



Republic of the Philippines  
Department of Finance  
**INSURANCE COMMISSION**  
1071 United Nations Avenue  
Manila



**INVITATION TO BID**

**SUPPLY OF SECURITY SERVICES FOR THE INSURANCE  
COMMISSION (MANILA HEAD OFFICE, CEBU AND DAVAO DISTRICT  
OFFICES) AND ITS PREMISES UNDER A THREE (3) –  
SERVICE AGREEMENT  
(PROJECT REFERENCE NO. 2019 – 03 – 078)**

1. The **Insurance Commission through its Bids and Awards Committee (BAC)** intends to apply the sum of **Eight Million Forty Thousand Four Hundred Pesos (Php8,040,400.00), inclusive of 12% VAT**, being the Approved Budget for the Contract (ABC) to payments under the contract for the **Supply of Security Services for the Insurance Commission (Manila, Cebu and Davao District Offices) and its Premises under a Three (3) year Service Agreement**. The contract to be bid has a duration of three (3) years. However, the mentioned ABC is for the first year only. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The Insurance Commission (IC) now invites bids for the **Supply of Security Services for the Insurance Commission (Manila, Cebu and Davao District Offices) and its Premises under a Three (3) year Service Agreement**. Delivery of the Goods is required as indicated in the **Bid Data Sheet**. Bidders should have completed, **within five (5) years from the date of submission and receipt of bids, a contract similar to the Project**. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the “Government Procurement Reform Act”. 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 5183.

4. Interested bidders may obtain further information from the IC-BAC Secretariat and inspect the Bidding Documents at the address given below from **9:00 A.M. to 5:00 P.M., Monday to Friday.**
5. A complete set of Bidding Documents may be acquired by interested Bidders starting **15 April 2019** from the address below and upon payment of a nonrefundable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **TWENTY FIVE THOUSAND PESOS only (PHP25,000.00).**  
  
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 nonrefundable fee for the Bidding Documents not later than the submission of their bids.
6. IC will hold a **Pre-Bid Conference** on **22 April 2019 1:30 P.M.** at the IC Function Lounge, Insurance Commission, 1071 United Nations Avenue, Ermita, Manila, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat at the address below on or before **06 May 2019, 1:30 P.M.** All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB.**
8. Bid opening shall be on **06 May 2019, 200 P.M.** at **IC Function Room, Insurance Commission, 1071 United Nations Avenue, Ermita, Manila.** Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.
9. IC reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
10. For further information, please refer to:

**MR. EDWIN CORNELIUS A. LAUZ**  
BAC Chairperson  
Insurance Commission  
1071 United Nations Avenue, Ermita, Manila  
523-8461 to 70 local 107  
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**EDWIN CORNELIUS A. LAUZ**  
BAC Chairperson