheme and is not the same as the PhilGEPS reference number, which is generated after the posting of the bid opportunity on the PhilGEPS website.]*

The Procurement Project (referred to herein as “Project”) is composed of ***Provision of Janitorial Services***, 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 *GAA 2022* in the amount of ***Php15,298,222.04***.

2.2. The source of funding is:

a. NGA, the General Appropriations Act or Special Appropriations.

## 3. Bidding Requirements

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

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

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

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

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

## 5. Eligible Bidders

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. 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.
- 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.

- 7.2. *[If Procuring Entity has determined that subcontracting is allowed during the bidding, state:]* The Bidder must submit together with its Bid the documentary requirements of the subcontractor(s) complying with the eligibility criteria stated in **ITB** Clause 5 in accordance with Section 23.4 of the 2016 revised IRR of RA No. 9184 pursuant to Section 23.1 thereof.
- 7.3. *[If subcontracting is allowed during the contract implementation stage, state:]* The Supplier may identify its subcontractor during the contract implementation stage. Subcontractors identified during the bidding may be changed during the implementation of this Contract. Subcontractors must submit the documentary requirements under Section 23.1 of the 2016 revised IRR of RA No. 9184 and comply with the eligibility criteria specified in **ITB** Clause 5 to the implementing or end-user unit.
- 7.4. Subcontracting of any portion of the Project does not relieve the Supplier of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

## 8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and **through Google Meet** ([meet.google.com/vgw-dibd-cib](https://meet.google.com/vgw-dibd-cib)) as indicated in paragraph 6 of the **IB**.

## 9. Clarification and Amendment of Bidding Documents

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

## 10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within **five (5) 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 Declaration<sup>2</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 **December 14, 2021**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

### 15. Sealing and Marking of Bids

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

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

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

### 16. Deadline for Submission of Bids

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

### 17. Opening and Preliminary Examination of Bids

- 17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing,

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<sup>2</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.



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:  
  
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.

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

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

## ***Section III. Bid Data Sheet***

### **Notes on the Bid Data Sheet**

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

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

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

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

# Bid Data Sheet

ITB Clause	
5.3	For this purpose, contracts similar to the Project shall be: <ul style="list-style-type: none"> <li>a. <b><i>Provision of Security Services.</i></b></li> <li>b. completed within <b><i>five (5) years</i></b> prior to the deadline for the submission and receipt of bids.</li> </ul>
7.1	“Subcontracting is not allowed.”
12	The price of the Goods shall be quoted DDP <i>Philippine Science High School – Main Campus</i> or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: <ul style="list-style-type: none"> <li>a. The amount of not less than <b><i>Php305,964.44</i></b> if bid security is in cash, cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than <b><i>Php764,911.10</i></b> if bid security is in Surety Bond.</li> </ul>
19.3	<i>Not Applicable.</i>
20.2	“No additional requirement.”
21.2	“No additional requirement.”

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

### **Notes on the General Conditions of Contract**

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

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

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

## **1. Scope of Contract**

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

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

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

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

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

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

## **3. Performance Security**

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than 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***

### **Notes on the Special Conditions of Contract**

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

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

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

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



## Special Conditions of Contract

GCC Clause	
1	<p><i>[List here any additional requirements for the completion of this Contract. The following requirements and the corresponding provisions may be deleted, amended, or retained depending on its applicability to this Contract:]</i></p> <p><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><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered <i>[indicate place of destination]</i>. In accordance with INCOTERMS.”</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered <i>[indicate place of destination]</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is <i>[indicate name(s)]</i>.</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: <i>Select appropriate requirements and delete the rest.</i></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</li> </ol>

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

	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p><b>Intellectual Property Rights –</b></p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<p>The terms of payment shall be as follows:</p> <p>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.</p> <p>The supplier may submit a progress billing and corresponding request for progress payment for the delivered goods and/or services accomplished.</p> <p>The procuring entity shall deduct the following from the certified gross amounts to be paid to the supplier as progress payment:</p> <ul style="list-style-type: none"> <li>• All progress payments shall first be charged against the advance payment until the latter has been fully exhausted, unless otherwise approved by the President.</li> <li>• Retention money in an amount equivalent to at least ten percent (10%) of every progress payment.</li> </ul>
4	<p>The inspections and tests that will be conducted are: <i>The Inspectorate Team with the TWG and/or End User unit 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.</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.

<b>Item Number</b>	<b>Description</b>	<b>Quantity</b>	<b>Total</b>	<b>Delivered, Weeks/Months</b>
<b>1.</b>	<b>Security Guards for PSHS-MC</b>			
	<p>Male &amp; Female Security Guards who are required to render services in three (3) shifts everyday including regular holidays and special (non-working) days.</p> <p>Day Shift: 6:00 AM – 2:00PM; <b>13 guards</b> 2:00 PM – 10:00PM; <b>11 guards</b></p> <p>Night Shift: 10:00PM – 6:00AM; <b>9 guards</b></p>	32	32	12 months
<b>2.</b>	<b>Security Guards for PSHSS-OED</b>			
	<p>Male Security Guards who are required to render services in three (3) shifts everyday including regular holidays and special (non-working) days.</p> <p>Day Shift: 6:00 AM – 2:00PM; <b>4 guards</b> 2:00 PM – 10:00PM; <b>3 guards</b></p> <p>Night Shift:</p>	10	10	12 months

	10:00PM – 6:00AM; <b>3 guards</b>			
<b>3.</b>	<b>Detachment Commander/ Security Officer for PSHS-MC &amp; PSHS-OED</b>			
	Male Security Officer who is required to render day shift services everyday including regular holidays and special (non-working) days.	1	1	12 months
<b>4.</b>	<b>Equipment, Armament, Supplies for PSHS-MC &amp; PSHS-OED</b>			
	Provision of firearms, service vehicles, radios and other equipment needed to implement the contract, as specified in Technical Specifications/Terms of Reference	1 lot	1 lot	12 months

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

### **Notes for Preparing the Technical Specifications**

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

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

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

#### **Sample Clause: Equivalency of Standards and Codes**

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

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

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

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



# Technical Specifications

Item	Specification	Statement of Compliance
		<i>[Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i>
1	<b>PROVISION OF SECURITY SERVICES</b>	
	Minimum Qualifications of Security Guards - <b>ANNEX "A"</b>	
	Minimum Security Equipment Required by PSHS-MC & PSHS-OED - <b>ANNEX "B"</b>	
	Security and Emergency Plan of the Philippine Science High School - Main Campus & Office of the Executive Director - <b>ANNEX "C"</b>	
	Organizational Structure of the Security Force - <b>ANNEX "D"</b>	
	Security Guards Assignments / Tour of Duty - <b>ANNEX "E"</b>	
	Operating Policies and Procedures - <b>ANNEX "F"</b>	
	Other Services to be Provided by the Security Agency - <b>ANNEX "G"</b>	
	Contract Duration and Performance Evaluation - <b>ANNEX "H"</b>	

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

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

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

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

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

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class “A” Documents*

#### Legal Documents

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

**or**

#### 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).

# ***Annexes***

## **ANNEX "A"**

### **MINIMUM QUALIFICATIONS OF SECURITY OFFICERS AND SECURITY GUARDS**

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1. The Security Agency shall submit the Curriculum Vitae and work experiences in security operations of the nominated Detachment Commander and security guards for review by the PSHS-MC & PSHS-OED Management.
2. The Security Agency shall ensure that the security officers and security guards are with complete and decent uniforms and identification patches (barong/polo barong for the security officers and long sleeve uniform for the security guards on Mondays, Wednesdays, Fridays and short sleeve the rest of the week).
3. The security officers and security guards to be deployed must possess the following minimum general qualifications:
  - a) Must be of good moral character and reputation;
  - b) Must be courteous, alert and without any criminal or derogatory police record;
  - c) Must be physically and mentally fit and must have passed a Neuro-Psychiatric examination and standard drug test conducted by a DOH accredited medical service provider;
  - d) Preferably Covid-19 vaccinated subject to the existing IATF guidelines.
  - e) Must be duly licensed, properly screened, and cleared by the Supervisory Officer for Security and Investigation Agencies (SOSIA) of the Philippine National Police (PNP), and National Bureau of Investigation (NBI) and Barangay Chairman;
  - f) Experience with relevant training on security systems as supported by certificates to be submitted before posting and subject for authentication;
  - g) Has undergone Pre-Licensing Training Programs for new recruits, or Refresher Training Programs to include, among others, first-aid administration, fire-fighting techniques;
  - h) At least five feet two inches (5' 2") in height and not less than 120 pounds in weight;
  - i) With good oral and written communication skills.
4. Specific Qualifications of the Detachment Commander and Shift In-Charge

- a) At least thirty-five (35) years old;
- b) At least two years of relevant college studies;
- c) Has completed the security supervisory training course;
- d) With at least three (3) years relevant experience as security supervisor in security operations, two (2) years of which in an educational institution;
- e) With at least two (2) years of experience as security supervisor with the security agency;
- f) Must be a licensed driver for at least two (2) or four (4) wheeled vehicles;
- g) Must be knowledgeable with basic computer operations;
- h) Must be knowledgeable in the basic operations of a CCTV System (video playback and extraction of video data, installation of CCTV cameras and Preventive Maintenance of CCTV cameras)

#### 5. Specific Qualifications of the Security Guards

- a) At least twenty-five (25) years old.
- b) At least high school graduates with two (2) years relevant experience of security operations in an educational institution.
- c) With at least two (2) years of experience with the security agency.

For this purpose, the Security Agency shall submit, as part of the technical proposal, a sworn statement or certification that each security personnel to be deployed, possesses the aforementioned minimum qualifications.

Provided further that both regular license (Private Security License Card) and NBI Clearance shall be valid as of the date of opening of bid and subject to renewal, if the same should expire during the contract implementation.

## ANNEX "B"

### MINIMUM SECURITY EQUIPMENT REQUIREMENT FOR PSHS-MC & PSHS-OED

	Materials, Supplies and Equipment	No. of Requirements	
		PSHS-MC	PSHS-OED
<b>A.</b>	<b>COMMUNICATIONS EQUIPMENT</b>		
	Base Radio with complete accessories	1 set	-
	Handheld portable radio	17 sets	5 sets
	Battery Charger for portable radio	17 sets	5 sets
	Extra Rechargeable radio battery	17 units	5 units
	Cellular Phone with P500 monthly load allocation	1 unit	1 unit
<b>B.</b>	<b>VEHICLES</b>		
	Four-wheel service vehicle; <i>in good running condition with at least six (6) liters of fuel/day</i> – security agency shall provide immediate replacement of the vehicle assigned should there be defects observed on the assigned service vehicle within 12 hours after the defect was noticed.	1 unit	-
	Mountain Bike – security agency shall provide immediate replacement of the mountain bikes assigned should there be defects observed on the mountain bike within 12 hours after the defect was noticed.	4 units	-
	Motorcycle Service Vehicle; <i>in good running condition with at least three (3) liters of fuel/day</i> – security agency shall provide immediate replacement of the vehicle assigned should there be defects observed on the assigned service vehicle within 12 hours after the defect was noticed.	-	1 unit
<b>C.</b>	<b>ARMAMENTS</b> Operational, functional and well-maintained Firearms w/ valid license <i>in the name of the Security Agency</i> , with basic load of ammunition		
	Shotgun; 12 gauge	1 unit	-
	.38 Caliber Revolver	8 units	2 units
<b>D.</b>	<b>OTHER LOGISTICS</b>		
	Computer with complete accessories & printer	1 set	1 set



	Watchman clock; program installed on the computer for printouts (MPG, BRHA-2, GRHM, BRHA-1, BRHM, SHB (2), Maintenance Workshop, ASTB, Admin. Bldg. & other areas)	15 stations (minimum)	2 stations
	Rechargeable flashlight	32 units	4 units
	Rechargeable high powered searchlight	6 units	2 units
	Megaphone; heavy duty	2 units	2 units
	Metal detector	2 units	2 units
	Under chassis inspection mirror	2 units	2 units
	Truncheon	15 units	5 units
	Shield	15 units	5 units
	Big utility umbrella; heavy duty	5 units	2 units
	Rain coats w/ rain boots	33 sets	5 sets
	Personal Protective Equipment (in case of emergencies)	6 sets	2 sets

The Security Agency shall assure that the above-mentioned equipment assigned to PSHS-MC & PSHS-OED is in good condition and in the event that any equipment becomes defective, the Security Agency shall immediately replace it.

The Security Agency shall assure that the equipment shall be used exclusively for the service to PSHS-MC & PSHS-OED.

The PSHS-MC & PSHS-OED reserves the right to reject equipment provided by the security agency if said equipment is found defective. In such an event, the Security Agency shall immediately replace such equipment at no cost to PSHS-MC & PSHS-OED.

## **ANNEX "C"**

### **SECURITY PLAN OF THE PHILIPPINE SCIENEC HIGH SCHOOL – MAIN CAMPUS (PSHS-MC) AND PHILIPPINE SCIENCE HIGH SCHOOL – OFFICE OF THE EXECUTIVE DIRECTOR TRAINING AND ADMINISTRATION CENTER (PSHS-OED)**

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#### **I. MISSION**

To conduct comprehensive security operations for the protection of PSHS-MC & PSHS-OED personnel, students, visitors and properties against assault, arson, mischief, pilferage, robbery, sabotage, terrorism and theft, including safety measures and response to prevent and minimize loss or damage from calamities and civil disturbance.

#### **II. OBJECTIVE**

- To undertake security measures for total protection of PSHS-MC & PSHS-OED personnel, students and properties against theft, sabotage, arson, pilferage, robbery and other unlawful acts.
- To undertake other security operations such as traffic/crowd control and respond to emergencies (man-made or natural).
- To undertake preventive measures that will deter unauthorized individuals from entering the PSHS-MC & PSHS-OED premises.
- To comply and enforce the security policies, procedures and instructions regarding the entry and exit of students, employees, construction personnel, delivery personnel and other visitors, especially the established Health Protocols during times of health crisis.
- To conduct regular patrol and monitoring the PSHS-MC rights-of-way and other properties.
- To perform other functions as deemed necessary by PSHS-MC & PSHS-OED management

#### **III. CONCEPT OF IMPLEMENTATION**

##### **1. PRE-DEPLOYMENT PHASE**

In coordination with PSHS-MC & PSHS-OED management and the outgoing security contractor, the incoming security contractor shall organize an advance team who will

conduct a pre-deployment orientation onsite. At the expense of the winning bidder, the said advance team will render duties side by side with the personnel of the outgoing security provider two (2) days before the formal assumption.

## **2. SERVICE TAKE OVER/ DEPLOYMENT PHASE**

- a) A minimum of eight (8) hours before expiration of the security contract of the outgoing security contractor, the incoming security force listed in the manning detail order must attend a briefing to be conducted by the PSHS-MC & PSHS-OED Administrative Officer. Thereafter, they shall be posted alongside with the outgoing security guards to get acquainted with the new assignments.
- b) With the consent of the officers of both parties, staff of the outgoing security provider shall pass through the security searching and frisking procedures upon their departure from the premises of PSHS-MC & PSHS-OED. All office equipment, furniture, paintings, vehicles and other items with significant value that are to be brought outside the PSHS-MC & PSHS-OED premises shall be accompanied by Gate Pass issued by authorized PSHS-MC & PSHS-OED property officer.
- c) Authorized representative of the outgoing security contractor shall be required to make proper endorsement of accountability to the authorized representative of the incoming security contractor in the presence of the authorized PSHS-MC & PSHS-OED representative prior to their departure.
- d) A list of incoming security personnel who will take-over duties at the PSHS-MC & PSHS-OED together with their individual bio-data and licenses and mandatory clearances (as stipulated in the Bid Documents) shall be submitted FIVE (5) days in advance to the PSHS-MC & PSHS-OED Security Coordinator for his scrutiny and approval including training certificates which show proof that they have undergone required training for security guards and must have the knowledge of traffic rules and regulations. Guards to be posted should all be new, and no retention of old security guards.
- e) During the actual takeover of duties at the PSHS-MC & PSHS-OED, the security guards shall be accompanied and closely supervised by a Senior Official of the incoming security contractor (agency).
- f) All incoming security personnel who will assume to take over duties shall report in proper uniform with head gears and paraphernalia, prescribed equipment (as prescribed in the submitted Technical Proposal) and all necessary documents such as duty detail order, guard's license, copy of firearms license, and individual company ID.

- g) Weekly submission of incident reports to Service Chief, Administration, Training and Finance Services for record purposes but unusual/unlawful incidents must be reported immediately after their occurrence.
- h) Relief of half of the security force assigned to PSHS-MC at the start of the next contract year, should the Security Agency qualify for the next contract year.

### **3. LOGISTICS**

- a) Security Contractor will provide the security force with the minimum equipment required under the bidding rules such as firearms, licensed radio communications equipment and other equipment deemed necessary in the effective implementation of security policies, rules and regulations of PSHS-MC & PSHS-OED.
- b) The Security Contractor will also provide the daily time record (DTR), other logistical supplies such as logbooks, uniforms and paraphernalia.

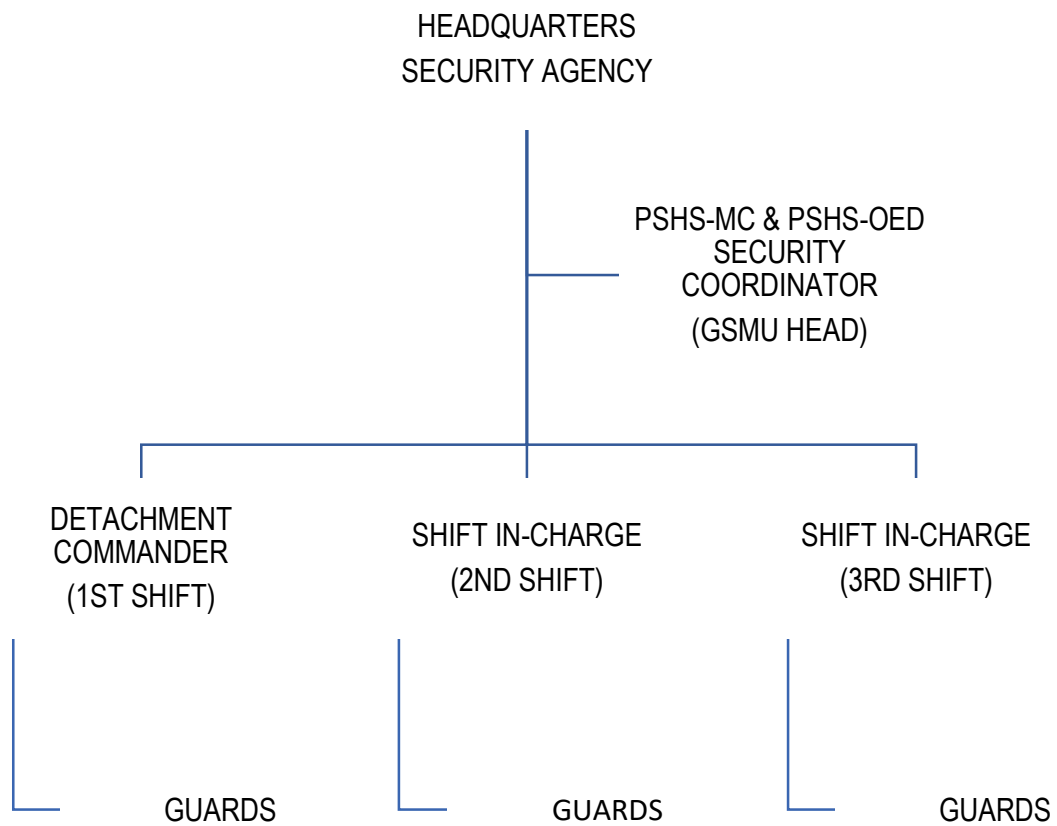
### **4. ADMINISTRATION**

- a) Organizational Structure refer to Annex D
- b) Minimum Security Equipment Required by NTC refer to Annex B
- c) Security Guards Assignments / Tour of Duties refer to Annex E
- d) Operating Policies and Procedures refer to Annex F
- e) Regular monthly meeting with the Client or as necessary announced and unannounced visit/inspection by PSHS-MC & PSHS-OED.

## ANNEX "D"

### ORGANIZATIONAL STRUCTURE OF THE SECURITY FORCE

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## ANNEX "E"

### SECURITY GUARDS ASSIGNMENTS / TOUR OF DUTY

*For PSHS-MC*

Posting Area	No. of Guards per Shift			Required Firearms	
	1 <sup>st</sup> (6am-2pm)	2 <sup>nd</sup> (2pm-10pm)	3 <sup>rd</sup> (10pm-6am)	Shotgun	.38 Revolver
Information/ Lobby (ASTB)	1	1			
Pedestrian Gate (Gate 1)	1	1			
Vehicular Entrance (Gate 1)	1	1	1		1
Vehicular Exit (Gate 2)	1	1	1		1
Vehicular Exit (Gate 3)	1	1	1		1
Back Area (GRAHAM/ BRHA-2/ Animal House)	1	1	1		1
Back Area (BRHM, BRHA-1)	1	1	1		1
Back Area (SHB Lobby/ GRHM Gate/ ASTB Parking Dining	1	1	1		1
Multi-Purpose Gymnasium Area/Track and Field Oval	1	1	1		1
Construction Entrance/Exit (Gate 0)	1	1	1		1
Maintenance Shop					
Building Roving (ASTB & SHB) and CCTV Monitoring	2 (10am-6pm)				
Detachment Commander/ Shift In-Charge	1	1	1	1	
Total	13	11	9	1	8

***For PSHS-OED***

Posting Area	No. of Guards per Shift			Required Firearms	
	1 <sup>st</sup> (6am- 2pm)	2 <sup>nd</sup> (2pm- 10pm)	3 <sup>rd</sup> (10pm -6am)	Shotgun	.38 Revolver
Front Lobby Lobby/ Information	1				
Pedestrian/ Vehicular Entrance/ Front Gate	2	2	2		1
Back Area/ Admission Office	1	1	1		1
<b>Total</b>	<b>4</b>	<b>3</b>	<b>3</b>		<b>2</b>

## **ANNEX "F"**

### **OPERATING POLICIES AND PROCEDURES**

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These Operating Policies and Procedures of the Security Guards are hereunder grouped into functions, duties and responsibilities, place of assignments, number of hours of duties, equipment requirements, and actions to be followed in times of natural and man-made disasters.

#### **I. DUTIES AND RESPONSIBILITIES OF THE SECURITY AGENCY AND SECURITY GUARDS**

##### **1. Headquarters, Security Agency**

- a. Act as liaison with PSHS-MC & PSHS-OED Management.
- b. Provide guidance to the Detachment Commander.
- c. Extend managerial support to the Detachment Commander.
- d. Acts on reports/complaints filed against the detachment commander/ security officers.
- e. Procure supplies and equipment that are needed by the Security Force.
- f. Provide assistance to the members of the Security Force assigned at PSHS-MC & PSHS-OED.
- g. Reinforce the security force in any of the AOR upon directive or notification by the PSHS-MC & PSHS-OED.
- h. Monitor the daily operations of the Security Force at PSHS-MC & PSHS-OED installations
- i. Pay the wages, salaries or compensation of the security personnel in accordance with the provisions of the Minimum Wage Law as follows:
  - Not later than the 15th and 30th day of the month
  - Through ATM payroll account
  - Acknowledgement of the payroll sheet shall be done on PSHS premises
  - Pay slips should be provided per payroll period.

The payment shall be made, even if, for some reason or the other, the Security Agency fails to collect on time from PSHS-MC & PSHS-OED.

- j. Acknowledges that no authority has been conferred upon it by PSHS-MC to hire any person or persons in behalf of PSHS-MC, and it is understood that each person or persons employed or utilized by the Security Agency in carrying out the security services shall be paid by and considered as exclusive employee of the Security Agency and as such PSHS-MC shall not be responsible whatsoever for any claim or claims for personal injury, wages, damages, including death, caused to the Security Agency and/or its personnel themselves or third persons, where



such injury or death arises out of, or in the course of the performance of the duties of the security personnel.

The Security Agency holds PSHS-MC free and harmless from any claim whatsoever from its security personnel.

- k. Provides replacement to any security personnel found ineffective based on signed reports, upon written request by the Head of the Procuring Entity or his duly authorized representative

## **2. Detachment Commander or Officer-in-Charge**

- a. Has overall responsibility of the members of the security force in the PSHS-MC & PSHS-OED premises.
- b. Provide leadership and direction for the Shift-In-Charge and Security Guards.
- c. Responsible to the PSHS-MC & PSHS-OED management for the implementation of all rules and regulations relevant to security matters.
- d. Monitors the implementation of the established Health Protocol of PSHS-MC & PSHS-OED, especially during times of pandemic or outbreak of infectious diseases
- e. Monitor the performance and efficiency of guards and recommend the relief of misfits.
- f. Serve as liaison between the PSHS-MC & PSHS-OED and the Security Agency.
- g. Prepare and submit special reports of unusual incidents.
- h. Submit and prepare guard detail order and monthly security report and conditions of secured properties.
- i. Prepare and submit daily, weekly, and monthly reports which summarizes the following details, such as but not limited to:
  - visitors' log
  - employees' log
  - incident reports
- j. Advise PSHS-MC & PSHS-OED officials concerned regarding measures to be undertaken to improve the security of the building premises.
- k. Acts of reports/complaints filed against the security guards.
- l. Conducts thorough investigation on filed incident reports and submits reports to the PSHS-MC & PSHS-OED authorized representative.
- m. Conduct Troop Information and Education to all guards once a month or as the need arises.
- n. Perform other duties as PSHS-MC & PSHS-OED and/or the security agency may direct.

## **3. Post Guards**

- a. Operate and enforce the system of personnel identification.

- b. Implements the established Health Protocol of PSHS-MC & PSHS-OED, especially during times of pandemic or outbreak of infectious diseases.
- c. Observe and patrol designated perimeters, areas, structures and activities of security interest.
- d. Apprehend persons attempting or gaining unauthorized access to restricted areas and those committing unlawful acts.
- e. Check depositories, rooms, or buildings of security interest any time, in addition to the normal working hours to determine that they are properly locked and are otherwise in order.
- f. Enforce the established system control over the removal of property and material from the premises, as may be applicable.
- g. Respond to protective alarm signals or other indicators of suspicious activities of lawless elements.
- h. Submit reports of any unusual incidents.
- i. Perform other duties as PSHS-MC & PSHS-OED and/or the security agency may direct.

#### **4. Vehicular Entrance/Exit Gate Guards**

- a. Control flow or traffic and direct drivers to park vehicles properly in designated parking areas.
- b. Safeguard and protect parked vehicles from pilferage of accessories and other attachments.
- c. Not allow PSHS-MC & PSHS-OED vehicles to leave the premises without necessary trip ticket and gate pass duly signed by the authorized signatory.
- d. Maintain a logbook on the arrival and departure of PSHS-MC & PSHS-OED vehicles.
- e. Control the parking of vehicles of visitors to the designated parking area. Employee's vehicles shall be allowed entry and to park in the designated area for privately owned vehicles. When departing, however, their vehicles shall be subjected to inspection as PSHS-MC & PSHS-OED vehicles.
- f. Enforce all existing PSHS-MC & PSHS-OED security rules and regulations (to be discussed by the Security Services Coordinator).
- g. Implements the established Health Protocol of PSHS-MC & PSHS-OED, especially during times of pandemic or outbreak of infectious diseases
- h. Switch-off all necessary perimeter, gates and parking security lights within the area of his responsibility during nightfall.
- i. Submit reports of any unusual incidents
- j. Perform other duties as PSHS-MC & PSHS-OED and/or the security agency may direct.

## **5. Roving Guards**

- a. All roving guards must politely guide, check and observe situations of visitor/s within the area of responsibility.
- b. Implements the established Health Protocol of PSHS-MC & PSHS-OED, especially during times of pandemic or outbreak of infectious diseases
- c. Guide visitors to their office destination.
- d. Check and prevent unauthorized persons from loitering in the corridors or entering offices without official business or transactions.
- e. Check all office equipment and appliances before or after office hours. See to it these office equipment and appliances are in proper places, and then close/lock all offices after determining that everything is secured.
- f. See to it that all lights are switched off and all electrically operated equipment and appliances are unplugged when occupants of an office are all gone.
- g. Impose all existing PSHS-MC & PSHS-OED security rules and regulations.
- h. Be familiar with the location of the fire alarm system and fire-fighting equipment.
- i. Be alert at all times.
- j. Submit reports on any unusual incidents.
- k. Conduct regular on the spot search of vehicles and belongings as necessary
- l. Perform other duties as PSHS-MC & PSHS-OED and/or security agency may direct

## **6. Information/Lobby Guards**

- a. Enforce PSHS-MC & PSHS-OED rules and regulations.
- a. Implements the established Health Protocol of PSHS-MC & PSHS-OED, especially during times of pandemic or outbreak of infectious diseases
- b. Screen visitors with utmost courtesy and guide them to the office they desire to transact business. Also notify by phone the official or employee to be visited.
- c. Issue a visitors pass in exchange of a current and valid government issued identification card.
- d. Advise all visitors and employees to pin their ID while inside the building.
- e. Prohibit individuals or groups from loitering in the lobbies or building entrances.
- f. Prohibit vendors or solicitors from entering the office during office hours.
- g. Inspect thoroughly using metal detector all bags, packages and attaché case hand-carried by visitors.
- h. Maintain a logbook for visitors and a separate logbook for office personnel.
- i. Conduct inventory of movable equipment in the office.
- j. Unplug electrically operated office equipment and appliances left by employees.
- k. Be familiar with the fire alarm system as well as the location of fire-fighting apparatus.
- l. Submit reports on any unusual incidents.
- m. Perform other duties as PSHS-MC & PSHS-OED and/or the security agency may direct.

## **II. PREMISES/BUILDING SECURITY ACCESS SYSTEM**

Secure all main entry/exit doors and gates during and after office hours in order to prevent entry of people carrying deadly weapons, explosive, toxic chemicals, contraband items, prohibited drugs and other harmful materials to prevent pilferage and any property destruction.

### ***A. Check entry of packages, boxes, equipment, firearms and other deadly weapons, etc., to prevent destruction or loss of lives and properties (e.g., bombs).***

For hand-carried items:

The guards shall:

- a. Monitor by using metal detectors and frisk suspicious looking people of deadly weapons, explosives, contraband items, prohibited drugs and other harmful substances.
- b. Inspect all bags and parcels to ensure that no deadly paraphernalia is brought inside the premises.
- c. Inspect the surroundings for suspicious objects which do not belong to the ground.
- d. Require individuals possessing firearms to leave/deposit the firearm to the security guard after issuing a deposit slip.
- e. Turn over to the nearest police station individuals who are found possessing, unauthorized by law, deadly or other harmful materials and/properties.
- f. Call the recipient of the delivery boxes to confirm whether or not he/she is expecting delivery boxes/properties.

For vehicles of visitors, clients and employees:

- a. Maintain a record of departure and arrival of vehicles within client premises. The record will indicate the plate number, time-in and out, the name of the driver and company.
- b. All vehicles entering the premises will be subject to thorough inspections. The guard will require the vehicle owners to open its compartment for inspection if there are illegal contraband items onboard, and if there is such, initiate arrest.
- c. Direct the inward and outward flow of traffic and apply existing parking regulations.
- d. Visitors who refuse to subject his vehicle for inspection shall be denied entry.
- e. The guards at the entrance gates must be equipped with the under-chassis mirror for inspection under the vehicle.

### ***B. Record entry of packages (except food items), boxes, equipment, firearms and deadly weapons.***

The guard shall:

- a. Maintain a record of the visitor's logbook within its post. The logbook will indicate the name of the visitors, company/residence address, purpose of visit, signature and time in/out.
- b. Verify with the recipient of delivered boxes if he is expecting any delivery.

***C. Safekeeping of the deadly weapons***

- a. Individuals found in possession of deadly weapons will be subject for investigation. If he is authorized by law, the owner will deposit the firearms/weapons to the guard and the duty guard will issue a deposit slip indicating the name of the owner, model/type/caliber of firearm, date & time in/out. When the owner needs to leave the premises, he/she must surrender the deposit slip to the guard to retrieve his weapons/firearms.
- b. Individuals in possession of deadly weapons who are found unauthorized by law will be apprehended and turned over to the nearest police station.

***D. Check exit of package, boxes, equipment, firearms, and deadly weapons.***

Hand-carried PSHS-MC & PSHS-OED property brought out of the premises shall be accompanied with a property pass slip signed by the authorized PSHS-MC & PSHS-OED property officer.

- a. Guards shall deny the pull-out of the PSHS-MC & PSHS-OED property that is not covered by pass slip.
- b. Guards must inspect and ensure that the property/ies being brought out are indicated in the property slip or gate pass. They will record the name/kind of the equipment including the serial number, person responsible, time and date. Sealed boxes brought outside the complex will be required for inspection.

***E. Exiting vehicle***

- a. The gate guard will require the owner of every vehicle intending to leave the area to open its trunk compartment. If PSHS-MC & PSHS-OED property is found on board, pass slip or gate pass shall be required.

**III. MAINTAIN A LIST OF PSHS-MC & PSHS-OED OFFICIALS WHO ARE AUTHORIZED TO ISSUE GATE PASS**

- a. The security office will be provided with a list of PSHS-MC & PSHS-OED officials who are authorized to sign the property pass. The list shall contain the signature of the

authorized representative for comparison with the submitted gate pass of the concerned party.

- b. If the gate pass is found suspicious, the guard shall verify with the signatory if he issued such gate pass to the specified person.

#### **IV. CHECK ENTRY OF INDIVIDUALS FOR PROPER IDENTIFICATION**

- a. PSHS-MC & PSHS-OED employees who are issued PSHS-MC & PSHS-OED ID cards upon employment shall wear them at all times.
- b. Employees who do not have their ID cards must be advised to secure PSHS-MC & PSHS-OED ID at the HRMU.
- c. Strict implementation of “NO ID. NO ENTRY” system on all gates and entrances of PSHS-MC & PSHS-OED for security purposes shall be imposed.
- d. Visitors are required to present/show valid identification, such as school or office ID, voters ID, etc. before signing in on the logbook. Then they are required to leave their personal ID in exchange for a Visitor’s pass which they will wear while inside the premises.
- e. Direct/guide lost visitors and other non-organic personnel who transacted business within the premises.
- f. All guards at the entrance and exit areas shall maintain a logbook or log sheets for visitors. Logbooks must be kept in the security office, and shall be made available when asked for verification purposes.

#### **V. CHECK ENTRY OF VISITORS WITH VEHICLES**

- a. A control on the number of vehicles entering will be implemented to avoid congestion. The guard shall require the owner or driver of the vehicle to leave his license to the guard at the entrance gate. The guard at the gate shall require the owner or driver of the vehicle to present his/her driver’s license for record purposes. The guard shall record the driver’s name, type of vehicle, plate number of the vehicle and time of entry.
- b. The guard at the parking area shall direct the visitors where to park his/her vehicle.
- c. The guard on duty must properly control and direct the entrance of any vehicle into the designated parking areas. Loading and unloading operations shall be supervised by the guards to ensure that only authorized materials are being loaded or unloaded inside the premises.

- d. The guard shall direct the inward and outward flow of traffic and employ existing parking regulations. He must also direct traffic at the parking area to avoid congestion.

## **VI. PREVENT ENTRY OF VENDORS**

- a. No vendor shall be allowed to enter unless he/she is bearing authorization issued by the Campus Director so as not to disturb students and employees during class hours.
- b. Entry of vendors shall be for the specific sanctioned school activities only.
- c. The guard shall record the time in and out of the vendor.
- d. Guard shall inspect the vendors' personal belongings for contraband items, weapons and other materials that are dangerous to individuals.

## **VII. CHECK ENTRY OF PRIVATE CONTRACTORS FOR PROPER ID, DECORUM AND AUTHORIZATION**

- a. Monitor the entry of contractor's personnel working inside the PSHS-MC & PSHS-OED premises.
- b. Require the contractor's personnel to present his authority, i.e., request for repair in order for the guards to verify the veracity of the request by conforming with the issuing official.
- c. When contractual repairs are being undertaken, employees of the contractor must be accompanied at all times by the client representative while performing the repairs. These workers must be wearing safety gadgets for their safety and well-being.
- d. Personal belongings of these contractor employees shall be inspected when entering and departing the area.

## **VIII. RECORD THE ENTRY OF VISITORS, VENDORS, SERVICEMEN, ETC.**

- a. Upon entry at the premises, the guard shall require them to sign/log in the visitor's logbook indicating the name, address, purpose, time in and out, and their individual signature.
- b. The guard will issue a gate Pass/ID for visitors for proper identification in exchange of their valid ID.
- c. Guide visitors to his/her destination.

## **IX. MONITOR THE WHEREABOUTS OF PERSONS TO WHOM VISITOR PASS WAS ISSUED AND THE RETURN OF ISSUED VISITOR PASS**

- a. The visitor's tag and the pass slip and/or written authority are to be returned to the issuing guard at the time the visitors leave the PSHS-MC & PSHS-OED premises.
- b. To ensure that the visitors go directly to their official destination, the guard who issued the said gate pass shall communicate by giving the description of the visitor to his/her fellow guards to assist the visitor if it passes their area of responsibility

## **X. REGULARLY CHECK PERSONS INSIDE THE PREMISES FOR PROPER ID AND DECORUM**

- a. Direct/Guide lost visitors and other non-organic personnel who transacted business with PSHS-MC & PSHS-OED.

## **XI. EMERGENCY PLAN**

This security and emergency plan are the procedures to be followed by the Security Guards during disaster whether natural or man-made calamity.

### **A. FIRE**

Fire will develop when the three elements are present, known as the "Triangle of Fire" namely: fuel, heat and air. If one is absent the fire cannot exist. Fire also has three classifications: they are classified under class A, B and C. In the Philippines, classes A, B or C are common causes of fire. Class A is made of light materials such as papers, wood, and the like. Class B is composed of flammable liquid such as alcohol, gasoline, etc. Lastly, Class C is caused by electrical circuits.

Because of these classifications, manufacturers of fire extinguishers created three types of fire extinguishers.

1. In case of fire, the responding guard shall first determine the cause of fire. After determining, he shall use a fire extinguisher intended for that classification of fire. In using a fire extinguisher, the guard shall remember the "PASS" which means P – pull the pin, A – aim the nozzle, S – squeeze and S – sweep to the base of the fire until it is totally covered.
2. If the fire cannot be stopped, the guard shall immediately push the alarm button. Any guard who hears this alarm shall immediately initiate the following:
  - a. Call the nearest Fire department.
  - b. Secure all entrances and exit doors and allow no one to enter the building except those authorized.



- c. All emergency exits shall be opened.
  - d. Identify and prepare a safe place for evacuation and for temporary use by the victims.
  - e. Observe any suspicious looking individual who could be a possible arson suspect.
  - f. Record the event of fire from time to time, e.g., color of smoke, speed of fire, location and the origin of fire. This will help fire investigators in locating possible evidence.
3. After the fire is contained and the building is declared safe by firemen, guards will allow no one to enter the gutted building except those authorized.

## **B. BOMB THREATS**

Bomb threats are usually received through telephone. Experts say that 99% of which are hoax and only 1% is positive. In this kind of situation, precautionary measures shall be immediately initiated.

In case of bomb threat, the following shall be done by the security guards assigned at PSHS-MC & PSHS-OED.

1. To avoid panic among the employees inside the building, security guards shall use coded messages in their radio communication.
2. Security Officer shall standby near the telephones to receive calls and take note of the following when another call is received. Encourage the caller to talk and if possible, ask the caller for the location of the bomb.
  - a. The gender of the caller.
  - b. Determine whether it is a serious or prank call
  - c. Take note of the background noise heard on the phone.
  - d. Other matters that will lead to identify/locate the caller.
3. Coordinate with the local law enforcement authorities, call the bomb disposal units and inform the fire department.
4. Tighten security measures by implementing luggage control and body frisking.
5. Cordon the area that is being identified by the caller and as much as possible know the location of the bomb.
6. Execute an immediate search of the area if there is still enough time.
7. If the bomb is found, do not touch it, cordon the area. There may be tiny wires that may trigger the bomb to explode.

8. Evacuate people in the nearby places that may be reached by the explosion.
9. If the bomb squad expert already defused the bomb, execute a search for the second time to clear the area allowing nobody to enter the place.

### **C. TYPHOONS**

Typhoons can be monitored through news reports. This kind of calamity may cause loss of properties and even lives. Security personnel must follow these instructions:

1. Observe the surroundings and detect possible danger from fall branches or any object placed on a higher ground.
2. If the area is flooded, check if the water reaches the electrical outlets, if so; inform the maintenance section to switch-off the power line.
3. Prepare all emergency lights for possible power cut-off.
4. Locate safe places for evacuation in case the situation worsens.
5. Monitor radio news reports to be up-dated of the situation.
6. After the typhoon, request maintenance personnel to inspect all electrical lines especially plugs in the lower level for possible danger.

### **D. EARTHQUAKE**

Earthquakes are natural hazards and cannot be predicted. Our priority concern here is to set in place procedures of how we can help mitigate or prevent damages to a minimum level:

1. During earthquakes one must remain calm and avoid panic.
2. When one is inside the building, he/she shall avoid using the elevator because chances are there might be power failures and he might be trapped inside.
3. Stay away from electrical cable and wires because this might erupt and can cause electrical shocks.
4. If necessary, stay under the table or anything that shall give your head ample protection from falling debris.

5. Guard on post must immediately assist to the best of his ability to protect and evacuate to a safer area the concerned VIPs and employees of PSHS-MC & PSHS-OED.
6. Send immediately those employees hurt in the course of the quake to the nearest hospital.
7. Search for other persons left in the building after evacuation and report all damages in properties and injured persons to the Incident Commander.

In case of an earthquake, security guards are expected to act as first responders; therefore, they must have undergone the basic course in basic life support or first aid.

#### **E. THEFT/ROBBERY**

1. Upon receiving a complaint for loss of properties, the supervisor shall immediately proceed to the scene of the crime for possible preservation and recovery of traces of evidence.
2. If possible, take a photograph of the scene, but do not touch anything.
3. List down personnel present during the discovery of the loss.
4. Conduct initial inquiry to the informant and other personnel that may have knowledge about the case.
5. Summon assistance from the security agency investigators if the need arises.
6. Blot the incident with the nearest police station that has jurisdiction of the place.
7. Prepare Incident Report and submit the same to the Security Officer for proper coordination, conduct investigation of the case and submit progress reports.

In case of disagreement or controversy regarding the restitution of any property lost, damaged or destroyed during the term of the Contract, PSHS MC and/or PSHS-OED shall create an Investigation Committee composed of two (2) officials from the PSHS-MC and/or PSHS-OED, and one (1) from the Security Agency, whose decision shall be final unless otherwise reversed by the Head of the Procuring Entity.

Immediately after it has been determined that the Security Agency, through its security personnel, is at fault, the Security Agency shall immediately pay PSHS-MC and/or PSHS-OED the cost of the lost items, otherwise, PSHS-MC and/or PSHS-OED shall withhold such amount from the Security Agency's billings

## **F. PICKET/STRIKE**

In the event of any projected strike or work stoppage in the office, the following course of action is highly recommended:

### *Pre-strike procedure:*

1. The Detachment Commander/Shift-in-Charge of the security agency are enjoined to exert their utmost effort to distract any possible plans that striking group/union contemplates to undertake.
2. Gather information, demands and complaints of employees' union against the management. Collect possible issues, points of the compromise advanced by management, the attitude of the labor and management and the number of sympathizers of the striking group.
3. Determine whether the impending strike is purely a result of a legitimate labor dispute or merely a front to create commotion and discontent.
4. Conduct a reconnaissance of the whole area to be covered by the security personnel, plan probable troop disposition, and screen personnel to be utilized for duty in case the strike is staged.

### *On-going Strike:*

1. Notify the management or its authorized representatives.
2. Keep in contact with the management for further instructions.
3. Request for additional security guards to enforce perimeter guards to prevent possible looting, sabotage and vandalism.
4. Coordinate with management regarding the need for detail of policemen at the strike area to maintain peace and order.

## **G. HOSTAGE TAKING SITUATION**

Hostage taking situation is a complicated case, so we normally course the handling of the case to an expert of the PNP or other law enforcement agency with expertise in this kind of situation. However, the guards in the area of responsibility facing this kind of situation can help by doing the following:

1. Guards shall immediately notify PSHS-MC & PSHS-OED management and at the same time the nearest PNP unit of the hostage situation for immediate help.

2. Guards must keep the line of communication open for the hostage taker and if necessary, the hostage victim in order to determine the motive and purpose of the hostage taker.
3. Guards must avoid being reckless and avoid any confrontational approach with the suspect.
4. Guards on duty shall not allow other people to intervene, it might worsen the situation. Wait for the arrival of the PNP personnel and other government authorities who are experts in crisis management for hostage taking.
5. Guards must coordinate with the PNP personnel and Crisis Management Team for any information that was gathered.

## **H. COUP DE' ETAT**

This situation is of national security concern. The security force in the area must not cooperate with the rebel group. The guard must immediately inform the PSHS-MC & PSHS-OED management as well as his agency of the situation they have encountered.

Since this is a priority concern, at the direction of the Director or his duly authorized representative, all security personnel shall implement the special course of action by evacuating PSHS-MC & PSHS-OED personnel to safer areas. Immediately, sound the alarm and call for an emergency situation, through the use of radio communication. The guard shall immediately relay the message of concern to his supervisors.

## **TRAFFIC PLAN FOR NORMAL AND EMERGENCY SITUATION**

1. For normal situations, the rules and regulations on pedestrian and vehicle traffic shall be strictly implemented such as car pass/sticker, speed limit, designated parking and no parking areas, overnight parking. To prevent parking spaces to deplete, owners of vehicles who intend to park their vehicles overnight must secure approval from the Campus Director.
2. For emergency situations, like a demonstration or rally being held within the premises or premises of PSHS-MC & PSHS-OED, security personnel shall initiate action that will preempt a condition of chaos or mob rule. In the event PSHS-MC & PSHS-OED management will request for additional security personnel, the Security Agency will immediately dispatch the number of security guards requested to control the crowd, especially those who shall force their way to enter in order to sow chaos and disorderly conduct.
3. During emergency situations, all stay-in off-duty security guards shall be utilized to help stop on-going disturbance.

4. In time of emergency, all security personnel and augmentation force shall be under the supervision of the Detachment Commander. All actions of the guards must be cleared by the Detachment Commander from the Campus Director or from his duly authorized representative.

## **ANNEX "G"**

### **OTHER SERVICES TO BE PROVIDED BY THE SECURITY AGENCY**

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The security agency on its account shall provide additional services to the PSHS-MC & PSHS-OED the following administrative services free of charge:

1. Nightly inspection of the guards on post by the designated agency inspectors;
2. Investigate reports on security agency personnel irregularities in connection with their service/work, including investigation of reported losses. This task is handled by agency investigator duly accredited by the Philippine National Police - Civil Security Group;
3. A bi-monthly Troop Inspection and Education (TIE) of the security guards to acquaint them on policies, rules and regulations of PSHS-MC & PSHS-OED;
4. In service-training program and re-training of security personnel, especially on the four basic rules of gun handling and to include basic training in assisting and handling Covid-19 suspected patients for emergency cases;
5. The security specialist of the security agency will also conduct a regular Security Risk Assessment aside from the risk assessment of the detailed Detachment Commander to evaluate the existing security measures and provide recommendations in case there is a need to change the security system;
6. In coordination with the law enforcement agencies a continuous intelligence networking by soliciting/gathering information within the areas to detect any criminals operating in the neighborhood of the Philippine Science High School;
7. Regularly inspects and monitors the condition, location and status of fire extinguishers, fire hydrants, water supplies, hoses, fire exits, electrical control switches, gas tanks and alarm systems and reports defects to PSHS-MC;
8. Maintain and monitor the CCTV camera system, including the necessary replacement of defective devices, extraction of videos upon the request and approval of the PSHS-MC's authorized personnel;
9. Provide service vehicle, including driver, to PSHS-MC & PSHS-OED in the absence of the regular vehicles of the PSHS-MC & PSHS-OED, particularly during times of emergencies;
10. Other security gadgets/equipment which the PSHS-MC & PSHS-OED may require to meet the growing needs.

## ANNEX "H"

### DURATION OF THE CONTRACT

The duration of the contract to be bid shall be from *January 1, 2022 to December 31, 2022*, subject to performance evaluation before the end of each contract year based on the set of PSHS-MC & PSHS-OED Performance Criteria. The Service Provider/Contractor should maintain a satisfactory level of performance throughout the term of the contract based on the following set of PSHS-MC & PSHS-OED Performance Criteria:

#### PERFORMANCE CRITERIA (GPPB Resolution No. 24-2007, Sec. 5.4 of Annex A)

<b>1. Quality of Service Delivered (40%)</b>	
a) Implementation of a control system in the workplace and security jurisdiction for the safety and security to life and property	20%
b) Responsiveness to clients' needs and to complaints and/or incident reports	10%
c) Availability of firearms, communication devices and/or motor vehicles	5%
d) Courtesy and decorum	5%
<b>2. Management and Suitability of Personnel (25%)</b>	
a) Supervision and accountability	8%
b) Qualification of assigned guards, training for physical fitness and martial arts	7%
c) Physical Appearance (uniforms and other paraphernalia)	5%
d) Change and/or replacement of assigned guards	5%
<b>3. Contract Administration and Management (25%)</b>	
a) Assignment of guards at designated area/s	10%
b) Implementation of PSHS-MC & PSHS-OED & PSHS-OED rules and regulations and compliance to other obligations per contract	8%
c) Compliance to labor laws and social insurance regulations	7%
<b>4. Time Management (5%)</b>	
a) Tasks which are important and urgent	3%
b) Tasks which are either important or urgent, but not both	1%
c) Tasks which are neither important nor urgent, but routine	1%
<b>5. Provision of Regular Progress Reports (5%)</b>	
a) Exception/Incident Report	2%
b) Monthly Deployment Report	2%
c) Other Reports that may be required by the Administrative and Finance Division	1%

#### PERFORMANCE EVALUATION

The PSHS-MC & PSHS OED shall evaluate the performance of the Service Provider/Contractor for the preceding eleven (11) months under contract by adopting the above



Performance Criteria. The total average of the ratings should not be less than 80% to qualify for the next contract year. The result of the performance evaluation is non appealable.

## Annex “I”

### Statement of All Ongoing Government and Private Contracts

Name of Contract	a. Owner's Name		Nature of Work	Bidder's Role		a. Amount of Award	a. Date Awarded
	b. Address	c. Telephone Nos.		Description	%	b. Amount of Completion	b. Contract Effectivity
						c. Contract Duration	c. Date Completed
Government:							
Private:							

## Annex “J”

### Statement of Single Largest Completed Contract

Name of Contract	a. Owner's Name		Nature of Work	Bidder's Role		a. Amount of Award	a. Date Awarded
	b. Address	c. Telephone Nos.		Description	%	b. Amount of Completion	b. Contract Effectivity
						c. Contract Duration	c. Date Completed
Government:							
Private:							

**Annex “K”**

**Bid Securing Declaration**

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

X-----X

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

To: PHILIPPINE SCIENCE HIGH SCHOOL – MAIN CAMPUS  
Agham Road, Diliman, Quezon City

I/We<sup>3</sup>, 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 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.

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<sup>3</sup> Select one and delete the other. Adopt the same instruction for similar terms throughout the document.

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

[Insert NAME OF BIDDER'S AUTHORIZED  
REPRESENTATIVE]  
[Insert Signatory's Legal Capacity]  
Affiant

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of [month] [year].

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_\_\_ [date issued], [place issued]

IBP No. \_\_\_\_\_ [date issued], [place issued]

Doc. No. \_\_\_\_\_

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## Annex “L”

### Omnibus Sworn Statement

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

#### AFFIDAVIT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:
- a) Carefully examine all of the Bidding Documents;
  - b) Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to**

**deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

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

\_\_\_\_\_  
[Insert NAME OF BIDDER OR ITS  
AUTHORIZED REPRESENTATIVE]  
[Insert signatory's legal capacity]  
Affiant

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of [month] [year].

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_\_\_ [date issued], [place issued]

IBP No. \_\_\_\_\_ [date issued], [place issued]

Doc. No. \_\_\_\_\_

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Series of \_\_\_\_\_



## Annex “M”

### Bid Form

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Date: \_\_\_\_\_  
Project Identification<sup>4</sup> No.: \_\_\_\_\_

To: *PHILIPPINE SCIENCE HIGH SCHOOL – MAIN CAMPUS*  
*Agham Road, Diliman, Quezon City*

Gentlemen and/or Ladies:

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

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 the period.

*[Insert this paragraph if Foreign-Assisted Project with the Development Partner: Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:*

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

_____				
_____				
_____				

(if none, state “None”)/

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

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<sup>4</sup> If ADB, JICA and WB funded projects, use IFB.

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

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

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

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

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

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

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

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

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

## Annex “N”

## Price Schedule

### For Goods Offered from Abroad

Name of Bidder \_\_\_\_\_ Project ID<sup>5</sup> No. \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_[illegible]

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

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

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

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

<sup>5</sup> If ADB, JICA and WB funded projects, use IFB.

### For Goods Offered from Within the Philippines

Name of Bidder \_\_\_\_\_. Invitation to Bid<sup>6</sup> Number \_\_. Page . of \_\_\_\_.

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

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

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

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

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

\_\_\_\_\_  
<sup>6</sup> If ADB, JICA and WB funded projects, use IFB.

**Annex “O”**

**Estimates**

*For PSHS-MC*

ITEM	PARTICULARS	COST/MONTH (DAY TIME)	TOTAL/YEAR
A	AMOUNT DIRECTLY TO GUARD		
	New Daily Wage ( <i>WAGE ORDER NO. NCR-22, 30 October 2018</i> )		
	Ave. Pay / Month ( <i>DW x no. of days per year / 12</i> )		
	Night Differential Pay ( <i>Ave. Pay / Mo. x 10% x 1/3</i> )		
	13th Month Pay ( <i>DW x 365 / 12/12</i> )		
	5 Days Incentive Pay ( <i>DW+COLA x 5/12</i> )		
	Uniform Allowance ( <i>RA 5487</i> )		
	SUB-TOTAL		
B	AMOUNT TO GOVERNMENT IN FAVOR OF THE GUARD		
	Retirement Benefits ( <i>RA 7641</i> ) ( <i>DW x 22.5/12</i> )		
	SSS Premium ( <i>Employer Share</i> )		
	State Insurance ( <i>ECC</i> )		
	PAG-IBIG Fund ( <i>Employer Share</i> )		
	PHILHEALTH Contribution ( <i>Employer Share</i> )		
	SUB-TOTAL		
C	TOTAL AMOUNT TO GUARD & GOVERNMENT		
D	EQUIPMENT/SUPPLIES		
E	AGENCY FEE (Administrative Overhead and Margin)		
F	Value Added Tax ( <i>Agency Fee x 12%; VAT-RMC-039-2007</i> )		
G	MINIMUM CONTRACT RATE FOR EIGHT (8) HOURS Monthly Billing per Guard		
H	TOTAL FOR THE 33 GUARDS		-

Note:

For the computation of the Agency Fee (Administrative Overhead and Margin), the PSHS-MC will follow the provision of Section 31.1 of R.A. 9184 and its 2016 Revised IRR which state: "The ABC shall be the upper limit or ceiling for acceptable bid prices. If a bid price, as evaluated and calculated in accordance with this IRR, is higher than the ABC, the bidder submitting the same shall be automatically disqualified. There shall be no lower limit or floor on the amount of the award."

Setting a 20% minimum administrative fee will fix a floor price on the Service Agreement which runs counter to the provisions of R.A. 9184 and its 2016 IRR.

***For PSHS-OED***

ITEM	PARTICULARS	COST/MONTH (DAY TIME)	TOTAL/YEAR
A	AMOUNT DIRECTLY TO GUARD		
	New Daily Wage ( <i>WAGE ORDER NO. NCR-22, 30 October 2018</i> )		
	Ave. Pay / Month ( <i>DW x no. of days per year / 12</i> )		
	Night Differential Pay ( <i>Ave. Pay / Mo. x 10% x 1/3</i> )		
	13th Month Pay ( <i>DW x 365 / 12/12</i> )		
	5 Days Incentive Pay ( <i>DW+COLA x 5/12</i> )		
	Uniform Allowance ( <i>RA 5487</i> )		
	SUB-TOTAL		
B	AMOUNT TO GOVERNMENT IN FAVOR OF THE GUARD		
	Retirement Benefits ( <i>RA 7641</i> ) ( <i>DW x 22.5/12</i> )		
	SSS Premium ( <i>Employer Share</i> )		
	State Insurance ( <i>ECC</i> )		
	PAG-IBIG Fund ( <i>Employer Share</i> )		
	PHILHEALTH Contribution ( <i>Employer Share</i> )		
	SUB-TOTAL		
C	TOTAL AMOUNT TO GUARD & GOVERNMENT		
D	AGENCY FEE (Administrative Overhead and Margin)		
E	Value Added Tax ( <i>Agency Fee x 12%; VAT-RMC-039-2007</i> )		
F	MINIMUM CONTRACT RATE FOR EIGHT (8) HOURS Monthly Billing per Guard		
G	TOTAL FOR THE 10 GUARDS		-

Note:

For the computation of the Agency Fee (Administrative Overhead and Margin), the PSHS-MC will follow the provision of Section 31.1 of R.A. 9184 and its 2016 Revised IRR which state: "The ABC shall be the upper limit or ceiling for acceptable bid prices. If a bid price, as evaluated and calculated in accordance with this IRR, is higher than the ABC, the bidder submitting the same shall be automatically disqualified. There shall be no lower limit or floor on the amount of the award."

Setting a 20% minimum administrative fee will fix a floor price on the Service Agreement which runs counter to the provisions of R.A. 9184 and its 2016 IRR.

## Annex “P”

### Equipment Estimates

#### *For PSHS-MC*

ITEMS	QUANTITY	ESTIMATED MONTHLY RATE	TOTAL MONTHLY COST
<b>COMMUNICATIONS EQUIPMENT</b>			
Base Radio complete accessories	1		
Handheld portable radio	17		
Battery Charger for portable radio	17		
Extra Rechargeable radio battery	17		
Cellular Phone with P500 monthly load allocation	1		
<b>VEHICLES</b>			
Four-wheel service vehicle; in good running condition with at least six (6) liters of fuel/day – security agency shall provide immediate replacement of the vehicle assigned should there be defects observed on the assigned service vehicle within 12 hours after the defect was noticed.	1		
Mountain Bike	4		
<b>ARMAMENTS (Licensed): with basic load ofammunition</b>			
Shotgun; 12 gauge	1		
.38 Caliber Revolver	8		
<b>OTHER LOGISTICS</b>			
Computer with complete accessories & printer	1		
Watchman clock; program installed on the computer for printouts (MPG, GRHA, GRHM, BRHA, BRHM, SHB (2), Dreamerst, ASTB, Admin. Bldg. & other areas)	15		
Rechargeable flashlight	32		
Rechargeable high powered search light	6		
Megaphone; heavy duty	2		
Metal detector	3		
Under chassis inspection mirror	3		



Truncheon	15		
Shield	15		
Big utility umbrella; heavy duty	5		
Rain coats w/ rain boots	33		
	TOTAL MONTHLY COST		-
	TOTAL YEARLY COST		-
	TOTAL MONTHLY COST PER GUARD		-

***For PSHS-OED***

ITEMS	QUANTITY	ESTIMATED MONTHLY RATE	TOTAL MONTHLY COST
<b>COMMUNICATIONS EQUIPMENT</b>			
Base Radio complete accessories	1	-	-
Handheld portable radio	5	-	-
Battery Charger for portable radio	5	-	-
Extra Rechargeable radio battery	5	-	-
Cellular Phone with P500 monthly load allocation	0	-	-
<b>VEHICLES</b>			
Motorcycle; in good running condition with at least three (3) liters of fuel/day – security agency shall provide immediate replacement of the vehicle assigned should there be defects observed on the assigned service vehicle within 12 hours after the defect was noticed.	1	-	-
Mountain Bike	0	-	-
<b>ARMAMENTS (Licensed): with basic load of ammunition</b>			
Shotgun; 12 gauge		-	-
.38 Caliber Revolver	2	-	-
<b>OTHER LOGISTICS</b>			
Computer with complete accessories & printer	1	-	-
Watchman clock; program installed on the computer for printouts (MPG, GRHA, GRHM,	2	-	-

BRHA, BRHM, SHB (2), Dreamerst, ASTB, Admin. Bldg. & other areas)			
Rechargeable flashlight	4	-	-
Rechargeable high powered search light	2	-	-
Megaphone; heavy duty	2	-	-
Metal detector	2	-	-
Under chassis inspection mirror	2	-	-
Truncheon	5	-	-
Shield	5	-	-
Big utility umbrella; heavy duty	2	-	-
Rain coats w/ rain boots	5	-	-
TOTAL MONTHLY COST			-
TOTAL YEARLY COST			-
TOTAL MONTHLY COST PER GUARD			-

