

	<ol style="list-style-type: none"> <li>1.1 To safeguard the acquired assets from fire hazards, criminal infiltration, economic sabotage, electronic attack, bomb attack, flood damage, vandalism, and other forms of physical destruction.</li> <li>1.2 To safeguard vehicles, equipment, furniture, supplies and other materials against theft, robbery, fire, arson, and other forms of crimes.</li> <li>1.3 To safeguard the PHILGUARANTEE employees and other personnel assigned/deployed in the project sites or within the premises against harm or any threats.</li> <li>1.4 To promote and maintain peace and order within the acquired assets premises.</li> <li>1.5 To record and document in the Security Guard's logbook daily security services, activities and all significant incidents occurring in his/her area of responsibility and report in writing any incident harmful to the integrity of PHILGUARANTEE.</li> <li>1.6 To maintain proper decorum, personal discipline, grooming and decent uniform while on duty and refrain from engaging in any activity that may distract him/her from performing his/her official function.</li> <li>1.7 To strictly comply with R.A. 5487 as amended by P.D. 1919, otherwise known as the Private Security Agency Law, and its implementing rules and regulations.</li> <li>1.8 To prevent dumping of materials/garbage, entry of informal settlers and unauthorized construction of structures in any of the acquired assets within his/her area of responsibility.</li> <li>1.9 To submit monthly situational reports as well as render incident/spot reports as deemed necessary.</li> </ol> <ol style="list-style-type: none"> <li>2. The Security Provider will provide PHILGUARANTEE with such number of security guards who are properly trained, bonded, uniformed, armed and with the following qualifications, in addition to those prescribed by the Government authorities: <ol style="list-style-type: none"> <li>2.1 Of good moral character and reputation supported with NBI or Police Clearance;</li> <li>2.2 A high school graduate or an ex-serviceman;</li> <li>2.3 Physically and mentally fit;</li> <li>2.4 Not addicted to or dependent on prohibited drugs or intoxicating liquor;</li> <li>2.5 Must have undergone and passed regular security training and psychological/neuro-psychiatric examination;</li> </ol> </li> </ol>	
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*M. Adriano*

	<p>2.6 Knows how to deal pleasantly and courteously with personnel, clients and the general public, supported with a Certification from the Security Agency; and</p> <p>2.7 Fully Vaccinated upon deployment.</p> <p>3. The Security Provider shall submit Risk Security Assessment and Security Recommendations to the PHILGUARANTEE Management in the event of an occurrence of a critical incident.</p> <p>4. The Service Provider shall have the responsibility of ensuring the availability and issuance of the basic equipment to its posted guards.</p> <p>5. The Service Provider shall ensure that the security guards shall regularly inspect the operability of the basic equipment issued to him/her and shall keep himself/herself acquainted with the use thereof.</p> <p>6. The Security Provider shall indemnify PHILGUARANTEE for any loss, damage and expenses to property that it may suffer due to failure of the assigned security guard to perform the duties required.</p> <p>7. The Security Provider shall assume responsibility with regard to compliance with the New Labor Code of the Philippines, the Social Security Act and other pertinent labor laws.</p>	
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#### B. MANPOWER REQUIREMENTS

The Forty-three (43) Security Guards shall be assigned/deployed to the following outposts, with corresponding number of guards and tour of duty:

Item No.	PROJECT (Guard's Outpost)	REGION	LOCATION	Number of Guards	Tour of Duty	Number of Hours
1	Over-All Detachment Commander	NCR		1	Broken Time	12
2	Villa Espana	NCR	E. Rodriguez, Quezon City	1	0700H-1900H	12
3	C-5 MRB Condominium Project	NCR	Bo. Ususan, Taguig City	1	0700H-1900H	12
				1	1900H-0700H	12
4	Eagle Crest Villa Subdivision	CAR	Bakakeng Rd., Baguio City	1	0700H-1900H	12
				1	1900H-0700H	12
5	Pinesville (Lot 8)	CAR	Brgy. Kias, Baguio City	2	0700H-1900H	12

*M. Adrian*



				1	1900H-0700H	12
6	Divine Grace Subdivision	2	Brgy. Pata. Tuao, Cagayan	1	0700H-1900H	12
				1	1900H-0700H	12
7	San Pablo Hills - Phase I & II	3	Brgy. Pinulot, Dinalupihan, Bataan	1	0700H-1900H	12
				1	1900H-0700H	12
8	Country Homes I & II	3	Prado-Siongco, Lubao, Pampanga	1	0700H-1900H	12
				1	1900H-0700H	12
9	Margarita Northville	3	Sapang Maragul, Tarlac City	1	0700H-1900H	12
				1	1900H-0700H	12
10	Suburban Housing (Relocation Project)	4-A	Brgy. San Isidro, Rodriguez, Rizal	1	0700H-1900H	12
				1	1900H-0700H	12
11	Jovil Village III	4-A	Brgy. San Isidro, Rodriguez, Rizal	1	0700H-1900H	12
				1	1900H-0700H	12
12	Jovil Village III Annex	4-A	Brgy. San Isidro, Rodriguez, Rizal	1	0700H-1900H	12
				1	1900H-0700H	12
13	Margarita Eastville	4-A	Brgy. San Isidro, Antipolo City	1	0700H-1900H	12
				1	1900H-0700H	12
14	Tradition Homes I & II	4-A	Trece Martirez City, Cavite	1	0700H-1900H	12
				1	1900H-0700H	12
15	Glendale Homes Subdivision	6	Bacolod City	1	0700H-1900H	12
				1	1900H-0700H	12
16	Various Retail Accounts (Roving Guards)	various locations	National Capital Region	2	0700H-1900H	12
			Rizal Area	2	0700H-1900H	12
			Laguna Area	2	0700H-1900H	12
			Cavite Area	2	0700H-1900H	12
			Bulacan Area	2	0700H-1900H	12
			Pampanga Area	2	0700H-1900H	12
			Bataan Area	2	0700H-1900H	12
	Total			43		
C. EQUIPMENT and SUPPLIES REQUIREMENT						



	<p>The following shall comprise the Basic Equipment of a security guard which shall be made mandatory and ready for his/her use while performing his/her duties:</p> <ul style="list-style-type: none"> <li>• Prescribed Basic Uniform;</li> <li>• Nightstick/baton;</li> <li>• Whistle;</li> <li>• Timepiece (synchronized);</li> <li>• Writing pen;</li> <li>• Notebook and duty checklist (electronic or not);</li> <li>• Flashlight with batteries;</li> <li>• First Aid Kit;</li> <li>• Service Firearms and ammunition with valid license;</li> <li>• Tear Gas;</li> <li>• Handcuffs;</li> <li>• Communication Radio (two-way radio);</li> <li>• Security Vest for those assigned in facilitating traffic flow; and</li> <li>• Vehicles with gasoline during site visits: One (1) van; Sixteen (16) motorcycles; Eleven (11) bicycles.</li> </ul> <p>Note: PHILGUARANTEE may require additional vehicle as the need arises.</p>	
	<p><b>D. DOCUMENTARY REQUIREMENTS</b></p>	
	<p><b>D.1 Eligibility Documents</b></p> <p>“In case document/s listed in the Valid PhilGEPS Registration Certificate (Platinum Membership) will expire on the date of opening of bids, the bidder must submit the certified true copy of the respective valid and updated document/s.”</p> <p><b>D.2 Technical Documents</b></p> <p>1. To determine the technical capacity, the bidder must submit the following documents:</p> <p>1.1 Valid License to Operate issued by the Philippine National Police (PNP) through the PNP Supervisory Office for Security and Investigation Agencies (SOSIA)</p> <p>1.2 Certificate of Registration/Membership from the following agencies:</p> <ul style="list-style-type: none"> <li>• Department of Labor and Employment (DOLE);</li> <li>• Home Development Mutual Fund (Pag-Ibig Fund);</li> <li>• Social Security System (SSS);</li> </ul>	



	<ul style="list-style-type: none"> <li>• Philippine Health Insurance Corporation (Philhealth); and</li> <li>• Philippine Association of Detective and Protective Agency Organization (PADPAO).</li> </ul> <p>1.3 Certificate from PADPAO stating that the prospective bidder is in good standing as of December 31, 2022 and compliant with the standard minimum rates for security services and not engaged in cutthroat competition.</p> <p>1.4 Latest Certification of no pending Notice of strike/lockout, Preventive, Notice to Arbitrate, Voluntary Arbitration and Single-Entry Approach case issued by the National Conciliation and Mediation Board (NCMB)</p> <p>1.5 Latest Certification of no pending case issued by the National Labor Relations Commission (NLRC)</p> <p><b>2. Technical Parameter (based on GPPB Circular No. 24-2007)</b></p> <p>2.1 Stability</p> <p>2.1.1 Years of Experience</p> <ul style="list-style-type: none"> <li>• Company has been in the security agency business for at least three (3) years.</li> <li>• Bidder shall submit a certification under oath of list of contracts completed for the past three (3) years.</li> </ul> <p>2.1.2 Liquidity of the Contractor (Current Assets over Current Liabilities)</p> <ul style="list-style-type: none"> <li>• The Company's liquidity ratio should be at least 1:1 based on the submitted Audited Financial Statements as of 31 December 2022.</li> </ul> <p>2.1.3 Organizational Set-up</p> <ul style="list-style-type: none"> <li>• Bidder shall submit an updated copy of the list of key officials, incorporators or stockholders.</li> </ul> <p>2.2 Resources</p> <p>2.2.1 Number of Licensed Firearms</p> <p>2.2.2 Number and Kind of Communication Devices</p> <p>2.2.3 Number and Kind of Motor Powered Vehicles</p> <p>2.2.4 Number of Security Guards</p>	
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	2.3 Security Plan 2.4 Other Factors 2.4.1 Recruitment and Selection Criteria 2.4.2 Completeness of Uniform  <b>D.3 On Financial Documents</b>  Original copy of duly signed and accomplished Cost Distribution Form in lieu of Price Schedule (see Annex A)																						
<b>E. REQUIREMENTS FOR THE PAYMENT OF SECURITY SERVICES</b>																							
	1. Payment of the security services rendered shall be within 30 working days upon receipt of Billing/Statement of Account together with the following documents: <ul style="list-style-type: none"> <li>• Billing / Statement of Account for the period covered;</li> <li>• Monthly Security Report;</li> <li>• Daily Time Records of all security guards duly signed by the Commander or Head of the Agency or its duly authorized representative;</li> <li>• Certified copy of Payroll and Pay Slips of the assigned guards;</li> <li>• Proof of remittance of contributions to SSS, ECC, Pag-IBIG Fund and Philhealth validated electronically;</li> </ul> 2. PHILGUARANTEE is not obligated and liable to pay the Security Provider its monthly billing, if the later fails to submit any of the above documents.																						
<b>F. RENEWAL OF CONTRACT</b>																							
In case of renewal of contract, the Service Provider must obtain a rating of at least 80% (Satisfactory) using the following Performance Criteria:																							
<table border="1"> <thead> <tr> <th colspan="2">Performance Criteria</th><th>Weight</th></tr> </thead> <tbody> <tr> <td>1</td><td>Conformity to Technical Requirements</td><td>25</td></tr> <tr> <td>2</td><td>Timeliness in the Delivery of Services</td><td>25</td></tr> <tr> <td>3</td><td>Behavior of Personnel (Courteous, Professional and Knowledgeable)</td><td>20</td></tr> <tr> <td>4</td><td>Response to Complaints</td><td>20</td></tr> <tr> <td>5</td><td>Compliance with set office policies for such services</td><td>10</td></tr> <tr> <td colspan="2">Performance Rating</td><td></td></tr> </tbody> </table>			Performance Criteria		Weight	1	Conformity to Technical Requirements	25	2	Timeliness in the Delivery of Services	25	3	Behavior of Personnel (Courteous, Professional and Knowledgeable)	20	4	Response to Complaints	20	5	Compliance with set office policies for such services	10	Performance Rating		
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## ***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) **in accordance with Section 8.5.2 of the IRR;**

#### Technical Documents

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

#### Financial Documents

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

### *Class "B" Documents*

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

## II. FINANCIAL COMPONENT ENVELOPE

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

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

- ☐ (k) [For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos] Certification from the relevant government office of their country stating that Filipinos are allowed to participate in

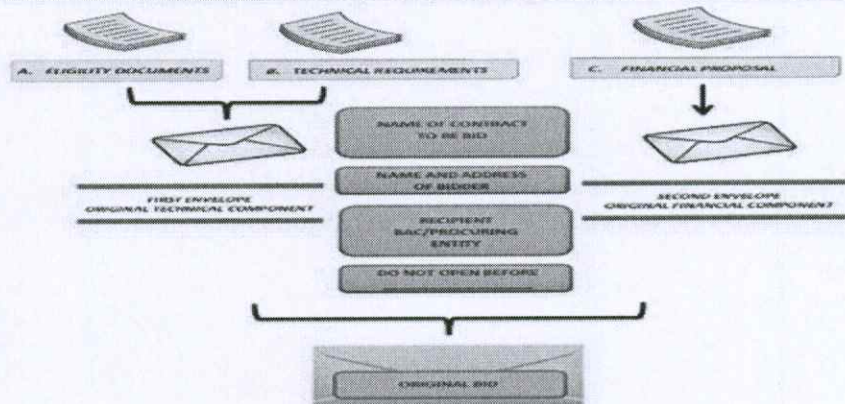


- government procurement activities for the same item or product.
- ☐ (l) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

**1**

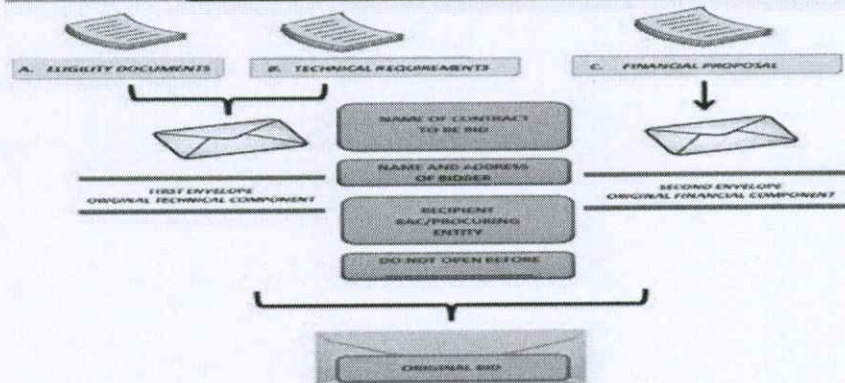
Enclose the ORIGINAL eligibility and technical documents in one sealed envelope marked **"ORIGINAL – TECHNICAL COMPONENT"** and the ORIGINAL financial component in another sealed envelope marked **"ORIGINAL – FINANCIAL COMPONENT"**

*(Apply the same for copies; if PE requested, but marking should be "Copy # - Technical/Financial Component")*



**2** Seal both envelopes in an outer envelope marked **"ORIGINAL BID"**

*(Apply the same for copies, if PE requested, but marking should be "Copy # of Original Bid")*





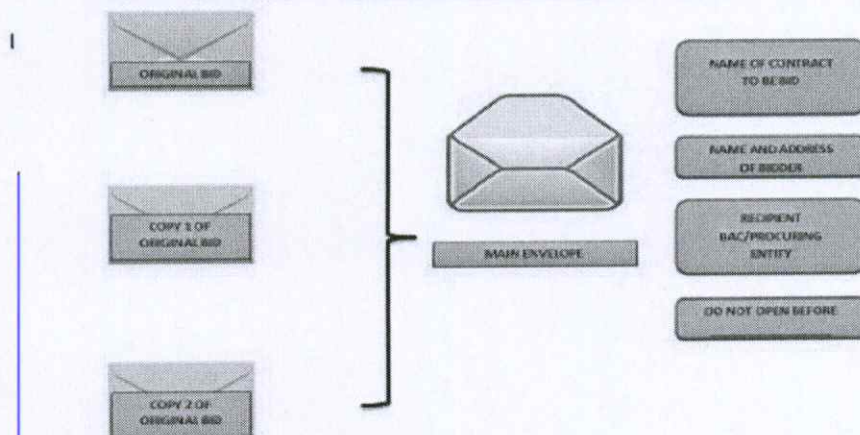
## SEALING AND MARKING OF BIDS

ORIGINAL/COPY NO. _____
<p>[BIDDER'S COMPANY NAME]          [COMPANY'S OFFICE ADDRESS]          [NAME OF PROJECT/BIDDING]</p>
<p>THE CHAIRPERSON          BIDS AND AWARDS COMMITTEE          PHILIPPINE GUARANTEE CORPORATION          Jade Building, 335 Sen. Gil Puyat Avenue          Makati City</p>
<p>DO NOT OPEN BEFORE [TIME AND DATE OF BID OPENING]</p>

## SEALING AND MARKING OF BIDS

3

The ORIGINAL  
 Technical/Financial Envelope  
 and the COPY Envelopes, if  
 any, shall be CONTAINED in  
**ONE ENVELOPE**



## **SEALING AND MARKING OF BIDS**

The envelopes containing the original and the copies shall then be enclosed in one single envelope and shall be marked as:

[BIDDER'S COMPANY NAME]  
[COMPANY'S OFFICE ADDRESS]  
[NAME OF PROJECT/BIDDING]

THE CHAIRPERSON  
BIDS AND AWARDS COMMITTEE  
PHILIPPINE GUARANTEE CORPORATION  
Jade Building, 335 Sen. Gil Puyat Avenue  
Makati City

DO NOT OPEN BEFORE [TIME AND DATE OF BID OPENING]



## Bid Form for the Procurement of Goods

*[shall be submitted with the Bid]*

### BID FORM

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

Project Identification No. : \_\_\_\_\_

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

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

*[Insert this paragraph if Foreign-Assisted Project with the Development Partner:*

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Purpose of Commission or gratuity
---------------------------	--


*(if none, state "None") ]*

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

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

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached *[state the written authority]*.

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.

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

Legal capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

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



*[shall be submitted with the Bid if bidder is offering goods from within the Philippines]*

Name of Bidder \_\_\_\_\_ Project ID No. \_\_\_\_\_ Page \_\_\_\_ of \_\_\_\_

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

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_