



**BUREAU OF CUSTOMS**  
MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

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**BIDDING DOCUMENTS**  
**FOR THE**  
**PROVISION OF SECURITY**  
**SERVICES FOR BUREAU OF**  
**CUSTOMS**

**Project ID No.: BOC-GOODS-2021-05**  
**April 2021**

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## *Section I. Invitation to Bid*

### **SECTION I. INVITATION TO BID "Provision of Security Services for Bureau of Customs"**

1. The Bureau of Customs (BOC) through the authorized appropriations under the CY 2021 General Appropriations Act intends to apply the sum of Nine Million Fourteen Thousand Three Hundred Twenty-Six Pesos and Fourteen Centavos (Php9,014,326.14) being the Approved Budget for the Contract (ABC) to payments under the contract for the "Provision of Security Services for Bureau of Customs" Bids received in excess of the ABC shall be automatically rejected at the bid opening.
2. The Bureau of Customs now invites bids for the above Procurement Project for the period of July 2021 to December 2021. 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.

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

4. Prospective bidders may obtain further information from the BOC Bids and Awards Committee (BAC) Secretariat and inspect the Bidding Documents at the address given below during office hours from 8:00 a.m. to 5:00 p.m.
5. A complete set of Bidding Documents may be acquired by interested Bidders on April 27, 2021 from the given address and website below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest guidelines issued by the GPPB, in the amount of Ten Thousand Pesos (P10,000.00). The Procuring Entity shall allow the bidder to present its proof of payment for the fees to be presented in person.
6. The BOC will hold a Pre-Bid Conference on May 4, 2021, 11:00 a.m. at the GSD Conference Room, Ground Floor, OCOM Building, South Harbor, Gate 3, Port Area, Manila, and/or through videoconferencing/webcasting via Microsoft Teams, which shall be open to prospective bidders. Sent a Letter of Intent through email and we will send the link via Microsoft Teams.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address as indicated below on or before May 17, 2021, 10:30 a.m. Late bids shall not be accepted.



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8. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on May 17, 2021, 11:00 a.m. at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The BOC reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

BOC-BAC Secretariat  
General Services Division  
OCOM Bldg., South Harbor, Gate 3, Port Area, Manila  
Telefax No. 527-9757  
Email address: [bacsecretariat@customs.gov.ph](mailto:bacsecretariat@customs.gov.ph)

12. You may visit the following websites:

For downloading of Bidding Documents: <https://customs.gov.ph/bid-opportunities/>

Date issued: April 27, 2021

**ATTY. ALVIN H. EBREO, CESE**  
*Chairperson, BOC-BAC*

# *Section II. Instructions to Bidders*

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## **1. Scope of Bid**

The Procuring Entity, Bureau of Customs-Bids and Awards Committee (BOC-BAC) wishes to receive Bids for the “Provision of Security Services for Bureau of Customs” with identification number BOC-GOODS-2021-05.

The Procurement Project (referred to herein as “Project”) is composed of one (1) lot the details of which are described in Section VII (Technical Specifications).

## **2. Funding Information**

2.1. The Government of the Philippine (GOP) through the source of funding as indicated below for FY 2021 General Appropriations Act in the amount of Nine Million Fourteen Thousand Three Hundred Twenty-Six Pesos and Fourteen Centavos (Php9,014,326.14).

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 **ITB** 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 limited to those allowed under the rules may participate in this Project.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
  - a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## 6. Origin of Goods

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

## 7. Subcontracts

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

The Procuring Entity has prescribed that:

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

## 8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address and/or through videoconferencing/webcasting as indicated in paragraph 6 of the **ITB**.

## **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 **ITB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

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

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within three (3) years as provided in paragraph 2 of the **ITB** 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 **ITB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

## **12. Bid Prices**

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



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

### 13. Bid and Payment Currencies

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

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

- a. Philippine Pesos.

### 14. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration<sup>1</sup> or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

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

- 14.2. The Bid and bid security shall be valid until September 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

- 15.1 Bidders shall enclose their original eligibility and technical documents described in **ITB** Clause 10 in one sealed envelope marked “ORIGINAL - TECHNICAL COMPONENT”, and the original of their financial component in another sealed envelope marked “ORIGINAL - FINANCIAL COMPONENT”, sealing them all in an outer envelope marked “ORIGINAL BID”.
- 15.2 Each copy of the first and second envelopes shall be similarly sealed duly marking the inner envelopes as “COPY NO. \_\_\_ - TECHNICAL COMPONENT” and “COPY NO. \_\_\_ – FINANCIAL COMPONENT” and the outer envelope as “COPY NO. \_\_\_”, respectively. These envelopes containing the original and the copies shall then be enclosed in one single envelope.
- 15.3 The original and the number of copies of the Bid as indicated in the **BDS** shall be typed or written in ink and shall be signed by the Bidder or its duly authorized representative/s.

All envelopes shall:

- (a) contain the name of the contract to be bid in capital letters;
  - (b) bear the name and address of the Bidder in capital letters;
  - (c) be addressed to the Procuring Entity’s BAC;
  - (d) bear the specific identification of this bidding process indicated in the **ITB** Clause 1; and
  - (e) bear a warning “DO NOT OPEN BEFORE...” the date and time for the opening of bids.
  - (f) Each envelope must be duly signed by the authorized representative.
- 15.4 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.
- 15.5 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 **ITB**.

## 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 **ITB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

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

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

## 18. Domestic Preference

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

## 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 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**

- 20.1. 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, that it is one of the eligible bidders who have submitted bids that are found to be technically and financially compliant, }the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**. The LCB shall likewise submit the required documents for final Post Qualification. }

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

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

## *Section III. Bid Data Sheet*

ITB Clause	
1	<p>The Procuring Entity is the Bureau of Customs.</p> <p>The name of the Contract is “Provision of Security Services for Bureau of Customs”</p> <p>The identification number of the Contract is BOC-GOODS-2021-05</p>
2	<p>The Funding Source is</p> <p>The Government of the Philippines (GOP) through the authorized appropriations under the CY 2021 General Appropriations Act in the amount of <b>Nine Million Fourteen Thousand Three Hundred Twenty-Six Pesos and Fourteen Centavos (Php9,014,326.14).</b></p>
3	<p>The place of work and terms and conditions governing the contracting arrangement which shall include the agreed amount of the security services to be rendered and the standard <b>administrative fee of not less than twenty (20%) of the total contract cost.</b></p>
5	<p>Only Bids for Bidders found to be legally, technically, and financially capable will be evaluated as defined in ITB Clause 5.1.</p>
5.2	<p>Foreign bidders are not allowed.</p>
5.3	<p>The bidder must have completed, five (5) years prior to May 17, 2021 single contract that is similar to the project at hand and whose value must be at least fifty percent (50%) of the ABC to be bid.</p> <p>Bidders shall include in their Bid a photocopy of Single Largest Completed Contract, Notice of Award (NOA), Notice to Proceed (NTP), Technical Inspection and Acceptance Committee (TIAC) Report or Certificate of Final Acceptance Report or equivalent in the Private Sector.</p> <p>Failure to submit a copy of Single Largest Completed Contract with proof of Completion or a failure against the veracity of such shall be a ground for disqualification of the bidder for award and forfeiture of the bid security.</p> <p>For this purpose, similar contract shall refer to “Provision of Security Services”</p>
5.4	<p>Joint Venture is not allowed.</p>
7.1 (a)	<p>Subcontracting is not allowed.</p>

8	The BOC will hold a Pre-Bid Conference on May 4, 2021, 11:00 a.m. at the GSD Conference Room, Ground Floor, OCOM Building, South Harbor, Gate 3, Port Area, Manila, and/or through videoconferencing/webcasting via Microsoft Teams, which shall be open to prospective bidders.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts:</p> <ol style="list-style-type: none"> <li>1. The amount of not less than <b>P180,286.52</b>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;</li> <li>2. The amount of not less than <b>P450,716.30</b>, if bid security is in Surety Bond.</li> </ol>
15.4	<p>Each Bidder shall submit one (1) original and two (2) copies of the first and second components of its bid with proper tabs.</p> <p>Such signed original bid documents shall then be photocopied and certified as true copy to produced additional 2 copies as required.</p> <p>“Failure to comply with the above instructions would rate the bids as failed”</p>
19.2	Partial bid is not allowed. The goods are grouped in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.
20.1	<p>Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit the following documents:</p> <ol style="list-style-type: none"> <li>1. Latest Income Tax Return and business Tax Return with proof of payment (<i>filed and paid through BIR Electronic Filing and Payment System (eFS)</i>);</li> <li>2. VAT Returns (Form 2550M and 2550Q) or Percentage Tax Returns (2551M) with proof of payment covering the last 6 months; and</li> <li>3. Other appropriate licenses and permits required by law.</li> </ol>
21.1	No further instruction

# *Section IV. General Conditions of Contract*

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## 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**

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

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

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

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

# *Section V. Special Conditions of Contract*

GCC Clause	
1	<p>The Goods shall be delivered by the supplier at the address indicated in Section VI. Schedule of Requirements.</p> <p>The Contractor shall maintain a satisfactory level of performance throughout the term of the contract based on the following set of performance criteria, among others:</p> <ul style="list-style-type: none"> <li>a) Quality of service delivered;</li> <li>b) Time management;</li> <li>c) Management and suitability of personnel;</li> <li>d) Contract administration and management;</li> <li>e) Provision of monthly accomplishment report and incident report as the need arises;</li> <li>f) Attentiveness and presence of mind of guards on duty;</li> <li>g) Compliance with the PROCURING ENTITY's instructions and policies.</li> </ul> <p>The ESS or thru its designated representative shall conduct a semestral review using the above criteria which shall be the basis for the recommendation to the Head of the Procuring Entity for the continuation or termination of the Contract.</p>
2.2	<p>Payment shall be made only upon submission of the required Documents.</p> <p>For the given scope of work in this Contract as awarded, all bid prices are considered fixed prices for a term of six (6) months and therefore not subject to price escalation during contract implementation, except for the following:</p> <ul style="list-style-type: none"> <li>a) Increase in minimum daily wage pursuant to law or new wage order issued after the date of bid opening;</li> <li>b) Increase in taxes (if any); and</li> </ul> <p>If during the term of the contract the Procuring Entity sees the need for an increase or decrease in the number of Security Guards, the resulting cost of said increase or decrease shall not exceed the ABC.</p> <p>Payment shall be made within twenty (20) working days upon complete submission of the following documents:</p>

	<p>a) DTRs of all security guards signed by the Service Provider’s representative and duly noted by the District Commander of Enforcement and Security Service (ESS) – Port of Manila, Port of MICP and Port of NAIA or his/her duly authorized representative;</p> <p>b) Proof of previous months remittances to SSS, PHIC (Philhealth) and HDMF (Pag-ibig) and other documents as may be required;</p> <p>c) Monthly invoice of billing or statement of account for the period covered; and</p> <p>Certification, from the District Commander of Enforcement and Security Service (ESS) – Port of Manila, MICP and Port of NAIA to the effect that services have been satisfactorily delivered or rendered in accordance with the terms of this Contract.</p>
3	No further instructions.
4	None.
5.1	No further instruction
5.2	No further instructions.
6	No additional provision.

# *Section VI. Schedule of Requirements*

The SUPPLIER shall provide the PROCURING ENTITY with the following:

Item	Deployment of Security Guards	Quantity
A	Bureau of Customs – Port of Manila  The specific tour of duty of the Security Guards shall be identified in the Security Plan under Section VII. Technical Specifications	41  31 Male 10 Female
B	Equipment of Security Guard	
1	<u>Valid Licensed Service firearms</u>  <u>Revolver cal. 38 with twelve (12) live ammunitions each</u>	41
2	VHF Portable handheld radio, 200-300 Mhz with extra battery pack and battery charger  Note: An extra radio set shall be provided to the client’s representative when needed or required.	41
3	Metal detector	41
4	Flashlight with batteries	41
5	Night stick	41
6	Handcuffs	41
7	Medical kit	41
8	Umbrella	41
9	Rain boots	41
10	Whistle	41
11	Megaphone	41

**I hereby commit to comply and deliver the above requirements.**

\_\_\_\_\_  
Name of Company (in print)

\_\_\_\_\_  
Signature of Company Authorized Representative

\_\_\_\_\_  
Name & Designation (in print)

\_\_\_\_\_  
Date

## *Section VII. Technical Specifications*

The bidder must state in the last column opposite each parameter and required specifications either “**Comply**” or “**Not Comply**”. All pages shall be properly signed. 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 Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of ITB Clause above goods manufactured by us.

ITEM NO.	SPECIFICATIONS	STATEMENT OF COMPLIANCE
<b>1</b>	<p><b>PERFORMANCE CRITERIA</b></p> <p>The Bidder shall comply with the following performance criteria, which compliance for each criteria shall be indicated in the Security Plan:</p> <ul style="list-style-type: none"> <li>a) Quality of service delivered;</li> <li>b) Time management;</li> <li>c) Management and suitability of personnel;</li> <li>d) Contract administration and management;</li> <li>e) Provision of monthly accomplishment report and incident report as the needed arises;</li> <li>f) Attentiveness and presence of mind of guards on duty; and</li> <li>g) Compliance with office policies/guidelines.</li> </ul>	
<b>2</b>	<p><b>TECHNICAL EVALUATION PARAMETERS (supported by Company Profile)</b></p> <p><b>1.Stability</b></p> <ul style="list-style-type: none"> <li>a) Years of Experience: at least five (5) years in front line security service</li> <li>b) Liquidity of the Contractor: at least Php1,500,000.00 (Current Assets minus stocks minus current liabilities based on latest Balance Sheet)</li> <li>c) Organizational Set-up: with good office set-up, personnel, and office tools and equipment</li> </ul>	
	<p><b>2.Resources</b></p> <ul style="list-style-type: none"> <li>a) Number and Kind of Equipment and Supplies: with the minimum number and kind of equipment and supplies as specified in Section VI. Schedule of Requirements</li> <li>b) Number of Licensed Guards: at least 60 security guards- qualified, licensed, bonded, uniformed, highly trained and armed security guards.</li> </ul>	
	<p><b>3.Security Plan</b></p> <ul style="list-style-type: none"> <li>a) Tailored fit for Port of Manila, Port of MICP, Port of NAIA perimeter areas especially areas with frontline services in accordance with the minimum requirements below. State/enumerate the specific methodology to execute the Plan.</li> </ul>	

	<p><b>4.Other Factors</b></p> <p>a) Recruitment and Selection Criteria: training conducted for the Security Guards before deployment, educational and age requirements, among others, as such:</p> <ol style="list-style-type: none"> <li>1) Not less than 22 but not more than 40 years of age</li> <li>2) With at least five (5) relevant trainings relative to frontline services</li> <li>3) Physically and mentally fit</li> <li>4) With clearance from NBI, PNP, PDEA, psychiatric test</li> <li>5) Not yet deployed in BOC.</li> </ol> <p>b) Completeness of Uniform and other Paraphernalia as prescribed under RA No. 5487 and its IRR.</p> <p>c) Copies of the licenses, results of neuropsychiatric examination, training certificates and other requirements of the guards to be assigned to BOC.</p>	
<b>III</b>	<b>SECURITY PLAN (Minimum Requirements)</b>	
	Strictly implement the “No BOC Car Pass, No Entry policy”	
	1) Employees; and	
	2) Guest/s and Visitors	
<b>A</b>	<b>SECURITY OF HUMAN RESOURCES</b>	
A.1	OFFICIALS and VIP GUEST	
	1) Provide close-in security as may be required	
	2) Exercise courtesy and tact at all times	
	3) Provide security assistance as may be required/instructed	
A.2	EMPLOYEES	
	1) Monitor/render weekly report in the strict implementation of “No ID/ No Uniform entry rule”	
	2) Monitor/search for deadly weapons, explosives, toxic chemicals, drugs and contraband items/harmful materials upon reasonable ground for suspicion, cause arrest of employees	
	3) Check bags/plastic bags/boxes going in and out of the office for security purposes	
	4) Prevent/detect any form of breach of BOC rules and regulations and if possible report or cause the arrest of the perpetrator/s	
	5) Implement strictly the “No Entry” to security/restricted areas without proper authorization/clearance	
	6) Exercise tact and courtesy at all times	
	7) Assist employees as requested	
	8) Maintain logbook for personnel and property/equipment movements	
	9) No entry and stay in office after office hours including Saturdays, Sundays and Legal Holidays unless authorized	
	10) Full concentration on security work. Avoid chatting to employees, texting while on duty	
A.3	GUEST/VISITORS	
	1) Implement strictly the “No ID No Entry” rule	
	2) Check bags/ plastic bags/boxes for security purposes	
	3) Monitor/search for deadly weapons, explosives, toxic chemicals, drugs and contraband items/harmful materials upon reasonable ground for suspicion, cause arrest and visitors	
	4) Prevent/detect any form of breach of BOC rules and regulations and if possible report or cause the arrest of the perpetrator/s	
	5) Prevent entry to security/ restricted areas without proper authorization/ clearance	
	6) Exercise tact and courtesy at all times	
	7) Assist as may be required	
	8) Maintain logbook	
	9) Prevent entry after office hours including Saturdays, Sundays and Legal Holidays unless authorized	

	10) Prohibit loitering in the premises after visitor's business is done	
	11) Issue visitor's slip and ID to all non-BOC personnel and if possible, properly coordinate with the officials/employees concerned the entry of visitor/s	
A.4	<b>CUSTOMER/ CLIENTS</b>	
	1) Exercise tact and courtesy at all times	
	2) Check baggage for security purposes	
	3) Provide direction within the premises	
	4) Answering queries related to Office procedures are not allowed	
	5) Assist in the smooth operations of the Office frontline services as required by Enforcement and Security Service (ESS)	
	6) Immediate response in case of emergency/untoward incident, and prepare necessary report to the District Commander, Enforcement and Security Service (ESS) – Port of Manila, Port of MICP and Port of NAIA copy furnished the Director, Enforcement and Security Service (ESS)	
	7) Prevent entry to security/restricted areas without proper authorization/clearance	
	8) Regular reports of untoward incidents/complaints from the public shall be forwarded to the District Commander, Enforcement and Security Service (ESS) – Port of Manila, Port of MICP and Port of NAIA copy furnished the Director, Enforcement and Security Service (ESS)	
<b>B</b>	<b>SECURITY FOR PHYSICAL RESOURCES</b>	
B.1	<b>FACILITIES AND BUILDINGS</b>	
	1) Post notice prohibiting entry or carrying deadly weapons at entrance building	
	2) Provide partial lock and key control (except in restricted areas)	
	3) Deny access to restricted areas	
	4) Identify and record in logbook unauthorized persons entering restricted area/s	
	5) Check that all doors and windows are closed and locked after office hours	
	6) Deny entry to peddlers and unauthorized vendors	
	7) Identify need for lighting and recommend measures	
	8) Identify fire hazard and recommend measures	
	9) Regularly check location and condition of fire extinguishers and recommend measures	
	10) Regularly check conditions of fire hydrants, hoses and alarm systems	
	11) Observe that all lights are switched off and all electricity operated office equipment are unplugged when occupants of the office are all out	
	12) Regular inspection of storage areas and recommend measures, if necessary	
B.3	<b>SUPPLIES AND EQUIPMENT</b>	
	1) All outgoing properties must be covered with appropriate documents duly signed by the authorized signatories indicating serial/ property number, person moving the equipment, time, date, etc.	
	2) Personal properties shall be covered by personal property slip issued by the Enforcement and Security Service (ESS) to be supported with proof of ownership	
	3) Access to supply rooms and areas will be allowed to authorized personnel only	
	4) Ensure security of supplies, equipment and documents at all times	
<b>C</b>	<b>FIRE</b>	
	1) Inform Fire Department	
	2) Know status and location of firefighting equipment	
	3) Know how to operate firefighting equipment	
	4) Be familiar with fire exit and electrical control switches	

	5) Initiate fire alarm																			
	6) Report fire and any fire hazard																			
	7) Report inadequate water supply, firefighting equipment and fire exit																			
	8) Post appropriate fire sign																			
	9) Assist in the evacuation of employees, records and equipment																			
	10) In case of fire, clear driveways and empty spaces, records and equipment																			
C.2	<b>THEFT, PILFERAGE AND BURGLARY</b>																			
	1) Secure all entry and exit points																			
	2) Conduct investigation and submit written report within 24 hours to the Enforcement and Security Service (ESS)																			
	3) Identify witnesses, if possible																			
	4) Apprehend culprit within the premises, secure incident area to protect evidence																			
	5) Coordinate with appropriate PNP unit (Theft and Robbery Section)																			
	6) Assist in controlling violence																			
	7) Limit number of entry to premises to as few as possible																			
C.3	<b>TRESPASSING</b>																			
	1) Challenge and detain trespassers																			
	2) Turn-over trespassers to PNP thru Enforcement and Security Service (ESS)																			
	3) Report to the management																			
C.4	<b>HOSTAGE SITUATION</b>																			
	1) Notify PNP, BOC management and all guards																			
	2) Act as temporary negotiator until the arrival of the expert negotiator																			
	3) Hostage-taker not to harm hostage																			
C.5	<b>EARTHQUAKE</b>																			
	1) Prevent panic and maintain calm																			
	2) If possible, urge personnel to seek refuge under strong piece of furniture and keep away from dangerous falling objects																			
	3) Assist in evacuation of personnel, supplies, materials and equipment																			
C.6	<b>FLOOD AND TYPHOON</b>																			
	1) Assist in evacuation of personnel, supplies, materials and equipment																			
C.7	<b>SABOTAGE</b>																			
	1) Cordon the effective area to secure evidence																			
	2) In case of explosion, help evacuate all personnel from affected area																			
C.8	<b>BOMB THREAT</b>																			
	1) Immediately report to PNP																			
	2) Immediately inform the Enforcement and Security Service (ESS)																			
	3) Assist evacuation of personnel																			
	4) Secure BOC property and clear from unauthorized persons																			
C.10	<b>PROPOSED DEPLOYMENT OF GUARDS</b>																			
	<b>1) <u>Each shall render services for twelve (12) hours from Monday to Friday on regular working days for POM/OCOM/MICP/NAIA</u></b>																			
	<table border="1"> <thead> <tr> <th><b>LOCATION</b></th> <th><b>No. of Guards/Time Schedule</b></th> </tr> </thead> <tbody> <tr> <td><b>Gate 3 Pedestrian Main Entrance/Exit Gate</b></td> <td><b>2 7 a.m. – 7 p.m.</b></td> </tr> <tr> <td><b>Gate 3 Vehicle Main Entrance/Exit Gate</b></td> <td><b>2 7 a.m. – 7 p.m.</b></td> </tr> <tr> <td><b>Vehicle Main Entrance/Exit Gate</b></td> <td><b>2 7 p.m. – 7 a.m.</b></td> </tr> <tr> <td><b>OCOM Building Lobby (Front)</b></td> <td><b>1 7 a.m. – 7 p.m.</b></td> </tr> <tr> <td></td> <td><b>1 7 p.m. - 7 a.m.</b></td> </tr> <tr> <td><b>OCOM Back Door</b></td> <td><b>1 7 a.m. – 7 p.m.</b></td> </tr> <tr> <td><b>ICT Building</b></td> <td><b>1 7 a.m. – 7 p.m.</b></td> </tr> <tr> <td></td> <td><b>1 7 p.m. - 7 a.m.</b></td> </tr> </tbody> </table>	<b>LOCATION</b>	<b>No. of Guards/Time Schedule</b>	<b>Gate 3 Pedestrian Main Entrance/Exit Gate</b>	<b>2 7 a.m. – 7 p.m.</b>	<b>Gate 3 Vehicle Main Entrance/Exit Gate</b>	<b>2 7 a.m. – 7 p.m.</b>	<b>Vehicle Main Entrance/Exit Gate</b>	<b>2 7 p.m. – 7 a.m.</b>	<b>OCOM Building Lobby (Front)</b>	<b>1 7 a.m. – 7 p.m.</b>		<b>1 7 p.m. - 7 a.m.</b>	<b>OCOM Back Door</b>	<b>1 7 a.m. – 7 p.m.</b>	<b>ICT Building</b>	<b>1 7 a.m. – 7 p.m.</b>		<b>1 7 p.m. - 7 a.m.</b>	
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<b>CRIC Building</b>	<b>1</b>	<b>7 a.m. – 7 p.m.</b>
	<b>1</b>	<b>7 p.m. – 7 a.m.</b>
<b>BOC Gym (Assessment) (Inside &amp; Outside)</b>	<b>4</b>	<b>7 a.m. - 7 p.m.</b>
<b>BOC Gym (Assessment) Inside)</b>	<b>2</b>	<b>7 p.m. - 7 a.m.</b>
<b>Pre-Fab Building</b>	<b>1</b>	<b>7 a.m. - 7 p.m.</b>
	<b>1</b>	<b>7 p.m. - 7 a.m.</b>
<b>ESS Headquarters</b>	<b>1</b>	<b>7 a.m. - 7 p.m.</b>
	<b>1</b>	<b>7 p.m. - 7 a.m.</b>
<b>IAS Building</b>	<b>1</b>	<b>7 a.m. - 7 p.m.</b>
<b>Roving (POM Compound)</b>	<b>2</b>	<b>7 a.m. - 7 p.m.</b>
<b>Supervisor</b>	<b>1</b>	<b>7 a.m. – 7 p.m.</b>
	<b>1</b>	<b>7 p.m. - 7 a.m.</b>
<b><u>Port of MICP</u></b>		
<b>MICP Main Gate</b>	<b>2</b>	<b>7 a.m. - 7 p.m.</b>
	<b>1</b>	<b>7 p.m. - 7 a.m.</b>
<b>Collector’s Office/Admin Bldg</b>	<b>1</b>	<b>7 a.m. – 7 p.m.</b>
<b>Assessment Bldg./Entrance</b>	<b>2</b>	<b>7 a.m. - 7 p.m.</b>
	<b>1</b>	<b>7 p.m. - 7 a.m.</b>
<b>Customer Care Center (CCC)</b>	<b>1</b>	<b>7 a.m. - 7 p.m.</b>
<b>Roving/OIC Guard</b>	<b>1</b>	<b>7 a.m. - 7 p.m.</b>
	<b>1</b>	<b>7 p.m. - 7 a.m.</b>
<b><u>Port of NAIA</u></b>		
<b>NAIA Customhouse Gate</b>	<b>1</b>	<b>7 a.m. - 7 p.m.</b>
<b>NAIA Customer Care Center</b>	<b>1</b>	<b>7 a.m. - 7 p.m.</b>
<b>NAIA Customhouse Front Desk</b>	<b>1</b>	<b>7 a.m. - 7 p.m.</b>
<b>TOTAL NO. OF GUARDS</b>		<b>41 Security Guards</b>

2) On Saturdays, Sundays and holidays, only twenty (20) guards (10 guards for a.m. shift and 10 guards for p.m. shift) shall render services for twelve (12) hours at the gate and POM/OCOM grounds, Port of MICP and Port of NAIA premises.

The deployment of guards may, from time to time, be changed as need arises, by the District Commander, ESS-Port of Manila/Port of MICP/Port of NAIA.

3) No guard shall be allowed or be required to render double or straight duty.

**I hereby commit to comply with all the above technical specifications. If found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.**

\_\_\_\_\_  
Name of Company (in print)

\_\_\_\_\_  
Signature of Company Authorized Representative

\_\_\_\_\_  
Name & Designation (in print)

\_\_\_\_\_  
Date

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

## **Checklist of Technical and Financial Documents**

### **I. TECHNICAL COMPONENT ENVELOPE**

#### ***Class “A” Documents***

##### *Legal Documents*

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages); **and**
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document, **and**
- (c) Mayor’s or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas; **and**
- (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

##### *Technical Documents*

- (f) 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**
- (g) 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**
- (h) 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
- (i) Conformity with the Schedule of Requirements and Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (j) 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

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

**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).



**Bid Form**

Date: \_\_\_\_\_  
Invitation to Bid<sup>2</sup> N<sup>o</sup>: \_\_\_\_\_

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

Gentlemen and/or Ladies:

Having examined the Bidding Documents including 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 Bidding Documents for the sum of *[total Bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in **BDS** provision for **ITB** Clause 14 and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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:<sup>3</sup>

Name and address of agent	Amount and Currency	Purpose of 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.

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

<sup>2</sup> If ADB, JICA and WB funded projects, use IFB.

<sup>3</sup> Applicable only if the Funding Source is the ADB, JICA or WB.



We certify/confirm that we comply with the eligibility requirements as per **ITB** Clause 10 of the Bidding Documents.

We likewise certify/confirm that the undersigned, *[for sole proprietorships, insert: as the owner and sole proprietor or authorized representative of Name of Bidder, has the full power and authority to participate, submit the bid, and to sign and execute the ensuing contract, on the latter's behalf for the Name of Project of the Name of the Procuring Entity] [for partnerships, corporations, cooperatives, or joint ventures, insert: is granted full power and authority by the Name of Bidder, to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf for Name of Project of the Name of the Procuring Entity].*

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.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
*[signature]*

\_\_\_\_\_  
*[in the capacity of]*

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_



**Sample Schedule of Prices**

Cost Distribution Per Month

Wage Order No. NCR-\_\_

Effective \_\_\_\_\_

Days Worked Per Week:

7 Days

No. of Days/Year:

\_\_\_ Days

*Amount to Guard*

New Daily Wage (DW) P \_\_\_\_\_

Average Pay/Month (DW x no. of days per year/12) P \_\_\_\_\_

Night Differential Pay (Ave. Pay/Month x 10% x 1/3 or 1/2) \_\_\_\_\_

13<sup>th</sup> Month Pay (DW x 365/12/12) \_\_\_\_\_

5 Days Incentive Pay (DW+COLA x 5/12) \_\_\_\_\_

Uniform Allowance (R.A. 5487) \_\_\_\_\_

*Amount to Gov't in Favor of Guard*

Retirement Senate (R.A. 7641) P \_\_\_\_\_

SSS Premium \_\_\_\_\_

Philhealth Contribution \_\_\_\_\_

State Insurance Fund \_\_\_\_\_

Pag-Ibig Fund \_\_\_\_\_

A. TOTAL AMOUNT TO GUARD & GOVT. P \_\_\_\_\_

*B. AGENCY FEE*

Administration Overhead and Margin (20%) P \_\_\_\_\_

C. VALUE ADDED TAX (Agency fee x 12% VAT-RMC-39-2007) P \_\_\_\_\_

MINIMUM CONTRACT RATE FOR 8 HRS P \_\_\_\_\_

MINIMUM CONTRACT RATE FOR 12 HRS P \_\_\_\_\_

Overtime Computation

Overtime 7 Days

Rate per Hour (DW/8) P \_\_\_\_\_

Regular Days \_\_\_\_\_

Sundays/Restdays \_\_\_\_\_

Special Days \_\_\_\_\_

Divided by 6 months



***Statement of Single Largest Completed  
Contract  
which is similar in nature***

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

Business Address: \_\_\_\_\_

<b>Name of Contract</b>	<b>Date of the Contract</b>	<b>Kinds of Goods</b>	<b>Amount of Contract</b>	<b>Date of Delivery</b>	<b>End User's Acceptance or Official Receipt(s) Issued for the Contract</b>

Submitted by : \_\_\_\_\_  
(Printed Name & Signature)

Designation : \_\_\_\_\_

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



*List of all Ongoing Government & Private Contracts including  
Contracts awarded but not yet started*

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

Business Address: \_\_\_\_\_

Name of Contract	Date of the Contract	Kinds of Goods	Value of Outstanding Contracts	Date of Delivery
<u>Government</u>				
<u>Private</u>				

Submitted by : \_\_\_\_\_  
(Printed Name & Signature)

Designation : \_\_\_\_\_

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

**Instructions:**

- i. State all ongoing contracts including those awarded but not yet started within five (5) years (government and private contracts, which may be similar or not similar to the project being bid) prior to opening of bids.
- ii. If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state none or equivalent term.
- iii. The total amount of the ongoing and awarded but not yet started contracts should be consistent with those used in the Net Financial Contracting Capacity (NFCC) in case an NFCC is submitted as an eligibility document.





## Contract Agreement Form

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

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

### NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - (a) the Supplier’s Bid, including the Technical and Financial Proposals, and all other documents/statements submitted (*e.g.* bidder’s response to clarifications on the bid), including corrections to the bid resulting from the Procuring Entity’s bid evaluation;
  - (b) the Schedule of Requirements;
  - (c) the Technical Specifications;
  - (d) the General Conditions of Contract;
  - (e) the Special Conditions of Contract;
  - (f) the Performance Security; and
  - (g) the Entity’s Notice of Award.
3. In consideration of the payments to be made by the Entity to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Entity to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Entity hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the time and in the manner prescribed by the contract.

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



# BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Entity)

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Supplier).

## 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 responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- a. Carefully examining all of the Bidding Documents;
- b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

**10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

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

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

[Insert signatory's legal capacity]  
Affiant

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. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

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

## Bid Securing Declaration Form

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

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

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

I/We, the undersigned, declare that:

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

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

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

*[Insert signatory's legal capacity]*

Affiant

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. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

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