



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

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

**Project ID No.: BOC-GOODS-2025-03
February 2025**

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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.



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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.



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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.



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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 2025 General Appropriation Act (GAA) intends to apply the sum of Fourteen Million Two Hundred Ninety-One Thousand Eight Hundred Twenty-One Pesos and Forty Centavos (PhP14,291,821.40) 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 01 April 2025 to 31 December 2025. 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 February 27, 2025, 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 Twenty-Five Thousand Pesos (P25,000.00). 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 Conference¹ on March 06, 2025, 10:00 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. The Letter of Intent shall be sent through email, thereafter, confirmation link shall be sent 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 March 18, 2025, 9:45 a.m. Late bids shall not be accepted.
8. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. The bid opening shall be conducted on March 18, 2025, 10:00 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. 526-6571
Email address: **bacsecretariat@customs.gov.ph**

12. You may visit the following websites:

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

Date issued: February 27, 2025

ATTY. ERWIN T. MENDOZA
Chairperson, BOC-BAC

¹ 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.

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-2025-03.

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 CY 2025 General Appropriations Act in the amount of Fourteen Million Two Hundred Ninety-One Thousand Eight Hundred Twenty-One Pesos and Forty Centavos (PhP14,291,821.40).

2.1. The source of funding is:

- a. NGA, the General Appropriations Act

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.
 - b. For the procurement of Expendable Supplies: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC.
 - c. For procurement where the Procuring Entity has determined, after the conduct of market research, that imposition of either (a) or (b) will likely result to failure of bidding or monopoly that will defeat the purpose of public bidding: the Bidder should comply with the following requirements: *[Select either failure or monopoly of bidding based on market research conducted]*
 - i. Completed at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least *fifty percent (50%) in the case of non-expendable supplies and services or twenty-five percent (25%) in the case of expendable supplies* of the ABC for this Project; and
 - ii. The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

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

7. Subcontracts

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

The Procuring Entity has prescribed that:

- 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 five (5) 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 Declaration² 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 July 16, 2025. 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 **ITB**.

² 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.

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, 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-2025-03</p>
2	<p>The Funding Source is:</p> <p>The Government of the Philippines (GOP) through the authorized appropriations under the CY 2025 General Appropriations Act in the amount of Fourteen Million Two Hundred Ninety-One Thousand Eight Hundred Twenty-One Pesos and Forty Centavos (PhP14,291,821.40).</p>
3	No further instruction.
5	Only Bids for Bidders found to be legally, technically, and financially capable will be evaluated as defined in ITB Clause 5.1.
5.2	Foreign bidders are not allowed.
5.3	<p>The bidder must have completed a single contract that is similar to the project and whose value must be at least fifty percent (50%) of ABC.</p> <p>Such project must have been completed within five (5) years prior to submission and receipt of bids.</p> <p>As evidence thereof, bidders must include in their Bid a photocopy of the Contract for the Single Largest Completed Project supported by the following documents:</p> <ol style="list-style-type: none"> 1. For government projects; <ol style="list-style-type: none"> a. Notice of Award (NOA) b. Notice to Proceed (NTP); and c. Technical Inspection and Acceptance Committee (TIAC) Report or Certificate of Final Acceptance Report or equivalent document. 2. For projects with the private sector, proof of completed contract such as but not limited to Purchase Order, Sales Invoice, Delivery Receipts or any other equivalent/relevant document. <p>Failure to submit a copy of the Contract of the Single Largest Completed Project with proof of Completion or failure to prove 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	No further instruction.

7.1 (a)	Subcontracting is not allowed.
8	The BOC will hold a Pre-Bid Conference on March 06, 2025, 10:00 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"> 1. The amount of not less than PhP285,836.43, or 2% if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; 2. The amount of not less than PhP714,591.07, or 5% if bid security is in Surety Bond.
15	<p>Each Bidder shall submit one (1) original and two (2) copies of the first and second components of its bid with proper tabbing (based on Checklist) and one (1) USB flash drive containing soft/scanned documents of the original technical components and original financial components to the documents to be attached. All submitted documents must be numbered chronologically.</p> <div data-bbox="395 745 1390 1182" data-label="Diagram"> <pre> graph TD subgraph ORIGINAL T1[Technical] F1[Financial] end subgraph COPY_1 [COPY 1] T2[Technical] F2[Financial] end subgraph COPY_2 [COPY 2] T3[Technical] F3[Financial] end T1 --> O[Original] F1 --> O T2 --> C1[Copy 1] F2 --> C1 T3 --> C2[Copy 2] F3 --> C2 O --> SUB[] C1 --> SUB C2 --> SUB style SUB fill:#003366,color:#fff </pre> </div> <p>All documents within the Original Bid, along with any accompanying attachments like brochures etc., must be originally signed and certified as true copies by the bidder and/or authorized representative.</p> <p>The BAC may require submission of the original documents for purposes of verification, validation, and ascertaining its authenticity.</p> <p>In case of a discrepancy between the soft copy and the hard copy, the hard copy will take precedence over the soft copy.</p> <p>Failure to comply will result in disqualification of the submitted bid.</p>
19.3	<p>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.</p>
20.1	<p>Within a non-extendible period of five (5) calendar days from receipt by the Bidder and/or authorized representative of the notice from the BAC that it submitted the Single/Lowest Calculated Bid, the Bidder shall submit the following documents:</p>

	<ol style="list-style-type: none"> 1. Company profile and Organizational Chart. Company printed brochures may be included. 2. The bidder shall submit the following: <ol style="list-style-type: none"> a. Latest Police and NBI clearances issued within the last six (6) months prior to submission of bids; and b. Latest resume and training certificates (with proper tabbing). 3. The bidder shall submit a certificate with at least a satisfactory performance rating from the latest completed project within the last two (2) years prior to the submission of bids. 4. Certified true copy of the following: <ol style="list-style-type: none"> a. Latest/current Certificate of remittance and compliance with statutory obligation from the SSS Regional Office where the main office of the janitorial agency is based. b. Latest/current Clearance/certificate of good standing and compliance with statutory obligation/remittance from PAG-IBIG; c. Latest/current Clearance/certificate of good standing and compliance with statutory obligation/remittance from PHILHEALTH; 5. Latest Income Tax Return and business Tax Return with proof of payment (filed and paid through Bureau of Internal Revenue (BIR) Electronic Filing and Payment System (eFS); 6. VAT Returns (Form 2550Q) with proof of payment covering the last 2 quarters prior to the submission of bid, or incase of Percentage Tax Returns (2551M) with proof of payment covering the last 6 months prior to the submission of bid; 7. Latest Audited Financial Statement duly received by Security and Exchange Commission (SEC) and BIR; and 8. Latest/Current Mayor's Permit, Tax Clearance and Department of Trade and Industry or SEC Registration;
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"> i. Conformity to Technical Requirements (25) ii. Timeliness in the Delivery of Services (25) iii. Behavior of Personnel (Courteous, Professional and Knowledgeable) (20) iv. Response to Complaints (20) v. Compliance with set office policies for such services (10) <p>The Enforcement & Security Service (ESS) and General Services Division (GSD) or thru its designated representative shall conduct 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>
1	Contract Duration: April 2025 to December 2025
	<p>Regular and Recurring Services</p> <p>The contract shall be subject to a renewal whereby the performance evaluation of the service provider shall be conducted in accordance with Section VII. Technical specifications.</p>
2.2	<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 four (4) months and therefore not subject to price escalation during contract implementation, except for the following:</p> <ul style="list-style-type: none"> a) Increase in minimum daily wage pursuant to law or new wage order issued after the date of bid opening; b) Increase in taxes (if any); and c) 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>Payment shall be made within twenty (20) working days upon complete submission of the following documents:</p> <ul style="list-style-type: none"> 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

	<p>or his/her duly authorized representative;</p> <p>b) Proof of previous months remittances to SSS, ECC Premiums, PhilHealth and 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>d) Certification, from the District Commander of Enforcement and Security Service (ESS) – Port of Manila, Port of 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 instructions.
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, Port of MICP and Port of NAIA The specific tour of duty of the Security Guards shall be identified in the Security Plan under Section VII. Technical Specification.	37 29 Male 8 Female
B	Equipment of Security Guard	
1	<u>Valid Licensed Service firearms</u> <u>Pistol cal. 9mm with minimum of seven (7) live ammunitions each</u>	19
2	VHF Portable handheld radio, 200-300 Mhz with extra battery pack and battery charger Note: Issued to individual security personnel as part of their personal paraphernalia	25
3	Mobile Patrol Motorcycle with Side Car	1
4	Metal detector	10
5	Flashlight with batteries	37
6	Night stick	37
7	Handcuffs	37
8	Medical kit	37
9	Umbrella	15
10	Rain boots	37
11	Whistle	37
12	Megaphone	5

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

STATEMENT OF COMPLIANCE TO TECHNICAL SPECIFICATIONS

A. INSTRUCTION:

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	CROSS REFERENCE (HIGHLIGHTED SPECIFICATION AND ANNEXES/PAGE NUMBER)
I	CERTIFICATE OF SITE INSPECTION		
II	TECHNICAL EVALUATION PARAMETERS (supported by Company Profile) 1.Stability <ul style="list-style-type: none"> a) Years of Experience: Statement that the Service Provider has at least five (5) years in front line security service b) Liquidity of the Contractor: Statement that the Service Provider has at least Php2,500,000.00 (Current Assets minus stocks minus current liabilities based on latest Balance Sheet) c) Organizational Set-up: Statement that the Service Provider has good office set-up, personnel, and office tools and equipment 		
	2.Resources		

	<p>a) Number and Kind of Equipment and Supplies: Statement that the Service Provider has the minimum number and kind of equipment and supplies as specified in Section VI. Schedule of Requirements</p> <p>b) Number of Licensed Guards: Statement that the Service Provider has at least 60 security guards- qualified, licensed, bonded, uniformed, highly trained and armed security guards.</p>		
	<p>3.Security Plan</p> <p>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.</p>		
	<p>4.Other Factors</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"> 1) At least high school graduate 2) Physically and mentally fit 3) Has undergone basic security course or in-service training from accredited schools for security guards and supervisory training for security officer. 4) Must have passed the neuropsychiatric and drug tests conducted by the Philippine Government accredited hospital/center 5) Must be duly licensed and properly screened and cleared by the PNP, NBI, and other government offices issuing clearances for employment; <p>b) Completeness of Uniform and other Paraphernalia as prescribed under RA No. 5487 and its IRR.</p> <p>c) Copies of valid security license (PNP-SOSIA Security License)</p> <p>d) NBI Clearance</p> <p>e) Results of neuropsychiatric examination taken within the last six months</p> <p>f) Training certificates but not limited to the following:</p> <ul style="list-style-type: none"> • Anti-Terrorism; • Basic of Safety/Fire Prevention; • First Aid Course; • Self Defense; and • Firearms handling; 		
II	SECURITY PLAN (Minimum Requirements)		
	Strictly implement the “No BOC Car Pass, No Entry policy”		
	1) Employees; and		

	2) Guest/s and Visitors		
A	SECURITY OF HUMAN RESOURCES		
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	CUSTOMER/ CLIENTS		
	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	SECURITY FOR PHYSICAL RESOURCES		
B.1	FACILITIES AND BUILDINGS		
	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	SUPPLIES AND EQUIPMENT		
	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		
C	FIRE		
	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	THEFT, PILFERAGE AND BURGLARY		
	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	TRESPASSING		
	1) Challenge and detain trespassers		
	2) Turn-over trespassers to PNP thru Enforcement and Security Service (ESS)		
	3) Report to the management		
C.4	HOSTAGE SITUATION		
	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	EARTHQUAKE																												
	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	FLOOD AND TYPHOON																												
	1) Assist in evacuation of personnel, supplies, materials, and equipment																												
C.7	SABOTAGE																												
	1) Cordon the effective area to secure evidence																												
	2) In case of explosion, help evacuate all personnel from affected area																												
C.8	BOMB THREAT																												
	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	PROPOSED DEPLOYMENT OF GUARDS																												
	1) <u>Each shall render services for twelve (12) hours from Monday to Friday on regular working days for POM/OCOM/MICP/NAIA</u>																												
	<table><tr><th>LOCATION</th><th>No. of Guards/Time Schedule</th></tr><tr><td>Gate 3 Pedestrian Main Entrance/Exit Gate</td><td>1 7 a.m. – 7 p.m.</td></tr><tr><td>Gate 3 Vehicle Main Entrance/Exit Gate</td><td>1 7 a.m. – 7 p.m.</td></tr><tr><td>Vehicle Main Entrance/Exit Gate</td><td>1 7 p.m. – 7 a.m.</td></tr><tr><td>OCOM Building Lobby (Front)</td><td>1 7 a.m. – 7 p.m.</td></tr><tr><td></td><td>1 7 p.m. - 7 a.m.</td></tr><tr><td>OCOM Back Door</td><td>1 7 a.m. – 7 p.m.</td></tr><tr><td>ICT Building</td><td>1 7 a.m. – 7 p.m.</td></tr><tr><td></td><td>1 7 p.m. - 7 a.m.</td></tr><tr><td>CRIC Building</td><td>1 7 a.m. – 7 p.m.</td></tr><tr><td></td><td>1 7 p.m. – 7 a.m.</td></tr><tr><td>BOC Gym (Assessment)</td><td>1 7 a.m. - 7 p.m.</td></tr><tr><td></td><td>1 7 p.m. - 7 a.m.</td></tr></table>	LOCATION	No. of Guards/Time Schedule	Gate 3 Pedestrian Main Entrance/Exit Gate	1 7 a.m. – 7 p.m.	Gate 3 Vehicle Main Entrance/Exit Gate	1 7 a.m. – 7 p.m.	Vehicle Main Entrance/Exit Gate	1 7 p.m. – 7 a.m.	OCOM Building Lobby (Front)	1 7 a.m. – 7 p.m.		1 7 p.m. - 7 a.m.	OCOM Back Door	1 7 a.m. – 7 p.m.	ICT Building	1 7 a.m. – 7 p.m.		1 7 p.m. - 7 a.m.	CRIC Building	1 7 a.m. – 7 p.m.		1 7 p.m. – 7 a.m.	BOC Gym (Assessment)	1 7 a.m. - 7 p.m.		1 7 p.m. - 7 a.m.		
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ESS Exit	1	7 a.m. - 7 p.m.
	1	7 p.m. - 7 a.m.
Pre-Fab Building	1	7 a.m. - 7 p.m.
	1	7 p.m. - 7 a.m.
ESS Headquarters	1	7 a.m. - 7 p.m.
	1	7 p.m. - 7 a.m.
IAS Building	1	7 a.m. - 7 p.m.
Roving (POM Compound and BOC Parking Area/Former Warehouse 159- Mobile Patrol)	1	7 a.m. - 7 p.m.
	1	7 p.m. - 7 a.m.
Authorized Economic Operator (AEO)	1	7 a.m. - 7 p.m.
159 Parking	1	7 a.m. - 7 p.m.
Supervisor	1	7 a.m. - 7 p.m.
	1	7 p.m. - 7 a.m.
<u>Port of MICP</u>		
MICP Main Gate	1	7 a.m. - 7 p.m.
	1	7 p.m. - 7 a.m.
Collector's Office/Admin Bldg.	1	7 a.m. - 7 p.m.
Assessment Bldg./Entrance	1	7 a.m. - 7 p.m.
	1	7 p.m. - 7 a.m.
Customer Care Center (CCC)	1	7 a.m. - 7 p.m.
Roving/OIC Guard	1	7 p.m. - 7 a.m.
<u>Port of NAIA</u>		
NAIA Customhouse Gate	1	7 a.m. - 7 p.m.
	1	7 a.m. - 7 p.m.
NAIA Customer Care Center	1	7 a.m. - 7 p.m.
NAIA Customhouse Front Desk	1	7 a.m. - 7 p.m.
	1	7 p.m. - 7 a.m.
TOTAL NO. OF GUARDS	37 Security Guards	
Note: Distribution List may be subject to change during contract implementation		

	<p>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.</p> <p>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.</p> <p>3) No guard shall be allowed or be required to render double or straight duty. However, duty guards can render overtime subject to availability of funds.</p>		
D.	OTHER REQUIREMENTS		
	1. The Service Provider shall provide the said security guard with proper Uniform and I.D cards that they shall wear while performing their duties and responsibilities.		
	2. The Service Provider shall provide Biometrics/Bundy Clock, which shall be in possession/custody of GSD, for the security, as basis of the Daily Time Record of the latter.		
	3. Salary/Wages of Security shall be paid thru Automated Teller Machine (ATM). The Service Provider shall be given a maximum period of one (1) month from the start of contract period to secure ATM accounts for all janitors. A monthly individual official pay slip shall be issued by the Service Provider to its personnel.		
E.	The contract shall be subject to a renewal whereby the performance evaluation of the service provider shall be conducted in accordance with the Technical specifications mentioned above.		

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 VIII. Checklist of Technical and Financial Documents

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

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

Technical Documents

- (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (c) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission **or** Original copy of Notarized Bid Securing Declaration; **and**
- (e) Conformity with the Schedule of Requirements, Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after- sales/parts, if applicable; **and**
- (f) Original duly signed Omnibus Sworn Statement (OSS) **and** if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- (g) The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC) **or** A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class “B” Documents

- (h) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence **or** duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

II. FINANCIAL COMPONENT ENVELOPE

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

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

- (k) *[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- (l) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

POST-QUALIFICATION REQUIREMENTS

1. Company profile and Organizational Chart. Company printed brochures may be included.
2. The bidder shall submit the following:
 - a. Latest Police and NBI clearances issued within the last six (6) months prior to submission of bids; and
 - b. Latest resume and training certificates (with proper tabbing).
3. The bidder shall submit a certificate with at least a satisfactory performance rating from the latest completed project within the last two (2) years prior to the submission of bids.
4. Certified true copy of the following:
 - a. Latest/current Certificate of remittance and compliance with statutory obligation from the SSS Regional Office where the main office of the janitorial agency is based;
 - b. Latest/current Clearance/certificate of good standing and compliance with statutory obligation/remittance from PAG-IBIG; and
 - c. Latest/current Clearance/certificate of good standing and compliance with statutory obligation/remittance from PHILHEALTH;
5. Latest Income Tax Return and business Tax Return with proof of payment (filed and paid through Bureau of Internal Revenue (BIR) Electronic Filing and Payment System (eFS);
6. VAT Returns (Form 2550Q) with proof of payment covering the last 2 quarters prior to the submission of bid, or incase of Percentage Tax Returns (2551M) with proof of payment covering the last 6 months prior to the submission of bid;
7. Latest Audited Financial Statement duly received by Security and Exchange Commission (SEC) and BIR; and
8. Latest/Current Mayor's Permit, Tax Clearance and Department of Trade and Industry or SEC Registration;



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DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

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Bid Form

\Date: _____
Invitation to Bid¹ N^o: _____

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:²

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.

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*

¹ If ADB, JICA and WB funded projects, use IFB.

² Applicable only if the Funding Source is the ADB, JICA or WB.

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 _____



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Sample Schedule of Prices

Cost Distribution Per Month

Wage Order No. NCR-__

Effective _____

Days Worked Per Week:

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%)

13th Month Pay (DW x 365/12/12)

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

Uniform Allowance (R.A. 5487)

Overtime Pay

Amount to Gov't in Favor of Guard

Retirement Senate (R.A. 7641)

P _____

SSS Premium

SSS Mandatory Provident Fund

Philhealth Contribution

State Insurance Fund

Pag-Ibig Fund

A. TOTAL AMOUNT TO GUARD & GOVT.

P _____

B. AGENCY FEE

Administration Overhead and Margin (minimum of 20%)

P _____

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

P _____

Contract Rate/Guard/Monthly

P _____

Number of Guards

Total Cost/Monthly

P _____

Total Bid

P _____

Note: Subject to compliance with the prevailing laws, rules and regulations.



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Price Schedule for Goods Offered from Within the Philippines

For Goods Offered from Within the Philippines

Name of Bidder _____ Project ID No. _____ 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 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: _____



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Price Schedule for Goods Offered from Abroad

For Goods Offered from Abroad

Name of Bidder _____ Project ID No. _____ Page ____ of ____

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place (specify border point or place of destination)	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____



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Statement of Single Largest Completed Contract which is similar in nature

Business Name: _____

Business Address: _____

Name of Contract (including the name of procuring entity)	Date of the Contract	Kinds of Goods	Amount of Contract	Date of Delivery	End User's Acceptance or Official Receipt(s) Issued for the Contract

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 (including the name of procuring entity)	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 bidden) 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.



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CONTRACT AGREEMENT

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

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

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, *viz.*:

- i. Philippine Bidding Documents (PBDs);
 - i. Schedule of Requirements;
 - ii. Technical Specifications;
 - iii. General and Special Conditions of Contract; and
 - iv. Supplemental or Bid Bulletins, if any
- ii. Winning bidder’s bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents submitted (*e.g.*, Bidder’s response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity’s bid evaluation;

- iii. Performance Security;
- iv. Notice of Award of Contract; and the Bidder’s conforme thereto; and
- v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**

other sums as may be ascertained, *[Named of the bidder]* agrees to *[state the object of the contract]* in accordance with his/her/its Bid.

4. The *[Name of the procuring entity]* agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

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

[Insert Name and Signature]

[Insert Name and Signature]

[Insert Signatory's Legal Capacity]

[Insert Signatory's Legal Capacity]

for:

for:

[Insert Procuring Entity]

[Insert Name of Supplier]

Acknowledgment

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

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

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

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

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

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

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

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

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

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. *[Select one, delete the rest:]*

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

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

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

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

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of ____, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

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

BID SECURING DECLARATION FORM

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

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

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

I/We, the undersigned, declare that:

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

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

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

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

