

# Invitation to Bid

## Provision of Security Services for DFPC Manila

### OCOO2020-02

The **Duty Free Philippines Corporation (DFPC)**, through its **Corporate Operating Budget 2020** now invites Bids from eligible Bidders for the Provision of Security Services for DFPC Manila whose **contract duration shall be for a period of one (1) year**. The Approved Budget for the Contract (ABC) and corresponding Lots are:

LOT	Description	Approved Budget for the Contract (ABC)	Amount of Bidding Documents
Lot 1	Fiestamall Store, Forward Warehouse, NAIA T2 & NAIA T3, & Luxe MOA	Thirty Nine Million Seventy Eight Thousand One Hundred Seventy Three Pesos and 85/100 ( <b>PhP39,078,173.85</b> )	Twenty Five Thousand (PhP25,000.00)
Lot 2	Fiestamall Perimeter, EHA Building, Integrated Warehouse and NAIA Terminal 1	Thirty Four Million Nine Hundred Forty Four Thousand One Hundred Sixty Five Pesos and 60/100 ( <b>PhP34,944,165.60</b> )	Twenty Five Thousand Pesos (PhP25,000.00)

Bids received in excess of the ABC shall be automatically rejected at bid opening.

DFPC now invites bids for the Provision of Security Services for DFPC Manila. Implementation of the contract shall be indicated in the Notice to Proceed. **Bidders should have completed, within five (5) years (2015-2019) from the date of submission and receipt of bids, at least one (1) contract of security services with a deployment of at least twenty (20) guards in similar high traffic establishments (i.e. airport, hotels, malls).** 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 the non-discretionary "pass/fail" criterion as specified in the Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the "Government Procurement Reform Act" and 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 5183.

Interested Bidders may obtain further information from DFPC and inspect the Bidding Documents at the address given below from **9:00AM – 5:00PM, Mondays thru Fridays**.

A complete set of Bidding Documents may be acquired by interested Bidders on **20 February 2020** from the address below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount described above.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

**DFPC** will hold a Pre-Bid Conference on **27 February 2020, 10:00AM** at the BAC Office located at the same address stated hereunder which shall be open to prospective bidders.

Bids must be duly received by the BAC Secretariat at the BAC Office. Deadline for submission is on **18 March 2020, 10:00AM**. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in BDS under ITB Clause 18.

Bid opening shall be on **18 March 2020, at 10:15AM** at the BAC Office. Bids will be opened in the presence of the Bidders' representatives who choose to attend. Late bids shall not be accepted.

**For purposes of computation, where applicable, all figures should be rounded off to a maximum of two (2) decimal places.**

**DFPC** 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 the Revised IRR of RA 9184, without thereby incurring any liability to the affected bidder or bidders.

**BAC Secretariat**

Duty Free Philippines  
EHA Bldg, Fiesta Mall, Columbia Complex  
Ninoy Aquino Ave., Parañaque City  
(632) 552-4343; (632) 5524-337 / 16555 loc. 3039  
Fax No. (632) 879 3664 / 552-4345 / 552 4399 loc. 834/833  
Email add.: bacsecretariat@dfp.com.ph

**ENGR. JOEL R. PEREZ**  
BAC Chairperson

### III. Bid Data Sheet

ITB Clause	
1.1	The PROCURING ENTITY is <b>DUTY FREE PHILIPPINES CORPORATION</b>  The name of the Contract is Provision of Security Services for DFPC Manila.  The identification number of the Contract is OCOO2020-02.
1.2	The lot and reference are:  Security Services <b>Lot 1:</b> Fiestamall Store, Forward Warehouse, NAIA T2 & NAIA T3, & Luxe MOA  <b>Lot 2:</b> Fiestamall Perimeter, EHA Building, Integrated Warehouse and NAIA Terminal 1  Memorandum SM(2019)-501M

ITB Clause	
2	<p>The Funding Source:</p> <p>The Government of the Philippines (GOP) through the 2020 Corporate Operating Budget of DUTY FREE PHILIPPINES CORPORATION in the amount of :</p> <p><b>Lot 1:</b> Thirty Nine Million Seventy Eight Thousand One Hundred Seventy Three Pesos and 85/100 (<b>PhP39,078,173.85</b>)</p> <p><b>Lot 2:</b> Thirty Four Million Nine Hundred Forty Four Thousand One Hundred Sixty Five Pesos and 60/100 (<b>PhP34,944,165.60</b>)</p> <p>The name of the project is :</p> <p style="text-align: center;"><b>PROVISION OF SECURITY SERVICES FOR DFPC MANILA (OCOO2020-02)</b></p>
3.1	No further instructions.
5.1	No further instructions.
5.2	Foreign bidders, except those falling under ITB Clause 5.2(b), may not participate in this Project.
5.4	<p>Bidder must have completed, within the period specified in the Invitation to Bid and ITB Clause 12.1(a)(ii), a single contract that is similar to this Project, equivalent to <b>at least fifty percent (50%) of the ABC</b> or:</p> <p><b>Lot 1:</b> Nineteen Million Five Hundred Thirty Nine Thousand Eighty Six Pesos and 92/100 (<b>PhP19,539,086.92</b>).</p> <p><b>Lot 2:</b> Seventeen Million Four Hundred Seventy Two Thousand Eighty Two Pesos and 80/100 (<b>PhP17,472,082.80</b>)</p> <p>For this purpose, similar contract shall refer to provision of security services with a deployment of at least twenty (20) guards in similar high traffic establishments (i.e. airport, hotels, malls).</p>
7	No further instructions.
8.1	Subcontracting is not allowed.
8.2	Not applicable.
9.1	<p>The Date and Venue of the Pre-Bid Conference is:</p> <p><b>27 February 2020, 10:00AM</b></p> <p>DUTY FREE PHILIPPINES CORPORATION BAC Office EHA Building, Fiestamall, Columbia Complex, Ninoy Aquino Ave. Parañaque City</p>
10.1	The PROCURING ENTITY's address is:

ITB Clause	
	<p><b>Duty Free Philippines Corporation Ground Floor, EHA Building, Fiestamall, Columbia Complex, Ninoy Aquino Avenue, Parañaque City</b></p> <p><b>ENGR. JOEL R. PEREZ</b> BAC Chairperson</p> <p>Thru: BAC Secretariat Tele No : 8552 4337 loc 3039, 8552 4343 Fax No. 8879 3664 / 8552 4345 / 8552 4399 loc. 834 bacsecretariat@dfp.com.ph</p>
12.1(a)	No further instructions.
12.1(a)(ii)	<p>The bidder's Single Largest Completed contract (SLCC) similar to the contract to be bid should have been completed within five (5) years (2015-2019) prior to the deadline for the submission and receipt of bids.</p> <p>Provide "<b>Certificate of Satisfaction/Acceptance/Completion</b>" from the listed companies as proof.</p>
13.1(b)	No further instructions.
13.1(c)	Cost Distribution per month ( <i>Refer to Bidding Form No. 6, original</i> ).
13.2	<p>The ABC is:</p> <p><b>Lot 1:</b> Thirty Nine Million Seventy Eight Thousand One Hundred Seventy Three Pesos and 85/100 (<b>PhP39,078,173.85</b>)</p> <p><b>Lot 2:</b> Thirty Four Million Nine Hundred Forty Four Thousand One Hundred Sixty Five Pesos and 60/100 (<b>PhP34,944,165.60</b>)</p> <p>Any Bid with a financial proposal exceeding these amounts shall not be accepted.</p>
15.4(a)(iv)	No incidental services are required.
15.4(b)(i)	Not applicable.
15.4(b)(ii)	No incidental services are required.
16.1(b)	The Bid prices for Goods and services supplied from outside of the Philippines shall be quoted in Philippine Pesos.
16.3	No further instructions.
17.1	Bids will be valid until <b>16 July 2020</b> .

ITB Clause										
18.1	<p>The bid security shall be in any of the following amounts:</p> <table border="1" data-bbox="411 349 1410 1339"> <thead> <tr> <th data-bbox="416 349 914 443">ACCEPTABLE FORMS</th> <th data-bbox="917 349 1406 443">AMOUNT</th> </tr> </thead> <tbody> <tr> <td data-bbox="416 445 914 577">1. Cash or cashier's/manager's check issued by a Universal or Commercial Bank</td> <td data-bbox="917 445 1406 931" rowspan="2"> <b>Two Percent (2%) of the ABC or</b>  <b>Lot 1:</b> Seven Hundred Eighty One Thousand Five Hundred Sixty Three Pesos and 48/100 (<b>PhP781,563.48</b>)  <b>Lot 2:</b> Six Hundred Ninety Eight Thousand Eight Hundred Eighty Three Pesos and 31/100 (<b>PhP698,883.31</b>) </td> </tr> <tr> <td data-bbox="416 580 914 931">2. Bank draft/guarantee (<i>signed by the appointee</i>) or irrevocable letter of credit (<i>original and notarized</i>) issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank</td> </tr> <tr> <td data-bbox="416 934 914 1283">3. Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.</td> <td data-bbox="917 934 1406 1283"> <b>Five Percent (5%) of the ABC or</b>  <b>Lot 1:</b> One Million Nine Hundred Fifty Three Thousand Nine Hundred Eight Pesos and 69/100 (<b>PhP1,953,908.69</b>)  <b>Lot 2:</b> One Million Seven Hundred Forty Seven Thousand Two Hundred Eight Pesos and 28/100 (<b>PhP1,747,208.28</b>) </td> </tr> <tr> <td data-bbox="416 1285 914 1339">4. Bid-Securing Declaration</td> <td data-bbox="917 1285 1406 1339">Refer to Bidding Form No. 2</td> </tr> </tbody> </table>	ACCEPTABLE FORMS	AMOUNT	1. Cash or cashier's/manager's check issued by a Universal or Commercial Bank	<b>Two Percent (2%) of the ABC or</b> <b>Lot 1:</b> Seven Hundred Eighty One Thousand Five Hundred Sixty Three Pesos and 48/100 ( <b>PhP781,563.48</b> ) <b>Lot 2:</b> Six Hundred Ninety Eight Thousand Eight Hundred Eighty Three Pesos and 31/100 ( <b>PhP698,883.31</b> )	2. Bank draft/guarantee ( <i>signed by the appointee</i> ) or irrevocable letter of credit ( <i>original and notarized</i> ) issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank	3. Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	<b>Five Percent (5%) of the ABC or</b> <b>Lot 1:</b> One Million Nine Hundred Fifty Three Thousand Nine Hundred Eight Pesos and 69/100 ( <b>PhP1,953,908.69</b> ) <b>Lot 2:</b> One Million Seven Hundred Forty Seven Thousand Two Hundred Eight Pesos and 28/100 ( <b>PhP1,747,208.28</b> )	4. Bid-Securing Declaration	Refer to Bidding Form No. 2
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4. Bid-Securing Declaration	Refer to Bidding Form No. 2									
18.2	The bid security shall be valid until <b>16 July 2020</b> .									
20.3	Each Bidder shall submit <b>one (1) original</b> and <b>three (3) copies</b> of the first and second components of its bid.									
21	<p>The Address for Submission of Bids is:  DUTY FREE PHILIPPINES CORPORATION (DFPC)  BAC Office  Ground Floor EHA Building, Fiestamall,  Columbia Complex, Ninoy Aquino Ave., Parañaque City</p> <p>The deadline for Submission of Bids is on:  <b>18 March 2020 at 10:00AM</b> (based on DFPC's official time). Late bids shall not be accepted.</p>									
24.1	<p>The place of Bid Opening is  DUTY FREE PHILIPPINES CORPORATION (DFPC)  BAC Office</p>									

ITB Clause	
	Ground Floor EHA Building, Fiestamall, Columbia Complex, Ninoy Aquino Ave., Parañaque City The date and time of Bid opening is on: <b>18 March 2020 at 10:15AM</b> (based on DFPC's official time).
24.2	No further instructions.
24.3	No further instructions.
27.1	No further instructions.
28.3	Partial bids are allowed. All Goods are grouped in lots listed below. Bidders shall have the option of submitting a proposal on any or all lots and evaluation and contract award will be undertaken on a per lot basis. Lots shall not be divided further into sub-lots for the purpose of bidding, evaluation, and contract award.  In all cases, the NFCC computation, if applicable, must be sufficient for all the lots or contracts to be awarded to the Bidder.  Lot 1: Fiestamall Store, Forward Warehouse, NAIA T2 & NAIA T3, and Luxe MOA  Lot 2: NFM Perimeter, EHA Building, Integrated Warehouse and NAIA Terminal 1
28.4	No further instructions.
29.2	<ol style="list-style-type: none"> <li>1. 2018 Income Tax Return (<i>form 1701/1702</i>) with Audited Financial Statement.</li> <li>2. Business Tax Return (<i>forms 2550M and 2550Q</i>) for the last six (6) months (<b>August 2019 to January 2020</b>) prior to opening of Bids filed thru Electronic Filing and Payment System (EFPS).  Only tax returns filed and taxes paid through the BIR Electronic Filing and Payment System (EFPS) shall be accepted.</li> <li>3. Sworn Affidavit of compliance that manpower and logistical requirements will be complied with within fifteen (15) days from receipt of the Notice to Proceed (NTP).</li> <li>4. Sworn Affidavit that the security personnel subject for deployment are not related to one another and to any of the officers/employees of the PROCURING ENTITY, up to the fourth (4th) civil degree of consanguinity or affinity.</li> <li>5. Updated General Information Sheet received by the SEC, for corporation.</li> <li>6. BIR Registration Certificate.</li> <li>7. Company Profile.</li> <li>8. Location map and photo of the office.</li> </ol>
32.4(f)	No additional requirement.

## V. Special Conditions of the Contract

GCC Clause			
1.1(g)	The PROCURING ENTITY is <b><i>Duty Free Philippines Corporation</i></b>		
1.1(i)	The Supplier is _____.		
1.1(j)	<p>The Funding Source is:</p> <p><b>The Government of the Philippines (GOP) through the 2019 Corporate Budget of Duty Free Philippines Corporation in the amount of:</b></p> <p><b>Lot 1:</b> Thirty Nine Million Seventy Eight Thousand One Hundred Seventy Three Pesos and 85/100 (<b>PhP39,078,173.85</b>)</p> <p><b>Lot 2:</b> Thirty Four Million Nine Hundred Forty Four Thousand One Hundred Sixty Five Pesos and 60/100 (<b>PhP34,944,165.60</b>)</p>		
1.1(k)	<p>The Project Site is :</p> <p><b>DUTY FREE PHILIPPINES CORPORATION</b></p> <p><b>Lot 1:</b> Fiestamall Store, Forward Warehouse, Columbia Complex, Ninoy Aquino Avenue, Parañaque City</p> <p>NAIA T2 &amp; NAIA T3, Pasay City</p> <p>Duty Free Philippines, Luxe Boutique, MOA Complex Pasay City</p> <p><b>Lot 2:</b> NFM Perimeter, EHA Building, Columbia Complex, Ninoy Aquino Avenue, Parañaque City</p> <p>Integrated Warehouse, Kaingin Road, Multinational Village, Sto. Niño, Parañaque City</p> <p>NAIA Terminal 1, Pasay City</p>		
2.1	No further instruct Stions.		
5.1	<p>The PROCURING ENTITY's address for Notices is:</p> <p><b>DUTY FREE PHILIPPINES CORPORATION, EHA Building, Fiestamall, Columbia Complex, Ninoy Aquino Ave., Parañaque City</b></p> <table border="0" data-bbox="403 1731 1310 1899"> <tr> <td><b>Vicente Pelagio A. Angala</b> Chief Operating Officer Tel. Nos. (632) 8879-3559 Fax No. (632) 8552 4301</td> <td><b>Patrick P. Layosa</b> Manager-Security Department Tel. Nos. (632) 8552 4316 Fax No. (632) 8879 3524 layosapp@dfp.com.ph</td> </tr> </table> <p>The Supplier's address for Notices is:</p> <p>_____</p>	<b>Vicente Pelagio A. Angala</b> Chief Operating Officer Tel. Nos. (632) 8879-3559 Fax No. (632) 8552 4301	<b>Patrick P. Layosa</b> Manager-Security Department Tel. Nos. (632) 8552 4316 Fax No. (632) 8879 3524 layosapp@dfp.com.ph
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GCC Clause	
6.2	<p><b>SERVICES RENDERED AND DOCUMENTS</b></p> <p>Delivery of Services shall be made by the SUPPLIER in accordance with the terms specified in Section VI, Schedule of Requirements.</p> <p>The SUPPLIER shall, at the mid and end of each month, submit the following documents:</p> <ol style="list-style-type: none"> <li>a) Statement of Account.</li> <li>b) Attendance Summary (original copy of the semi-monthly summary of daily time records duly certified by the PROCURING ENTITY).</li> <li>c) Photocopy of its payroll (immediately preceding payroll period) indicating receipt of payment of salaries and wages due to guards assigned at the PROCURING ENTITY.</li> <li>d) Sworn affidavit executed by the agency's finance officer stating the following: <ul style="list-style-type: none"> <li>• Salaries and wages of the guards assigned in the PROCURING ENTITY for the immediately preceding payroll period has already been paid and released in accordance with the latest applicable wage order.</li> <li>• SSS, PhilHealth, Pag-ibig, Retirement Benefit and State Insurance Fund remittances are paid for by the SUPPLIER every end of the month in accordance with their latest applicable computation table.</li> </ul> </li> </ol> <p>The PROCURING ENTITY at its discretion, may demand the submission of proof of correct and timely remittance of SSS, PhilHealth, Pag-ibig, Retirement Benefit and State Insurance Fund.</p> <p>For purposes of this clause the Procuring Entity's representative at the project site is Mr. <b>Patrick P. Layosa</b>.</p> <p><b>UNDERTAKING OF THE SUPPLIER</b></p> <ol style="list-style-type: none"> <li>1. Ensure that all guards provided to service the PROCURING ENTITY are well trained, competent, qualified, licensed and uniformed security personnel in accordance with requirements set forth in RA 5487 as amended. They should also be aware of the security and safety functions to protect the interest of the PROCURING ENTITY;</li> <li>2. Monitor the assigned guards in the performance of their duties and responsibilities by conducting regular daily inspections to ensure that the security guards are properly discharging their duties pursuant to the existing and new company policies and procedures, giving due regard to the interest of the PROCURING ENTITY;</li> <li>3. Maintain an office in the project location for better feedback and monitoring of performance and competence. For this purpose, the</li> </ol>



GCC Clause	
	<p>SUPPLIER shall immediately notify the PROCURING ENTITY of any change in the office address;</p> <ol style="list-style-type: none"> <li>4. Immediately replace the Detachment Commander/Officer-In-Charge and/or security guards any time upon the request of the PROCURING ENTITY;</li> <li>5. Maintain its good standing as a qualified and competent security agency by ensuring financial capability to provide services as an independent SUPPLIER as evidenced by a duly issued Certificate of Registration of Job/Service Contractor/Sub-Contractor pursuant to DOLE Department Order No. 174-17;</li> <li>6. Obtain, at its own account, the necessary valid licenses, permits, and other documentary requirements, and comply with the foregoing legal undertakings. For this purpose, the PROCURING ENTITY shall, upon its request, be provided with valid licenses, permits and financial statements of the SUPPLIER for evaluation;</li> <li>7. The SUPPLIER shall provide additional personnel upon request of the PROCURING ENTITY with the approval of the HEAD OF THE PROCURING ENTITY if the request is for permanent assignment, and the Security Manager if the request is for temporary assignment or contingency;</li> <li>8. Submit to the PROCURING ENTITY any amendment to their Articles of Incorporation;</li> <li>9. The SUPPLIER shall provide or designate a Project Manager/Officer to the PROCURING ENTITY who can decide on matters pertaining to security operations, administrative, billings &amp; collections, etc.</li> <li>10. The SUPPLIER shall ensure maintenance of adequate manpower deployment, and in case of failure to comply with the manpower requirement, either due to absence or tardiness, the SUPPLIER shall be charged an amount equivalent to one tenth of one percent of the billing period, for every unmanned post by way of penalty charges which shall be automatically deducted by the PROCURING ENTITY from the semi-monthly billings.</li> <li>11. The SUPPLIER is responsible for the prompt payment of salary adjustments of their employees/security personnel. The PROCURING ENTITY shall disqualify the current SUPPLIER to join in the next &amp; succeeding bidding processes for security services for non-compliance of the foregoing.</li> </ol> <p><b>INSPECTIONS</b></p> <p>The PROCURING ENTITY reserves its right to inspect the guards detailed/assigned at its premises any time of its operation.</p> <p><b>SCHEDULE OF REQUIREMENTS</b></p> <p>The schedule and/or number of guards specified in Section VI, Schedule of Requirements may be modified and/or increased/decreased at the sole discretion of the HoPE. It is understood that no payment for the deployment of additional guards shall be made unless a Manpower Deployment Schedule for such increase has been duly approved by the HoPE. In the event that the</p>

GCC Clause	
	<p>SUPPLIER decides to pull out any guard from the premises, the SUPPLIER shall give prior notice to the PROCURING ENTITY for conformity and provide Immediate replacement thereof.</p> <p><b>PROVISIONS FOR PAYMENT</b></p> <ol style="list-style-type: none"> <li>1. The SUPPLIER shall be paid the contract rate for the day shift, night shift per guard per eight (8) hours tour of duty per day and hourly rate for extended duty on a bi-monthly basis.</li> <li>2. On the basis of the contract rate, the guards shall receive a compensation package, inclusive of benefits in accordance with the applicable Cost Distribution. The rate includes services rendered by guards on Sundays and Legal Holidays.</li> <li>3. The PROCURING ENTITY is not obliged to pay the guards on the day that the said guard/s is/are found sleeping or has abandoned post.</li> </ol> <p><b>LIABILITY FOR LOSSES AND DAMAGES</b></p> <p>The SUPPLIER shall be responsible for any loss or damage that may be incurred by the PROCURING ENTITY, its officers, employees, clients, customers, suppliers, and visitors, which are directly attributable to the act, omission, fault or negligence of the SUPPLIER, its guard/s or employees, except under any of the following situations:</p> <ol style="list-style-type: none"> <li>1. Loss or damage to property, belonging to the PROCURING ENTITY kept or placed outside the warehouse/stockroom or selling areas, unless the same have been formally turned over to the SUPPLIER through the guard(s) assigned in the premises, with an actual physical inventory of the same, made in the presence of the representative of the PROCURING ENTITY and that of the SUPPLIER and entered in their respective logbooks and acknowledged by way of their respective signature, affixed therein.</li> <li>2. Loss or damage to properties, which are not reported to the SUPPLIER within seventy-two (72) hours after its discovery by the PROCURING ENTITY, unless the SUPPLIER's guard on duty has knowledge already of such loss or damage thereby rendering, said report unnecessary.</li> </ol> <p>The PROCURING ENTITY may immediately deduct from the billings of the SUPPLIER the losses and/or damages due to the fault or negligence of the SUPPLIER, its security guard/s or employees subject to reimbursement should it be found after an in-depth investigation that the fault is not attributable to them.</p> <p><b>EMPLOYER-EMPLOYEE RELATIONSHIP</b></p> <p>The PROCURING ENTITY shall not be responsible for any claims for general injury, including death sustained by the guards or any third person arising out of or in the course of the performance of the functions of the guards pursuant to this contract. It is expressly understood that no employee-employer relationship exists between the parties or of their employees, representatives</p>

GCC Clause	
	and agents.
10.4	Not applicable.
10.5	Payment using LC is not allowed.
11.3	Maintain the GCC Clause.
13.4(c)	No further instructions.
16.1	<p>The screenings to be conducted are:</p> <ol style="list-style-type: none"> <li>1. Passed the interview process.</li> <li>2. Passed the required agility tests (jogging, sit-ups, pull-ups, push-ups, etc.)</li> <li>3. Assessment and evaluation of credentials: <ol style="list-style-type: none"> <li>A. Security Guards <ol style="list-style-type: none"> <li>a. Valid Security License issued by PNP-SOSIA</li> <li>b. Diploma/Certificate or Transcript of Records</li> <li>c. AVSEC Training Certificate from PNP-AVSEC/CAAP accredited Training School;</li> <li>d. Neuro-Psychiatric Clearance from PNP-SOSIA accredited examination center;</li> <li>e. Drug Test results from the examination center accredited by DOH-DDB IDTOMIS;</li> <li>f. Physical/Medical Examination Report (with remarks on: binocular vision of correctable 20/20 and free of color blindness, with normal blood pressure).</li> <li>g. Local &amp; National Agency Clearances (Barangay, NBI, PNP-C2/PNP Clearance).</li> <li>h. Certificate of Employment (CoE) from the previous employer.</li> <li>i. Background Investigation Report (neighborhood &amp; barangay check)</li> </ol> </li> <li>B. Detachment Commanders/Shift in Charge <ol style="list-style-type: none"> <li>a. Security officer license issued by PNP-SOSIA;</li> <li>b. Diploma/Transcript of Records;</li> <li>c. Neuro-Psychiatric Clearance from PNP-SOSIA accredited examination center;</li> <li>d. Drug Test results from the examination center accredited by DOH-DDB IDTOMIS;</li> <li>e. Physical/Medical Examination Report (with remarks on: binocular vision of correctable 20/20 and free of color blindness, with normal blood pressure);</li> <li>f. Local &amp; National Agency Clearances (Barangay, NBI, PNP-C2/PNP Clearance);</li> <li>g. Certificate of Employment (CoE) from the previous employer;</li> <li>h. Background Investigation Report (neighborhood &amp; barangay check).</li> </ol> </li> </ol> </li> </ol>
17.3	Not applicable.

GCC Clause	
17.4	Not applicable.
21.1	No additional provision.

## VI. Schedule of Requirements

### Lot 1 – “FiestaMall Store, Forward Warehouse, NAIA T2 and NAIA T3 & Luxe MOA”

The Supplier shall provide the PROCURING ENTITY with Security Services specified below for a period of one (1) year:

#### **I. Scope of Services**

1. Maintain law and order within the premises of the PROCURING ENTITY;
2. Guard and protect the properties and premises of the PROCURING ENTITY, including properties of its employees, clients, customers, suppliers, visitors and other persons conducting business with the PROCURING ENTITY, from theft, robbery, damage, malicious mischief, trespassing or other unlawful and destructive acts of any person;
3. Protect the PROCURING ENTITY’s personnel, clients, customers, suppliers, or visitors against assault by any person/s;
4. Enforce various rules and regulations which the PROCURING ENTITY may promulgate from time to time, specifically those relating to the maintenance of security and safety;
5. Provide escort security services for transfers of cash and goods, to and from and/or within the PROCURING ENTITY’s premise/s as may be required by the PROCURING ENTITY;
6. Assist the PROCURING ENTITY in investigating incidents concerning security and safety within the premises of the PROCURING ENTITY;
7. Assist the PROCURING ENTITY in the formulation and development of an effective security program including policies, regulations and systems pertaining to security and safety;
8. Provide the PROCURING ENTITY an advance three (3) days manpower deployment/guard detail. They shall likewise maintain available reliever guard to replace when the need arises.
9. Provide a training program (at its own account) for its assigned security personnel for a retail security/suspect profiling and apprehension, customer service, report writing and note-taking, Bomb and Bomb component identification/detection,

- emergency preparedness (crowd control, earthquake & fire drill) & first aid, safe handling of firearm and proficiency firing, firefighting, basic self-defense (arnis).
10. Provide the PROCURING ENTITY a list of deployed security personnel with a maintaining passing score equivalent to 80% on marksmanship training to qualify them in carrying firearms to their respective post of assignments.
  11. Provide the Daily Manpower Deployment and Minimum Logistical Requirements;
  12. Provide the PROCURING ENTITY with a guard tour with corresponding proximity tag to be used during patrol of the roving guard to ensure that areas are visited and properly inspected.

**Lot 2**

**Page 2 of 4**

13. Provide the PROCURING ENTITY with a Break-time reliever to assume post, duties & responsibilities of the guard who is on a long break. Break period rendered should be reflected in the time card for easy reference in billing purposes. Break-time shall be deducted from the posted security personnel.
14. Maintain an adequate number of Day-off relievers apart from the Break-time relievers which shall be one (1) for every six (6) guard posts.
15. Provide the PROCURING ENTITY with Detachment Commander (DC), holding Security Officer's License issued by PNP-SOSIA, duly completed the Certified Security Professional (CSP) & Basic Occupational Safety & Health (BOSH) Training Courses, DC shall be considered as a deployed guard. DC shall implement instructions given by the PROCURING ENTITY and ensure that all instructions shall be carried out by all guards.
16. The SUPPLIER shall in no case provide any member of the security personnel assigned who is/are relative to any employee of the PROCURING ENTITY within the fourth degree of consanguinity or affinity.

## **II. Manpower Deployment Schedule**

<u>ITEM NO.</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT</u>
1	Day Shift (NFM) 8 hr. Duty/day	31	Guard
2	Night Shift (NFM) 8 hr. Duty/day	0	Guard
3	Extended Duty/day (beyond regular duty but less than 8 hrs.)	77.5	(hour)
4	Day Shift (T-2) 8 hr. Duty/day	8	Guard
5	Night Shift (T-2) 8 hr. Duty/day	7	Guard

<u>ITEM NO.</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT</u>
6	Extended Duty/day (beyond regular duty but less than 8 hrs.)	56	(hour)
7	Day Shift (T-3) 8 hr. Duty/day	13	Guard
8	Night Shift (T-3) 8 hr. Duty/day	11	Guard
9	Extended Duty/day (beyond regular duty but less than 8 hrs.)	96	(hour)
10	Day Shift (Luxe MOA) 8 hr. Duty/day	10	Guard
11	Night Shift (Luxe MOA) 8 hr. Duty/day	3	Guard
12	Extended Duty/day (beyond regular duty but less than 8 hrs.)	48.5	(hour)

### III. Deployment by Gender

<u>LOCATION</u>	<u>MALE</u>	<u>FEMALE</u>	<u>TOTAL</u>
NFM	17	14	31
NAIA T-2	3	12	15
NAIA T-3	6	18	24
Luxe MOA	7	6	13
TOTAL			83

### Minimum Logistical Requirement

In the performance of their duty, the SUPPLIER shall provide the following materials/equipments/supplies with the Minimum Logistical requirement described below:

#### Minimum Logistical Requirements

Area 1 - NFM Store/Forward Warehouse, NAIA T2 & NAIA T3 and Luxe MOA

#### LOT 1

<u>PARTICULAR</u>		<u>NFM (Store &amp; Forward Whse.)</u>	<u>NAIA T2</u>	<u>NAIA T3</u>	<u>Luxe MOA</u>	<u>Sub-Total</u>
FIREARM	.9MM PSTL	17	-	-	10	27
	SPAS 15	1	-	-	-	1
	SHOTGUN	2	-	-	4	6
AMMUNITION	.9MM PSTL	238	-	-	140	378
	SHOTGUN	30	-	-	40	70

SPARE MAGAZINE	9 MM PSTL	17	-	-	10	27
	SPAS 15	1	-	-	-	1
COMMUNICATION	Base Radio	2	-	1	1	4
	Brand New Handheld Radio	30	9	14	11	64
	Spare Battery Pack	15	5	7	6	33
	Battery Charger	15	5	7	6	33
	Head Set	31	15	24	13	83
	Megaphone	2	1	1	1	5
	Mobile/Cellular Phone with Php300.00 monthly load (Preferably SMART SIM)	1	1	1	1	4
BACK-UP VEHICLE (Model must not be more than five (5) years)	4-wheel Utility	1	-	-	-	1
	Motorcycle (at least 125cc)	-	-	-	1	1
FIRST AID KIT		31	15	24	13	83
CCTV System		-	(See Appendix "A")	-	-	10 Cams and 1 unit 32" Monitor
Digital Still Camera w/ 64GB memory card & complete accessories		1	1	1	1	4
Video Camera w/ 64 GB memory card, spare battery pack & complete accessories		1	1	1	1	4
Guard Tour Roving Device with proximity tags		-	-	-	1	1
Bundy Clock		1	1	1	1	4
Metal Detector		3	1	-	2	6
Pax Counter		6	5	6	3	20
Brand New Desktop Computer Set with Colored Printer (3 in 1) with wireless broadband internet access for email reports		1	1	1	1	4
Big Umbrella		3	1	1	4	9
Traffic Baton		-	-	-	2	2
Steel Locker (15 Holes)		3	1	2	1	7
4 Drawers Steel Filing Cabinet		3	1	1	1	6
LED Search Light		3	3	4	3	13
Revolving Fund		Php500	Php500	Php500	Php500	Php2,000

The SUPPLIER shall provide the above-mentioned security personnel and equipment which should be 100% operational at all times for the duration of the contract.

**Implementation Schedule:**

For new SUPPLIER, commencement of security service shall be thirty (30) days from the receipt of the Notice to Proceed.

\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Position

Duly authorized to sign this Schedule of Requirements for and on behalf of  
\_\_\_\_\_:-



## IV. Schedule of Requirements

### Lot 2 – “NFM Perimeter, EHA Building, Integrated Warehouse and NAIA Terminal 1”

The Supplier shall provide the PROCURING ENTITY with Security Services specified below for a period of one (1) year:

#### I. Scope of Services

1. Maintain law and order within the premises of the PROCURING ENTITY;
2. Guard and protect the properties and premises of the PROCURING ENTITY, including properties of its employees, clients, customers, suppliers, visitors and other persons conducting business with the PROCURING ENTITY, from theft, robbery, damage, malicious mischief, trespassing or other unlawful and destructive acts of any person;
3. Protect the PROCURING ENTITY’s personnel, clients, customers, suppliers, or visitors against assault by any person/s;
4. Enforce various rules and regulations which the PROCURING ENTITY may promulgate from time to time, specifically those relating to the maintenance of security and safety;
5. Provide escort security services for transfers of cash and goods, to and from and/or within the PROCURING ENTITY’s premise/s as may be required by the PROCURING ENTITY;
6. Assist the PROCURING ENTITY in investigating incidents concerning security and safety within the premises of the PROCURING ENTITY;
7. Assist the PROCURING ENTITY in the formulation and development of an effective security program including policies, regulations and systems pertaining to security and safety;
8. Provide the PROCURING ENTITY an advance three (3) days manpower deployment/guard detail. They shall likewise maintain available reliever guard to replace when the need arises.
9. Provide a training program (at its own account) for its assigned security personnel for a retail security/suspect profiling and apprehension, customer service, report writing and note-taking, Bomb and Bomb component identification/detection, emergency preparedness (crowd control, earthquake & fire drill) & first aid, safe handling of firearm and proficiency firing, fire fighting, basic self defense (arnis);
10. Provide the PROCURING ENTITY a list of deployed security personnel with a maintaining passing score equivalent to 80% on marksmanship training to qualify them in carrying firearms to their respective post of assignments;
11. Provide the Daily Manpower Deployment and Minimum Logistical Requirements;
12. Provide the PROCURING ENTITY with a guard tour with corresponding proximity tag to be used during patrol of the roving guard to ensure that area are visited and properly inspected;

13. Provide the PROCURING ENTITY with a Break-time reliever to assume post, duties & responsibilities of the guard who is on a long break. Break period rendered should be reflected in the time card for easy reference in billing purposes. Break-time shall be deducted from the posted security personnel;
14. Maintain an adequate number of Day-off relievers apart from the Break-time relievers which shall be one (1) for every six (6) guard posts;
15. Provide the PROCURING ENTITY with Detachment Commander (DC), holding Security Officer's License issued by PNP-SOSIA, duly completed the Certified Security Professional (CSP) & Basic Occupational Safety & Health (BOSH) Training Courses, DC shall be considered as a deployed guard. DC shall implement instructions given by the PROCURING ENTITY and ensure that all instructions shall be carried out by all guards;
16. The SUPPLIER shall in no case provide any member of the security personnel assigned who is/are relative to any employee of the PROCURING ENTITY within the fourth degree of consanguinity or affinity.

## **II. Manpower Deployment Schedule**

<u>ITEM NO.</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT</u>
1	Day Shift (EHA & NFM) 8-hr. Duty/day	21	Guard
2	Night Shift (EHA & NFM) 8-hr. Duty/day	7	Guard
3	Extended Duty/day (beyond regular duty but less than 8 hrs.)	86	(hour)
4	Day Shift (Integ. Whse.) 8-hr. Duty/day	18	Guard
5	Night Shift (Integ. Whse.) 8-hr. Duty/day	3	Guard
6	Extended Duty/day (beyond regular duty but less than 8 hrs.)	42	( hour)
7	Day Shift (NAIA, T-1) 8-hr. Duty/day	15	Guard
8	Night Shift (NAIA, T-1) 8-hr. Duty/day	12	Guard
9	Extended Duty/day (beyond regular duty but less than 8 hrs.)	104	( hour)

### III. Deployment by Gender \_\_\_\_\_

LOCATION	MALE	FEMALE	TOTAL
NFM Perimeter & EHA Building	24	4	28
Integrated Warehouse	14	7	21
NAIA Terminal 1	8	19	27
TOTAL			76

### IV. Minimum Logistical Requirement

In the performance of their duty, the SUPPLIER shall provide their guards with the Minimum Logistical requirement described below.

Area 2 – NFM Perimeter, EHA Building, Integrated Warehouse and NAIA Terminal 1

PARTICULAR		EHA Building & NFM Perimeter	Integrated Warehouse	NAIA Terminal 1	Sub-Total
FIREARM	.9MM PSTL	19	10	1	30
	SHOTGUN	2	2	-	4
	Spas 15	2	-	-	2
SPARE MAGAZINE	9MM PSTL	19	10	1	30
	SPAS 15	2	-	-	2
AMMUNITION	.9MM PSTL	266	140	14	420
	SHOTGUN	40	20	-	60
	Base Radio	2	1	2	5
	Brand New Hand-held Radio	22	14	14	50
	Spare Battery Pack	10	6	8	24
	Battery Charger	10	6	8	24
	Head Set	28	21	27	76
	Megaphone	3	2	1	6
	Mobile/Cellular Phone with Ph-p300.00 monthly load (Preferably Smart SIM)	1	1	1	3
Service vehicle (SUV/AUV/Pick-Up) not more than five years model		1	-	-	1
Service vehicle (SUV/AUV/Pick-Up) not more than ten years model		1	-	-	1
Motorcycle with blinker (at least 125cc)		2	-	-	2
FIRST AID KIT		28	21	27	76
Digital Still Camera w/ 64GB memory card & complete accessories		1	1	1	3

Video Camera w/ 64 GB memory card, spare battery pack & complete accessories	1	1	1	3
Guard Tour Roving Device with proximity tags	1	1	-	2
Bundy Clock	1	1	1	3
Metal Detector	4	2	2	8
LED Search Light	4	3	4	11
Pax Counter	3	2	8	13
Brand New Brand New Desktop Computer Set with Colored Printer (3 in 1) with wireless broadband internet access for email reports	1	1	1	3
Big Umbrella	5	3	2	10
Steel Locker (15 Holes)	3	2	3	8
4 Drawers Steel Filing Cabinet	3	2	2	7
Traffic Baton	2	2	-	4
Under-Chassis Mirror	3	2	-	5
Revolving Fund	Php500	Php500	Php500	Php1,500

The SUPPLIER shall provide the above-mentioned security personnel and equipment which should be 100% operational at all times for the duration of the contract.

### Implementation Schedule:

For new SUPPLIER, commencement of security service shall be thirty (30) days from the receipt of the Notice to Proceed.

\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Position

Duly authorized to sign this Schedule of Requirements for and on behalf of \_\_\_\_\_

## VII. Technical Specifications

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 be ground for rejection of the bid under evaluation.** 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 3.1 (a.2) and/or **GCC** Clause 2.1 (a.2).

MINIMUM SPECIFICATIONS	STATEMENT OF COMPLIANCE
I. SECURITY GUARDS	
A. QUALIFICATIONS	
1. At least second year college/senior high school graduate	
2. At least 21 years of age	
3. Minimum one (1) year experience preferably from a retail industry	
4. With valid security license issued by PNP-SOSIA	
5. Graduate of Basic Aviation Security Training Course	
6. Physically & mentally fit with pleasing personality	
7. Minimum height of 5'7" with maximum waistline of 38" for male and/or 5'3" in height for female with maximum waistline of 32"	
B. SCREENING PROCESS	
1. Passed the interview process	
2. Passed the required agility tests (jogging, sit-ups, pull-ups, push-ups, etc.)	
3. Assessment/evaluation of credentials: <ul style="list-style-type: none"> <li>a. Valid Security License issued by PNP-SOSIA</li> <li>b. Diploma/Certificate or Transcript of Records</li> <li>c. AVSEC Training Certificate from PNP-AVSEC/CAAP accredited Training School;</li> <li>d. Neuro-Psychiatric Clearance from PNP-SOSIA accredited examination center;</li> <li>e. Drug Test results from the examination center accredited by DOH-DDB IDTOMIS;</li> <li>f. Physical/Medical Examination Report (with remarks on: binocular vision of correctable 20/20 and free of color blindness, with normal blood pressure).</li> <li>g. Local &amp; National Agency Clearances (Barangay, NBI, PNP-C2/PNP Clearance).</li> <li>h. Certificate of Employment (CoE) from the previous employer.</li> <li>i. Background Investigation Report (neighborhood &amp; barangay check)</li> </ul>	
II. DETACHMENT COMMANDER (DC) AND DETACHMENT IN CHARGE/SHIFT IN CHARGE (SIC)	

MINIMUM SPECIFICATIONS	STATEMENT OF COMPLIANCE
A. QUALIFICATIONS	
1. Minimum one (1) year supervisory experience preferably in retail industry	
2. With valid security officer license issued by PNP-SOSIA	
3. Physically and mentally fit with pleasing personality	
4. Preferably not more than 45 years of age, at least 5'7 in height and maximum of 38" of waistline for male and/or 5'3" in height for female with maximum waistline of 32" with basic knowledge in self-defense.	
5. College Graduate preferably BS Criminology or Graduate of any Bachelor's Degree Course	
6. Should have undergone the following training; Supervisory Training Course, CSP, BOSH with corresponding certificates	
7. Must have good English communication skills, both oral & written	
B. SCREENING PROCESS:	
1. Passed the interview process	
2. Passed the required agility tests (jogging, sit-ups, pull-ups, push-ups, etc.)	
3. Assessment/evaluation of credentials: <ul style="list-style-type: none"> <li>a. Security officer license issued by PNP-SOSIA;</li> <li>b. Diploma/Transcript of Records;</li> <li>c. Neuro-Psychiatric Clearance from PNP-SOSIA accredited examination center;</li> <li>d. Drug Test results from the examination center accredited by DO-H-DDB IDTOMIS;</li> <li>e. Physical/Medical Examination Report (with remarks on: binocular vision of correctable 20/20 and free of color blindness, with normal blood pressure);</li> <li>f. Local &amp; National Agency Clearances (Barangay, NBI, PNP-C2/PNP Clearance);</li> <li>g. Certificate of Employment (CoE) from the previous employer;</li> <li>h. Background Investigation Report (neighborhood &amp; barangay check).</li> </ul>	

MINIMUM SPECIFICATIONS	STATEMENT OF COMPLIANCE
III. QUALIFICATION OF PROVIDER	
A. STABILITY	
1. Minimum 5 years of continuous operation	
2. Current Assets vs Current Liabilities (1.25:1) Ratio	
3. Minimum of 5 employees holding regular positions (Security Management Staff)	
B. RESOURCES	
1. 100 Licensed Firearms	
2. 5 Base & 100 Licensed Radio Transceivers	
3. 5 Units Utility Vehicles	
4. 300 Licensed Guards	
C. SECURITY PLAN	
1. Lot 1	
2. Lot 2	
D. PERSONNEL RECRUITMENT & SELECTION	
1. Pre-employment/Admission Test	
2. Previous Employment Check	
3. Full Background Examination	
E. TRAINING PROGRAM (Annual)	
1. Retail Security/Suspect Profiling, Shoplifting & Apprehension	
2. Customer Service	
3. Report Writing & Note-taking	
4. Bomb and Bomb component identification/detection	
5. Emergency Preparedness (Crowd Control, Earthquake, Active Shooter, Terrorist Attack, etc.) & First Aid	
6. Safe Handling of Firearm & Proficiency Firing	
7. Fire Fighting	
8. Basic Self-defense (Arnis)	

**ADDITIONAL REQUIREMENTS TO BE SUBMITTED ON THE DATE OF BID OPENING AS INTEGRAL PART OF THE TECHNICAL SPECIFICATIONS:**

1. Valid Certification from PNP-SOSIA on non-inclusion in the list of 'Suspended' or 'Blacklisted' security service providers.
2. January 2020 Certificate of No pending Case from Department Of Labor and Employment (DOLE) Regional Office, National Labor Relations Commission (NLRC), and National Conciliation and Mediation Board (NCMB) where the principal office of the prospective bidder is located and where the project is to be implemented, or if there is a pending case the same is subject for verification by the End-User to establish its veracity and determine if a decision to be made is favorable for the said security provider or no adverse effect to it.
3. Valid and current License to Operate (LTO) issued by PNP. In case the validity is

less than six (6) months, the Lowest Calculated Bidder shall submit proof of application for renewal.

4. Previous License to Operate issued by PNP from 2016 to 2019.
5. Current/Provisional license from the National Telecommunications Commission to operate radio communication facilities with a minimum number of one hundred (100) handheld or portable radio transceivers and five (5) base units.
6. Certification issued by SSS or validated proof of payment that the agency has been religiously remitting employee and employer share/contributions for the last two (2) years (January 2018 to December 2019).
7. Valid and current Certificate of Accreditation as Private Security Training School/Center under the name of the agency applicant issued by the PNP Security Agency and Guard Supervision Division (SAGSD/SOSIA). Or  
If not under the name of the applicant security agency, proof of ownership, i.e. Articles of Incorporation, DTI Registration of the said Training School/Center, to show stockholder/s of the said security agency is/are stockholder/s of the Training School/Center should be submitted; or  
Valid and current Agreement/contract with a duly accredited security training school;
8. Security Plan. Should the bidder intend to bid in more than one (1) lot, the bidder must provide Security Plan for every lot to be bid.
9. Sworn Affidavit of compliance with the requirements for personnel recruitment and selection processes in relation to Section VII, Item D.
10. Training Module and Program of Instructions (POI) in relation to Section VII. Item E.
11. Inventory of licensed firearms (classified as revolvers, pistols, etc.), communication equipment (such as base, two-way hand held radio etc.) other equipment (such as CCTV system, Video or still cameras, metal detectors, etc.), at least five (5) service or utility vehicles, (e.g. vans, AUV, cars, motorcycles), owned or under lease and/or under purchase agreement.
12. November 2019 to January 2020 (Last three months) Disposition of manpower and firearms duly received by PNP-SOSIA.
13. Certificate of Site Inspection. (Refer to Bidding Form No. 8)

\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Position

Duly authorized to sign this Technical Specification for and on behalf of

\_\_\_\_\_

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

**Bidding Form No. 1**

**FINANCIAL DOCUMENTS FOR ELIGIBILITY CHECK**



		Year 20__
1	Total Assets	
2	Current Assets	
3	Total Liabilities	
4	Current Liabilities	
5	Net Worth (1-3)	
6	Net Working Capital (2-4)	

The Net Financial Contracting Capacity (NFCC) based on the above data is computed as follows:

NFCC = [(Current assets – current liabilities) (15)] minus value of all outstanding or uncompleted portions of the projects under ongoing contracts including awarded contracts yet to be started coinciding with the contract to be bid.

The values of the domestic bidder’s current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR.

NFCC = PhP \_\_\_\_\_

Submitted by:

\_\_\_\_\_  
Name of Bidder

\_\_\_\_\_  
Signature of Authorized Representative over Printed Name

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

**Bidding Form No. 2**

Page 1 of 2

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

**BID-SECURING DECLARATION**

**Invitation to Bid/Request for Expression of Interest No.1: [Insert reference number]**

To: Duty Free Philippines Corporation  
Fiestamall, Columbia Complex,  
Ninoy Aquino Avenue, Parañaque City

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 contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid-Securing Declaration shall cease to be valid on the following circumstances:
  - (a) Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - (b) I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;
  - (c) I am/we are declared as the bidder with the Lowest Calculated and Responsive Bid/Highest Rated and Responsive Bid, and I/we have furnished the performance security and signed the Contract.

**Bidding Form No. 2**

Page 2 of 2

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

**[Insert NAME OF BIDDER'S  
AUTHORIZED REPRESENTATIVE]  
[Insert signatory's legal capacity]  
Affiant**

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

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

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_  
Notary Public for \_\_\_\_\_ until \_\_\_\_\_  
Roll of Attorneys No. \_\_\_\_\_  
MCLE Compliance No. \_\_\_\_\_  
PTR No. \_\_, *[date issued]*, *[place issued]*  
IBP No. \_\_, *[date issued]*, *[place issued]*

Doc. No. \_\_\_\_  
Page No. \_\_\_\_  
Book No. \_\_\_\_  
Series of \_\_\_\_.

**Bidding Form No. 3**  
Page 1 of 2

**Omnibus Sworn Statement**

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

**AFFIDAVIT**

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

1. *Select one, delete the other:*

*If a sole proprietorship:* I am the sole proprietor 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 of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for [Name of the Project] of Duty Free Philippines Corporation;

*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 and/or to represent the [Name of Bidder] in the bidding as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)];

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;

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:* I am 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;

### Bidding Form No. 3

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7. [Name of Bidder] complies with existing labor laws and standards; and

8. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:

a) Carefully examine all of the Bidding Documents;

b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;

- c) Made an estimate of the facilities available and needed for the contract to be bid, if any;
- d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project]; and

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.

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

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory

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

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

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_  
 Notary Public for \_\_\_\_\_ until \_\_\_\_\_  
 Roll of Attorneys No. \_\_\_\_\_  
 MCLE Compliance No. \_\_\_\_\_  
 PTR No. \_\_\_\_\_  
 IBP No. \_\_\_\_\_

Doc. No. \_\_\_\_\_  
 Page No. \_\_\_\_\_  
 Book No. \_\_\_\_\_  
 Series of \_\_\_\_\_

**Bidding Form No. 4  
 Lot 1**

**Bid Form**

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

To: **ENGR. JOEL R. PEREZ**  
 Duty Free Philippines Corporation  
 Fiestamall, Columbia Complex,  
 Ninoy Aquino Avenue, Parañaque City

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 **PROVISION OF SECURITY SERVICES FOR DFPC MANILA (OCOO2020-02)** in conformity with the said Bidding Documents for the sum of **[STATE HERE 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 17.1 and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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 5 of the Bidding Documents.

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

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2020.

\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Position

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

**Bid Form**

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

To: **ENGR. JOEL R. PEREZ**  
Duty Free Philippines Corporation  
Fiestamall, Columbia Complex,  
Ninoy Aquino Avenue, Parañaque City

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 **PROVISION OF SECURITY SERVICES FOR DFPC MANILA (OCOO2020-02)** in conformity with the said Bidding Documents for the sum of **[STATE HERE 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 17.1 and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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 5 of the Bidding Documents.

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

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2020.

\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Position

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

**Bidding Form No. 5**  
**Lot 1**

**PRICE SCHEDULE**  
**Wage Order No. NCR-22**

Name of Bidder \_\_\_\_\_

A	B	C	D	E	F	G	H
AREA	DESCRIPTION	NO. OF GUARDS	DAILY RATE PER GUARD	GUARD'S ACCUMULATED HOURS OF EXTENDED DUTY PER DAY	RATE PER HOUR	TOTAL NO. OF DAYS	TOTAL PRICE (C x D) x G
FIESTAMALL STORE	Day Shift (8hr duty/day)	31		---	---	365	
	Night Shift (8hr duty/day)			---	---	365	
	Duty beyond regular but less than 8hrs			77.5		365	
NAIA T2	Day Shift (8hr duty/day)	8		---	---	365	
	Night Shift (8hr duty/day)	7		---	---	365	
	Duty beyond regular but less than 8hrs			56		365	
NAIA T3	Day Shift (8hr duty/day)	13		---	---	365	
	Night Shift (8hr duty/day)	11		---	---	365	
	Duty beyond regular but less than 8hrs			96			
LUXE MOA	Day Shift (8hr duty/day)	10		---	---	365	
	Night Shift (8hr duty/day)	3		---	---	365	
	Duty beyond regular but less than 8hrs			48.5			
<b>TOTAL</b>							

**\*Note:**

- For Applicable taxes, please refer to ITB Clause 28.6.



- In case of overtime, rate should be inclusive of SSS and Administrative Overhead increments with 12% VAT.
- For purposes of computation, where applicable, all figures should be rounded off to a maximum of two (2) decimal places.

\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Position

Duly authorized to sign this Price Schedule for and on behalf of \_\_\_\_\_

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

**PRICE SCHEDULE**  
**Wage Order No. NCR-22**

Name of Bidder \_\_\_\_\_

A	B	C	D	E	F	G	H
AREA	DESCRIPTION	NO. OF GUARDS	DAILY RATE PER GUARD	GUARD'S ACCUMULATED HOURS OF EXTENDED DUTY PER DAY	RATE PER HOUR	TOTAL NO. OF DAYS	TOTAL PRICE (C x D) x G
<b>NFM PERIMETER/ EHA BUILDING</b>	Day Shift (8hr duty/day)	21		---	---	365	
	Night Shift (8hr duty/day)	7		---	---	365	
	Duty beyond regular but less than 8hrs			86		365	
<b>INTEGRATED WAREHOUSE</b>	Day Shift (8hr duty/day)	18		---	---	365	
	Night Shift (8hr duty/day)	3		---	---	365	
	Duty beyond regular but less than 8hrs			42		365	
<b>NAIA T1</b>	Day Shift (8hr duty/day)	15		---	---	365	
	Night Shift (8hr duty/day)	12		---	---	365	
	Duty beyond regular but less than 8hrs			104		365	
<b>TOTAL</b>							

**\*Note:**

- For Applicable taxes, please refer to ITB Clause 28.6
- In case of overtime, rate should be inclusive of SSS and Administrative Overhead increments with 12% VAT.
- For purposes of computation, where applicable, all figures should be rounded off to a maximum of two (2) decimal places.

\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Position

Duly authorized to sign this Price Schedule for and on behalf of \_\_\_\_\_  
Date: \_\_\_\_\_

**Bidding Form No. 6**

**Cost Distribution Per Month  
(Per Wage Order No. NCR-22)**

Days Worked Per Week No. of Days/year	Day Shift 7 days 393.80 8 hrs work/day	Night Shift 7 days 393.80 8hrs work/day
Amount to Guard		
New Daily Wage	537.00	537.00
Average Pay Per Month	17,622.55	17,622.55
Night Differential Pay	---	1,762.26
13 <sup>th</sup> Month Pay	1,361.15	1,361.15
5 Days Incentive Leave Pay	223.75	223.75
Uniform Allowance	100.00	100.00
<b>Total Amount Directly to Guard</b>	<b>19,307.45</b>	<b>21,069.70</b>
Amount to Gov't. In Favor of Guard		
Retirement Benefit	1,006.88	1,006.88
SSS Premium	1,440.00	1,560.00
Philhealth Contribution	245.00	245.00
State Insurance Fund	30.00	30.00
Pag-Ibig Fund	100.00	100.00
<b>Total Amount to Gov't. in Favor of Guard</b>	<b>2,821.88</b>	<b>2,941.88</b>
<b>Total Amount to Guard and Gov't.</b>	<b>22,129.32</b>	<b>24,011.58</b>
<b>Administrative Overhead and Margin</b>		
<b>Value Added Tax</b>		
<b>CONTRACT RATE PER GUARD</b>		

\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Position

Duly authorized to sign this Cost Distribution Per Month for and on behalf of \_\_\_\_\_

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

**Bidding Form No. 7**

## CONTRACT AGREEMENT FORM

---

THIS AGREEMENT made the \_\_\_\_ day of \_\_\_\_\_ 20\_\_ between **Duty Free Philippines Corporation** (hereinafter called "the Entity") of the one part and *[name of Supplier]* of *[city and country of Supplier]* (hereinafter called "the Supplier") of the other part:

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

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

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

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

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

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

[ACKNOWLEDGEMENT]

**Bidding Form No. 8**



## Request for Reconsideration

Date of Issuance

**ENGR. JOEL R. PEREZ**

BAC Chairperson  
Duty Free Philippines Corporation  
Fiestamall, Columbia Complex,  
Ninoy Aquino Avenue, Parañaque City

Dear Madame:

In relation to the results of the Bid Opening/Post-Qualification conducted for the bidding of the     (Name of Project)     held on     (date and time)     at     (venue)    , we would like to request for reconsideration the decision of "Ineligibility" of our of our firm on the following grounds:

We are hoping for your consideration.

Very truly yours,

Name of the Representative of the Bidder  
Position of the Representative  
Name of the Bidder

Received by the BAC:

\_\_\_\_\_

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