PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

Procurement of GOODS

Government of the Republic of the Philippines

Procurement of CY2024 Security Services
IB No. 23-09-17-EPA

Department of Science and Technology-Philippine Council for Agriculture, Aquatic, and Natural Resources Research and Development (DOST-PCAARRD)

Sixth Edition
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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

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

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

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

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

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

CDA - Cooperative Development Authority.

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

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

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

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – "Free Carrier" shipping point.

FOB – "Free on Board" shipping point.

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

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

GFI – Government Financial Institution.

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

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

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

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

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

Procurement Project – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

Supplier – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

UN – United Nations.

OFFICE OF THE EXECUTIVE DIRECTOR
Administration, Resource Management and Support Services

October 6, 2023

Section I. Invitation to Bid

PROCUREMENT OF CY2024 SECURITY SERVICES

The Department of Science and Technology-Philippine Council for Agriculture, Aquatic, and Natural Resources Research and Development (DOST-PCAARRD), through the National Expenditure Program FY 2024 intends to apply the sum of NINE MILLION NINETY-THREE THOUSAND TWO HUNDRED FIFTY AND 80/100 PESOS ONLY (PhP9,093,250.80) being the ABC to payment under the contract for Procurement of CY2024 Security Services / IB No. 23-09-17-EPA. Bids received in excess of the ABC shall be automatically rejected at bid opening.

The DOST-PCAARRD now invites bids for the above Procurement Project. Delivery of the Services is required for twelve (12) months service. Bidders should have completed, within eighteen (18) months 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).

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.

Prospective Bidders may obtain further information from DOST-PCAARRD and inspect the Bidding Documents at the address given below from 8:00 A.M. to 5:00 P.M.

A complete set of Bidding Documents may be acquired **free of charge** by interested Bidders on October 7 – November 13, 2023 from the given address and website(s) below.

The DOST-PCAARRD will hold a Pre-Bid Conference on October 16, 2023, 1:30 P.M. at DOST-PCAARRD and/or through video conferencing or webcasting via Zoom, which shall be open to prospective bidders.

Paseo de Valmayor, Brgy. Timugan, Los Baños, Laguna, Philippines 4030
Tel. No. (63) (49) 554-9670
Fax No. (63) (49) 536-0016; 536-7922
Manila Liaison Office: 2F Metrology Center, ITDI-DOST, Bicutan, Taguig City, Metro Manila 1631/ Tel. No. (63) (2) 837-1651
E-mail: pcaarrd@pcaarrd.dost.gov.ph / http://www.pcaarrd.dost.gov.ph

Bids must be duly received by the BAC Secretariat through: (i) manual submission at the office address indicated below, (ii) online or electronic submission as indicated below, or (iii) both on or before November 13, 2023, 10:00 A.M. Late bids shall not be accepted.

All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.

Bid opening shall be on November 13, 2023, 10:00 A.M. at the given address below and/or via Zoom. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

The DOST-PCAARRD reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

For further information, please refer to:

Ms. Elyver B. Maligalig
Head, Secretariat
Bids and Awards Committee
Philippine Council for Agriculture, Aquatic and
Natural Resources Research and Development (PCAARRD)
Paseo de Valmayor, Timugan, Economic Garden
Los Baños, Laguna
Email address: bac@pcaarrd.dost.gov.ph
Telephone No. (63-49) 554-9670
Fax Nos. (63-49) 536-0016/536-7922
Website: http://www.pcaarrd.dost.gov.ph

You may visit the following websites for downloading of Bidding Documents:
http://www.pcaarrd.dost.gov.ph/home/portal/index.php/bac/invitation-to-apply-for-eligibility-and-to-bid

SGD. MELVIN B. CARLOS, PhD, CESO IV
Deputy Executive Director III
and Chairperson, BAC

Paseo de Valmayor, Brgy. Timugan, Los Baños, Laguna, Philippines 4030
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E-mail: pcaarrd@pcaarrd.dost.gov.ph / http://www.pcaarrd.dost.gov.ph

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, DOST-PCAARRD wishes to receive Bids for the Procurement of CY2024 Security Services, with identification number **23-09-17-EPA**.

The Procurement Project is composed of a single lot, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for FY 2024 in the amount of PhP9,093,250.80

2.2. The source of funding is NGA, the National Expenditure Program. The award of contract for Procurement Project undertaken through EPA may be made only upon approval and effectivity of their respective funding sources: GAA; or the reenactment of the previous year's budget which constitutes the current year's authorized budget, when authorized by the Constitution, law or rules.

3. Bidding Requirements

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

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

5. Eligible Bidders

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

5.2. Foreign ownership 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 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 **IB.**

9. Clarification and Amendment of Bidding Documents

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

10. Documents comprising the Bid: Eligibility and Technical Components

10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.

10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within eighteen (18) months prior to the deadline for the submission and receipt of bids.

10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.

11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.

11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.

11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Bid Prices

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

a. For Goods offered from within the Procuring Entity's country:

i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);

ii. The cost of all customs duties and sales and other taxes already paid or payable;

iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and

iv. The price of other (incidental) services, if any, listed in e.

b. For Goods offered from abroad:

i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.

ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications).**

13. Bid and Payment Currencies

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

13.2. Payment of the contract price shall be made in Philippine Pesos.

14. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration 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 March 12, 2024. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

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

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

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

16. Deadline for Submission of Bids

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

17. Opening and Preliminary Examination of Bids

17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

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

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

18. Domestic Preference

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

19. Detailed Evaluation and Comparison of Bids

19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.

19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.

19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.

19.4. The Project shall be awarded as 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**.

21. Signing of the Contract

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

Section III. Bid Data Sheet

ITB Clause	
5.3	For this purpose, contracts similar to the Project shall be: a. Procurement of security services. b. completed within eighteen (18) months prior to the deadline for the submission and receipt of bids.
7.1	Not applicable.
12	The bid price shall be fixed and shall not be adjusted during contract implementation, except for the following: 1) increase in daily wage pursuant to law or new wage order issued after date of bidding; 2) increase in taxes and mandatory government contributions; and 3) increase or decrease in the number of security guards required by PCAARRD provided that the increase follows the approved rate in the contract.
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: a. The amount of not less PhP181,865.02 *(2% of ABC)*, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than PhP454,662.54 *(5% of ABC)* if bid security is in Surety Bond.
15	For manual and electronic submission of bids, please see Section VIII. Checklist and Guidelines on Submission of Technical and Financial Documents.
19.3	Single lot - Procurement of CY2024 Security Services ABC: PhP9,093,250.80
21.1	If not included in the bidder's proposal for the scheduled bid opening: 1. Latest Income and Business Tax Returns filed and paid through the BIR Electronic Filing and Payment System (eFPS)' 2. Organizational Structure of the Security Agency; 3. Member of Philippines Association of Detectives and Protection Agency Operators (PADPAO), or other association recognized by the PNP-CSG-SOSIA, and license to operate issued by the latter; 4. Certificate of mandatory registration as a legitimate security service contractor from Department of Labor and Employment (DOLE) 5. Copy of the company profile reflecting bidder's capability to provide a minimum of 30 qualified and licensed security personnel to be assigned at PCAARRD;

	6. Performance Evaluation from two previous clients which should be Very Satisfactory; 7. Latest clearance certificate covering the period of January-June 2023 from: • SSS • PhilHealth • PAGIBIG **Note:** **• Bidder who submitted its bids manually must send electronic copies of its proposals to bac@pcaarrd.dost.gov.ph** The scanned copies of the Bid Securing Declaration or other forms of bid security excluding cash, and the Omnibus Sworn Statement submitted in the first bid envelope are considered compliant with the requirements for bid submission under the rules, subject to submission of the original copies thereof during the post-qualification stage.

Section IV. General Conditions of Contract

1. Scope of Contract

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

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

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

2. Advance Payment and Terms of Payment

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

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

3. Performance Security

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

4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC**, **Section VII (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	
2.2	The security agency shall provide PCAARRD with monthly payroll and payslips of security guards, including remittance copy with official receipt of SSS, Pag-IBIG, ECC and PhilHealth contribution every 20th day of the succeeding month.
4	Regular Monday inspection and Actual/Spot inspection of the performance of the guards, their equipment and other essential paraphernalia at any time will be conducted as deemed necessary or as referred to Section VII. Technical Specifications.
5	The security agency shall correct any defects in the delivery of security services which shall not be limited to replacement of any guard and needed security equipment, within 24 hours upon receipt of the valid complaint. The correction of defects must be acceptable to PCAARRD.

Section VI. Schedule of Requirements

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

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	Procurement of Security Services to PCAARRD: Deployment (no. of shift:3)		30 security guards	
	● Motorpool	1	3	January - December
	● Main Gate	2	6	2024 (shall commence
	● Main Lobby	1	3	after
	● Backyard Parking	1	3	signing/conforming
	● BPK Building	1	3	with the Notice to
	● C. Pagdilao Drive/ Guesthouse	1	3	Proceed)
	● DPITC	2	6	
	● Supervisor/Asst. Supervisor	1	3	

Shifting hours: First shift: 7:00 A.M. – 3:00 P.M.
Second shift: 3:00 P.M. – 11:00 P.M.
Third shift: 11:00 P.M. – 7:00 A.M.

The Security Agency must provide 3 shifting Supervisors and guards for 8 hours service each or a maximum of 12 hours.

Shifting schedules with 9 guards and 1 supervisor/ asst. supervisor: 7am-3pm; 3pm-11pm; 11pm-7am

I hereby certify to comply and deliver all the above requirements.

Name of Company :_____
Signature of Authorized Representative :_____
Name of Authorized Representative :_____
Designation :_____
Date :_____

Section VII. Technical Specifications

Item	Specification	Statement of Compliance
[Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]		
1	Computation of Agency Budget for the Contract (ABC) is based on PADPAO Standard Cost Distribution and Wage Order No. IVA-20 effective September 7, 2023	
2	Duration of the contract is for one (1) year	
3	Bid prices for the 1-year duration is fixed and shall not be adjusted during contract implementation except for the following: a. increase in daily wage pursuant to law or new wage order issued after date of bidding b. increase in taxes and mandatory government contributions c. increase or decrease in the number of security guards required by PCAARRD provided that the increase follows the approved rate in the contract	
4	Annual Performance Evaluation of the Security Services shall be conducted by PCAARRD which may be the basis for pre-termination of the contract for failure of the contractor to perform its obligation	
5	Working hours shall be from Monday-Sunday including holidays with a maximum of 12 working hours for each security guard if overtime is needed (regular 8 hours + 4 hours overtime)	
6	The security agency shall assign guards and supervisors who have the required expertise, qualification and capability to perform the service. **See Annex A**	
7	PCAARRD reserves the right to retain some security guards who have served PCAARRD very satisfactorily and have them included under contract with the winning bidder.	
8	A total of thirty (30) guards shall be deployed to PCAARRD as follows:	

	<table><tr><th>Deployment</th><th>No. of Guard/ Post</th><th>No. of Shift</th><th>Total Guards/Post</th></tr><tr><td>1. Motorpool</td><td>1</td><td>3</td><td>3</td></tr><tr><td>2. Main Gate</td><td>2</td><td>3</td><td>6</td></tr><tr><td>3. Main Lobby</td><td>1</td><td>3</td><td>3</td></tr><tr><td>4. Backyard Parking</td><td>1</td><td>3</td><td>3</td></tr><tr><td>5. BPK Building</td><td>1</td><td>3</td><td>3</td></tr><tr><td>6. CPagdilao Drive/Guesthouse</td><td>1</td><td>3</td><td>3</td></tr><tr><td>7. DPITC</td><td>2</td><td>3</td><td>6</td></tr><tr><td>8. Supervisor/Asst Supervisor (must provide 3 shifting Supervisors for 8 hours service each)</td><td>1</td><td>3</td><td>3</td></tr><tr><td>TOTAL</td><td>10</td><td></td><td>30</td></tr></table>	
9	The security agency shall provide PCAARRD with monthly payroll and payslips of security guards, including remittance copy with official receipt of SSS, PAGIBIG, ECC and PHILHEALTH contribution every 20th day of the succeeding month.	
10	The following equipment and supplies must be provided by the security agency for use by the guards: **see Annex B**	
11	In the performance of their duty, any properties of PCAARRD that will be damaged or broken by the guards shall be restored or changed (equivalent type) by the security agency.	
12	A minimum amount of P1,000.00 per month as maintenance fee for the security housing/barracks shall be deducted from monthly payment to the winning agency.	
13	Annex C – Rights and Responsibilities of PCAARRD	
14	Annex D – Obligations of Security Agency	
15	Annex E – Operating Policies and Procedures	

I hereby certify to comply with all the above requirements.

Name of Company : _____
Signature of Authorized Representative : _____
Name of Authorized Representative : _____
Designation : _____
Date : _____

Annex A

Minimum Qualifications of the Security Guards

The Security Guards shall have the following minimum qualifications:

1. Must meet all the basic qualification standards provided by RA 5487 as amended by PD 11 and that of the Security Agency and PNP- Supervisory Office on Security and Investigation Agencies (SOSIA).
2. Special Conditions of PCAARRD Security Force:

   Guards:

   a. Not allowed to entertain/interact with family and friends while on active duty;
   b. Knowledge of basic first aid and proper handling of firearms;
   c. Should have a standard haircut as part of the uniform

   Supervisor and Assistant Supervisor (in addition to special conditions for guards):

   a. must be knowledgeable on Disaster Risk Management and Emergencies
   b. must possess a valid driver's license with restriction no. 2
   c. at least college level or TESDA-Security Services NC II holder or Certified Security Professional (CSP)

Annex B

Minimum Security Equipment and Supplies

The following equipment must be provided by the security agency for use by the guards:

No.	Particulars	No. of Units
1	Base Radio	1
2	Handheld radio with extra charger and reserved batteries (1 unit @ for 7 locations plus 1 unit for supervisor)	8
3	Mobile phone for supervisor / main gate	1
4	Motorcycle for roving duty	1
5	Firearms: Duly licensed and with laminated photocopy of the License Card a. 9 mm pistol with 40 rounds ammunition (reload not acceptable) For guards posted at 1. main lobby, 2. backyard, 3. DPITC, 4. BPK, 5. main gate b. 12-gauge shotgun with 20 rounds ammunition for guard at the main gate	 5 1
6	Searchlights/flashlight (1 unit @ for 9 guards on duty)	9
7	Metal detector (guard at the main lobby & DPITC)	2
8	Watchman clock with 8 keys	1
9	Emergency light (1 unit @ for 7 posts)	7
10	CCTV Deployment: 1 – Motorpool working area 1 – Front of GSS Building (pathway) 1 – Gate Exit (back of old Property Building) 1 – Front of Pump House 1 – Back of E.O. Tan Building 1 – Back of BPK Building 2 – Backyard Area 1 – OED hallway 1 – PCMD hallway 1 – CBP hallway 1 – IARRD hallway 1 – MRRD hallway 6 – Staff housing area 1 - Back of MRRD (water reservoir) All cameras at least 5 megapixel H.264 videos	20
11	TV Monitor with DVR (for CCTV) Deployment: 1 – Main lobby 1 – BPK main lobby 1 – Security office (at motorpool) 1 – DPITC All TV monitors 2TB HDD each (upgradable to 12 TB)	4

The following supplies/items shall be issued by the security agency:

No.	Particulars	No. of units
1	Prescribed Basic Uniform	All guards
2	Duty Detail Order	All guards
3	Nightstick/baton	All guards
4	Whistle	All guards
5	Timepiece/Watch	Supervisor
6	Writing Pen	All guards
7	Notebook and duty checklist	All guards
8	Flashlight/batteries	Guards at the 7 posts
9	First Aid Kit	All guards
10	Handcuffs	All guards
11	Umbrella	Guards at the 7 posts
12	Raincoat & boots	Guards at the 7 posts
13	Reflectorized traffic vest	Guards at the 7 posts
14	Office supplies	At the Security Office

*New prescribed uniforms for all guards and supervisors are required at the start of the contract. All required supplies and equipment shall be inspected within 1 month of contract signing.

Annex C

Rights and Responsibilities of PCAARRD

1. Screens, approves and evaluates the guards to be deployed by the Security Agency. Copies of the licenses, results of neuro-psychotic examination, training certificates and other requirements of the guards shall be furnished to PCAARRD. PCAARRD reserves the right to retain some security guards who have served PCAARRD very satisfactorily and have them included under contract with the winning bidder.
2. Monitors any changes in the set-up of security guard assignments. Relievers should be introduced first to PCAARRD before they are asked to report for duty. PCAARRD must be informed of the security guard who goes on leave without an approved application or those guards who are suspended or terminated.
3. Notifies the Security Agency within forty eight (48) hours from the date the loss or damage to property occurred or is discovered to enable the Security Agency to conduct its own investigation.
4. Conducts Annual Performance Evaluation of the Security Services which may be the basis for pre-termination of the contract for failure of the Security Agency to perform its obligation.
5. Assigns two (2) staff from the Security Committee who will serve as PCAARRD Management Security Officers.
6. PCAARRD may provide security barracks for a maximum of 10 guards upon the request of the winning agency.
7. Reduce or increase the number of guards or replace all, some or any particular guard as the exigencies of its operation may require and such reduction, increase or replacement shall become effective twenty-four (24) hours after notice thereof is given to the Security Agency.
8. Has the option to demand payment for the replacement value of the lost/damaged properties or its replacement by another at least substantially in the same condition as the former, whose loss or damage is attributable to the negligence of the guards on duty.
9. Security housing/barracks shall be provided for free but occupants will pay for all utilities (water and electricity).

Annex D

Obligations of Security Agency

1. Provides PCAARRD with security services which include among others:
   a) update the security plan within 10 days upon receipt of Notice of Award;
   b) maintaining law and order at PCAARRD's premises;
   c) protect and guard PCAARRD's properties from theft, robbery, arson, destruction or damages;
   d) protecting PCAARRD's officers, directors, employees, visitors and guests from assault, harassment, threat or intimidations;
   e) enforcing and implementing PCAARRD's policies, rules and regulations relative to the maintenance of security and safety threats, including accident and disaster.
2. Provides PCAARRD during the life of the contract with twenty seven (27) security guards, one (1) supervisor, and two (2) assistant supervisors who are efficient, uniformed, bonded and armed, each rendering services for eight (8) hours daily, including Saturdays, Sundays and Holidays. No guard shall be allowed to render double or straight duty. Maximum of 12 working hours for each security guard if overtime is needed (regular 8 hours + 4 hours overtime).
3. Agency management must coordinate on a regular basis with the PCAARRD security committee: pre deployment meeting, first semester review, annual review.
4. Submit a detailed security plan for PCAARRD as soon as the contract is awarded for approval with the following components:
   a. General security
   b. Crisis management
   c. Traffic and safety
   d. Building security
5. Strictly implements the directives of PCAARRD security measures to safeguard PCAARRD's properties and staff.
6. Maintains an effective discipline and full control and supervision over the security guards assigned under the Contract, as well as the manner of performance of their duties. However, the Security Agency binds itself to cause the implementation or enforcement of any and all rules, regulations and directives that PCAARRD may issue concerning the conduct of said guards. In case of emergency or immediate need for the services of security guards, PCAARRD or any of its ranking officials may issue direct orders for compliance by the security guards.
7. Furnishes PCAARRD with copies of violations and penalties of security guards who violated SOP's, Code of Ethics and Code of Conduct.
8. Assumes all obligations and liabilities that may arise due to acts or omissions committed by the security guards in the performance of their duties.
9. Complies with the Labor Code and such other related laws, bearing employment, including but not limited to minimum wage, workmen's compensation, separation, SSS and other medicare coverage and shall hold PCAARRD free from any claim by security guards related thereto.
10. Ensures that the guards are paid in accordance with the contract price and that payments of salaries to the security guards are made on the date due.
11. Furnishes PCAARRD a copy of the quarterly remittances of SSS, Pag-IBIG, ECC and PhilHealth contribution for all security guards assigned.

12. Assumes full responsibility or theft, pilferage, damage, loss, robbery, vandalism, arson, or other unlawful acts concerning the properties either owned or held in trust for their persons by PCAARRD except when the loss or damage is due to fortuitous events such as conflagration not attributed to the willful act or negligence of the Security Agency or any of its employees as well as for any obligations or liabilities to PCAARRD.
13. Provides PCAARRD with additional guards for free during special occasions upon sufficient notice.
14. Ensures that Security Guards undertake Training Program for first-aid administration, fire-fighting techniques, DRRM among others.
15. The security agency shall assign guards and supervisors who have the required expertise, qualification and capability to perform the following services:
    a) Record all incoming and outgoing vehicles. If PCAARRD vehicle, include checking of trip tickets if approved and dispatched.
    b) Monitor all persons coming in and out of the PCAARRD premises.
    c) Assist and monitor all incoming and outgoing visitors including issuance of ID/visitor's pass to all walk-in visitors. See to it that all visitors have logged in/out in the visitors' logbook.
    d) Searches/inspects bags, boxes and other sealed items that are to be carried in and out of the building by staff, janitors, and visitors as necessary, subject to the limitation set by law.
    e) Keep all room keys and vehicle keys including staff who will leave their personal vehicle overnight. Record all keys given to staff, janitors and drivers.
    f) Control and monitor baggage and other things left by staff/visitors for temporary custody using the baggage slip; including messages using the message slip and relay the same clearly to all concerned.
    g) Accept and monitor all trips tickets coming from FAD-GSS and issuance of the same to drivers concerned.
    h) Dutifully switch off lights/equipment that are not in use.
    i) Strictly implements PCAARRD guidelines on overtime services and gate passes of PCAARRD properties.
    j) Answer phone calls and relay clearly the messages to all concerned.
    k) Monitor the cameras/recorders installed at different places within the area.
    l) Close all gates at 8:00 p.m. and open them at 5:00 am the following day.
    m) Check and report to GSS all defective facilities/equipment including busted bulbs within the area of responsibility and prepare job order when necessary.
    n) Conduct inspection from time to time within the area of responsibility including all rooms within the building.
    o) Conduct roving inspection within the PCAARRD premises, to include PCAARRD staff housing area.
    p) For the supervisor to conduct a roving inspection by motorcycle to all posts every two (2) hours from 7pm to 6am and every 4 hours from 7am to 6pm.
    q) Turn over all messages, records and the post to the incoming security guard.
    r) Strictly implements office orders on "parking system".
    s) Strictly implements policy of "no entry/no loitering" within PCAARRD premises after office hours except usage of/passage in Paseo de Valmayor main road to all non-PCAARRD officials/staff, non-residents of Directors' housing and non-occupants of the dorm/guesthouse.
    t) Prepare and submit security reports for every shift to supervisor
    u) Supervisor to submit weekly consolidated report to committee thru GSS

v) Prepare and submit an incident report to GSS through the Security Officer as soon as possible. (If PCAARRD staff, resident or visitor report within 2 hours, if others within 24 hours)
w) Check and monitor all PCAARRD vehicles before and after each trip - odometer reading, fuel level, scratches/damages, left items. The vehicle accountability report should be used in the inspection and should be signed by the security guard on duty and the driver of the vehicle and ensure that the keys are turned over to the lobby guard.
x) Assist drivers, staff and visitors in maneuvering/ parking their vehicle.
y) Must use radio issued and cellphone shall only be used for emergencies and to record important incidents while on duty.

16. The security agency shall provide PCAARRD with monthly payroll and payslips of security guards, including remittance copy with official receipt of SSS, Pag-IBIG, ECC and PhilHealth contribution every 20th day of the succeeding month.
17. Utility bills for the security housing barracks shall be deducted from the monthly payment to the security agency

Annex E

Operating Policies and Procedures

The operating policies and procedures of the Security Guards are grouped into functions, duties and responsibilities, place of assignments, number of hours of duties, equipment requirements, and actions to be followed in times of natural and man-made disasters.

1. HEADQUARTERS OF SECURITY AGENCY
   a. Act as liaison with PCAARRD Management.
   b. Provide guidance to the Supervisor/Assistant Supervisor.
   c. Extend managerial support to the Supervisor/Assistant Supervisor.
   d. Procure supplies and equipment that are needed by the Security Force.
   e. Provide assistance to the members of the Security Force assigned at PCAARRD.
   f. Monitor the daily operations of the Security Force at PCAARRD.
   g. Provide security related services like VIP escort, background investigation, surveillance and other duties as PCAARRD management may direct.
   h. Provide necessary training on first aid, emergency protocol and proper handling of firearms.

2. SUPERVISOR/ASSISTANT SUPERVISOR/RELIEVER SUPERVISOR
   a. Has overall responsibility of the members of the security force in PCAARRD premises.
   b. Provide leadership and direction for the Security Guards.
   c. Responsible to PCAARRD management for the implementation of all rules and regulations relevant to security matters.
   d. Monitor the performance and efficiency of guards and recommend the relief of misfits.
   e. Serve as liaison between PCAARRD and the Security Agency.
   f. Prepare and submit special reports of unusual incidents.
   g. Review, submit and prepare guard detail order and monthly security report and conditions of secured properties.
   h. Advise PCAARRD officials concerned regarding measures to be undertaken to improve the security of the building premises.
   i. Conduct Troop Information and Education to all guards once a month or as the need arises.
   j. Perform other duties as PCAARRD and/or the security agency may direct.
   k. Conduct inspection and visit posts within the Area of Responsibility (AOR).
   l. Implement the security policies and directives of PCAARRD.

3. BUILDING GUARDS
   a. Operate and enforce the system of personnel identification.
   b. Observe and patrol designated perimeters, areas, structures and activities of security interest.
   c. Apprehend persons attempting or gaining unauthorized access to restricted areas and those committing unlawful acts.
   d. Check depositories, rooms, or buildings of security interest any time, in addition to the normal working hours to determine that they are properly locked and are otherwise in order.

e. Enforce the established system control over the removal of property and material from the compound, as may be applicable.
f. Respond to protective alarm signals or other indicators of suspicious activities of lawless elements.
g. Enforce PCAARRD rules and regulations.
h. Screen visitors with utmost courtesy and notify by phone the official or employee to be visited. If necessary, guide them to the office they desire to transact business with.
i. Issue a visitors pass in exchange of a current and valid government issued identification card.
j. Advise all visitors to wear their ID while inside the building.
k. Prohibit smoking in non-smoking areas at all times.
l. Prohibit individuals or groups from loitering in the lobbies or building entrances.
m. Prohibit vendors or solicitors from entering the office during office hours without permission.
n. Maintain a logbook for visitors and a separate logbook for office personnel and report highlights of happenings and observations during their tour of duty.
o. Check all office equipment and appliances before or after office hours. See to it these office equipment and appliances are in proper places, and then close/lock all offices after determining that everything is secured.
p. Be familiar with the fire alarm system as well as the location of fire-fighting apparatus.
q. Submit reports on any unusual incidents.
r. Perform other duties as PCAARRD and/or the security agency may direct.

4. ENTRANCE/EXIT GATE/PARKING GUARDS
   a. Control flow or traffic and direct drivers to park vehicles properly in designated parking areas.
   b. Safeguard and protect parked vehicles from pilferage of accessories and other attachments.
   c. Not allow PCAARRD vehicles to leave the compound without an approved trip ticket and gate pass.
   d. Maintain a logbook on the arrival and departure of PCAARRD vehicles.
   e. Control the parking of vehicles of visitors to the designated parking area. Employee's vehicles shall be allowed entry and to park in the designated area for privately owned vehicles.
   f. Enforce all existing PCAARRD security rules and regulations. (to be discussed by the PCAARRD- FAD GSS Officer).
   g. Conduct inspection of all offices inside the building after office hours to switch off all electrical equipment neglected by the PCAARRD employees.
   h. Switch-off all necessary perimeter security lights within the area of his responsibility during nightfall.
   i. Submit reports of any unusual incidents.
   j. Perform other duties as PCAARRD and/or the security agency may direct.

5. ROVING GUARDS
   a. All roving guards must politely guide, check and observe situations of visitor/s within the area of responsibility.
   b. Guide visitors to their office destination.
   c. Check and prevent unauthorized persons from loitering in the corridors or entering offices without official business or transactions.

d. See to it that all lights are switched off and all electrically operated equipment and appliances are unplugged when occupants of an office are all gone.
e. Impose all existing PCAARRD security rules and regulations.
f. Be familiar with the location of the fire alarm system and firefighting apparatus.
g. Be alert at all times.
h. Submit reports on any unusual incidents.
i. Perform other duties as PCAARRD and/or agency may direct.

6. COMPOUND / BUILDING SECURITY ACCESS SYSTEM

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

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

For hand-carried items:

The guards shall:

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

For vehicles of visitors, clients and employees:

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

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

The guard shall:

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

C. Safekeeping of the deadly weapons

a. Individuals found in possession of deadly weapons will be subject for investigation. If he is authorized by law, the owner will deposit the firearms/weapons to the guard and the duty guard will issue a deposit slip indicating the name of the owner, model/type/caliber of firearm, date & time

in/out. When the owner needs to leave the compound he/she must surrender the deposit slip to the guard to retrieve his weapons/firearms.

b. Individuals in possession of deadly weapons who are found unauthorized by law will be apprehended and turned over to the nearest police station.

D. Check exit of package, boxes, equipment, firearms, and deadly weapons. Hand-carried PCAARRD property brought out of the compound shall be accompanied with property pass slip signed by the authorized PCAARRD Property Officer.

a. Guards shall deny the pull-out of the PCAARRD property that is not covered by pass slip.

b. Guards must inspect and ensure that the property being brought out is indicated in the property slip or gate pass. They will record the name/kind of the equipment including the serial number, person responsible, time and date. Sealed boxes brought outside the complex will be required for inspection.

Inside vehicle

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

7. MAINTAIN A LIST OF PCAARRD OFFICIALS WHO ARE AUTHORIZED TO ISSUE ACCESS PASSES/AUTHORITY

a. Every guard post will be provided with a list of PCAARRD officials who are authorized to sign the property pass. The list shall contain the signature of the authorized representative for comparison with the submitted gate pass of the concerned party.

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

8. CHECK ENTRY OF INDIVIDUALS FOR PROPER IDENTIFICATION

a. PCAARRD employees who are issued PCAARRD ID cards upon employment shall wear them at all times.

b. Employees who do not have their ID cards must be advised to secure a PCAARRD ID at the Personnel Section.

c. Strict implementation of "NO ID. NO ENTRY" system on all gates and entrances of PCAARRD for security purposes shall be imposed.

d. Visitors are required to present/show valid identification, such as school or office ID, voters ID, etc. before signing in on the logbook. Then they are required to leave their personal ID in exchange for a Visitor's pass which they will wear while inside the compound.

e. Direct/guide lost visitors and other non-organic personnel who transacted business within the compound.

f. Guards at the entrance and exit areas, shall maintain a logbook or log sheets for visitors. Logbooks must be kept in the security office, and shall be made available when asked for verification purposes.

9. CHECK ENTRY OF VISITORS WITH VEHICLES

a. A control on the number of vehicles entering will be implemented to avoid congestion. The guard shall require the owner or driver of the vehicle to leave his license to the guard at the entrance gate. The guard will record the owner's name including the name,

type of vehicle, time in and out. Upon leaving the compound the driver's license shall be returned.

b. A record of arrival and departure of vehicle will be kept in the possession of the supervisor/asst. supervisor and be made available for verification when the need arises.
c. The guard on duty must properly control and direct the entrance of any vehicle parked within the prescribed parking area.
d. The guard shall direct the inward and outward flow of traffic and employ existing parking regulations. Guards must also direct traffic at the parking area to avoid congestion.

10. CHECK ENTRY OF SERVICE PERSONNEL OR CONTRACTORS FOR PROPER ID, DECORUM AND AUTHORIZATION
    a. Monitor the entry of contractor's personnel working inside the PCAARRD compound.
    b. Require the contractor's personnel to present his authority i.e. request for repair in order for the guards to verify the veracity of the request by conforming to the issuing official.
    c. When contractual repairs are being undertaken, employees of the contractor must be accompanied at all times by the client representative while performing the repairs.
    d. Personal belongings of these contractor employees shall be inspected when entering and departing the area.

11. RECORD THE ENTRY OF VISITORS, AND SERVICEMEN, ETC.
    a. Upon entry at the compound, the guard shall require them to sign/log in the visitor's logbook indicating the name, address, purpose, time in and out, and signature.
    b. The guard will issue a gate Pass/ID Tag for visitors for proper identification.
    c. Guide visitors to his destination.

12. MONITOR RETURN OF PASSES ISSUED AND CHECK THE WHEREABOUTS OF PERSONS TO WHOM PASSES WHERE ISSUED

    The visitor's tag and the pass slip and/or written authority are to be returned to the issuing guard at the time the visitors leave the PCAARRD compound.

13. EMERGENCY PLAN

    Security guards are enjoined to act during disaster whether man-made or natural calamity. Below are the procedures to be followed:

    a. Fire

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

       Because of these classification manufacturers of fire extinguishers created three types of fire extinguishers.

       1. In case of fire, the responding guard shall first determine the cause of fire. After determining, he shall use a fire extinguisher intended for that classification of fire.

In using an extinguisher the guard shall remember the "PASS" which means P-pull the pin, A-aim the nozzle, S-squeeze and S-sweep to the base of the fire until it is totally covered.

2. If the fire cannot be stopped, the guard shall immediately push the alarm button. Any guard who hears this alarm shall immediately initiate the following;
   a. Call the nearest fire department.
   b. Secure all entrance and exit doors and allow no one to enter the building except those authorized.
   c. All emergency exits shall be opened.
   d. Identify and prepare a safe place for evacuation and for temporary use by the victims.
   e. Observe any suspicious looking individual who could be a possible arson suspect.
   f. Record the event of fire from time to time, e.g. color of smoke, speed of fire, location and the origin of fire. This will help fire investigators in locating possible evidence.
   g. After the fire is contained and the building is declared safe by fire experts, guards will allow no one to enter the gutted building except those authorized.

b. Bomb Threat

Bomb threats are usually received through telephone. Experts say that 99 % of which is negative and only 1% is positive. In this kind of situation, precautionary measures shall be immediately initiated. In case of bomb threat, the following shall be initiated by the security force assigned at PCAARRD:

1. To avoid panic among the employees inside the building, security forces shall use a coded music or sound that will alarm only the security guard of a bomb threat.
2. The Supervisor/Assistant Supervisor shall standby near the telephones to receive calls and take note of the following when another call is received. Encourage the caller to talk and if possible ask the caller for the location of the bomb.
   a. The gender of the caller.
   b. Determine whether it is a serious or a prank call.
   c. Take note of the background noise heard on the other phone.
   d. Other matters that will lead to identify/locate the caller.
3. Coordinate with the local law enforcement authorities, call the bomb disposal units and inform the fire department.
4. Tighten security measures by implementing luggage control and body frisking.
5. Cordon the area that is being identified by the caller and as much as possible know the location of the bomb.
6. Execute an immediate search of the area if there is still enough time.
7. If the bomb is found, do not touch it. Cordon the area, there may be tiny wires that may trigger the bomb to explode.
8. Evacuate people in the nearby places that may be reached by the explosion.
9. If the bomb squad expert has already defused the bomb, execute a search for the second time to clear the area before allowing anybody to enter the place.

c. Typhoons

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

1. Observe the surroundings and detect possible danger from falling branches or any object placed on a higher ground.

2. If the area is flooded, check if the water reaches the electrical outlets, if so, inform the maintenance section to switch-off the power line.
3. Prepare all emergency lights for possible power cut-off.
4. Locate safe places for evacuation in case the situation will worsen.
5. Monitor radio news reports to be up-dated of the situations.
6. After the typhoon, request maintenance personnel to inspect all electrical lines, especially plugs in the lower level for possible damage.

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

e. Picket/Strike

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

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

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

f. Hostage Situation

Hostage situation is a complicated case, so we normally course the handling of the case to an expert of the PNP or other law enforcement agency with expertise in this kind of

situation. However, the guard in the area of responsibility facing this kind of situation can help by doing the following:

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

g. Earthquakes

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

1. During earthquakes one must remain calm and avoid panic.
2. When one is inside the building he or she shall avoid using the elevator because chances are there might be power failures and he might be trapped inside.
3. Stay away from electrical cable and wires because this might erupt and can cause electrical shock.
4. If necessary stay under the table or anything that shall give your head ample protection from falling debris.
5. Guard on post must immediately assist to the best of his ability to protect and evacuate to a safer area the employees of PCAARRD.
6. Send immediately those employees hurt in the course of the quake to the nearest hospital.
7. Search for other persons left in the building after evacuation and report all damages in properties and injured persons to the Security Services, Traffic, and Safety Committee as well as to the security agency. In case of an earthquake, security guards are expected to act as first responders, therefore they must have undergone the basic course in basic life support or first aid.

14. OTHER SERVICES:

The security agency on its account shall provide additional services to the PCAARRD free of charge, namely:

1. Nightly inspection of the guards on post by designated agency inspectors;
2. Investigate reports on security agency personnel irregularities in connection with their service/work, including investigation on reported losses. This task is handled by agency investigator duly accredited by the PNP-SAGSD;
3. A bi-monthly Troop Inspection and Education (TIE) of the security guards to acquaint them on policies, rules and regulations of PCAARRD;
4. In-service training program and re-training of security personnel, especially on the four basic rules of gun handling, firefighting techniques and procedures and other security/emergency concerns

5. The security specialist of the security agency will also conduct a regular Security Risk Assessment aside from the risk assessment of the detailed Supervisor/Assistant Supervisor to evaluate the existing security measures and provide recommendations in case there is a need to change the security system;
6. In coordination with the law enforcement agencies a continuous intelligence networking by soliciting/gathering information within the areas to detect any criminals operating;
7. Other security gadgets/equipment which PCAARRD may require to meet the growing needs. On-the-job training by the guards at all stations, at least one (1) day prior to take over from the outgoing security guards and agency. The OJT guards shall stand side by side with the guards of the outgoing agency to familiarize themselves with the security rules and procedures of PCAARRD and to prevent possible sabotage.

Section VIII. Checklist and Guidelines of Submission of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

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

Technical Documents

☐ (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**

☐ (c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**

☐ (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;

or

Original copy of Notarized Bid Securing Declaration; **and**

☐ (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**

☐ (f) Original duly signed Omnibus Sworn Statement (OSS);

and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

☐ (g) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);

or

A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class "B" Documents

☐ (h) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;

or

duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

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

- ☐ (i) *[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- ☐ (j) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.
- ☐ (k) Latest Income and Business Tax Returns filed and paid through the BIR Electronic Filing and Payment System (eFPS). The latest income and business tax returns are those that fall within the last six (6) months preceding the date of bid submission.
- ☐ (l) Organizational Structure of the Security Agency.
- ☐ (m) Member of Philippines Association of Detectives and Protection Agency Operators (PADPAO), or other association recognized by the PNP-CSG-SOSIA, and license to operate issued by the latter.
- ☐ (n) Certificate of mandatory registration as a legitimate security service contractor from Department of Labor and Employment (DOLE).
- ☐ (o) Copy of the company profile reflecting bidder's capability to provide a minimum of 30 qualified and licensed security personnel to be assigned at PCAARRD.
- ☐ (p) Performance Evaluation from two immediate clients including PCAARRD (if applicable) which should be Very Satisfactory
- (q) Latest clearance certificate covering the period of January-June 2023 from
  - ☐ • SSS
  - ☐ • PhilHealth
  - ☐ • Pag-IBIG

II. FINANCIAL COMPONENT ENVELOPE

- ☐ (r) Original of duly signed and accomplished Financial Bid Form; **and**
- ☐ (s) Original of duly signed and accomplished Detailed Financial Proposal.

Based on GPPB Resolution No. 16-2020, Section 3:

- ☐ The scanned copies of the Bid Securing Declaration or other forms of bid security excluding cash, and the Omnibus Sworn Statement submitted in the first bid envelope are considered compliant with the requirements for bid submission under the rules, subject to submission of the original copies thereof during the post-qualification stage.
- ☐ The scanned copies of the Bid Form, Price Schedules, or other forms in the second bid envelope are considered compliant with the requirements for bid submission under the rules

Forms/Templates can be downloaded here: https://gppb.gov.ph/downloadables.php

Name of Procuring Entity: PCAARRD

LIST OF ALL 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

Business Name:_____

Business Address:

Name of Contract	Address and Tel. No. of Contractor	Kind of Goods	Value of Outstanding contract (P)	Date of Delivery
Government				
Private				

Submitted by: (Name and Signature)

Designation and Date:_____

Name of Procuring Entity: PCAARRD

STATEMENT IDENTIFYING THE BIDDERS SINGLE LARGEST COMPLETED CONTRACT SIMILAR TO THE CONTRACT TO BE BID COVERING WITHIN EIGHTEEN (18) MONTHS IMMEDIATELY PRIOR TO THE DATE OF SUBMISSION AND RECEIPT OF BIDS

Name of Contract	Address and Tel. No. of contractor	Amount of contract	Kind of Goods	Date completed

Please attach either end user's acceptance or official receipt(s) or sales invoice issued for the contract.

Submitted by: (Name and Signature)
Designation and Date:_____

Detailed Financial Proposal

COST DISTRIBUTION PER MONTH OF SECURITY SERVICES
(Source: PADPAO Standard Cost Distribution/Wage Order No. IVA-20 effective September 7, 2023)

No. of working days per week	7 days
No. of days per year	394.4 days
	8-hour work/day
Daily wage	PhP_____

A. Amount Directly to Guard	
Average Pay/Month (DW x 394.4 days/12 months)	
Night Differential Pay (Ave. Pay/month x 10% x 1/3)	
13th month Pay (DW x 365/12/12)	
5 Days Incentive Pay (DW x 5/12)	
Uniform Allowance* (Per RA 5487 – standard)	
Sub-total	
B. Amount from Government in favor of Guard	
a) Retirement Benefit (RA 7641)	
b) SSS Premium	
c) PhilHealth Contribution	
d) State Insurance Fund	
e) Pag-IBIG Fund	
Sub-total	
C. Total Amount Due to Guard and Government **(A+B)**	
D. Agency Fee _____**% of C** Administrative Overhead and Margin	
E. Value Added Tax **(D x 12%** - RMC039-20-07**)**	
F. Minimum Contract Rate per Month **(C+D+E)**	
G. Contract Rate for 12 months for 30 Security Guards **(F x 12 months x 30 Security Guards)**	

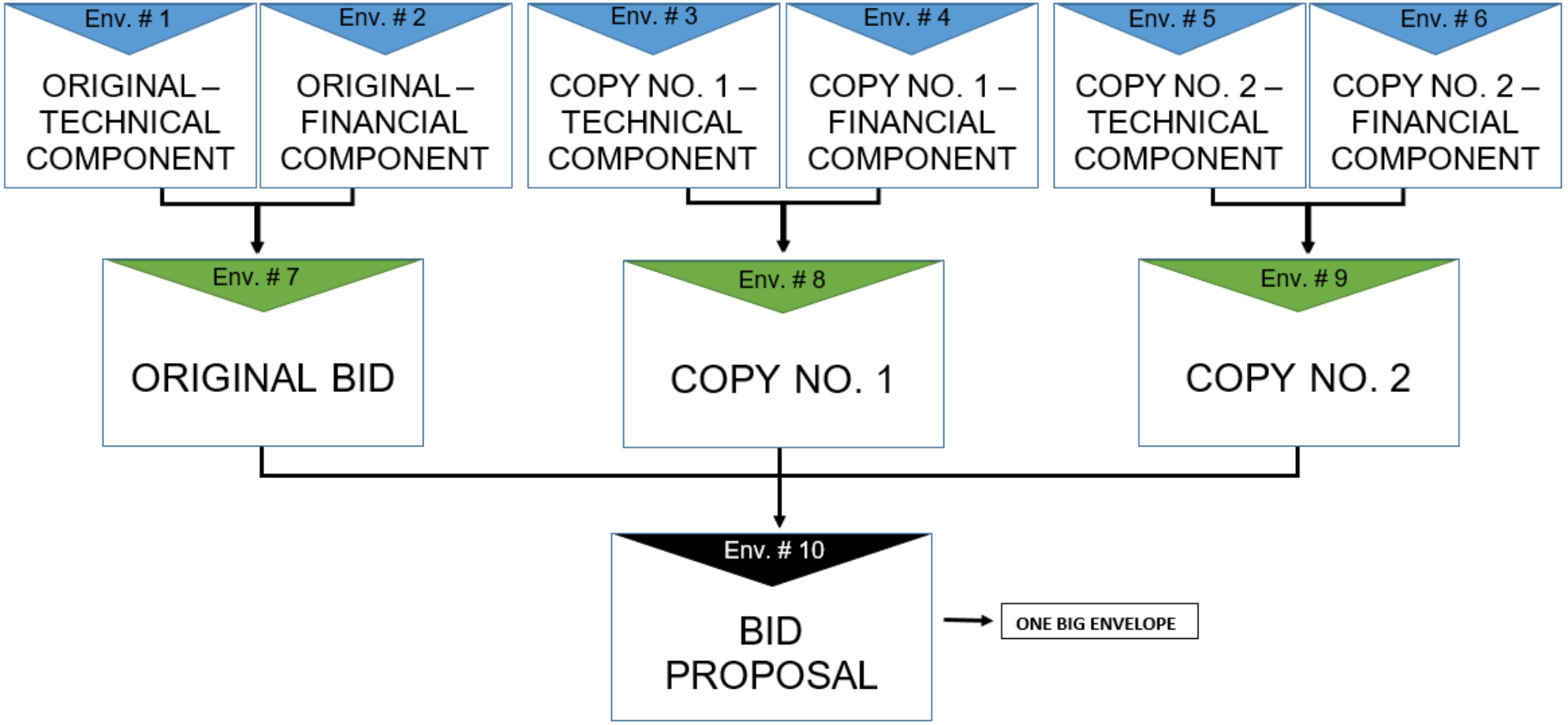
NOTES: Please explain your ZERO bid for any item

* Zero bid for uniform means that the PhP100.00 uniform allowance will still be given to guards charged against the security agency.

* Zero bid for all other items means that these items will be fully shouldered by the bidder. If the bid for "Amount from Government in favor of Guard" is less than the required amount by these government corporations, the bidder will pay fully and shoulder the difference from the bid. If awarded the contract, no request for increase of government contribution shall be accepted by PCAARRD; unless a new order from these government corporations is issued.

Name: _____
Legal Capacity: _____
Signature: _____
Duly authorized to sign the Bid for and behalf of: _____

SEALING AND MARKING OF BIDS (MANUAL SUBMISSION)



ORIGINAL BID / COPY NO. 1 / COPY NO. 2
NAME OF THE CONTRACT TO BE BID IN CAPITAL LETTERS
NAME AND ADDRESS OF THE BIDDER IN CAPITAL LETTERS
PHILIPPINE COUNCIL FOR AGRICULTURE, AQUATIC, AND NATURAL RESOURCES RESEARCH AND DEVELOPMENT (PCAARRD) - BIDS AND AWARDS COMMITTEE (BAC)
IDENTIFICATION NUMBER OF THE CONTRACT
DO NOT OPEN BEFORE (DATE AND TIME FOR THE OPENING OF BIDS)

ISO 9001:2015

DOST-PCAARRD Guidelines for the Electronic Submission and Receipt of Bids*

Preparation of bid proposals

a. All documents must be in PDF format and properly labelled.
b. The eligibility and technical components of bid will be saved in one folder with file name, "Technical Components."
c. Financial components of bid will be saved in another folder with file name, "Financial Components."

Use of a two-factor security procedure

a. Both folders must be compressed using 7-zip.
b. For consistency, bidders to choose ".zip" as the archive format and "AES-256" as the encryption method.
c. Bidder should set up a password for the compressed file.
d. The password for accessing the file will be disclosed by the bidder only during the actual bid opening, which may be done in person or face-to-face through videoconferencing, webcasting, or similar technology.
e. In case of failure to attend the actual bid opening, bidders may send the password in a separate email via schedule (delayed) send with the subject title, "Password (Bid Submission of <Name of Bidder>) - <Name of Project>" and indicate the password in the email body.
f. As a best practice, whether or not the bidder can attend the bid opening, bidders can send the password in a separate email via schedule (delayed) send with the same subject title. See FAQs.

Submission and receipt of bids

a. Bidders must send their bid proposals to bac@pcaarrd.dost.gov.ph at any time before the closing date and time indicated in the bidding documents. (Sending bid proposals using Gmail is preferred, but not required.)
b. For consistency, subject title of the email will be "Bid Submission of <Name of Bidder> - <Name of Project>."
c. Bidder will receive a bid receipt page for the official time of submission. This includes the link for the online meeting.
d. Late bids shall not be accepted.
e. Bidder can upload their proposals in Google Drive with the folder name "Bid Submission of <Name of Bidder> - <Name of Project>" if attachment size exceeds 25 MB:
    1. Bidder must follow procedure in *Preparation of bid proposals* and *Use of a two-factor security feature*.
    2. Bidder must create a folder in Google Drive.
    3. Bidder must upload the compressed and password-protected files in the folder.
    4. Bidder must send through email the link of the folder by following procedure a and b of *Submission and receipt of bids*.

Modification of bids

a. Should there be a need to modify submissions, the bidder shall send another bid to be labelled as "Modified." For consistency, subject title of the email will be: "Modified Bid Submission of <Name of Bidder> - <Name of Project>"
b. The bidder must follow the procedures mentioned above.
c. The time indicated upon receipt of the email with the modified bid proposal will be the official time of submission.

FAQs

Q: How do I compress/encrypt/password protect files using 7-zip?
A: https://youtu.be/5KwdedYjecU

Q: How do I schedule sending emails?
A: For Gmail - https://youtu.be/Zlz9uqWxuIk
For Outlook - https://youtu.be/q8URRvXy7Jk

Q: How do I share files from a cloud storage for files exceeding 25 MB?
A: https://youtu.be/JZTaK6T08TE

Note: These procedures shall be followed until the online bidding facility under the modernized Philippine Government Electronic Procurement System (mPhilGEPS) becomes fully operational.

For more information, please contact **The BAC Secretariat** of the Department of Science and Technology (DOST) - Philippine Council for Agriculture, Aquatic and Natural Resources Research and Development (PCAARRD), Los Baños, Laguna at bac@pcaarrd.dost.gov.ph or (63) (49) 554 9670 local 206.

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Government Procurement Policy Board