

PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

Procurement of Security Services for Schistosomiasis Hospital Palo, Leyte for a Period of One (1) Year IB No. 2021-21

Government of the Republic of the Philippines

**Sixth Edition
July 2020
Preface**

These Philippine Bidding Documents (PBDs) for the procurement of Goods through Competitive Bidding have been prepared by the Government of the Philippines for use by any branch, constitutional commission or office, agency, department, bureau, office, or instrumentality of the Government of the Philippines, National Government Agencies, including Government-Owned and/or Controlled Corporations, Government Financing Institutions, State Universities and Colleges, and Local Government Unit. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract or Framework Agreement, as the case may be; (ii) the eligibility requirements of Bidders; (iii) the expected contract or Framework Agreement duration, the estimated quantity in the case of procurement of goods, delivery schedule and/or time frame; and (iv) the obligations, duties, and/or functions of the winning bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Goods to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the “*name of the Procuring Entity*” and “*address for bid submission*,” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.

- d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.
- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.
- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

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

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

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

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

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

CDA - Cooperative Development Authority.

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

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

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

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

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

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

GFI – Government Financial Institution.

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

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

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national

buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

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

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

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

UN – United Nations.

Section I. Invitation to Bid

Notes on the Invitation to Bid

The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 21.2 of the 2016 revised IRR of RA No. 9184.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

- a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;
- b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;
- c. The deadline for the submission and receipt of bids; and
- d. Any important bid evaluation criteria (*e.g.*, the application of a margin of preference in bid evaluation).

The IB should be incorporated in the Bidding Documents. The information contained in the IB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.



SCHISTOSOMIASIS HOSPITAL
Palo, Leyte

**INVITATION TO BID FOR PROCUREMENT OF
SECURITY SERVICES FOR SCHISTOSOMIASIS
HOSPITAL PALO, LEYTE FOR A PERIOD OF ONE (1)
YEAR
IB NO. 2021-21**

1. The *Schistosomiasis Hospital*, through the *GOP/Hospital Income 2021* intends to apply the sum of **Php5, 000,000.00** being the ABC to payments under the contract for *Procurement of Security Services for Schistosomiasis Hospital Palo, Leyte for a Period of One (1) Year IB No. 2021-21*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *Schistosomiasis Hospital* now invites bids for the above Procurement Project. Delivery of the Goods is required **by 15 Calendar days upon receipt of Notice to Proceed**. Bidders should have completed within *10 years* from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
 - a. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.
4. Prospective Bidders may obtain further information from *Schistosomiasis Hospital* and inspect the Bidding Documents at the address given below during *8:00am to 5:00pm*.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **October 15, 2021** from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount **Php5, 000.00**. The Procuring Entity shall allow the

bidder to present its proof of payment for the fees *be presented in person or through electronic means.*

6. The *Schistosomiasis Hospital* will hold a Pre-Bid Conference¹ on **1:30 pm October 27, 2021 at 3rd Floor Conference Room Admin. Building Schistosomiasis Hospital Palo, Leyte** and/or through video conferencing or webcasting *via CISCO WebEx* which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or **before 1:30 PM on November 10, 2021 at 3rd Floor Conference Room Admin Building Schistosomiasis Hospital Palo, Leyte.** Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on **November 10, 2021 at 2:00 PM at 3rd Floor Conference Room Admin. Building, Schistosomiasis Hospital Palo, Leyte** Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. Not applicable.
11. The *Schistosomiasis Hospital* reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
12. For further information, please refer to:

AGNES J. ALIPOSA, MD, FPAFP
BAC Sec office
2nd Floor, Administrative Building,
Schistosomiasis Hospital, Palo, Leyte
bacsec2017@yahoo.com
0961-057-0227
<https://schistosomiasishospital.doh.gov.ph/>

13. You may visit the following websites:

For downloading of Bidding Documents:

1. *www.philgeps.gov.ph*
2. *<https://schistosomiasishospital.doh.gov.ph/>*

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

15 October 2021

HENRIETTA B. FALLE, MD, DPPS
Chairperson, Bids and Awards Committee (BAC-B)

Section II. Instructions to Bidders

Notes on the Instructions to Bidders

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

1. Scope of Bid

The Procuring Entity, *Schistosomiasis Hospital* wishes to receive Bids for the *Procurement of Security Services for Schistosomiasis Hospital Palo, Leyte for a Period of One (1) Year* IB No. 2021-21

The Procurement Project (referred to herein as “Project”) is composed of 1 *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 *Hospital Income 2021* in the amount of *Php5, 000,000.00*.

2.2. The source of funding is:

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

3. Bidding Requirements

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

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

5. Eligible Bidders

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

- 5.2. Foreign ownership 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 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.
- 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

The Procuring Entity has prescribed that:

- a. Subcontracting is not allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on October 27, 2021 at 1:30 pm 3rd Floor Conference Room Admin Building Schistosomiasis Hospital 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 *10 years* prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.
- 11.5. *Not applicable.*

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)**.

12.2. *not applicable.*

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 Declaration² or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

14.2. The Bid and bid security shall be valid until *[indicate date]*. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

14.3. *Not applicable.*

15. Sealing and Marking of Bids

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

² In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

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.

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 follows:

Option 1 – One Project having several items that shall be awarded as one contract..

19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

20.1. *Not applicable.*

20.2. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid,

21. Signing of the Contract

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

Section III. Bid Data Sheet

Notes on the Bid Data Sheet

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

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

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

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

Bid Data Sheet

| ITB Clause | |
|------------|--|
| 5.3 | <p>For this purpose, contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> a. <i>Procurement of Security Services for Schistosomiasis Hospital Palo, Leyte for a Period of One (1) Year.</i> b. Completed within 10 years prior to the deadline for the submission and receipt of bids. |
| 7.1 | <i>Sub-Contracting not allowed.</i> |
| 12 | The price of the Goods shall be quoted in Philippines Peso for this Project. |
| 14.1 | <p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ul style="list-style-type: none"> a. The amount of not less than Php100,000.00 <i>[equivalent to two percent (2%) of ABC]</i>, 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 Php250, 000.00 <i>[equivalent to five percent (5%) of ABC]</i> if bid security is in Surety Bond. |
| 19.4 | <p>This project shall be awarded as follows:</p> <p>Option 1 – One Project having several items that shall be awarded as one contract.</p> |
| 20.2 | <p>The Bidder shall submit the following documentary requirements:</p> <ul style="list-style-type: none"> a. <i>Authenticated photocopy of Certificates of Membership/ Registration from the Philippine Association of Detective and Protection Agency Operators (PADPAO), Inc.;</i> b. <i>Authenticated photocopy of Valid/Regular License to Operate (LTO) issued by PNP-Security Agencies and Guards Supervision Division (PNP-SAGSD) under R.A.5487, known as Private Security Agency as amended;</i> c. <i>BIR Registration Certification, which contains the Taxpayer's Identification Number (TIN);</i> d. <i>SSS, PHILHEALTH and PAG-IBIG certification, clearance or any instrument stating there is no delinquency on monthly premium payments for both the employer and employees of the security agency concerned. Certifications or clearances issued for the period of January 2017-December 2020;</i> e. <i>NLRC Certificate stating that there is/there is no pending or adverse decided case in areas where the security agency has on-going or completed contracts as of December 2015 to present.;</i> |

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| | <p><i>f. NTC license for hand-held radios; and</i></p> <p><i>g. Authenticated photocopy of:</i></p> <ul style="list-style-type: none"> • <i>License to own and possess firearms and;</i> • <i>Registration of Firearms Information Management System/Firearms Record Verification by the Firearms Explosive Office of PNP.</i> <p><i>h. Only tax returns filed and taxes paid through the BIR Electronic Filing and Payment System (EFPS) shall be accepted.</i></p> <p><i>i. License of Security Guard</i></p> <ul style="list-style-type: none"> • NOTE: The latest income and business tax returns are those within the last six months preceding the date of bid of submission. |
| 21.2 | <i>Not Applicable.</i> |

Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

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

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

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

1. Scope of Contract

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

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

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

2. Advance Payment and Terms of Payment

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

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

3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184. *{[Include if Framework Agreement will be used:]} In the case of Framework Agreement, the Bidder may opt to furnish the performance security or a Performance Securing Declaration as defined under the Guidelines on the Use of Framework Agreement.*

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. In addition to tests in the **SCC**, **Section IV (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

5. Warranty

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

6. Liability of the Supplier

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

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

Section V. Special Conditions of Contract

Notes on the Special Conditions of Contract

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

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

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

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

Special Conditions of Contract

| GCC Clause | |
|------------|---|
| 1 | <p><i>[List here any additional requirements for the completion of this Contract. The following requirements and the corresponding provisions may be deleted, amended, or retained depending on its applicability to this Contract:]</i></p> <p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered <i>Schistosomiasis Hospital Palo, Leyte</i>. In accordance with INCOTERMS.”</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered <i>Schistosomiasis Hospital Palo, Leyte</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is <i>[indicate name(s)]</i>.</p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements: <i>Select appropriate requirements and delete the rest.</i></p> <ol style="list-style-type: none"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and |

| | |
|--|--|
| | <p>e. training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.</p> <p>f. <i>None.</i></p> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p>Spare Parts – Not Applicable.</p> |
| | <p>Packaging –</p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> |

| | |
|--|--|
| | <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity Name of the Supplier Contract Description Final Destination Gross weight Any special lifting instructions Any special handling instructions Any relevant HAZCHEM classifications</p> |
| | <p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p>Transportation –</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p> |
| | <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p>Intellectual Property Rights –</p> |

| | |
|-----|--|
| | The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof. |
| 2.2 | <i>Not applicable.</i> |
| 4 | The inspections and tests that will be conducted are: <i>upon delivery an inspection will be made as to conformity to the description, packaging and brand reflected in the Notice of Award and in the Contract.</i> |

Section VI. Schedule of Requirements

I. OBJECTIVE:

1. To undertake security measures for total protection of Schistosomiasis Hospital officials, personnel, properties, patients, and clients against theft, sabotage, arson, pilferage, robbery and other unlawful acts.
2. To undertake other security operations such as traffic/crowd control and respond to emergencies (man-made or natural).
3. To undertake preventive measures that will deter unauthorized individuals from entering the Schistosomiasis Hospital and its premises.
4. To enforce existing Schistosomiasis Hospital security rules and regulations on personnel.
5. To perform other operations as deemed necessary by the Schistosomiasis Hospital management.

II. CONCEPT OF IMPLEMENTATION

A. PRE-DEPLOYMENT PHASE

In coordination with the Schistosomiasis Hospital management and the outgoing security provider, the incoming security provider shall organize an advance team who will conduct a pre-deployment orientation onsite. At the expense of the winning bidder, the said advance team will render duties side by side with the personnel of the outgoing security provider two (2) days before the formal assumption.

B. SERVICE TAKE-OVER/DEPLOYMENT PHASE

A minimum of eight (8) hours before expiration of the security contract of the outgoing security contractor, the incoming security force listed in the manning detail order must attend a briefing to be conducted by the Schistosomiasis Hospital. Thereafter, they shall be posted alongside with the outgoing security guards to get acquainted with the new assignments.

With the consent of the officers of both parties, staff of the outgoing security provider shall pass through the security searching and frisking procedures upon their departure from the Schistosomiasis Hospital premises. All office equipment, furniture, painting, vehicles and other items with significant value that is to be brought outside the Schistosomiasis Hospital premises shall be accompanied by Gate Pass issued by authorized Schistosomiasis Hospital Officer.

Authorized representative of the outgoing security contractor shall be required to make proper endorsement of accountability to the authorized representative of the

incoming security contractor in the presence of the authorized Schistosomiasis Hospital representative prior to their departure.

A list of incoming security personnel who will assume duties at the Schistosomiasis Hospital together with their individual bio-data and licenses and mandatory clearances shall be submitted three (3) days in advance to the Schistosomiasis Hospital for scrutiny and approval.

During the actual takeover of duties at the Schistosomiasis Hospital, the security guards shall be accompanied and closely supervised by a Senior Official of the incoming security contractor (agency).

All incoming security personnel who will assume to take over duties shall report in proper uniform with head gears and paraphernalia, prescribed equipment and all necessary documents such as duty detail order, guard's license, copy of firearms license, and individual company ID.

LOGISTICS

Security Contractor will provide the security force with the minimum equipment required under the bidding rules such as firearms, VHF radios and other equipment deemed necessary in the effective implementation of security policies, rules and regulations of Schistosomiasis Hospital.

The Security Contractor will also provide the daily time record (DTR), other logistical supplies such as logbooks, uniforms and paraphernalia.

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 |
|-------------|---|--------------------------------------|-------|---|
| | | | | Delivery Terms: 15 calendar days upon receipt of Notice to Proceed |
| 1 | Procurement of Security Services for Schistosomiasis Hospital Palo, Leyte for a period of one (1) year. | 17 males 4 female Security Guards | 21 | |

| | | |
|--|--|------------------------|
| | | Php5,000,000.00 |
|--|--|------------------------|

I. MANPOWER DEPLOYMENT REQUIREMENT:

| SN | POST | SHIFT | HRS | DAYS | |
|----|---|--------------------------------------|---------------------|------|---|
| 1. | SCHISTOSOMIASIS HOSPITAL - MAIN GATE (ENTRANCE) | Monday to Sunday (Morning Shift) | 6:00 AM to 2:00 PM | 8 | 7 |
| | SCHISTOSOMIASIS HOSPITAL - MAIN GATE (ENTRANCE) | Monday to Sunday (Afternoon Shift) | 2:00 PM to 10:00 PM | 8 | 7 |
| | SCHISTOSOMIASIS HOSPITAL - MAIN GATE (ENTRANCE) | Monday to Sunday (Night Shift) | 10:00 PM to 6:00 AM | 8 | 7 |
| 2. | SCHISTOSOMIASIS HOSPITAL – EXIT GATE | Monday to Sunday (Morning Shift) | 6:00 AM to 2:00 PM | 8 | 7 |
| | SCHISTOSOMIASIS HOSPITAL – EXIT GATE | Monday to Sunday (Afternoon Shift) | 2:00 PM to 10:00 PM | 8 | 7 |
| | SCHISTOSOMIASIS HOSPITAL – EXIT GATE | Monday to Sunday (Night Shift) | 10:00 PM to 6:00 AM | 8 | 7 |
| 3. | | | | | |

| SN | POST | SHIFT | | HRS | DAYS |
|-----------|--|---|---|------------|-------------|
| | SCHISTOSOMIASIS HOSPITAL – EMERGENCY ROOM | Monday to Sunday (Morning Shift) | 6:00 AM to 2:00 PM | 8 | 7 |
| | SCHISTOSOMIASIS HOSPITAL – EMERGENCY ROOM | Monday to Sunday (Afternoon Shift) | 2:00 PM to 10:00 PM | 8 | 7 |
| | SCHISTOSOMIASIS HOSPITAL – EMERGENCY ROOM | Monday to Sunday (Night Shift) | 10:00 PM to 6:00 AM | 8 | 7 |
| 4. | SCHISTOSOMIASIS HOSPITAL – MAIN BUILDING | Monday to Sunday (Morning Shift) | 6:00 AM to 2:00 PM | 8 | 7 |
| | SCHISTOSOMIASIS HOSPITAL – MAIN BUILDING | Monday to Sunday (Afternoon Shift) | 2:00 PM to 10:00 PM | 8 | 7 |
| | SCHISTOSOMIASIS HOSPITAL – MAIN BUILDING | Monday to Sunday (Night Shift) | 10:00 PM to 6:00 AM | 8 | 7 |
| 5. | SCHISTOSOMIASIS HOSPITAL – ADMIN BUILDING | Monday to Sunday (Broken) | 8:00AM- 12:00PM to 1:00- 5:00 PM | 8 | 7 |

| SN | POST | SHIFT | | HRS | DAYS |
|----|---|--|--|-----|------|
| 6. | SCHISTOSOMIASIS HOSPITAL – ACIS BUILDING | Monday to Sunday (Broken) | 8:00AM- 12:00PM to 1:00- 5:00 PM | 8 | 7 |
| 7. | SCHISTOSOMIASIS HOSPITAL – ROVING GUARD (Lady Guard) | Monday to Sunday (Morning Shift) | 6:00 AM to 2:00 PM | 8 | 7 |
| | SCHISTOSOMIASIS HOSPITAL – ROVING GUARD | Monday to Sunday (Afternoon Shift) | 2:00 PM to 10:00 PM | 8 | 7 |
| | SCHISTOSOMIASIS HOSPITAL – ROVING GUARD | Monday to Sunday (Night Shift) | 10:00 PM to 6:00 AM | 8 | 7 |
| 8 | SCHISTOSOMIASIS HOSPITAL - GUARD HOUSE (Head/Supervisor) | Monday to Sunday (Broken) | 8:00AM- 12:00PM and 1:00- 5:00 PM | 8 | 7 |
| 9 | SCHISTOSOMIASIS HOSPITAL – MNCU/OR/DR BUILDING (Lady Guard) | Monday to Sunday (Shifting) | 6:00 AM to 2:00 PM | | |

| SN | POST | SHIFT | | HRS | DAYS |
|----|---|--------------------------------|---------------------|-----|------|
| | SCHISTOSOMIASIS HOSPITAL – MNCU/OR/DR BUILDING (Lady Guard) | Monday to Sunday (Shifting) | 2:00 PM to 10:00 PM | | |
| | SCHISTOSOMIASIS HOSPITAL – MNCU/OR/DR BUILDING (Lady Guard) | Monday to Sunday (Shifting) | 10:00 PM to 6:00 AM | | |

II. SUPPORT EQUIPMENT REQUIREMENT

| | |
|---|--|
| Handheld Radios | Ten (10) unit |
| Luminous Traffic Vest with Hand Gloves | Three (3) unit |
| Metal Detectors | Seven (7) unit |
| Side Arms (at least 9mm cal.) with ammunition | Seven (7) unit |
| Rechargeable Flashlights | Eight (8) unit |
| Night Stick and Whistle | Eight (8) unit |
| Umbrella | Twenty One (21) (one unit for each security guard) |
| Rain Boots | Twenty One (21) (one unit for each security guard) |
| Rain Coats | Twenty One (21) (one unit for each security guard) |
| CCTV Surveillance System | |
| CCTV camera wide-angled, colored, indoor/outdoor, bullet type, to be installed in strategic locations listed below. | Twenty Five (25) unit |
| Digital video recorder (at least 25 channels) with internet capability for | One (1) unit |

| | |
|--------------------------------|--------------|
| remote viewing | |
| CCTV color monitor; 32” screen | One (1) unit |

The CCTV surveillance cameras shall be installed by the Security Agency in the following strategic locations inside the Schistosomiasis Hospital:

| | | | | |
|-------|--|---|----|-------|
| 1. | Gate Entrance | - | 2 | Unit |
| 2. | Gate Exit | - | 2 | Unit |
| 3. | Motor pool | - | 1 | Unit |
| 4. | Perimeter Fence at the back of the Hospital Compound | - | 2 | Units |
| 5. | Parking Area | - | 2 | Unit |
| 6. | Emergency Room | | 1 | Unit |
| 7. | MNCU Building | | 5 | Unit |
| 8. | Pedia Ward | | 2 | Unit |
| 9. | Medical Ward | | 2 | Unit |
| 10. | OPD Triage | | 3 | Unit |
| 11. | Admin. Building | | 1 | Unit |
| 12. | Solid Waste Segregation area to exit gate | | 2 | Unit |
| TOTAL | | - | 25 | Units |

III. OTHER TERMS AND CONDITIONS:

1. The Security Agency shall provide the needed 25 CCTV cameras to be installed at the above mentioned locations. The cabling works, installation, commissioning, repair and maintenance shall be for the account of the Security Agency. The cable wires shall be provided by the Security Agency.
2. To maintain the confidentiality and privacy of the employees, the CCTV cameras shall be operated by a Schistosomiasis Hospital employee.
3. At the expiration of the security contract, the CCTV cameras, TV monitors, DVRs and AVRs will be pulled out by the Security Agency while the installed coaxial cable shall remain with the Schistosomiasis Hospital.
4. In case bidding for this project will result to more than one (1) Lowest Calculated Responsive Bid (LCRB), the bidder with additional offer, subject to further evaluation by the Bids and Awards Committee, shall be awarded the contract.
5. The DVR shall be able to accommodate at least one (1) month of video recording for all cameras installed.

Section VII. Technical Specifications

Notes for Preparing the Technical Specifications

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

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the

repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

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

Sample Clause: Equivalency of Standards and Codes

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

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

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

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

Technical Specifications

| Item | Specification | Statement of Compliance |
|------|---|---|
| | | <p><i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p> |
| | <p>The Service Provider shall provide a 24/7 Security Services by furnishing licensed and uniformed security guards with communication equipment, firearms and ammunitions to secure offices and other physical assets owned by the Schistosomiasis Hospital, its personnel and guests. The services shall include the provision of communication and special protective devices and equipment, as well as the provision of security investigative and supervisory</p> | |

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| | personnel. | |
| | The Service Provider shall provide, assign and delegate security guards to man the fixed and roving posts determined by the Schistosomiasis Hospital under the following schedule and as provided in the table for Manpower Deployment Requirement. | |
| | The Service Provider office or branch office must be located within Leyte & Samar area. | |
| | The Service Provider shall provide additional or reduce the number of guards/hours as maybe directed by the Schistosomiasis Hospital through a contract of agreement under the same terms, conditions and rate of compensation set forth in the original contract of agreement. | |
| | The Service Provider shall provide well trained and licensed security guards by PNP-SUSIA, physically and mentally fit as supported by updated medical certificate and valid NBI clearance. | |
| | The Service Provider shall notify the Chief of Hospital or his/her authorized representative in writing within seven (7) calendar days in all matters pertaining to the rotation, reassignment, suspension and/or termination and imposition of disciplinary measure to erring security personnel and/or immediately terminate as circumstances warrant. | |
| | The Service Provider shall act on requests for replacement, reassignment and rotation within forty eight hours (48 hours) upon receipt of the written notification | |

| | | |
|--|--|--|
| | from the Procurement Entity. | |
| | The Service Provider shall instruct all security guards on duty to use the Bundy Clock/ Biometrics for proper attendance monitoring | |
| | The Service Provider hold the Schistosomiasis Hospital free from any action or liability arising from any claims of the security guards and other personnel deployed by the Security Agency for benefits under the Labor Code of the Philippines. Any increase in wage, social security contributions, or any similar payments as may be imposed by law or competent authority shall be automatically adjusted in accordance with accounting and auditing rules and regulations and subject to the availability of savings and upon showing of actual payment made to their employees. There shall be no employer-employee relationship between the Schistosomiasis Hospital and the security guards and other personnel employed by the Security Agency. | |
| | The Service Provider shall be responsible for any loss or damage to Schistosomiasis Hospital properties and premises, provided that such properties are properly turned over to the agency or the guard on duty. Proper turn over shall mean a complete inventory of all property accountabilities per office provided at the outset and the ocular inspection on the succeeding occasions. | |
| | The Service Provider shall ensure the payment of wages on a regular schedule every 15 th and 30 th of each month in accordance with the minimum wage law and/or provisions of the Labor Code and | |

| | | |
|--|---|--|
| | its implementing rules and regulations. | |
| | The Service Provider shall at the end of the contract periods, turn over to Schistosomiasis Hospital all property accountabilities and any amount of damages or property losses shall be deducted from the collectible amount due to the Service Provider. | |
| | The Service Provider shall hold the Schistosomiasis Hospital free from any liability from acts of its security guards which cause damage of whatever type to Schistosomiasis Hospital employees and properties or to any third party and their properties. | |
| | The Service Provider shall at all times maintain peace and order within the Schistosomiasis Hospital premises and shall fulfill other security-related tasks that may be assigned by the responsible officers of the Schistosomiasis Hospital such as inspection of incoming and outgoing vehicles, bags and packages. | |
| | The Service Provider shall undertake the provision of Personal Protective Equipment (PPE) such as surgical face masks and clean gloves. In cases where they are affected by disease due to outbreaks/pandemic the hospital management shall be free from providing the necessary assistance. | |

ONLINE PAYMENT FOR BIDDING DOCUMENTS IS ACCEPTED:

ACCOUNT NAME: **SCHISTOSOMIASIS CONTROL AND RESEARCH HOSPITAL**

BANK: **LANDBANK OF THE PHILIPPINES, TACLOBAN BRANCH**

ACCOUNT NUMBER: **018-2108634**

Note:

- Official Receipt maybe issued 2 working days after payment.
- Proof of bank payment (deposit slip) and philgeps Bid Notice Abstract for the particular posted procurement activity, must be sent thru email address: bacsec2017@yahoo.com for the issuance of official receipt by the cashier.
- Original copy of the deposit slip must be presented during the submission of bidding documents.

**COST DISTRIBUTION OF SECURITY GUARD PER MONTH
FOR SCHISTOSOMIASIS HOSPITAL**
(Based on 8-Hour work per day/7 days a week)
Wage Order No. RB VIII-21

Days worked per week: **7 days**
Number of days/year: **393.80**

| Amount to Guard | Day Shift (Monday to Sunday) 6:00-2:00pm, 2:00pm- 10:00pm) | | Day Shift (Monday to Sunday) (8:00am- 12:00PM- 1:00- 5:00pm) | | Night Shift (Monday to Sunday) (10:00pm- 6:00am) | |
|--|---|--|---|--|---|--|
| New Daily Wage | | | | | | |
| Ave. Pay/month (DW x No. Days per yr./12) | | | | | | |
| Night Differential Pay (Ave. pay/month x 10% x 1)/3 | | | | | | |
| 13 th Month Pay (DW x 365/12/12) | | | | | | |
| 5 Days Incentive Pay (DW + COLA x 5/12) | | | | | | |
| Uniform Allowance | | | | | | |
| | | | | | | |
| Amount to Government in Favor of Guards | | | | | | |
| Retirement Benefit (R.A. 7641) (DW x 22.5/12) | | | | | | |
| SSS Premium | | | | | | |
| Phil health Contribution | | | | | | |
| State Insurance Fund | | | | | | |
| Pag-ibig Fund | | | | | | |
| | | | | | | |
| | | | | | | |
| TOTAL AMOUNT TO GUARD & GOVERNMENT | | | | | | |
| AGENCY FEE | | | | | | |
| Administrative Overhead and Margin | | | | | | |
| VALUE ADDED TAX (Agency fee x12% VAT-RMC-39-2007) | | | | | | |
| | | | | | | |
| TOTAL | | | | | | |

RATE PER SECURITY GUARD -
Multiply by the number of Security Guard required -
Monthly Requirement -
Multiply by 12 months -
TOTAL BID PRICE FOR 21 SECURITY GUARDS -

Note: Please accomplish the Cost Distribution and attach this to the Bid Form as supporting document.

Section VIII. Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

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

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

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

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

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

Technical Documents

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

Financial Documents

- (k) The Supplier’s audited financial statements, showing, among others, the Supplier’s total and current assets and liabilities, stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- (l) The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC);
or
A committed Line of Credit from a Universal or Commercial Bank in lieu

of its NFCC computation.

Class “B” Documents

- (m) 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)

- (n) *[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.
- (o) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

25 FINANCIAL COMPONENT ENVELOPE

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

