

**REPUBLIC OF THE PHILIPPINES**



**INSURANCE COMMISSION**

**PHILIPPINE BIDDING DOCUMENTS**

**SUPPLY OF SECURITY SERVICES FOR THE  
INSURANCE COMMISSION AND ITS PREMISES**

**PROJECT PREFERENCE No. 2016-09-291**

**28 NOVEMBER 2016**

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Republic of the Philippines  
Department of Finance  
**INSURANCE COMMISSION**



## **INVITATION TO BID FOR THE SUPPLY OF SECURITY SERVICES FOR THE INSURANCE COMMISSION AND ITS PREMISES**

1. The Insurance Commission, through the Special Account in the General Fund 151 for the year 2016, intends to apply the sum of Six Million Two Hundred Fifty Four Thousand & 00/100 Pesos (P6,254,000.00) inclusive of 12% VAT and subject to applicable labor laws, being the Approved Budget for the Contract (ABC) for one (1) year period, to payments under the contract for the Supply of Security Services for the Insurance Commission and its Premises. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The Insurance Commission now invites bids for the Supply of Security Services for the Insurance Commission and its Premises. Bidders should have completed, within three (3) 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 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 and subject to Commonwealth Act 138.

4. Interested bidders may obtain further information from BAC Secretariat and inspect the Bidding Documents at the address given below from 8:00 a.m. to 5:00 p.m.

A complete set of Bidding Documents may be acquired by interested Bidders on 28 November 2016 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 Ten Thousand & 00/100 Pesos (Php10,000.00).

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

5. The Insurance Commission will hold a Pre-Bid Conference on 05 December 2016, 3:00 p.m. at the Function Room, Insurance Commission, 1071 United Nations Avenue, Ermita, Manila, Philippines, which shall be open only to all interested parties who have purchased the Bidding Documents.
6. Bids must be delivered to the address below on or before 1:30 p.m. of 19 December 2016. All Bids must be accompanied by a bid security which shall be limited to cash or cashier's/manager's check in an amount equivalent to at least two percent (2%) of the ABC stated under BDS Clause 13.2 or at least One Hundred Twenty Five Thousand Eighty & 00/100 Pesos (P125,080.00).

Bid opening shall be on 19 December 2016, 2:00 p.m. at the Function Room, Insurance Commission, 1071 United Nations Avenue, Ermita, Manila, Philippines. 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.

7. The Insurance Commission reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.
8. For further information, please refer to:

Mr. Carlo F. Garcia  
Chairman, Bids and Awards Committee  
Insurance Commission  
Ground Floor, IC Building  
1071 United Nations Avenue  
Ermita, Manila, Philippines  
Tel. No.: (02) 523-8461 to 70 loc. 108/109  
E-mail address: [bacsec@insurance.gov.ph](mailto:bacsec@insurance.gov.ph)  
Website: [www.insurance.gov.ph](http://www.insurance.gov.ph)

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**CARLO F. GARCIA**  
Chairman  
Bids and Awards Committee

# Section II. Instructions to Bidders

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## **A. General**

### **1. Scope of Bid**

- 1.1. The procuring entity named in the **BDS** (hereinafter referred to as the “Procuring Entity”) wishes to receive bids for supply and delivery of the goods as described in Section VII. Technical Specifications (hereinafter referred to as the “Goods”).
- 1.2. The name, identification, and number of lots specific to this bidding are provided in the **BDS**. The contracting strategy and basis of evaluation of lots is described in ITB Clause 28.

### **2. Source of Funds**

The Procuring Entity has a budget or has applied for or received funds from the Funding Source named in the **BDS**, and in the amount indicated in the **BDS**. It intends to apply part of the funds received for the Project, as defined in the **BDS**, to cover eligible payments under the contract.

### **3. Corrupt, Fraudulent, Collusive, and Coercive Practices**

- 3.1. Unless otherwise specified in the **BDS**, 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. In pursuance of this policy, the Procuring Entity:
  - (a) defines, for purposes of this provision, the terms set forth below as follows:
    - (i) “corrupt practice” means behavior on the part of officials in the public or private sectors by which they improperly and unlawfully enrich themselves, others, or induce others to do so, by misusing the position in which they are placed, and includes the offering, giving, receiving, or soliciting of anything of value to influence the action of any such official in the procurement process or in contract execution; entering, on behalf of the government, into any contract or transaction manifestly and grossly disadvantageous to the same, whether or not the public officer profited or will profit thereby, and similar acts as provided in RA 3019.
    - (ii) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring Entity, and includes collusive practices among Bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the

Procuring Entity of the benefits of free and open competition.

- (iii) “collusive practices” means a scheme or arrangement between two or more Bidders, with or without the knowledge of the Procuring Entity, designed to establish bid prices at artificial, non-competitive levels.
  - (iv) “coercive practices” means harming or threatening to harm, directly or indirectly, persons, or their property to influence their participation in a procurement process, or affect the execution of a contract;
  - (v) “obstructive practice” is
    - (aa) deliberately destroying, falsifying, altering or concealing of evidence material to an administrative proceedings or investigation or making false statements to investigators in order to materially impede an administrative proceedings or investigation of the Procuring Entity or any foreign government/foreign or international financing institution into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the administrative proceedings or investigation or from pursuing such proceedings or investigation; or
    - (bb) acts intended to materially impede the exercise of the inspection and audit rights of the Procuring Entity or any foreign government/foreign or international financing institution herein.
- (b) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in any of the practices mentioned in this Clause for purposes of competing for the contract.
- 3.2. Further, the Procuring Entity will seek to impose the maximum civil, administrative, and/or criminal penalties available under applicable laws on individuals and organizations deemed to be involved in any of the practices mentioned in ITB Clause 3.1(a).
- 3.3. Furthermore, the Funding Source and the Procuring Entity reserve the right to inspect and audit records and accounts of a bidder or supplier in the bidding for and performance of a contract themselves or through independent auditors as reflected in the GCC Clause 3.

## 4. Conflict of Interest

- 4.1. All Bidders found to have conflicting interests shall be disqualified to participate in the procurement at hand, without prejudice to the imposition of appropriate administrative, civil, and criminal sanctions. A Bidder may be considered to have conflicting interests with another Bidder in any of the events described in paragraphs (a) through (c) below and a general conflict of interest in any of the circumstances set out in paragraphs (d) through (f) below:
- (a) A Bidder has controlling shareholders in common with another Bidder;
  - (b) A Bidder receives or has received any direct or indirect subsidy from any other Bidder;
  - (c) A Bidder has the same legal representative as that of another Bidder for purposes of this bid;
  - (d) A Bidder has a relationship, directly or through third parties, that puts them in a position to have access to information about or influence on the bid of another Bidder or influence the decisions of the Procuring Entity regarding this bidding process. This will include a firm or an organization who lends, or temporarily seconds, its personnel to firms or organizations which are engaged in consulting services for the preparation related to procurement for or implementation of the project if the personnel would be involved in any capacity on the same project;
  - (e) A Bidder submits more than one bid in this bidding process. However, this does not limit the participation of subcontractors in more than one bid; or
  - (f) A Bidder who participated as a consultant in the preparation of the design or technical specifications of the Goods and related services that are the subject of the bid.
- 4.2. In accordance with Section 47 of the IRR of RA 9184, all Bidding Documents shall be accompanied by a sworn affidavit of the Bidder that it is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), members of the Technical Working Group (TWG), members of the BAC Secretariat, the head of the Project Management Office (PMO) or the end-user unit, and the project consultants, by consanguinity or affinity up to the third civil degree. On the part of the Bidder, this Clause shall apply to the following persons:
- (a) If the Bidder is an individual or a sole proprietorship, to the Bidder himself;
  - (b) If the Bidder is a partnership, to all its officers and members;

- (c) If the Bidder is a corporation, to all its officers, directors, and controlling stockholders; and
- (d) If the Bidder is a joint venture (JV), the provisions of items (a), (b), or (c) of this Clause shall correspondingly apply to each of the members of the said JV, as may be appropriate.

Relationship of the nature described above or failure to comply with this Clause will result in the automatic disqualification of a Bidder.

## 5. Eligible Bidders

5.1. Unless otherwise provided in the **BDS**, the following persons shall be eligible to participate in this bidding:

- (a) Duly licensed Filipino citizens/sole proprietorships;
- (b) Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;
- (c) Corporations duly organized under the laws of the Philippines, and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines;
- (d) Cooperatives duly organized under the laws of the Philippines, and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines; and
- (e) Unless otherwise provided in the **BDS**, persons/entities forming themselves into a JV, i.e., a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, that Filipino ownership or interest of the joint venture concerned shall be at least sixty percent (60%).

5.2. Foreign bidders may be eligible to participate when any of the following circumstances exist, as specified in the **BDS**:

- (a) When a Treaty or International or Executive Agreement as provided in Section 4 of the RA 9184 and its IRR allow foreign bidders to participate;
- (b) Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
- (c) When the Goods sought to be procured are not available from local suppliers; or

- (d) When there is a need to prevent situations that defeat competition or restrain trade.
- 5.3. Government corporate entities may be eligible to participate only if they can establish that they (a) are legally and financially autonomous, (b) operate under commercial law, and (c) are not dependent agencies of the GOP or the Procuring Entity.
- 5.4. Unless otherwise provided in the **BDS**, the Bidder must have completed at least one contract similar to the Project the value of which, adjusted to current prices using the National Statistics Office consumer price index, must be at least equivalent to a percentage of the ABC stated in the **BDS**.

For this purpose, contracts similar to the Project shall be those described in the **BDS**, and completed within the relevant period stated in the Invitation to Bid and **ITB** Clause 12.1(a)(iii).

- 5.5. The Bidder must submit a computation of its Net Financial Contracting Capacity (NFCC), which must be at least equal to the ABC to be bid, calculated as follows:

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

Where: K = 10 for a contract duration of one year or less, 15 for a contract duration of more than one year up to two years, and 20 for a contract duration of more than two years.

The values of the bidder's current assets and current liabilities shall be based on the data submitted to the BIR, through its Electronic Filing and Payment System (EFPS). (Clause 5.5 is amended to conform to the provisions of GPPB Resolution No. 20-2013 dated 30 July 2013)

## 6. Bidder's Responsibilities

- 6.1. The Bidder or its duly authorized representative shall submit a sworn statement in the form prescribed in Section VIII. Bidding Forms as required in **ITB** Clause 12.1(b)(iii).
- 6.2. The Bidder is responsible for the following:
  - (a) Having taken steps to carefully examine all of the Bidding Documents;
  - (b) Having acknowledged all conditions, local or otherwise, affecting the implementation of the contract;
  - (c) Having made an estimate of the facilities available and needed for the contract to be bid, if any;

- (d) Having complied with its responsibility to inquire or secure Supplemental/Bid Bulletin(s) as provided under **ITB** Clause 10.3.
- (e) Ensuring that it is not “blacklisted” or barred from bidding by the GOP or any of its agencies, offices, corporations, or LGUs, including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the GPPB;
- (f) Ensuring that each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
- (g) Authorizing the Head of the Procuring Entity or its duly authorized representative/s to verify all the documents submitted;
- (h) Ensuring that the signatory is the duly authorized representative of the Bidder, and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the Bidder in the bidding, with the duly notarized Secretary’s Certificate attesting to such fact, if the Bidder is a corporation, partnership, cooperative, or joint venture;
- (i) Complying with the disclosure provision under Section 47 of RA 9184 in relation to other provisions of RA 3019; and
- (j) Complying with existing labor laws and standards, in the case of procurement of services.

Failure to observe any of the above responsibilities shall be at the risk of the Bidder concerned.

- 6.3. The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Documents.
- 6.4. It shall be the sole responsibility of the Bidder to determine and to satisfy itself by such means as it considers necessary or desirable as to all matters pertaining to the contract to be bid, including: (a) the location and the nature of this Project; (b) climatic conditions; (c) transportation facilities; and (d) other factors that may affect the cost, duration, and execution or implementation of this Project.
- 6.5. The Procuring Entity shall not assume any responsibility regarding erroneous interpretations or conclusions by the prospective or eligible bidder out of the data furnished by the procuring entity.
- 6.6. The Bidder shall bear all costs associated with the preparation and submission of his bid, and the Procuring Entity will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

- 6.7. Before submitting their bids, the Bidder is deemed to have become familiar with all existing laws, decrees, ordinances, acts and regulations of the Philippines which may affect this Project in any way.
- 6.8. The Bidder should note that the Procuring Entity will accept bids only from those that have paid the nonrefundable fee for the Bidding Documents at the office indicated in the Invitation to Bid.

## **7. Origin of Goods**

Unless otherwise indicated in the **BDS**, there is no restriction on the origin of goods other than those prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, subject to **ITB** Clause 27.1.

## **8. Subcontracts**

- 8.1. Unless otherwise specified in the **BDS**, the Bidder may subcontract portions of the Goods to an extent as may be approved by the Procuring Entity and stated in the **BDS**. However, subcontracting of any portion shall not relieve the Bidder from any liability or obligation that may arise from the contract for this Project.
- 8.2. Subcontractors must comply with the eligibility criteria and the documentary requirements specified in the **BDS**. In the event that any subcontractor is found by the Procuring Entity to be ineligible, the subcontracting of such portion of the Goods shall be disallowed.
- 8.3. The Bidder may identify the subcontractor to whom a portion of the Goods will be subcontracted at any stage of the bidding process or during contract implementation. If the Bidder opts to disclose the name of the subcontractor during bid submission, the Bidder shall include the required documents as part of the technical component of its bid.

## **B. Contents of Bidding Documents**

### **9. Pre-Bid Conference**

- 9.1. (a) If so specified in the **BDS**, a pre-bid conference shall be held at the venue and on the date indicated therein, to clarify and address the Bidders' questions on the technical and financial components of this Project.  
  
(b) The pre-bid conference shall be held at least twelve (12) calendar days before the deadline for the submission and receipt of bids. If the Procuring Entity determines that, by reason of the method, nature, or complexity of the contract to be bid, or when international participation will be more advantageous to the GOP, a longer period for the preparation of bids is necessary, the pre-bid conference shall be held at

least thirty (30) calendar days before the deadline for the submission and receipt of bids, as specified in the **BDS**.

- 9.2. Bidders are encouraged to attend the pre-bid conference to ensure that they fully understand the Procuring Entity's requirements. Non-attendance of the Bidder will in no way prejudice its bid; however, the Bidder is expected to know the changes and/or amendments to the Bidding Documents discussed during the pre-bid conference.
- 9.3. Any statement made at the pre-bid conference shall not modify the terms of the Bidding Documents unless such statement is specifically identified in writing as an amendment thereto and issued as a Supplemental/Bid Bulletin.

## **10. Clarification and Amendment of Bidding Documents**

- 10.1. Bidders who have purchased the Bidding Documents may request for clarification on any part of the Bidding Documents for an interpretation. Such request must be in writing and submitted to the Procuring Entity at the address indicated in the **BDS** at least ten (10) calendar days before the deadline set for the submission and receipt of bids.
- 10.2. Supplemental/Bid Bulletins may be issued upon the Procuring Entity's initiative for purposes of clarifying or modifying any provision of the Bidding Documents not later than seven (7) calendar days before the deadline for the submission and receipt of bids. Any modification to the Bidding Documents shall be identified as an amendment.
- 10.3. Any Supplemental/Bid Bulletin issued by the BAC shall also be posted on the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity concerned, if available. It shall be the responsibility of all Bidders who secure the Bidding Documents to inquire and secure Supplemental/Bid Bulletins that may be issued by the BAC. However, Bidders who have submitted bids before the issuance of the Supplemental/Bid Bulletin must be informed and allowed to modify or withdraw their bids in accordance with **ITB Clause 23**.

## **C. Preparation of Bids**

### **11. Language of Bid**

The bid, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Procuring Entity, shall be written in English. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation in English certified by the appropriate embassy or consulate in the Philippines, in which case the English translation shall govern for purposes of interpretation of the bid.

## 12. Documents Comprising the Bid: Eligibility and Technical Components

12.1. Unless otherwise indicated in the **BDS**, the first envelope shall contain the following eligibility and technical documents:

(a) Eligibility Documents –

### Class “A” Documents:

- (i) Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, or any proof of such registration as stated in the **BDS**;
- (ii) Mayor’s permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
- (iii) Statement of all its ongoing and completed government and private contracts within the period stated in the **BDS**, including contracts awarded but not yet started, if any. The statement shall include, for each contract, the following:
  - (iii.1) name of the contract;
  - (iii.2) date of the contract;
  - (iii.3) kinds of Goods;
  - (iii.4) amount of contract and value of outstanding contracts;
  - (iii.5) date of delivery; and
  - (iii.6) end user’s acceptance or official receipt(s) issued for the contract, if completed.
- (iv) Audited financial statements, stamped “received” by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions, for the preceding calendar year, which should not be earlier than two (2) years from bid submission;
- (v) NFCC computation in accordance with **ITB** Clause 5.5; (Clause 12.1(a)(v) is amended to conform to the provisions of GPPB Resolution No. 20-2013 dated 30 July 2013)
- (vi) Tax clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR; and (Clause

12.1(a)(vi) is inserted pursuant to GPPB Resolution No. 21-2013 dated 30 July 2013)

Class "B" Document:

- (vii) If applicable, the 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.
- (b) Technical Documents –
  - (i) Bid security in accordance with **ITB** Clause 18. If the Procuring Entity requires the bidders to submit the bid security in the form of: (Clause 12.1(b)(i) is amended to conform to the provisions of GPPB Resolution No. 25-2013 dated 30 August 2013)
    - (i.1) a bank draft/guarantee or an irrevocable letter of credit issued by a foreign bank, it shall be accompanied by a confirmation from a Universal or Commercial Bank; or
    - (i.2) a surety bond, it shall be accompanied by a certification by the Insurance Commission that the surety or insurance company is authorized to issue such instruments;
  - (ii) Conformity with technical specifications, as enumerated and specified in Sections VI and VII of the Bidding Documents; and
  - (iii) Sworn statement in accordance with Section 25.2(a)(iv) of the IRR of RA 9184 and using the form prescribed in Section VIII. Bidding Forms.

### **13. Documents Comprising the Bid: Financial Component**

13.1. Unless otherwise stated in the **BDS**, the financial component of the bid shall contain the following:

- (a) Financial Bid Form, which includes bid prices and the bill of quantities and the applicable Price Schedules, in accordance with **ITB** Clauses 15.1 and 15.4;
- (b) If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification from the DTI, SEC, or CDA issued in accordance with **ITB** Clause 27, unless otherwise provided in the **BDS**; and

- (c) Any other document related to the financial component of the bid as stated in the **BDS**.
- 13.2.
- (a) Unless otherwise stated in the **BDS**, all bids that exceed the ABC shall not be accepted.
  - (b) Unless otherwise indicated in the **BDS**, for foreign-funded procurement, a ceiling may be applied to bid prices provided the following conditions are met:
    - (i) Bidding Documents are obtainable free of charge on a freely accessible website. If payment of Bidding Documents is required by the procuring entity, payment could be made upon the submission of bids.
    - (ii) The procuring entity has procedures in place to ensure that the ABC is based on recent estimates made by the responsible unit of the procuring entity and that the estimates reflect the quality, supervision and risk and inflationary factors, as well as prevailing market prices, associated with the types of works or goods to be procured.
    - (iii) The procuring entity has trained cost estimators on estimating prices and analyzing bid variances.
    - (iv) The procuring entity has established a system to monitor and report bid prices relative to ABC and engineer's/procuring entity's estimate.
    - (v) The procuring entity has established a system to monitor and report bid prices relative to ABC and procuring entity's estimate. The procuring entity has established a monitoring and evaluation system for contract implementation to provide a feedback on actual total costs of goods and works.

## **14. Alternative Bids**

Alternative Bids shall be rejected. For this purpose, alternative bid is an offer made by a Bidder in addition or as a substitute to its original bid which may be included as part of its original bid or submitted separately therewith for purposes of bidding. A bid with options is considered an alternative bid regardless of whether said bid proposal is contained in a single envelope or submitted in two (2) or more separate bid envelopes.

## **15. Bid Prices**

- 15.1. The Bidder shall complete the appropriate Price Schedules included herein, stating the unit prices, total price per item, the total amount and

the expected countries of origin of the Goods to be supplied under this Project.

- 15.2. The Bidder shall fill in rates and prices for all items of the Goods described in the Bill of Quantities. Bids not addressing or providing all of the required items in the Bidding Documents including, where applicable, Bill of Quantities, shall be considered non-responsive and, thus, automatically disqualified. In this regard, where a required item is provided, but no price is indicated, the same shall be considered as non-responsive, but specifying a "0" (zero) for the said item would mean that it is being offered for free to the Government.
- 15.3. The terms Ex Works (EXW), Cost, Insurance and Freight (CIF), Cost and Insurance Paid to (CIP), Delivered Duty Paid (DDP), and other trade terms used to describe the obligations of the parties, shall be governed by the rules prescribed in the current edition of the International Commercial Terms (INCOTERMS) published by the International Chamber of Commerce, Paris.
- 15.4. 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), including all customs duties and sales and other taxes already paid or payable:
      - (i.1) on the components and raw material used in the manufacture or assembly of Goods quoted ex works or ex factory; or
      - (i.2) on the previously imported Goods of foreign origin quoted ex warehouse, ex showroom, or off-the-shelf and any Procuring Entity country sales and other taxes which will be payable on the Goods if the contract is awarded.
    - (ii) The price for inland transportation, insurance, and other local costs incidental to delivery of the Goods to their final destination.
    - (iii) The price of other (incidental) services, if any, listed in the **BDS**.
  - (b) For Goods offered from abroad:
    - (i) Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted 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, listed in the **BDS**.

15.5. Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation or price escalation on any account. A bid submitted with an adjustable price quotation shall be treated as non-responsive and shall be rejected, pursuant to **ITB** Clause 24.

All bid prices shall be considered as fixed prices, and therefore not subject to price escalation during contract implementation, except under extraordinary circumstances. Extraordinary circumstances refer to events that may be determined by the National Economic and Development Authority in accordance with the Civil Code of the Philippines, and upon the recommendation of the Procuring Entity. Nevertheless, in cases where the cost of the awarded contract is affected by any applicable new laws, ordinances, regulations, or other acts of the GOP, promulgated after the date of bid opening, a contract price adjustment shall be made or appropriate relief shall be applied on a no loss-no gain basis.

## 16. Bid Currencies

16.1. Prices shall be quoted in the following currencies:

- (a) For Goods that the Bidder will supply from within the Philippines, the prices shall be quoted in Philippine Pesos.
- (b) For Goods that the Bidder will supply from outside the Philippines, the prices may be quoted in the currency(ies) stated in the **BDS**. 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.

16.2. If so allowed in accordance with **ITB** Clause 16.1, the Procuring Entity for purposes of bid evaluation and comparing the bid prices will convert the amounts in various currencies in which the bid price is expressed to Philippine Pesos at the foregoing exchange rates.

16.3. Unless otherwise specified in the **BDS**, payment of the contract price shall be made in Philippine Pesos.

## 17. Bid Validity

- 17.1. Bids shall remain valid for the period specified in the **BDS** which shall not exceed one hundred twenty (120) calendar days from the date of the opening of bids.
- 17.2. In exceptional circumstances, prior to the expiration of the Bid validity period, the Procuring Entity may request Bidders to extend the period of validity of their bids. The request and the responses shall be made in writing. The bid security described in **ITB** Clause 18 should also be extended corresponding to the extension of the bid validity period at the least. A Bidder may refuse the request without forfeiting its bid security, but his bid shall no longer be considered for further evaluation and award. A Bidder granting the request shall not be required or permitted to modify its bid.

## 18. Bid Security

- 18.1. The procuring entity shall prescribe in the **BDS** the acceptable forms of bid security that bidders may opt to use, which shall include the Bid Securing Declaration and at least one (1) other form, the amount of which shall be equal to the percentage of the ABC in accordance with the following schedule:

Form of Bid Security	Amount of Bid Security (Equal to Percentage of the ABC)
(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Two percent (2%)
(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	
(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Five percent (5%)
(d) Any combination of the foregoing.	Proportionate to share of form with respect to total amount of security
(e) Bid securing declaration.	No percentage required

For biddings conducted by LGUs, the procuring entity may also require bidders to submit bid securities in the form of cashier's/manager's check,

bank draft/guarantee, or irrevocable letter of credit from other banks certified by the BSP as authorized to issue such financial statement.

The Bid Securing Declaration mentioned above is an undertaking which states, among others, that the bidder shall enter into contract with the procuring entity and furnish the performance security required under ITB Clause 33.2, from receipt of the Notice of Award, and committing to pay the corresponding fine, and be suspended for a period of time from being qualified to participate in any government procurement activity in the event it violates any of the conditions stated therein as provided in the guidelines issued by the GPPB. (Clause 18.1 is amended to conform to the provisions of GPPB Resolution No. 25-2013 dated 30 August 2013)

- 18.2. The bid security should be valid for the period specified in the **BDS**. Any bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.
- 18.3. No bid securities shall be returned to bidders after the opening of bids and before contract signing, except to those that failed or declared as post-disqualified, upon submission of a written waiver of their right to file a motion for reconsideration and/or protest. Without prejudice on its forfeiture, bid securities shall be returned only after the bidder with the Lowest Calculated and Responsive Bid has signed the contract and furnished the performance security, but in no case later than the expiration of the bid security validity period indicated in **ITB** Clause 18.2.
- 18.4. Upon signing and execution of the contract pursuant to **ITB** Clause 32, and the posting of the performance security pursuant to **ITB** Clause 33, the successful Bidder's bid security will be discharged, but in no case later than the bid security validity period as indicated in the **ITB** Clause 18.2.
- 18.5. The bid security may be forfeited:
  - (a) if a Bidder:
    - (i) withdraws its bid during the period of bid validity specified in **ITB** Clause 17;
    - (ii) does not accept the correction of errors pursuant to **ITB** Clause 28.3(b);
    - (iii) fails to submit the requirements within the prescribed period or a finding against their veracity as stated in **ITB** Clause 29.2;
    - (iv) submission of eligibility requirements containing false information or falsified documents;
    - (v) submission of bids that contain false information or falsified documents, or the concealment of such information in the

bids in order to influence the outcome of eligibility screening or any other stage of the public bidding;

- (vi) allowing the use of one's name, or using the name of another for purposes of public bidding;
  - (vii) withdrawal of a bid, or refusal to accept an award, or enter into contract with the Government without justifiable cause, after the Bidder had been adjudged as having submitted the Lowest Calculated and Responsive Bid;
  - (viii) refusal or failure to post the required performance security within the prescribed time;
  - (ix) refusal to clarify or validate in writing its bid during post-qualification within a period of seven (7) calendar days from receipt of the request for clarification;
  - (x) any documented attempt by a bidder to unduly influence the outcome of the bidding in his favor;
  - (xi) failure of the potential joint venture partners to enter into the joint venture after the bid is declared successful; or
  - (xii) all other acts that tend to defeat the purpose of the competitive bidding, such as habitually withdrawing from bidding, submitting late Bids or patently insufficient bid, for at least three (3) times within a year, except for valid reasons.
- (b) if the successful Bidder:
- (i) fails to sign the contract in accordance with **ITB** Clause 32; or
  - (ii) fails to furnish performance security in accordance with **ITB** Clause 33.

## 19. Format and Signing of Bids

- 19.1. Bidders shall submit their bids through their duly authorized representative using the appropriate forms provided in Section VIII. Bidding Forms on or before the deadline specified in the **ITB** Clauses 21 in two (2) separate sealed bid envelopes, and which shall be submitted simultaneously. The first shall contain the technical component of the bid, including the eligibility requirements under **ITB** Clause 12.1, and the second shall contain the financial component of the bid.
- 19.2. Forms as mentioned in **ITB** Clause 19.1 must be completed without any alterations to their format, and no substitute form shall be accepted. All blank spaces shall be filled in with the information requested.

- 19.3. The Bidder shall prepare and submit an original of the first and second envelopes as described in **ITB** Clauses 12 and 13. In the event of any discrepancy between the original and the copies, the original shall prevail.
- 19.4. The bid, except for unamended printed literature, shall be signed, and each and every page thereof shall be initialed, by the duly authorized representative/s of the Bidder.
- 19.5. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the Bidder.

## **20. Sealing and Marking of Bids**

- 20.1. Bidders shall enclose their original eligibility and technical documents described in **ITB** Clause 12 in one sealed envelope marked "ORIGINAL - TECHNICAL COMPONENT", and the original of their financial component in another sealed envelope marked "ORIGINAL - FINANCIAL COMPONENT", sealing them all in an outer envelope marked "ORIGINAL BID".
- 20.2. Each copy of the first and second envelopes shall be similarly sealed duly marking the inner envelopes as "COPY NO. \_\_\_\_ - TECHNICAL COMPONENT" and "COPY NO. \_\_\_\_ - FINANCIAL COMPONENT" and the outer envelope as "COPY NO. \_\_\_\_", respectively. These envelopes containing the original and the copies shall then be enclosed in one single envelope.
- 20.3. The original and the number of copies of the Bid as indicated in the **BDS** shall be typed or written in indelible ink and shall be signed by the bidder or its duly authorized representative/s.
- 20.4. All envelopes shall:
  - (a) contain the name of the contract to be bid in capital letters;
  - (b) bear the name and address of the Bidder in capital letters;
  - (c) be addressed to the Procuring Entity's BAC in accordance with **ITB** Clause 1.1;
  - (d) bear the specific identification of this bidding process indicated in the **ITB** Clause 1.2; and
  - (e) bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of bids, in accordance with **ITB** Clause 21.
- 20.5. If bids are not sealed and marked as required, the Procuring Entity will assume no responsibility for the misplacement or premature opening of the bid.

## **D. Submission and Opening of Bids**

### **21. Deadline for Submission of Bids**

Bids must be received by the Procuring Entity's BAC at the address and on or before the date and time indicated in the **BDS**.

### **22. Late Bids**

Any bid submitted after the deadline for submission and receipt of bids prescribed by the Procuring Entity, pursuant to **ITB** Clause 21, shall be declared "Late" and shall not be accepted by the Procuring Entity.

### **23. Modification and Withdrawal of Bids**

23.1. The Bidder may modify its bid after it has been submitted; provided that the modification is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of bids. The Bidder shall not be allowed to retrieve its original bid, but shall be allowed to submit another bid equally sealed, properly identified, linked to its original bid marked as "TECHNICAL MODIFICATION" or "FINANCIAL MODIFICATION" and stamped "received" by the BAC. Bid modifications received after the applicable deadline shall not be considered and shall be returned to the Bidder unopened.

23.2. A Bidder may, through a Letter of Withdrawal, withdraw its bid after it has been submitted, for valid and justifiable reason; provided that the Letter of Withdrawal is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of bids.

23.3. Bids requested to be withdrawn in accordance with **ITB** Clause 23.1 shall be returned unopened to the Bidders. A Bidder may also express its intention not to participate in the bidding through a letter which should reach and be stamped by the BAC before the deadline for submission and receipt of bids. A Bidder that withdraws its bid shall not be permitted to submit another bid, directly or indirectly, for the same contract.

23.4. No bid may be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Financial Bid Form. Withdrawal of a bid during this interval shall result in the forfeiture of the Bidder's bid security, pursuant to **ITB** Clause 18.5, and the imposition of administrative, civil and criminal sanctions as prescribed by RA 9184 and its IRR.

### **24. Opening and Preliminary Examination of Bids**

24.1. The BAC shall open the first bid envelopes of Bidders in public as specified in the **BDS** to determine each Bidder's compliance with the documents prescribed in **ITB** Clause 12. For this purpose, the BAC shall check the submitted documents of each bidder against a checklist of

required documents to ascertain if they are all present, using a non-discretionary “pass/fail” criterion. If a bidder submits the required document, it shall be rated “passed” for that particular requirement. In this regard, bids that fail to include any requirement or are incomplete or patently insufficient shall be considered as “failed”. Otherwise, the BAC shall rate the said first bid envelope as “passed”.

- 24.2. Unless otherwise specified in the BDS, immediately after determining compliance with the requirements in the first envelope, the BAC shall forthwith open the second bid envelope of each remaining eligible bidder whose first bid envelope was rated “passed”. The second envelope of each complying bidder shall be opened within the same day. In case one or more of the requirements in the second envelope of a particular bid is missing, incomplete or patently insufficient, and/or if the submitted total bid price exceeds the ABC unless otherwise provided in **ITB** Clause 13.2, the BAC shall rate the bid concerned as “failed”. Only bids that are determined to contain all the bid requirements for both components shall be rated “passed” and shall immediately be considered for evaluation and comparison.
- 24.3. Letters of withdrawal shall be read out and recorded during bid opening, and the envelope containing the corresponding withdrawn bid shall be returned to the Bidder unopened. If the withdrawing Bidder’s representative is in attendance, the original bid and all copies thereof shall be returned to the representative during the bid opening. If the representative is not in attendance, the bid shall be returned unopened by registered mail. The Bidder may withdraw its bid prior to the deadline for the submission and receipt of bids, provided that the corresponding Letter of Withdrawal contains a valid authorization requesting for such withdrawal, subject to appropriate administrative sanctions.
- 24.4. If a Bidder has previously secured a certification from the Procuring Entity to the effect that it has previously submitted the above-enumerated Class “A” Documents, the said certification may be submitted in lieu of the requirements enumerated in **ITB** Clause 12.1(a), items (i) to (v).
- 24.5. In the case of an eligible foreign Bidder as described in **ITB** Clause 5, the Class “A” Documents described in **ITB** Clause 12.1(a) may be substituted with the appropriate equivalent documents, if any, issued by the country of the foreign Bidder concerned.
- 24.6. Each partner of a joint venture agreement shall likewise submit the requirements in **ITB** Clauses 12.1(a)(i) and 12.1(a)(ii). Submission of documents required under **ITB** Clauses 12.1(a)(iii) to 12.1(a)(v) by any of the joint venture partners constitutes compliance.
- 24.7. A Bidder determined as “failed” has three (3) calendar days upon written notice or, if present at the time of bid opening, upon verbal notification, within which to file a request or motion for reconsideration with the BAC: Provided, however, that the motion for reconsideration shall not be

granted if it is established that the finding of failure is due to the fault of the Bidder concerned: Provided, further, that the BAC shall decide on the request for reconsideration within seven (7) calendar days from receipt thereof. If a failed Bidder signifies his intent to file a motion for reconsideration, the BAC shall keep the bid envelopes of the said failed Bidder unopened and/or duly sealed until such time that the motion for reconsideration or protest has been resolved.

- 24.8. The Procuring Entity shall prepare the minutes of the proceedings of the bid opening that shall include, as a minimum: (a) names of Bidders, their bid price, bid security, findings of preliminary examination; and (b) attendance sheet. The BAC members shall sign the abstract of bids as read.

## **E. Evaluation and Comparison of Bids**

### **25. Process to be Confidential**

- 25.1. Members of the BAC, including its staff and personnel, as well as its Secretariat and TWG, are prohibited from making or accepting any kind of communication with any bidder regarding the evaluation of their bids until the issuance of the Notice of Award, unless otherwise allowed in the case of **ITB** Clause 26.
- 25.2. Any effort by a bidder to influence the Procuring Entity in the Procuring Entity's decision in respect of bid evaluation, bid comparison or contract award will result in the rejection of the Bidder's bid.

### **26. Clarification of Bids**

To assist in the evaluation, comparison, and post-qualification of the bids, the Procuring Entity may ask in writing any Bidder for a clarification of its bid. All responses to requests for clarification shall be in writing. Any clarification submitted by a Bidder in respect to its bid and that is not in response to a request by the Procuring Entity shall not be considered.

### **27. Domestic Preference**

- 27.1. Unless otherwise stated in the **BDS**, the Procuring Entity will grant a margin of preference for the purpose of comparison of bids in accordance with the following:
- (a) The preference shall be applied when (i) the lowest Foreign Bid is lower than the lowest bid offered by a Domestic Bidder, or (ii) the lowest bid offered by a non-Philippine national is lower than the lowest bid offered by a Domestic Entity.
  - (b) For evaluation purposes, the lowest Foreign Bid or the bid offered by a non-Philippine national shall be increased by fifteen percent (15%).

- (c) In the event that (i) the lowest bid offered by a Domestic Entity does not exceed the lowest Foreign Bid as increased, or (ii) the lowest bid offered by a non-Philippine national as increased, then the Procuring Entity shall award the contract to the Domestic Bidder/Entity at the amount of the lowest Foreign Bid or the bid offered by a non-Philippine national, as the case may be.
  - (d) If the Domestic Entity/Bidder refuses to accept the award of contract at the amount of the Foreign Bid or bid offered by a non-Philippine national within two (2) calendar days from receipt of written advice from the BAC, the Procuring Entity shall award to the bidder offering the Foreign Bid or the non-Philippine national, as the case may be, subject to post-qualification and submission of all the documentary requirements under these Bidding Documents.
- 27.2. A Bidder may be granted preference as a Domestic Entity subject to the certification from the DTI (in case of sole proprietorships), SEC (in case of partnerships and corporations), or CDA (in case of cooperatives) that the (a) sole proprietor is a citizen of the Philippines or the partnership, corporation, cooperative, or association is duly organized under the laws of the Philippines with at least seventy five percent (75%) of its interest or outstanding capital stock belonging to citizens of the Philippines, (b) habitually established in business and habitually engaged in the manufacture or sale of the merchandise covered by his bid, and (c) the business has been in existence for at least five (5) consecutive years prior to the advertisement and/or posting of the Invitation to Bid for this Project.
- 27.3. A Bidder may be granted preference as a Domestic Bidder subject to the certification from the DTI that the Bidder is offering unmanufactured articles, materials or supplies of the growth or production of the Philippines, or manufactured articles, materials, or supplies manufactured or to be manufactured in the Philippines substantially from articles, materials, or supplies of the growth, production, or manufacture, as the case may be, of the Philippines.

## **28. Detailed Evaluation and Comparison of Bids**

- 28.1. The Procuring Entity will undertake the detailed evaluation and comparison of bids which have passed the opening and preliminary examination of bids, pursuant to **ITB** Clause 24, in order to determine the Lowest Calculated Bid.
- 28.2. The Lowest Calculated Bid shall be determined in two steps:
- (a) The detailed evaluation of the financial component of the bids, to establish the correct calculated prices of the bids; and

- (b) The ranking of the total bid prices as so calculated from the lowest to the highest. The bid with the lowest price shall be identified as the Lowest Calculated Bid.
- 28.3. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all bids rated "passed," using non-discretionary pass/fail criteria. Unless otherwise specified in the **BDS**, the BAC shall consider the following in the evaluation of bids:
  - (a) Completeness of the bid. Unless the ITB specifically allows partial bids, bids not addressing or providing all of the required items in the Schedule of Requirements including, where applicable, bill of quantities, shall be considered non-responsive and, thus, automatically disqualified. In this regard, where a required item is provided, but no price is indicated, the same shall be considered as non-responsive, but specifying a "0" (zero) for the said item would mean that it is being offered for free to the Procuring Entity; and
  - (b) Arithmetical corrections. Consider computational errors and omissions to enable proper comparison of all eligible bids. It may also consider bid modifications, if allowed in the **BDS**. Any adjustment shall be calculated in monetary terms to determine the calculated prices.
- 28.4. Based on the detailed evaluation of bids, those that comply with the above-mentioned requirements shall be ranked in the ascending order of their total calculated bid prices, as evaluated and corrected for computational errors, discounts and other modifications, to identify the Lowest Calculated Bid. Total calculated bid prices, as evaluated and corrected for computational errors, discounts and other modifications, which exceed the ABC shall not be considered, unless otherwise indicated in the **BDS**.
- 28.5. The Procuring Entity's evaluation of bids shall only be based on the bid price quoted in the Financial Bid Form.
- 28.6. Bids shall be evaluated on an equal footing to ensure fair competition. For this purpose, all bidders shall be required to include in their bids the cost of all taxes, such as, but not limited to, value added tax (VAT), income tax, local taxes, and other fiscal levies and duties which shall be itemized in the bid form and reflected in the detailed estimates. Such bids, including said taxes, shall be the basis for bid evaluation and comparison.

## **29. Post-Qualification**

- 29.1. The Procuring Entity shall determine to its satisfaction whether the Bidder that is evaluated as having submitted the Lowest Calculated Bid (LCB) complies with and is responsive to all the requirements and conditions specified in **ITB** Clauses 5, 12, and 13.

- 29.2. Within a non-extendible period of three (3) calendar days from receipt by the bidder of the notice from the BAC that it submitted the LCB, the Bidder shall submit the following documentary requirements:
- (a) Tax income and business tax returns in the form specified in the **BDS**;
  - (b) Certificate of PhilGEPS Registration; and
  - (c) Other appropriate licenses and permits required by law and stated in the **BDS**.

Failure of the Bidder declared as Lowest Calculated Bid to duly submit the requirements under this Clause or a finding against the veracity of such shall be ground for forfeiture of the bid security and disqualification of the Bidder for award. (Clause 29.2 is amended to conform to the provisions GPPB Resolution No. 21-2013 dated 30 July 2013)

- 29.3. The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted pursuant to **ITB** Clauses 12 and 13, as well as other information as the Procuring Entity deems necessary and appropriate, using a non-discretionary "pass/fail" criterion.
- 29.4. If the BAC determines that the Bidder with the Lowest Calculated Bid passes all the criteria for post-qualification, it shall declare the said bid as the Lowest Calculated Responsive Bid, and recommend to the Head of the Procuring Entity the award of contract to the said Bidder at its submitted price or its calculated bid price, whichever is lower.
- 29.5. A negative determination shall result in rejection of the Bidder's Bid, in which event the Procuring Entity shall proceed to the next Lowest Calculated Bid to make a similar determination of that Bidder's capabilities to perform satisfactorily. If the second Bidder, however, fails the post qualification, the procedure for post qualification shall be repeated for the Bidder with the next Lowest Calculated Bid, and so on until the Lowest Calculated Responsive Bid is determined for contract award.
- 29.6. Within a period not exceeding seven (7) calendar days from the date of receipt of the recommendation of the BAC, the Head of the Procuring Entity shall approve or disapprove the said recommendation. In the case of GOCCs and GFIs, the period provided herein shall be fifteen (15) calendar days.

### **30. Reservation Clause**

- 30.1. Notwithstanding the eligibility or post-qualification of a Bidder, the Procuring Entity concerned reserves the right to review its qualifications at any stage of the procurement process if it has reasonable grounds to believe that a misrepresentation has been made by the said Bidder, or

that there has been a change in the Bidder's capability to undertake the project from the time it submitted its eligibility requirements. Should such review uncover any misrepresentation made in the eligibility and bidding requirements, statements or documents, or any changes in the situation of the Bidder which will affect its capability to undertake the project so that it fails the preset eligibility or bid evaluation criteria, the Procuring Entity shall consider the said Bidder as ineligible and shall disqualify it from submitting a bid or from obtaining an award or contract.

30.2. Based on the following grounds, the Procuring Entity reserves the right to reject any and all bids, declare a failure of bidding at any time prior to the contract award, or not to award the contract, without thereby incurring any liability, and make no assurance that a contract shall be entered into as a result of the bidding:

- (a) If there is prima facie evidence of collusion between appropriate public officers or employees of the Procuring Entity, or between the BAC and any of the Bidders, or if the collusion is between or among the bidders themselves, or between a Bidder and a third party, including any act which restricts, suppresses or nullifies or tends to restrict, suppress or nullify competition;
- (b) If the Procuring Entity's BAC is found to have failed in following the prescribed bidding procedures; or
- (c) For any justifiable and reasonable ground where the award of the contract will not redound to the benefit of the GOP as follows:
  - (i) If the physical and economic conditions have significantly changed so as to render the project no longer economically, financially or technically feasible as determined by the head of the procuring entity;
  - (ii) If the project is no longer necessary as determined by the head of the procuring entity; and
  - (iii) If the source of funds for the project has been withheld or reduced through no fault of the Procuring Entity.

30.3. In addition, the Procuring Entity may likewise declare a failure of bidding when:

- (a) No bids are received;
- (b) All prospective Bidders are declared ineligible;
- (c) All bids fail to comply with all the bid requirements or fail post-qualification; or
- (d) The Bidder with the Lowest Calculated Responsive Bid (LCRB) refuses, without justifiable cause to accept the award of contract, and no award is made.

## F. Award of Contract

### 31. Contract Award

- 31.1. Subject to **ITB** Clause 29, the Procuring Entity shall award the contract to the Bidder whose bid has been determined to be the LCRB.
- 31.2. Prior to the expiration of the period of bid validity, the Procuring Entity shall notify the successful Bidder in writing that its bid has been accepted, through a Notice of Award received personally or sent by registered mail or electronically, receipt of which must be confirmed in writing within two (2) days by the Bidder with the LCRB and submitted personally or sent by registered mail or electronically to the Procuring Entity.
- 31.3. Notwithstanding the issuance of the Notice of Award, award of contract shall be subject to the following conditions:
  - (a) Submission of the valid JVA, if applicable, within ten (10) calendar days from receipt by the Bidder of the notice from the BAC that the Bidder has the LCRB;
  - (b) Posting of the performance security in accordance with **ITB** Clause 33;
  - (c) Signing of the contract as provided in **ITB** Clause 32; and
  - (d) Approval by higher authority, if required.
- 31.4. At the time of contract award, the Procuring Entity shall not increase or decrease the quantity of goods originally specified in Section VI. Schedule of Requirements.

### 32. Signing of the Contract

- 32.1. At the same time as the Procuring Entity notifies the successful Bidder that its bid has been accepted, the Procuring Entity shall send the Contract Form to the Bidder, which contract has been provided in the Bidding Documents, incorporating therein all agreements between the parties.
- 32.2. Within ten (10) calendar days from receipt of the Notice of Award, the successful Bidder shall post the required performance security and sign and date the contract and return it to the Procuring Entity.
- 32.3. The Procuring Entity shall enter into contract with the successful Bidder within the same ten (10) calendar day period provided that all the documentary requirements are complied with.
- 32.4. The following documents shall form part of the contract:
  - (a) Contract Agreement;

- (b) Bidding Documents;
- (c) Winning bidder's bid, including the Technical and Financial Proposals, and all other documents/statements submitted;
- (d) Performance Security;
- (e) Credit line in accordance with **ITB** Clause 5.5, if applicable;
- (f) Notice of Award of Contract; and
- (g) Other contract documents that may be required by existing laws and/or specified in the **BDS**.

### 33. Performance Security

- 33.1. To guarantee the faithful performance by the winning Bidder of its obligations under the contract, it shall post a performance security within a maximum period of ten (10) calendar days from the receipt of the Notice of Award from the Procuring Entity and in no case later than the signing of the contract.
- 33.2. The procuring entity shall prescribe at least two (2) acceptable forms of performance security taken from two (2) categories below that bidders may opt to use, denominated in Philippine Pesos and posted in favor of the Procuring Entity in an amount equal to the percentage of the total contract price in accordance with the following schedule: (Clause 33.2 is amended to conform to the provisions of GPPB Resolution No. 25-2013 dated 30 August 2013)

Form of Performance Security	Amount of Performance Security (Equal to Percentage of the Total Contract Price)
(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Five percent (5%)
(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	
(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance	Thirty percent (30%)

Commission as authorized to issue such security; and/or	
(d) Any combination of the foregoing.	Proportionate to share of form with respect to total amount of security

- 33.3. Failure of the successful Bidder to comply with the above-mentioned requirement shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security, in which event the Procuring Entity shall initiate and complete the post qualification of the second Lowest Calculated Bid. The procedure shall be repeated until the LCRB is identified and selected for contract award. However if no Bidder passed post-qualification, the BAC shall declare the bidding a failure and conduct a re-bidding with re-advertisement.

### **34. Notice to Proceed**

- 34.1. Within three (3) calendar days from the date of approval of the contract by the appropriate government approving authority, the Procuring Entity shall issue its Notice to Proceed to the Bidder.
- 34.2. The contract effectivity date shall be provided in the Notice to Proceed by the Procuring Entity, which date shall not be later than seven (7) calendar days from the issuance of the Notice to Proceed.

### **35. Protest Mechanism**

Decision of the procuring entity at any stage of the procurement process may be questioned in accordance with Section 55 of the revised Implementing Rules and Regulations of Republic Act 9184.

## Section III. Bid Data Sheet

ITB Clause	
1.1	The Procuring Entity is the Insurance Commission.
1.2	The lot and reference is:  Supply of Security Services for the Insurance Commission and its Premises
2	The Funding Source is:  The Government of the Philippines (GOP) through the Special Account in the General Fund 151 for the year 2016 in the amount of Six Million Two Hundred Fifty Four Thousand & 00/100 Pesos (P6,254,000.00) inclusive of 12% VAT and subject to applicable labor laws.  The name of the Project is: Supply of Security Services for the Insurance Commission and its Premises.
3.1	No further instructions.
5.1	No further instructions.
5.2	None of the circumstances mentioned in the <b>ITB</b> Clause exists. Foreign bidders except those falling under <b>ITB</b> Clause 5.2(b) may not participate in this procurement project.
5.4	The Bidder must have completed, within the last three (3) years a contract similar to this Project, equivalent to at least fifty percent (50%) of the ABC.  Also, the Bidder must have completed, within three (3) years from the date of submission and receipt of bids, a contract of similar nature with a Bank or any Financial Institution and/or must have an existing contract with a Bank or any Financial Institution.
7	No further instructions.
8.1	Subcontracting is not allowed.
8.2	Not applicable.
9.1	The Procuring Entity will hold a pre-bid conference on 05 December 2016, 3:00 p.m. at the Function Room, Insurance Commission, 1071 United Nations Avenue, Ermita, Manila, Philippines.

10.1	<p>The Procuring Entity's address is:</p> <p>MR.CARLO F. GARCIA  Chairman, Bids and Awards Committee  Insurance Commission  Ground Floor, IC Building  1071 United Nations Avenue  Ermita, Manila, Philippines  Tel. No.: (02) 523-8461 to 70 loc. 108/109  E-mail address: bacsec@insurance.gov.ph  Website: <a href="http://www.insurance.gov.ph">www.insurance.gov.ph</a></p>
12.1(a)	<p>In addition to 12.1(a), <b>Certificate of SSS Registration</b> as employer shall be submitted.</p>
12.1(a)(i)	<p>No other acceptable proof of registration is recognized.</p>
12.1(a)(iii)	<p>The statement of all ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within six (6) months.</p>
12.1(a)(iii)	<p>Written undertaking to submit proof of monthly remittance duly stamped received by SSS and other government entities in compliance with Labor Standards laws (Section 7.2 of Department Order No. 150-16 Series of 2016 issued by DOLE).</p> <p>SSS clearance from legal or cluster head for remittance of loan payments for one (1) year preceding the date of bid opening.</p>
13.1	<p>The following ADDITIONAL documents, which shall also be submitted by the bidders together with those required under ITB Clause 13.1(a) and (b), relate to the Financial Component of the bids under ITB Clause 13.1(c):</p> <ol style="list-style-type: none"> <li>1) Detailed Bid Price Schedule;</li> <li>2) Detailed Cost Distribution Forms; and</li> <li>3) Summary of Computation Form.</li> </ol> <p>The foregoing documents, which shall form part of the Financial Component of the bid, must substantially comply with the formal requirements as provided under Section VIII. Bidding Forms.</p>
13.1(b)	<p>No further instructions.</p>
13.1(c)	<p>As provided in BDS Clause 13.1 hereof</p>

13.2	<p>The ABC is Six Million Two Hundred Fifty Four Thousand &amp; 00/100 Pesos (P6,254,000.00) inclusive of 12% VAT and subject to applicable labor laws. Any bid exceeding this amount shall not be accepted.</p> <p>Provided, that the prospective bidder shall submit a financial proposal in an amount which should not be violative of, and with due consideration to, any and all existing and applicable labor and other social legislation laws, rules and regulations. Provided, further, That any bid which is in violation of any existing and applicable labor laws, rules and regulations shall likewise not be accepted.</p>
15.4(a)(iii)	No incidental services are required.
15.4(b)	Not applicable.
16.1(b)	The Bid prices for Goods supplied from outside of the Philippines shall be quoted in Philippine Pesos.
16.3	No further instructions.
17.1	Bids will be valid for 120 days or until 18 April 2017.
18.1	The bid security shall be limited to cash or cashier's/manager's check in an amount equivalent to at least two percent (2%) of the ABC stated under BDS Clause 13.2 or at least One Hundred Twenty Five Thousand Eighty & 00/100 Pesos (P125,080.00).
18.2	The bid security shall be valid for at least 120 days from the date of bid opening or not earlier than 18 April 2017.
20.3	Each Bidder shall submit one (1) original and three (3) copies of the first and second components of its bid.
21	<p>The address for submission of bids is:</p> <p>MR. CARLO F. GARCIA Chairman, Bids and Awards Committee Ground Floor, Insurance Commission 1071 United Nations Avenue, Ermita, Manila, Philippines.</p> <p>The deadline for submission of bids is on 19 December 2016 at 1:30 p.m.</p>
24.1	<p>The place of bid opening is:</p> <p>Function Room, Insurance Commission 1071 United Nations Avenue, Ermita, Manila, Philippines.</p>

	The date and time of bid opening is on 19 December 2016 at 2:00 p.m.
24.2	No further instructions.
27.1	No further instructions.
28.3	No further instructions.
28.3(b)	Bid modification is not allowed.
28.4	No further instructions.
29.2(a)	No further instructions.
29.2(b)	<p>Only tax returns filed and taxes paid through the BIR Electronic Filing and Payment System (EFPS) shall be accepted.</p> <p>NOTE: The latest income and business tax returns are those within the last six months preceding the date of bid submission.</p>
29.2(d)	<p>Certified true copy or photocopy of the following:</p> <ol style="list-style-type: none"> <li>a. License to Operate issued by Supervisory Office for Security and Investigation Agencies (SOSIA) - Philippine National Police (PNP);</li> <li>b. Taxpayer's Identification Number (TIN), Bureau of Internal Revenue (BIR) Registration Certificate;</li> <li>c. Clearance from Cluster Head Legal and Collection Group of the Social Security System (SSS) that it is up-to-date in remitting its contribution, Salary/Calamity Loan amortization and that it has no pending case with SSS Branch Office near its business address issued within the three (3) month period prior to the bid opening date. (SSS Office Order No. 2011-055 Authorizing the Cluster Legal Heads to Sign and Issue SSS Clearance);</li> <li>d. Clearance from the Main Office of the Department of Labor and Employment (DOLE) and National Labor Relations Commission, Head Office, that the Agency of the bidder has no decided adverse administrative case(s) for violation of any SSS and Minimum Wage Rate laws, issuances, rules and regulations at the time of filing of eligibility;</li> <li>e. A Certified copy or a faithful reproduction of such relevant document/s showing substantial proof of the prospective bidder's compliance with the mandatory registration requirements under DOLE Department Order (DO) No. 18-A, Series of 2011.</li> </ol>

	<p>f. Certified copy of the Latest Disposition of Clients, Security Personnel and Firearms submitted to SOSIA-PNP; and</p> <p>g. List of Agency-Owned Licensed Firearms. Attach photocopies of proof of ownership.</p>
32.4(g)	<p>The required Bond, as provided and as described under Section VII. Technical Specifications, to be posted by the Security Agency or Contractor which shall be at all times in accordance and compliant with existing and applicable labor and social legislation laws, rules and regulations and other relevant issuances and as may be amended after the date of the commencement of and during the contract.</p> <p>The Bond must contain such clear and expressed terms and conditions, which strictly comply with the applicable provisions explicitly stated in this Bidding Documents, and those which can be reasonably implied to be included therein; and with such pertinent and applicable laws, issuances, rules and regulations existing during the whole duration of the contract and for such applicable period after termination.</p> <p><i>Provided,</i> That the amount and form of the Bond required herein shall be similar with and in addition to the Performance Security to be posted by the winning bidder under ITB Clause 33.</p> <p>Note: The Security Agency shall be required to post a Bond under Article 108 of Presidential Decree No. 442, as amended, (otherwise known as the Labor Code of the Philippines), pursuant to and in compliance with Section 3(a) in relation to Section 9(b)(v) of DO 18-A (series of 2011) issued by the DOLE.</p>

# Section IV. General Conditions of Contract

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## 1. Definitions

1.1. In this Contract, the following terms shall be interpreted as indicated:

- (a) "The Contract" means the agreement entered into between the Procuring Entity and the Supplier, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- (b) "The Contract Price" means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations.
- (c) "The Goods" means all of the supplies, equipment, machinery, spare parts, other materials and/or general support services which the Supplier is required to provide to the Procuring Entity under the Contract.
- (d) "The Services" means those services ancillary to the supply of the Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Supplier covered under the Contract.
- (e) "GCC" means the General Conditions of Contract contained in this Section.
- (f) "SCC" means the Special Conditions of Contract.
- (g) "The Procuring Entity" means the organization purchasing the Goods, as named in the **SCC**.
- (h) "The Procuring Entity's country" is the Philippines.
- (i) "The Supplier" means the individual contractor, manufacturer distributor, or firm supplying/manufacturing the Goods and Services under this Contract and named in the **SCC**.
- (j) The "Funding Source" means the organization named in the **SCC**.
- (k) "The Project Site," where applicable, means the place or places named in the **SCC**.
- (l) "Day" means calendar day.
- (m) The "Effective Date" of the contract will be the date of receipt by the Supplier of the Notice to Proceed or the date provided in the Notice to Proceed. Performance of all obligations shall be reckoned from the Effective Date of the Contract.

- (n) "Verified Report" refers to the report submitted by the Implementing Unit to the Head of the Procuring Entity setting forth its findings as to the existence of grounds or causes for termination and explicitly stating its recommendation for the issuance of a Notice to Terminate.

## **2. Corrupt, Fraudulent, Collusive, and Coercive Practices**

2.1. Unless otherwise provided in the **SCC**, the Procuring Entity as well as the bidders, contractors, or suppliers shall observe the highest standard of ethics during the procurement and execution of this Contract. In pursuance of this policy, the Procuring Entity:

- (a) defines, for the purposes of this provision, the terms set forth below as follows:
  - (i) "corrupt practice" means behavior on the part of officials in the public or private sectors by which they improperly and unlawfully enrich themselves, others, or induce others to do so, by misusing the position in which they are placed, and it includes the offering, giving, receiving, or soliciting of anything of value to influence the action of any such official in the procurement process or in contract execution; entering, on behalf of the Government, into any contract or transaction manifestly and grossly disadvantageous to the same, whether or not the public officer profited or will profit thereby, and similar acts as provided in Republic Act 3019.
  - (ii) "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring Entity, and includes collusive practices among Bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the Procuring Entity of the benefits of free and open competition.
  - (iii) "collusive practices" means a scheme or arrangement between two or more Bidders, with or without the knowledge of the Procuring Entity, designed to establish bid prices at artificial, non-competitive levels.
  - (iv) "coercive practices" means harming or threatening to harm, directly or indirectly, persons, or their property to influence their participation in a procurement process, or affect the execution of a contract;

- (v) “obstructive practice” is
  - (aa) deliberately destroying, falsifying, altering or concealing of evidence material to an administrative proceedings or investigation or making false statements to investigators in order to materially impede an administrative proceedings or investigation of the Procuring Entity or any foreign government/foreign or international financing institution into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the administrative proceedings or investigation or from pursuing such proceedings or investigation; or
  - (bb) acts intended to materially impede the exercise of the inspection and audit rights of the Procuring Entity or any foreign government/foreign or international financing institution herein.
- (b) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in any of the practices mentioned in this Clause for purposes of competing for the contract.

2.2. Further the Funding Source, Borrower or Procuring Entity, as appropriate, will seek to impose the maximum civil, administrative and/or criminal penalties available under the applicable law on individuals and organizations deemed to be involved with any of the practices mentioned in **GCC** Clause 2.1(a).

### **3. Inspection and Audit by the Funding Source**

The Supplier shall permit the Funding Source to inspect the Supplier’s accounts and records relating to the performance of the Supplier and to have them audited by auditors appointed by the Funding Source, if so required by the Funding Source.

### **4. Governing Law and Language**

4.1. This Contract shall be interpreted in accordance with the laws of the Republic of the Philippines.

4.2. This Contract has been executed in the English language, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract. All correspondence and other documents pertaining to this Contract exchanged by the parties shall be written in English.

## 5. Notices

- 5.1. Any notice, request, or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice, request, or consent shall be deemed to have been given or made when received by the concerned party, either in person or through an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, telex, telegram, or facsimile to such Party at the address specified in the **SCC**, which shall be effective when delivered and duly received or on the notice's effective date, whichever is later.
- 5.2. A Party may change its address for notice hereunder by giving the other Party notice of such change pursuant to the provisions listed in the **SCC** for **GCC** Clause 5.1.

## 6. Scope of Contract

- 6.1. The GOODS and Related Services to be provided shall be as specified in Section VI. Schedule of Requirements.
- 6.2. 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. Any additional requirements for the completion of this Contract shall be provided in the **SCC**.

## 7. Subcontracting

- 7.1. Subcontracting of any portion of the Goods, if allowed in the **BDS**, does not relieve the Supplier of any liability or obligation under this Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants or workmen.
- 7.2. Subcontractors disclosed and identified during the bidding may be changed during the implementation of this Contract, subject to compliance with the required qualifications and the approval of the Procuring Entity.

## 8. Procuring Entity's Responsibilities

- 8.1. Whenever the performance of the obligations in this Contract requires that the Supplier obtain permits, approvals, import, and other licenses from local public authorities, the Procuring Entity shall, if so needed by the Supplier, make its best effort to assist the Supplier in complying with such requirements in a timely and expeditious manner.
- 8.2. The Procuring Entity shall pay all costs involved in the performance of its responsibilities in accordance with **GCC** Clause 6.

## 9. Prices

- 9.1. For the given scope of work in this Contract as awarded, all bid prices are considered fixed prices, and therefore not subject to price escalation during contract implementation, except under extraordinary circumstances and upon prior approval of the GPPB in accordance with Section 61 of R.A. 9184 and its IRR or except as provided in this Clause.
- 9.2. Prices charged by the Supplier for Goods delivered and/or services performed under this Contract shall not vary from the prices quoted by the Supplier in its bid, with the exception of any change in price resulting from a Change Order issued in accordance with **GCC** Clause 29.

## 10. Payment

- 10.1. Payments shall be made only upon a certification by the Head of the Procuring Entity to the effect that the Goods have been rendered or delivered in accordance with the terms of this Contract and have been duly inspected and accepted. Except with the prior approval of the President no payment shall be made for services not yet rendered or for supplies and materials not yet delivered under this Contract. Ten percent (10%) of the amount of each payment shall be retained by the Procuring Entity to cover the Supplier's warranty obligations under this Contract as described in **GCC** Clause 17.
- 10.2. The Supplier's request(s) for payment shall be made to the Procuring Entity in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and/or Services performed, and by documents submitted pursuant to the **SCC** provision for **GCC** Clause 6.2, and upon fulfillment of other obligations stipulated in this Contract.
- 10.3. Pursuant to **GCC** Clause 10.2, payments shall be made promptly by the Procuring Entity, but in no case later than sixty (60) days after submission of an invoice or claim by the Supplier.
- 10.4. Unless otherwise provided in the SCC, the currency in which payment is made to the Supplier under this Contract shall be in Philippine Pesos.

## 11. Advance Payment and Terms of Payment

- 11.1. Advance payment shall be made only after prior approval of the President, and shall not exceed fifteen percent (15%) of the Contract amount, unless otherwise directed by the President or in cases allowed under Annex "D" of RA 9184.
- 11.2. For Goods supplied from abroad, the terms of payment shall be as follows:
  - (a) On Contract Signature: Fifteen percent (15%) of the Contract Price shall be paid within sixty (60) days from signing of the Contract and upon submission of a claim and a bank guarantee

for the equivalent amount valid until the Goods are delivered and in the form provided in Section VIII. Bidding Forms.

- (b) On Delivery: Sixty-five percent (65%) of the Contract Price shall be paid to the Supplier within sixty (60) days after the date of receipt of the Goods and upon submission of the documents (i) through (vi) specified in the SCC provision on Delivery and Documents.
- (c) On Acceptance: The remaining twenty percent (20%) of the Contract Price shall be paid to the Supplier within sixty (60) days after the date of submission of the acceptance and inspection certificate for the respective delivery issued by the Procuring Entity's authorized representative. In the event that no inspection or acceptance certificate is issued by the Procuring Entity's authorized representative within forty five (45) days of the date shown on the delivery receipt the Supplier shall have the right to claim payment of the remaining twenty percent (20%) subject to the Procuring Entity's own verification of the reason(s) for the failure to issue documents (vii) and (viii) as described in the SCC provision on Delivery and Documents.

11.3. All progress payments shall first be charged against the advance payment until the latter has been fully exhausted.

## **12. Taxes and Duties**

The Supplier, whether local or foreign, shall be entirely responsible for all the necessary taxes, stamp duties, license fees, and other such levies imposed for the completion of this Contract.

## **13. Performance Security**

13.1. Within ten (10) calendar days from receipt of the Notice of Award from the Procuring Entity but in no case later than the signing of the contract by both parties, the successful Bidder shall furnish the performance security in any the forms prescribed in the **ITB** Clause 33.2.

13.2. The performance security posted in favor of the Procuring Entity shall be forfeited in the event it is established that the winning bidder is in default in any of its obligations under the contract.

13.3. The performance security shall remain valid until issuance by the Procuring Entity of the Certificate of Final Acceptance.

13.4. The performance security may be released by the Procuring Entity and returned to the Supplier after the issuance of the Certificate of Final Acceptance subject to the following conditions:

- (a) There are no pending claims against the Supplier or the surety company filed by the Procuring Entity;

- (b) The Supplier has no pending claims for labor and materials filed against it; and
  - (c) Other terms specified in the **SCC**.
- 13.5. In case of a reduction of the contract value, the Procuring Entity shall allow a proportional reduction in the original performance security, provided that any such reduction is more than ten percent (10%) and that the aggregate of such reductions is not more than fifty percent (50%) of the original performance security.

## 14. Use of Contract Documents and Information

- 14.1. The Supplier shall not, except for purposes of performing the obligations in this Contract, without the Procuring Entity's prior written consent, disclose this Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Procuring Entity. Any such disclosure shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.
- 14.2. Any document, other than this Contract itself, enumerated in **GCC** Clause 14.1 shall remain the property of the Procuring Entity and shall be returned (all copies) to the Procuring Entity on completion of the Supplier's performance under this Contract if so required by the Procuring Entity.

## 15. Standards

The Goods provided under this Contract shall conform to the standards mentioned in the Section VII. Technical Specifications; and, when no applicable standard is mentioned, to the authoritative standards appropriate to the Goods' country of origin. Such standards shall be the latest issued by the institution concerned.

## 16. Inspection and Tests

- 16.1. The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to the Procuring Entity. The **SCC** and Section VII. Technical Specifications shall specify what inspections and/or tests the Procuring Entity requires and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.
- 16.2. If applicable, the inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery, and/or at the goods' final destination. If conducted on the premises of the Supplier or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be

furnished to the inspectors at no charge to the Procuring Entity. The Supplier shall provide the Procuring Entity with results of such inspections and tests.

- 16.3. The Procuring Entity or its designated representative shall be entitled to attend the tests and/or inspections referred to in this Clause provided that the Procuring Entity shall bear all of its own costs and expenses incurred in connection with such attendance including, but not limited to, all traveling and board and lodging expenses.
- 16.4. The Procuring Entity may reject any Goods or any part thereof that fail to pass any test and/or inspection or do not conform to the specifications. The Supplier shall either rectify or replace such rejected Goods or parts thereof or make alterations necessary to meet the specifications at no cost to the Procuring Entity, and shall repeat the test and/or inspection, at no cost to the Procuring Entity, upon giving a notice pursuant to **GCC** Clause 5.
- 16.5. The Supplier agrees that neither the execution of a test and/or inspection of the Goods or any part thereof, nor the attendance by the Procuring Entity or its representative, shall release the Supplier from any warranties or other obligations under this Contract.

## **17. Warranty**

- 17.1. The Supplier warrants that the Goods supplied under the Contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials, except when the technical specifications required by the Procuring Entity provides otherwise.
- 17.2. The Supplier further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials, or workmanship or from any act or omission of the Supplier that may develop under normal use of the supplied Goods in the conditions prevailing in the country of final destination.
- 17.3. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier for a minimum period specified in the **SCC**. The obligation for the warranty shall be covered by, at the Supplier's option, either retention money in an amount equivalent to at least ten percent (10%) of the final payment, or a special bank guarantee equivalent to at least ten percent (10%) of the Contract Price or other such amount if so specified in the **SCC**. The said amounts shall only be released after the lapse of the warranty period specified in the **SCC**; provided, however, that the Supplies delivered are free from patent and latent defects and all the conditions imposed under this Contract have been fully met.
- 17.4. 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, within the period specified in the **SCC** and with all reasonable speed, repair or replace the defective Goods or parts thereof, without cost to the Procuring Entity.

- 17.5. If the Supplier, having been notified, fails to remedy the defect(s) within the period specified in **GCC** Clause 17.4, the Procuring Entity may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Procuring Entity may have against the Supplier under the Contract and under the applicable law.

## **18. Delays in the Supplier's Performance**

- 18.1. Delivery of the Goods and/or performance of Services shall be made by the Supplier in accordance with the time schedule prescribed by the Procuring Entity in Section VI. Schedule of Requirements.
- 18.2. If at any time during the performance of this Contract, the Supplier or its Subcontractor(s) should encounter conditions impeding timely delivery of the Goods and/or performance of Services, the Supplier shall promptly notify the Procuring Entity in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, and upon causes provided for under **GCC** Clause 22, the Procuring Entity shall evaluate the situation and may extend the Supplier's time for performance, in which case the extension shall be ratified by the parties by amendment of Contract.
- 18.3. Except as provided under **GCC** Clause 22, a delay by the Supplier in the performance of its obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to **GCC** Clause 19, unless an extension of time is agreed upon pursuant to **GCC** Clause 29 without the application of liquidated damages.

## **19. Liquidated Damages**

Subject to **GCC** Clauses 18 and 22, if the Supplier fails to satisfactorily deliver any or all of the Goods and/or to perform the Services within the period(s) specified in this Contract inclusive of duly granted time extensions if any, the Procuring Entity shall, without prejudice to its other remedies under this Contract and under the applicable law, deduct from the Contract Price, as liquidated damages, the applicable rate of one tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay until actual delivery or performance. The maximum deduction shall be ten percent (10%) of the amount of contract. Once the maximum is reached, the Procuring Entity shall rescind the Contract pursuant to **GCC** Clause 23, without prejudice to other courses of action and remedies open to it.

## **20. Settlement of Disputes**

- 20.1. If any dispute or difference of any kind whatsoever shall arise between the Procuring Entity and the Supplier in connection with or arising out of this Contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 20.2. If after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Procuring Entity or the Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given.
- 20.3. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under this Contract.
- 20.4. In the case of a dispute between the Procuring Entity and the Supplier, the dispute shall be resolved in accordance with Republic Act 9285 ("R.A. 9285"), otherwise known as the "Alternative Dispute Resolution Act of 2004."
- 20.5. Notwithstanding any reference to arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and the Procuring Entity shall pay the Supplier any monies due the Supplier.

## **21. Liability of the Supplier**

- 21.1. The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines, subject to additional provisions, if any, set forth in the **SCC**.
- 21.2. Except in cases of criminal negligence or willful misconduct, and in the case of infringement of patent rights, if applicable, the aggregate liability of the Supplier to the Procuring Entity shall not exceed the total Contract Price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

## **22. Force Majeure**

- 22.1. The Supplier shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that the Supplier's delay in performance or other failure to perform its obligations under the Contract is the result of a force majeure.
- 22.2. For purposes of this Contract the terms "force majeure" and "fortuitous event" may be used interchangeably. In this regard, a fortuitous event or force majeure shall be interpreted to mean an event which the Contractor could not have foreseen, or which though foreseen, was inevitable. It shall not include ordinary unfavorable weather conditions;

and any other cause the effects of which could have been avoided with the exercise of reasonable diligence by the Contractor. Such events may include, but not limited to, acts of the Procuring Entity in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

- 22.3. If a force majeure situation arises, the Supplier shall promptly notify the Procuring Entity in writing of such condition and the cause thereof. Unless otherwise directed by the Procuring Entity in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure.

## **23. Termination for Default**

- 23.1. The Procuring Entity shall terminate this Contract for default when any of the following conditions attends its implementation:
- (a) Outside of force majeure, the Supplier fails to deliver or perform any or all of the Goods within the period(s) specified in the contract, or within any extension thereof granted by the Procuring Entity pursuant to a request made by the Supplier prior to the delay, and such failure amounts to at least ten percent (10%) of the contract price;
  - (b) As a result of force majeure, the Supplier is unable to deliver or perform any or all of the Goods, amounting to at least ten percent (10%) of the contract price, for a period of not less than sixty (60) calendar days after receipt of the notice from the Procuring Entity stating that the circumstance of force majeure is deemed to have ceased; or
  - (c) The Supplier fails to perform any other obligation under the Contract.
- 23.2. In the event the Procuring Entity terminates this Contract in whole or in part, for any of the reasons provided under **GCC** Clauses 23 to 26, the Procuring Entity may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Procuring Entity for any excess costs for such similar Goods or Services. However, the Supplier shall continue performance of this Contract to the extent not terminated.
- 23.3. In case the delay in the delivery of the Goods and/or performance of the Services exceeds a time duration equivalent to ten percent (10%) of the specified contract time plus any time extension duly granted to the Supplier, the Procuring Entity may terminate this Contract, forfeit the Supplier's performance security and award the same to a qualified Supplier.

## **24. Termination for Insolvency**

The Procuring Entity shall terminate this Contract if the Supplier is declared bankrupt or insolvent as determined with finality by a court of competent jurisdiction. In this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Procuring Entity and/or the Supplier.

## **25. Termination for Convenience**

- 25.1. The Procuring Entity may terminate this Contract, in whole or in part, at any time for its convenience. The Head of the Procuring Entity may terminate a contract for the convenience of the Government if he has determined the existence of conditions that make Project Implementation economically, financially or technically impractical and/or unnecessary, such as, but not limited to, fortuitous event(s) or changes in law and national government policies.
- 25.2. The Goods that have been delivered and/or performed or are ready for delivery or performance within thirty (30) calendar days after the Supplier's receipt of Notice to Terminate shall be accepted by the Procuring Entity at the contract terms and prices. For Goods not yet performed and/or ready for delivery, the Procuring Entity may elect:
- (a) to have any portion delivered and/or performed and paid at the contract terms and prices; and/or
  - (b) to cancel the remainder and pay to the Supplier an agreed amount for partially completed and/or performed goods and for materials and parts previously procured by the Supplier.
- 25.3. If the Supplier suffers loss in its initial performance of the terminated contract, such as purchase of raw materials for goods specially manufactured for the Procuring Entity which cannot be sold in open market, it shall be allowed to recover partially from this Contract, on a quantum meruit basis. Before recovery may be made, the fact of loss must be established under oath by the Supplier to the satisfaction of the Procuring Entity before recovery may be made.

## **26. Termination for Unlawful Acts**

- 26.1. The Procuring Entity may terminate this Contract in case it is determined prima facie that the Supplier has engaged, before or during the implementation of this Contract, in unlawful deeds and behaviors relative to contract acquisition and implementation. Unlawful acts include, but are not limited to, the following:
- (a) Corrupt, fraudulent, and coercive practices as defined in **ITB** Clause 3.1(a);
  - (b) Drawing up or using forged documents;

- (c) Using adulterated materials, means or methods, or engaging in production contrary to rules of science or the trade; and
- (d) Any other act analogous to the foregoing.

## **27. Procedures for Termination of Contracts**

27.1. The following provisions shall govern the procedures for termination of this Contract:

- (a) Upon receipt of a written report of acts or causes which may constitute ground(s) for termination as aforementioned, or upon its own initiative, the Implementing Unit shall, within a period of seven (7) calendar days, verify the existence of such ground(s) and cause the execution of a Verified Report, with all relevant evidence attached;
- (b) Upon recommendation by the Implementing Unit, the Head of the Procuring Entity shall terminate this Contract only by a written notice to the Supplier conveying the termination of this Contract. The notice shall state:
  - (i) that this Contract is being terminated for any of the ground(s) afore-mentioned, and a statement of the acts that constitute the ground(s) constituting the same;
  - (ii) the extent of termination, whether in whole or in part;
  - (iii) an instruction to the Supplier to show cause as to why this Contract should not be terminated; and
  - (iv) special instructions of the Procuring Entity, if any.
- (c) The Notice to Terminate shall be accompanied by a copy of the Verified Report;
- (d) Within a period of seven (7) calendar days from receipt of the Notice of Termination, the Supplier shall submit to the Head of the Procuring Entity a verified position paper stating why this Contract should not be terminated. If the Supplier fails to show cause after the lapse of the seven (7) day period, either by inaction or by default, the Head of the Procuring Entity shall issue an order terminating this Contract;
- (e) The Procuring Entity may, at any time before receipt of the Supplier's verified position paper described in item (d) above withdraw the Notice to Terminate if it is determined that certain items or works subject of the notice had been completed, delivered, or performed before the Supplier's receipt of the notice;
- (f) Within a non-extendible period of ten (10) calendar days from receipt of the verified position paper, the Head of the Procuring

Entity shall decide whether or not to terminate this Contract. It shall serve a written notice to the Supplier of its decision and, unless otherwise provided, this Contract is deemed terminated from receipt of the Supplier of the notice of decision. The termination shall only be based on the ground(s) stated in the Notice to Terminate;

- (g) The Head of the Procuring Entity may create a Contract Termination Review Committee (CTRC) to assist him in the discharge of this function. All decisions recommended by the CTRC shall be subject to the approval of the Head of the Procuring Entity; and
- (h) The Supplier must serve a written notice to the Procuring Entity of its intention to terminate the contract at least thirty (30) calendar days before its intended termination. The Contract is deemed terminated if it is not resumed in thirty (30) calendar days after the receipt of such notice by the Procuring Entity.

## **28. Assignment of Rights**

The Supplier shall not assign his rights or obligations under this Contract, in whole or in part, except with the Procuring Entity's prior written consent.

## **29. Contract Amendment**

Subject to applicable laws, no variation in or modification of the terms of this Contract shall be made except by written amendment signed by the parties.

## **30. Application**

These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of this Contract.

## Section V. Special Conditions of Contract

GCC Clause	
1.1(g)	The Procuring Entity is the Insurance Commission.
1.1(i)	The Supplier is: _____.
1.1(j)	The Funding Source is  The Government of the Philippines (GOP) through the Special Account in the General Fund 151 for the year 2016 in the amount of Six Million Two Hundred Fifty Four Thousand & 00/100 Pesos (P6,254,000.00) inclusive of 12% VAT and subject to applicable labor laws, that serves as the Approved Budget for the Contract (ABC) of the project.
1.1(k)	The Project Site is the Insurance Commission, 1071 United Nations Avenue, Ermita, Manila, Philippines.
5.1	<p>The Procuring Entity’s address for Notices is:</p> <p>DENNIS B. FUNA Officer-in-Charge Insurance Commission 1071 United Nations Avenue Ermita, Manila, Philippines</p> <p>Tel. No.: (02) 523-8461 to 70 local 113; (02) 525-2015 E-mail address: <a href="mailto:ocom@insurance.gov.ph">ocom@insurance.gov.ph</a></p> <p>The Supplier’s address for Notices is:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
6.2	<p><b>Delivery and Documents –</b></p> <p>Delivery of the Security Services shall be made by the Security Agency on a daily and 24-hour basis to be reported on a monthly basis to the Insurance Commission for the contract period. Upon delivery of the Security Services to the Project Site, the Security</p>

	<p>Agency shall notify the Insurance Commission and present the following documents:</p> <p>(a) Original and four (4) copies of Monthly Deployment Report (MDR) duly accomplished by the Security Agency at the end of each month stating the names of the guards and supervisors, salary rates and actual attendance; and</p> <p>(b) Proof of monthly remittance of Premiums to SSS, PhilHealth, PAG-IBIG and ECC for the benefit of the security guards.</p> <p>(c) Violation of compliance with the mandatory requirements per 6.2 (b) shall be a ground for termination of the contract.</p>
10.4	No further instructions.
13.4(c)	No further instructions.
16.1	The inspections and tests that will be conducted are: Spot inspections of the performance of the guards at any time it may deem necessary.
17.3	<p>If the Goods pertain to Expendable Supplies: Three (3) months after acceptance by the Procuring Entity of the delivered Goods or after the Goods are consumed, whichever is earlier. – Not applicable.</p> <p>If the Goods pertain to Non-expendable Supplies: One (1) year after acceptance by the Procuring Entity of the delivered Goods. – Not applicable.</p>
17.4	The period for correction of defects in the warranty period is not more than seven (7) days.
21.1	<p>Any liability of the Security Agency for the services rendered by its security personnel in favor of the Insurance Commission shall be charged against the Bond required under ITB Clause 32.4(g) and as provided in BDS Clause 32.4(g). The Security Agency and its officers shall be solidarily liable for any unsatisfied amount pertaining to the concerned security personnel for the services rendered in favor of the IC.</p> <p>If the Supplier is a joint venture, all parties or partners to the joint venture shall be jointly and severally liable to the Procuring Entity.</p>

## Section VI. Schedule of Requirements

GUARD	SECURITY STATION	TOUR OF DUTY	NO. OF WORK HOURS	NO. OF DAYS IN A WEEK	DAYS OF DUTIES
1	Detachment Commander (Roving)	0600H-1800H**	12	7	MON-SUN
2	Detachment Commander (Roving)	1800H-0600H***	12	7	MON-SUN
3	Main Entrance/Exit – Pedestrian	0600H-1400H	8	6	MON-SAT
4	Main Entrance/Exit – Pedestrian	0700H-1500H	8	5	MON-FRI
5	Main Entrance/Exit – Pedestrian	1400H-2200H	8	5	MON-FRI
6	Main Entrance/Exit - Pedestrian (Roving)	2200H-0600H*	8	7	MON-SUN
7	Gate 1 - Entrance Gate – Vehicles	0600H-1800H**	12	6	MON-SAT
8	Gate 2 - Back Gate	0600H-1400H	8	7	MON-SUN
9	Gate 2 - Back Gate	1400H-2200H	8	7	MON-SUN
10	Gate 2 - Back Gate	2200H-0600H*	8	7	MON-SUN
11	Gate 3 - Exit Gate – Vehicles	0600H-1400H	8	7	MON-SUN
12	Gate 3 - Exit Gate – Vehicles	1400H-2200H	8	7	MON-SUN
13	Gate 3 - Exit Gate – Vehicles	2200H-0600H*	8	7	MON-SUN
14	IC Function Room	0600H-1800H**	12	5	MON-FRI
15	Second Floor Lobby	0600H-1800H**	12	5	MON-FRI
16	Ground Floor Lobby (Receptionist; Lady Guard)	0600H-1800H**	12	5	MON-FRI
17	Close-In Security – Commissioner	0600H-1800H**	12	7	MON-SUN
18	Close-In Security – Commissioner	1800H-0600H***	12	7	MON-SUN
19	Emergency Exit near Life Division	0800H-1600H	8	5	MON-FRI

\*With night shift differential (NSD)

\*\*With Overtime (OT) Premium Pay

\*\*\*With NSD and OT Premium

# **Section VII. Technical Specifications**

The duration of the contract shall be for a period of one (1) year and shall automatically terminate without need of further Notice from the Insurance Commission (IC) upon the expiration thereof, unless otherwise extended upon the sole instance and discretion of the IC.

## **SECURITY PLAN OF THE INSURANCE COMMISSION**

### **A. MISSION**

To conduct comprehensive security operations for the protection of Insurance Commission officials, personnel, visitors and properties against assault, arson, mischief, pilferage, robbery, sabotage, terrorism and theft, including safety measures and response to prevent and minimize loss or damage from calamities and civil disturbance.

### **B. OBJECTIVE**

1. To undertake security measures for total protection of Insurance Commission officials, personnel and properties 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 Insurance Commission and its premises.
4. To enforce existing Insurance Commission security rules and regulations on personnel.
5. To perform other operations as deemed necessary by the Insurance Commission management

### **C. CONCEPT OF IMPLEMENTATION**

#### **I. PRE-DEPLOYMENT PHASE**

In coordination with the Insurance Commission 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.

## **II. SERVICE TAKE-OVER/DEPLOYMENT PHASE**

- a. 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 Administrative Division. Thereafter, they shall be posted alongside with the outgoing security guards to get acquainted with the new assignments.
- b. 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 Insurance Commission premises. All office equipment, furniture, painting, vehicles and other items with significant value that is to be brought outside the Insurance Commission premises shall be accompanied by Gate Pass issued by authorized Insurance Commission Property Officer.
- c. 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 Insurance Commission representative prior to their departure.
- d. A list of incoming security personnel who will assume duties at the Insurance Commission together with their individual bio-data and licenses and mandatory clearances shall be submitted three (3) days in advance to the Administrative Division for scrutiny and approval.
- e. During the actual takeover of duties at the Insurance Commission, the security guards shall be accompanied and closely supervised by a Senior Official of the incoming security contractor (agency).
- f. 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.

## **III. LOGISTICS**

1. 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 Insurance Commission.

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

#### **IV. ADMINISTRATION**

1. Organizational Structure – Annex “A”
2. Schedule of Security Post, Personnel, Equipment, CCTV Surveillance Cameras and the provisions pertaining thereto – Annex “B” and Series
3. Operating Policies and Procedures – Annex “C”
4. Regular monthly meeting with the Administrative Division or as necessary
5. Announced and unannounced visit/inspection will be conducted.

Annexes “A” to “C” hereof shall form part of the Technical Specifications.

#### **V. ADDITIONAL WARRANTIES, UNDERTAKINGS AND REQUIREMENTS**

1. The Security Contractor must have completed, within three (3) years from the date of submission and receipt of bids, a contract of similar nature with a Bank or any Financial Institution and/or must have an existing contract with a Bank or any Financial Institution.
2. Minimum height requirements:
  - a. Male – 5’5”
  - b. Female – 5’3”
3. Educational attainment: At least high school graduate
4. Upon execution of the contract, the Security Contractor shall submit proof that the security personnel intended to be assigned had passed neuropsychiatric and drug testing from authorized testing centers.
5. Seven (7) years actual work experience related to security services

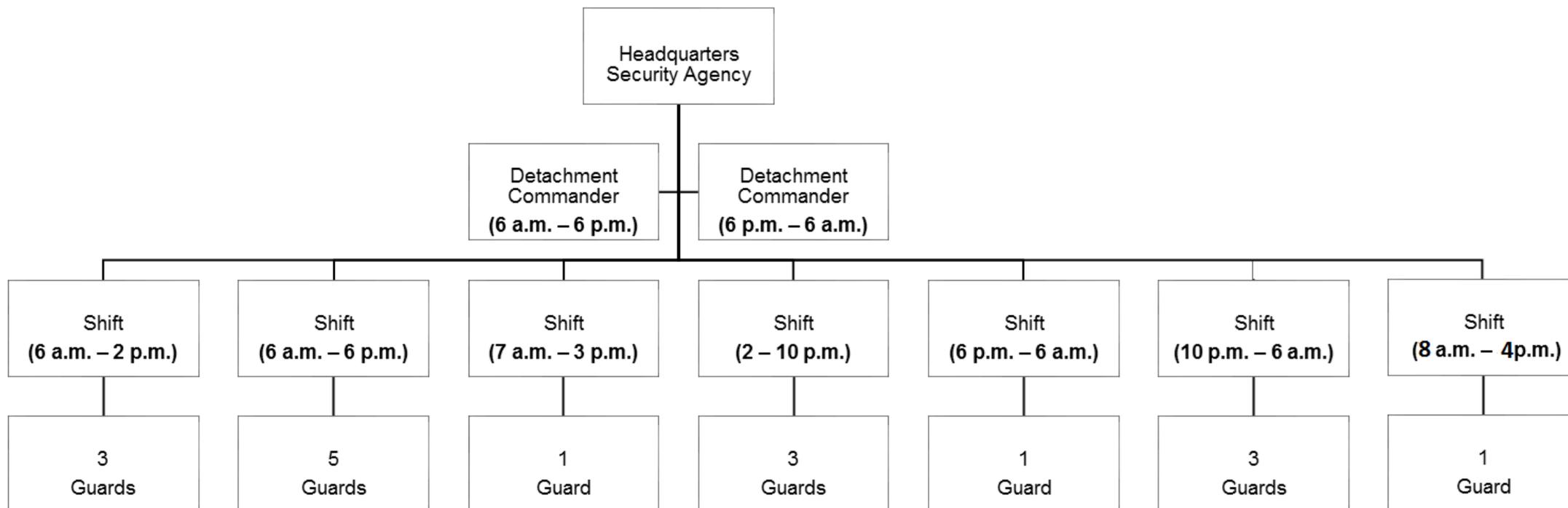
6. Upon the execution of the contract, the Security Contractor automatically, and without the need of any written or verbal agreement or conformity, warrants and undertakes to comply, at any and all times during the effectivity of the contract and for such applicable period thereafter, with all the statutory rights and benefits of each and every security personnel assigned to the IC, whether regular or temporary when allowed by IC, as may be provided under the provisions of Presidential Decree No. 442, as amended (Labor Code of the Philippines, any and all applicable issuances of DOLE including, among others, Department Order 18-A (series of 2011). *Provided*, That the warranties and undertakings of the Security Contractor should be deemed to automatically include as minimum requirements the following:
  - 4.1.1. Provisions on Safe and Healthful working conditions;
  - 4.1.2. Provisions on Labor Standards, such as but not limited to, Minimum Wage Rate, Service Incentive Leave, Rest Days, Overtime Pay, 13<sup>th</sup> Month Pay and Separation Pay, Retirement Benefits, Contributions and remittance of SSS, Philhealth and PAG-IBIG Fund, and other welfare benefits;
  - 4.1.3. Provisions on the right to self-organization, collective bargaining and peaceful concerted action; and
  - 4.1.4. Provisions on the right to security of tenure.
7. The Security Contractor undertakes to provide, upon demand by the Insurance Commission, copies of the written employment contracts the Contractor has entered into with the security personnel assigned or deployed, whether permanent or temporary, to the Insurance Commission, to ensure the Contractor and IC's compliance with all applicable laws.
8. As a condition precedent to the effectivity of the contract, the Security Contractor shall issue and post a Bond, as defined in Section 3(a) and required under Section 9(b)(v) of DO 18-A, Series of 2011 and as further provided under Article 108 of Presidential Decree No. 442, as amended, in favor of the Insurance Commission on or before the contract effectivity date provided in the Notice To Proceed. The failure of the Contractor to comply with this requirement shall cause the contract to be ineffective without prejudice to the rights of the Insurance Commission under the provisions contained in the Bidding Documents and all applicable laws and rules.

The Bond herein required shall be effective during the contract period and/or for such longer period thereafter as may be provided by applicable laws, rules and regulations insofar as

prescriptive periods involving employees' rights and benefits are concerned.

9. The Security Contractor warrants that the security personnel assigned to the IC are the Contractor's Regular Employees and not employees of the Commission.
10. The Security Contractor shall directly remit monthly the employer's share and employees' contribution to the SSS, ECC, Philhealth and PAG-IBIG.
11. The Security Contractor and its corporate officers shall be solidarily liable to indemnify the Insurance Commission for any and all liabilities and damages, which may be incurred by the latter, pursuant to the contract for security services.

ORGANIZATIONAL STRUCTURE



**ANNEX B**

**SECURITY GUARDS ASSIGNMENTS/TOUR OF DUTIES**

GUARD	SECURITY STATION	TOUR OF DUTY	NO. OF WORK HOURS	NO. OF DAYS IN A WEEK	DAYS OF DUTIES
1	Detachment Commander (Roving)	0600H-1800H**	12	7	MON-SUN
2	Detachment Commander (Roving)	1800H-0600H***	12	7	MON-SUN
3	Main Entrance/Exit – Pedestrian	0600H-1400H	8	6	MON-SAT
4	Main Entrance/Exit – Pedestrian	0700H-1500H	8	5	MON-FRI
5	Main Entrance/Exit – Pedestrian	1400H-2200H	8	5	MON-FRI
6	Main Entrance/Exit - Pedestrian (Roving)	2200H-0600H*	8	7	MON-SUN
7	Gate 1 - Entrance Gate – Vehicles	0600H-1800H**	12	6	MON-SAT
8	Gate 2 - Back Gate	0600H-1400H	8	7	MON-SUN
9	Gate 2 - Back Gate	1400H-2200H	8	7	MON-SUN
10	Gate 2 - Back Gate	2200H-0600H*	8	7	MON-SUN
11	Gate 3 - Exit Gate – Vehicles	0600H-1400H	8	7	MON-SUN
12	Gate 3 - Exit Gate – Vehicles	1400H-2200H	8	7	MON-SUN
13	Gate 3 - Exit Gate – Vehicles	2200H-0600H*	8	7	MON-SUN
14	IC Function Room	0600H-1800H**	12	5	MON-FRI
15	Second Floor Lobby	0600H-1800H**	12	5	MON-FRI
16	Ground Floor Lobby (Receptionist; Lady Guard)	0600H-1800H**	12	5	MON-FRI
17	Close-In Security - Commissioner	0600H-1800H**	12	7	MON-SUN
18	Close-In Security - Commissioner	1800H-0600H***	12	7	MON-SUN
19	Emergency Exit near Life Division	0800H-1600H	8	5	MON-FRI

\*With night shift differential (NSD)  
 \*\*With Overtime (OT) Premium Pay  
 \*\*\*With NSD and OT Premium

**MINIMUM EQUIPMENT REQUIRED BY IC  
(To be provided by the Contractor)**

2 units	Portable metal detector	
12 units	Portable two-way radio communication	
9 units	Licensed handguns with sufficient number of ammunitions	
2 units	Licensed shotguns with sufficient number of ammunitions	
2 units	Vehicle under chassis mirror	
CCTV Surveillance System that meets the following minimum technical specifications:		
	15 units	<p>CCTV/IP Camera (Indoor)</p> <p>Size/Shape – Dome Type Camera</p> <p>Image Sensor – 2 MP Progressive Scan (CMOS)</p> <p>Resolution – 1080p</p> <p>Power over Ethernet – Power over Ethernet (PoE)</p> <p>Ingress Protection – IP67</p> <p>IR Length – up to 30 meters</p> <p>Video Compression – H.264/MJPEG</p>
	7 units	<p>CCTV/IP Camera (Outdoor)</p> <p>Size/Shape – Bullet Type Camera</p> <p>Image Sensor – 2 MP Progressive Scan CMOS</p> <p>Resolution – 1080p</p> <p>Power over Ethernet – Power over Ethernet (PoE)</p>

		Ingress Protection – IP67  IR Length – 20 meters  Video Compression – H.264/MJPEG
1 set		Network Video Recorder (NVR)  Network Video Input – 8-channel IP Input  Recording Resolution – 5MP/3MP/1080P/720P  Hard Disk Drives – 2 SATA Hard Disks Drives  Hard Disk Capacity – 4 TB Hard Disk  Audio Output – Audio IN & Audio Out  Video Output – HDMI Interface & VGA Interface  Interface – Universal Serial Bus (USB)  Network Interface – Network Interface Card (NIC)  LiveView/Playback – Synchronous Playback of All Channels
2 units		CCTV colored monitor; 32” screen
2 units		Automatic voltage regulator (AVR)
22 units		Video transceivers (amplifiers) / Video balun
1 unit		Desktop computer with printer; 1 terabyte hard disk, LCD monitor 21”
		Note: The NVR, CCTV colored monitor, AVR amplifiers and desktop computer must have the capacity to project/record authentic footages of the 19 CCTV cameras on a real-time basis. The brand/model and specifications shall be included in the bidding documents.

18	Whistles
18	First aid kit
7	Flashlights (inclusive of 2 spare units) with battery supply
1	Digital Camera for incident documentation

## THE CCTV SURVEILLANCE CAMERAS

The CCTV surveillance cameras shall be installed by the Security Agency in the following strategic locations inside the Insurance Commission compound:

NO.	AREAS COVERED	UNITS
CCTV 1	Main Lobby Entrance (Pedestrian Gate)	1
CCTV 2	Ground Floor Lobby, Hallway Reception/Receiving Area/Stairways going to the 2nd Floor/PAMD Main door	1
CCTV 3	OCOM Hallway	1
CCTV 4	Investment Division Hallway	1
CCTV 5	2nd Floor Lobby Hallway/Admin/Cashier Main Door	1
CCTV 6	Driveway to Back Gate	1
CCTV 7	Exit Gate/VIP Parking	1
CCTV 8	Walk Through near Function Room	1
CCTV 9	Vehicle Entrance Gate	1
CCTV 10	IT Division/Records/Supply/CR Hallway	1
CCTV 11	Licensing Division Hallway/CRL	1
CCTV 12	2nd Floor Stairways to DepCom Office	1
CCTV 13	Life Division/GIZ/Stairs to 2nd Floor Hallway	1
CCTV 14	2nd Floor Stairway to Rating/Statistics/Brokers	1
CCTV 15	DepCom Wing Hallway	1
CCTV 16	Back Gate/Back Door/Genset/Gym/Employees Parking Area	1
CCTV 17	Library/PAMD/Chapel Hallway	1
CCTV 18	Visitor's Parking/Driveway/Vacant Lot	1
CCTV 19	Canteen/Executive Lounge/Back Driveway	1
CCTV 20	Brokers Examination Division near the Fire Exit	1
CCTV 21	Covered Parking	1
CCTV 22	Emergency Exit (Back Door) near Life Division	1
<b>TOTAL</b>		<b>22</b>

### Provisions pertaining to the CCTV cameras, monitors and recordings:

1. The Security Agency shall provide the needed 21 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 provide utmost security and protection to the IC personnel and the public within its premises, the Security Agency must constantly monitor the CCTV cameras and is obliged to make a written report of any and all untoward

incidents relating to the security and protection contemplated herein. The said written report shall be submitted to the IC's Administrative Division within 24 hours from the happening of the untoward incident.

3. Notwithstanding the foregoing provisions, the Insurance Commission retains full control over the CCTV cameras and recordings and the authorized official of the IC may access and view the CCTV monitor/s at any time of the day and night.
4. The Security Agency shall neither delete nor tamper the video recordings of the CCTV and shall ensure that the footages remain authentic at all times. Moreover, insofar as the Security Agency and its security personnel are concerned, the footages of the CCTVs shall be considered as confidential and may not be reproduced without the expressed written consent of the Insurance Commission or when so ordered to be reproduced by a competent governmental authority.
5. The concerned official of the Security Agency shall submit to the Administrative Division of the Insurance Commission an authentic copy of all the recordings of the CCTV cameras on a daily basis and as often as may be required by the IC.
6. At the expiration of the security contract, the CCTV cameras, TV monitors, NVRs, AVR and installed coaxial cable wires will be pulled out by the Security Agency. The pull-out and recovery of the aforementioned equipment shall not, in any way, cause damage or injury to any of the properties of the Insurance Commission upon such damage the Security Contractor shall be held liable.
7. In case bidding for this project will result to more than one (1) Lowest Calculated Responsive Bid (LCRB), the bidder with additional offer relevant to the contemplated security services and subject to further evaluation by and to the sole discretion of the Bids and Awards Committee and as may be approved by the Head of the Procuring Entity, shall be awarded the contract. Nothing herein shall be construed as to limit the authority of the Bids and Awards Committee to select the bid, which, to its discretion, is more advantageous to the Government.



**OPERATING POLICIES AND PROCEDURES**

These operating policies and procedures of the Security Guards are hereunder discussed:

1. DETACHMENT COMMANDER (OFFICER-IN-CHARGE): 2 SG  
7 DAYS, MON-SUN, 0600H-1800H (ROVING)  
7 DAYS, MON-SUN, 1800H-0600H (ROVING)
  - a. Assume over-all responsibility of the members of the security force of the Insurance Commission.
  - b. Supervise all assigned security personnel; and conduct guard mounting for proper dissemination of instructions and information regarding security daily operations.
  - c. Ensure the constant monitoring of the CCTV footages and officially transmit authentic copies of its recordings to the Administrative Division.
  - d. Report any untoward incident.
  - e. Conduct initial investigation, attend all complaint or unusual incidents, and to coordinate these events with the nearest Police station/BFP, if necessary.
  - f. Responsible for monitoring of CCTV/FDAS.
  - g. Submit weekly and monthly report to the Management Support Office and the Agency.
  - h. Conduct roving inspection at all times in all areas of responsibility.
  - i. Monitor and assist in special events of Insurance Commission.
  - j. Relieve guards during break time or when observing personal necessities.
  - k. Extend necessary assistance to all visitors, guests and employees.
  
2. MAIN ENTRANCE/EXIT (PEDESTRIAN) GUARD: 4 SG  
6 DAYS, MON-SAT, 0600H-1400H  
5 DAYS, MON-FRI, 0700H-1500H  
5 DAYS, MON-FRI, 1400H-2200H  
7 DAYS, MON-SUN, 2200H-0600H (ROVING)
  - a. Greet with respect all visitors, guests, all Insurance Commission officers, staff and personnel.
  - b. Observe “No ID, No Entry” policy, maintain visitors’ registry logbook and issue visitors pass.
  - c. Inspect baggage/s (if any) before entry.
  - d. Require visitors and guests to deposit firearms and other deadly weapons before entering the premises; acknowledge receipt of these items for proper disposition.

- e. Check at all items, materials and equipment being brought in and out of office; and allow none of these to leave the premises unless accompanied with necessary documents or authorized gate pass.
  - f. Screen guests and visitors going to the Office of the Commissioner and Deputy Commissioners; and call/inform the Secretary whether or not they will be entertained.
  - g. Observe the visitors/guests entering the office building during employees' break time (1200H-1300H).
  - h. Conduct roving inspection by designated security guard (2200H-0700H).
  - i. Report any untoward incident during duty.
  - j. Submit daily activity report to Detachment Commander
  - k. Perform other duties as Insurance Commission and/or the security Agency may assign/direct.
3. GATE 1 ENTRANCE GATE (VEHICLES): 1 SG  
6 DAYS, MON-SAT, 0600H-1800H
- a. Man the Entrance Gate at all times.
  - b. Greet with respect all visitors, guests and personnel; and salute all Insurance Commission officers.
  - c. Direct incoming vehicles to designated parking areas.
  - d. Thoroughly inspect all incoming vehicles; and ensure the smooth flow of traffic by clearing obstacles during entry.
  - e. Report any untoward incident during duty.
  - f. Submit daily activity report to Detachment Commander
  - g. Perform other duties as Insurance Commission and/or the security Agency may assign/direct.
4. GATE 2 (BACK GATE): 3 SG  
7 DAYS, MON-SUN, 0600H-1400H  
7 DAYS, MON-SUN, 1400H-2200H  
7 DAYS, MON-SUN, 2200H-0600H
- a. Man the back gate at all times.
  - b. Greet with respect all visitors, guest, personnel; and salute all Insurance Commission officers.
  - c. Direct all incoming vehicles to designated parking areas; and observe "No counter flowing" policy.
  - d. Monitor incoming deliveries and workers.
  - e. Responsibly conduct roving inspection to perimeter area and extend necessary assistance for the welfare of other post.
  - f. Report any untoward incident during duty.
  - g. Submit daily activity report to Detachment Commander.
  - h. Perform other duties as Insurance Commission and/or the security Agency may assign/direct.

5. GATE 3 EXIT GATE (VEHICLES): 3 SG  
7 DAYS, MON-SUN, 0600H-1400H  
7 DAYS, MON-SUN, 1400H-2200H  
7 DAYS, MON-SUN, 2200H-0600H
  - a. Man the Exit Gate at all times; and observe “No counter flowing” policy.
  - b. Greet with respect all visitors, guests, personnel and salute all Insurance Commission officers.
  - c. Monitor employees’ and visitors’ designated parking area; and observe illegal parking and first-come-first-served basis for employees’ parking.
  - d. Thoroughly inspect all outgoing vehicles and see to it that properties being brought out are covered by proper documents.
  - e. Ensure the smooth flow of traffic by clearing all obstacles upon vehicles exit.
  - f. Report any untoward incident during duty.
  - g. Submit daily activity report to Detachment Commander
  - h. Perform other duties as Insurance Commission and/or the security Agency may assign/direct.
  
6. IC FUNCTION ROOM: 1 SG  
5 DAYS, MON-FRI, 0600H-1800H
  - a. Monitoring the Function Room area at all times.
  - b. Records incoming/outgoing personnel.
  - c. Monitor the Function room events/activities held.
  - d. Register incoming workers/deliveries.
  - e. See to it that properties being pulled out are covered by proper documents.
  - f. Report any untoward incident during duty.
  - g. Submit daily activity report to Detachment Commander
  - h. Perform other duties as Insurance Commission and/or the security Agency may assign/direct.
  
7. SECOND FLOOR LOBBY: 1 SG  
5 DAYS, MON-FRI, 0600H-1800H
  - a. Man the Office of the Commissioner and Deputy Commissioners lobby/hallway at all times.
  - b. Greet with respect all visitors, guest and personnel; and salute Insurance Commission officers.
  - c. Screen guests and visitors; and call/inform the Secretary whether or not they will be entertained.
  - d. See to it that all outgoing properties being brought out are covered by gate passes.

- e. Observe the visitors/guests entering the office building during employees' break time (1200H-1300H).
  - f. Report any untoward incident during duty.
  - g. Submit daily activity report to Detachment Commander
  - h. Perform other duties as Insurance Commission and/or the security Agency may assign/direct.
8. GROUND FLOOR LOBBY RECEPTIONIST: 1 LG  
5 DAYS, MON-FRI, 0600H-1800H
- a. Greet with respect all visitors, guests and personnel; and salute Insurance Commission officers.
  - b. Monitor incoming and outgoing employees, visitors, guests and deliveries.
  - c. Direct all visitors and guests to their designated divisions for transaction.
  - d. Assist in receiving incoming documents/deliveries.
  - e. Report any untoward incident during duty.
  - f. Submit daily activity report to Detachment Commander
  - g. Perform other duties as Insurance Commission and/or the security Agency may assign/direct.
9. EMERGENCY EXIT NEAR LIFE DIVISION: 1 SG  
5 DAYS, MON-FRI, 0800H-1600H
- a. Monitor incoming and outgoing employees.
  - b. Inform all visitors and guests that ONLY IC officials and personnel are allowed to pass thru said exit. Hence, direct them to the designated entrance/exit for visitors and guests.
  - c. Register incoming workers/deliveries.
  - d. See to it that properties being pulled out are covered by proper documents.
  - e. Report any untoward incident during duty.
  - f. Submit daily activity report to Detachment Commander
  - g. Perform other duties as Insurance Commission and/or the security Agency may assign/direct.
10. CLOSE-IN SECURITY (COMMISSIONER): 2 SG  
7 DAYS, MON-SUN, 0600H-1800H  
7 DAYS, MON-SUN, 1800H-0600H
- a. Provides protection to and ensure the safety of the Insurance Commissioner at all times.
  - b. Performs other duties as the Insurance Commissioner may assign or direct.

The Insurance Commission may promulgate additional operating policies and procedures which are germane and relevant to the security services contemplated.

# Section VIII. Bidding Forms

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## Bid Form

---

Date: \_\_\_\_\_  
Invitation to Bid N<sup>o</sup>: \_\_\_\_\_

To: The BAC Chairman  
Insurance Commission  
1071 United Nations Avenue  
Ermita, Manila, Philippines

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers [insert numbers], the receipt of which is hereby duly acknowledged, we, the undersigned, offer to [supply/deliver/perform] [description of the Goods] in conformity with the said Bidding Documents for the sum of [total Bid amount in words and figures] or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in **BDS** provision for **ITB** Clause 18.2 and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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 Currency	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 or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements as per **ITB** Clause 5 of the Bidding Documents.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
[signature]

\_\_\_\_\_  
[in the capacity of]

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

## DETAILED BID PRICE SCHEDULE

### THE CHAIRMAN BIDS AND AWARD COMMITTEE (BAC)

Rate per month/number of guards and price proposal are as follows:

Installation (s): \_\_\_\_\_

<u>Category</u>	<u>Rate per Guard</u>	<u>No. of Guards</u>	<u>Month Total</u>	<u>Year Total</u>
(Security Officer)				
Rate per Month		19		
Administrative Cost				
VAT				
TOTAL				
<b>Total for one (1) year (amount in words and figures) : Php</b> _____				

Signature of Bidder  
Authorized Official/Position  
Date:

## DETAILED COST DISTRIBUTION FORMS

*Group 1*

<b><u>7 Days / 12 Hours / With ND &amp; OT</u></b>	
<i>Days worked per week</i>	<i>7 days</i>
<i>No. of days/year</i>	<i>393.5 days</i>
New daily wage (DW)	P 481.00
COLA	P 10.00
New minimum wage	P 491.00
<b>Amount to guard</b>	
Ave. pay/ month (DW x No. days per year/ 12)	P 15,772.79
Night differential pay (Ave. pay/ mo. X 10%)	1,577.28
13th month pay (DW x 365/ 12/ 12)	1,219.20
5 days incentive pay ((DW + COLA) x 5/ 12)	204.58
Uniform allowance (R.A. 5487)	-
COLA (10 x 393.5/ 12)	327.92
Overtime pay	10,003.53
Total amount to guard	P 29,105.30
<b>Amount to Government in favor of guards</b>	
Retirement benefit (R.A. 7641)	901.88
SSS premium	1,178.70
Philhealth contribution	187.50
State insurance fund	30.00
PAG-IBIG fund	100.00
<b>A. Total amount to guard and Government</b>	P 31,503.38
<b>B. Administrative fee (20% of total amount to guard and Government)</b>	6,300.68
<b>C. Profit Margin</b>	
<b>D. Value-added tax (Agency fee x 12% VAT-RMC-39-2007)</b>	756.08
<b>Minimum contract rate 12 Hours</b>	<b>P</b>

Group 2

<b><u>7 Days / 12 Hours / Day shift / With OT</u></b>	
Days worked per week	7 days
No. of days/year	393.5 days
New daily wage (DW)	P 481.00
COLA	P 10.00
New minimum wage	P 491.00
<b>Amount to guard</b>	
Ave. pay/ month (DW x No. days per year/ 12)	P 15,772.79
Night differential pay (Not applicable)	-
13th month pay (DW x 365/ 12/ 12)	1,219.20
5 days incentive pay ((DW + COLA) x 5/ 12)	204.58
Uniform allowance (R.A. 5487)	-
COLA (10 x 393.5/ 12)	327.92
Overtime pay	10,003.53
Total amount to guard	P 27,528.03
<b>Amount to Government in favor of guards</b>	
Retirement benefit (R.A. 7641)	901.88
SSS premium	1,178.70
Philhealth contribution	187.50
State insurance fund	30.00
PAG-IBIG fund	100.00
<b>A. Total amount to guard and Government</b>	P 29,926.10
<b>B. Administrative fee (20% of total amount to guard and Government)</b>	5,985.22
<b>C. Profit Margin</b>	
<b>D. Value-added tax (Agency fee x 12% VAT-RMC-39-2007)</b>	718.23
<b>Minimum contract rate 12 Hours</b>	<b>P</b>



Group 3

<b><u>7 Days / 8 Hours / Night shift / With ND</u></b>	
Days worked per week	7 days
No. of days/year	393.5 days
New daily wage (DW)	P 481.00
COLA	P 10.00
New minimum wage	P 491.00
<b>Amount to guard</b>	
Ave. pay/ month (DW x No. days per year/ 12)	P 15,772.79
Night differential pay (Ave. pay/ mo. X 10%)	1,577.28
13th month pay (DW x 365/ 12/ 12)	1,219.20
5 days incentive pay ((DW + COLA) x 5/ 12)	204.58
Uniform allowance (R.A. 5487)	-
COLA (10 x 393.5/ 12)	327.92
Overtime pay (Not applicable)	-
Total amount to guard	P 19,101.77
<b>Amount to Government in favor of guards</b>	
Retirement benefit (R.A. 7641)	901.88
SSS premium	1,178.70
Philhealth contribution	187.50
State insurance fund	30.00
PAG-IBIG fund	100.00
<b>A. Total amount to guard and Government</b>	P 21,499.85
<b>B. Administrative fee (20% of total amount to guard and Government)</b>	4,299.97
<b>C. Profit Margin</b>	
<b>D. Value-added tax (Agency fee x 12% VAT-RMC-39-2007)</b>	516.00
<b>Minimum contract rate 8 Hours</b>	<b>P</b>



Group 4

**7 Days / 8 Hours / Day shift**

Days worked per week	7 days
No. of days/year	393.5 days
New daily wage (DW)	P 481.00
COLA	P 10.00
New minimum wage	P 491.00
<b>Amount to guard</b>	
Ave. pay/ month (DW x No. days per year/ 12)	P 15,772.79
Night differential pay (Not applicable)	-
13th month pay (DW x 365/ 12/ 12)	1,219.20
5 days incentive pay [(DW + COLA) x 5/ 12]	204.58
Uniform allowance (R.A. 5487)	-
COLA (10 x 393.5/ 12)	327.92
Overtime pay (Not applicable)	-
Total amount to guard	P 17,524.49
<b>Amount to Government in favor of guards</b>	
Retirement benefit (R.A. 7641)	901.88
SSS premium	1,178.70
Philhealth contribution	187.50
State insurance fund	30.00
PAG-IBIG fund	100.00
<b>A. Total amount to guard and Government</b>	P 19,922.57
<b>B. Administrative fee (20% of total amount to guard and Government)</b>	3,984.51
<b>C. Profit Margin</b>	
<b>D. Value-added tax (Agency fee x 12% VAT-RMC-39-2007)</b>	478.14
<b>Minimum contract rate 8 Hours</b>	<b>P</b>



Group 5

**6 Days / 12 Hours / Day shift / With OT**

Days worked per week	6 days
No. of days/year	314 days
New daily wage (DW)	P 481.00
COLA	P 10.00
New minimum wage	P 491.00
Amount to guard	
Ave. pay/ month (DW x No. days per year/ 12)	P 12,582.16
Night differential pay (Not applicable)	-
13th month pay (DW x 298/ 12/ 12)	995.40
5 days incentive pay ((DW + COLA) x 5/ 12)	204.58
Uniform allowance (R.A. 5487)	-
COLA (10 x 314/ 12)	261.58
Overtime pay	8,242.27
Total amount to guard	P 22,286.00
Amount to Government in favor of guards	
Retirement benefit (R.A. 7641)	901.88
SSS premium	1,178.70
Philhealth contribution	150.00
State insurance fund	30.00
PAG-IBIG fund	100.00
<b>A. Total amount to guard and Government</b>	P 24,646.57
<b>B. Administrative fee (20% of total amount to guard and Government)</b>	4,929.31
<b>C. Profit Margin</b>	
<b>D. Value-added tax (Agency fee x 12% VAT-RMC-39-2007)</b>	591.52
<b>Minimum contract rate 12 Hours</b>	<b>P</b>



Group 6

<b><u>6 Days / 8 Hours / Day shift</u></b>	
<i>Days worked per week</i>	6 days
<i>No. of days/year</i>	314 days
New daily wage (DW)	P 481.00
COLA	P 10.00
New minimum wage	P 491.00
Amount to guard	
Ave. pay/ month (DW x No. days per year/ 12)	P 12,582.16
Night differential pay (Not applicable)	-
13th month pay (DW x 298/ 12/ 12)	995.40
5 days incentive pay ((DW + COLA) x 5/ 12)	204.58
Uniform allowance (R.A. 5487)	-
COLA (10 x 314/ 12)	261.58
Overtime pay (Not applicable)	-
Total amount to guard	P 14,043.73
Amount to Government in favor of guards	
Retirement benefit (R.A. 7641)	901.88
SSS premium	920.80
Philhealth contribution	150.00
State insurance fund	30.00
PAG-IBIG fund	100.00
<b>A. Total amount to guard and Government</b>	P 16,146.40
<b>B. Administrative fee (20% of total amount to guard and Government)</b>	3,229.28
<b>C. Profit Margin</b>	
<b>D. Value-added tax (Agency fee x 12% VAT-RMC-39-2007)</b>	387.51
<b>Minimum contract rate 8 Hours</b>	<b>P</b>



Group 7

<b><u>5 Days / 12 Hours / Day shift / With OT</u></b>	
Days worked per week	5 days
No. of days/year	262 days
New daily wage (DW)	P 481.00
COLA	P 10.00
New minimum wage	P 491.00
<b>Amount to guard</b>	
Ave. pay/ month (DW x No. days per year/ 12)	P 10,497.83
Night differential pay (Not applicable)	-
13th month pay (DW x 246/ 12/ 12)	821.71
5 days incentive pay ((DW + COLA) x 5/ 12)	204.58
Uniform allowance (R.A. 5487)	-
COLA (10 x 262/ 12)	218.25
Overtime pay	6,939.56
Total amount to guard	P 18,681.93
<b>Amount to Government in favor of guards</b>	
Retirement benefit (R.A. 7641)	901.88
SSS premium	1,178.70
Philhealth contribution	125.00
State insurance fund	30.00
PAG-IBIG fund	100.00
<b>A. Total amount to guard and Government</b>	P 21,017.50
<b>B. Administrative fee (20% of total amount to guard and Government)</b>	4,203.50
<b>C. Profit Margin</b>	
<b>D. Value-added tax (Agency fee x 12% VAT-RMC-39-2007)</b>	504.42
<b>Minimum contract rate 12 Hours</b>	<b>P</b>



Group 8

<b>5 Days / 8 Hours / Day shift</b>	
Days worked per week	5 days
No. of days/year	262 days
New daily wage (DW)	P 481.00
COLA	P 10.00
New minimum wage	P 491.00
<b>Amount to guard</b>	
Ave. pay/ month (DW x No. days per year/ 12)	P 10,497.83
Night differential pay (Not applicable)	-
13th month pay (DW x 246/ 12/ 12)	821.71
5 days incentive pay ((DW + COLA) x 5/ 12)	204.58
Uniform allowance (R.A. 5487)	-
COLA (10 x 262/ 12)	218.25
Overtime pay (Not applicable)	-
Total amount to guard	P 11,742.37
<b>Amount to Government in favor of guards</b>	
Retirement benefit (R.A. 7641)	901.88
SSS premium	773.50
Philhealth contribution	125.00
State insurance fund	30.00
PAG-IBIG fund	100.00
<b>A. Total amount to guard and Government</b>	P 13,672.74
<b>B. Administrative fee (20% of total amount to guard and Government)</b>	2,734.55
<b>C. Profit Margin</b>	
<b>D. Value-added tax (Agency fee x 12% VAT-RMC-39-2007)</b>	328.15
<b>Minimum contract rate 8 Hours</b>	<b>P</b>



## SUMMARY OF COMPUTATIONS FORM

NO.	SECURITY STATION	TOUR OF DUTY	NO. OF WORK HOURS	DAYS OF DUTIES	NO. OF DAYS	TOTAL COST (including Projected Administrative Overhead and Margin and VAT)
1	Detachment Commander (Roving)	0600H-1800H	12	MON-SUN	7	
2	Detachment Commander (Roving)	1800H-0600H	12	MON-SUN	7	
3	Main Entrance/Exit – Pedestrian	0600H-1400H	8	MON-SAT	6	
4	Main Entrance/Exit – Pedestrian	0700H-1500H	8	MON-FRI	5	
5	Main Entrance/Exit – Pedestrian	1400H-2200H	8	MON-FRI	5	
6	Main Entrance/Exit - Pedestrian (Roving)	2200H-0600H	8	MON-SUN	7	
7	Gate 1 - Entrance Gate - Vehicles	0600H-1800H	12	MON-SAT	6	
8	Gate 2 - Back Gate	0600H-1400H	8	MON-SUN	7	
9	Gate 2 - Back Gate	1400H-2200H	8	MON-SUN	7	
10	Gate 2 - Back Gate	2200H-0600H	8	MON-SUN	7	
11	Gate 3 - Exit Gate - Vehicles	0600H-1400H	8	MON-SUN	7	
12	Gate 3 - Exit Gate - Vehicles	1400H-2200H	8	MON-SUN	7	
13	Gate 3 - Exit Gate - Vehicles	2200H-0600H	8	MON-SUN	7	
14	IC Function Room	0600H-1800H	12	MON-FRI	5	
15	Second Floor Lobby	0600H-1800H	12	MON-FRI	5	
16	Ground Floor Lobby (Receptionist; Lady Guard)	0600H-1800H	12	MON-FRI	5	
17	Close-In Security - Commissioner	0600H-1800H	12	MON-SUN	7	
18	Close-In Security - Commissioner	1800H-0600H	12	MON-SUN	7	
19	Emergency Exit Near Life Division	0800H-1600H	8	MON-FRI	5	

**BALANCE**

x 12 Mos.

**TOTAL**

\_\_\_\_\_

## Financial Documents For Eligibility Check

- A. Summary of the Applicant Supplier's/Distributor's/Manufacturer's assets and liabilities on the basis of the attached income tax return and audited financial statement, stamped "RECEIVED" by the Bureau of Internal Revenue (BIR) or BIR authorized collecting agent, for the immediately preceding year and a certified copy of Schedule of Fixed Assets particularly the list of construction equipment.

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

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

NFCC = K (current asset – current liabilities) minus value of all outstanding works under ongoing contracts including awarded contracts yet to be started

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

K = 10 for a contract duration of one year or less, 15 for more than one year up to two years and 20 for more than two years

or

**Commitment from a licensed bank to extend to it a credit line if awarded the contract.**

Name of Bank: \_\_\_\_\_

Amount: \_\_\_\_\_

Herewith attached are certified true copies of the income tax return and audited financial statement: stamped "RECEIVED" by the BIR or BIR authorized collecting agent for the immediately preceding year and NFCC Computation and/or certificate of commitment from a licensed bank to extend a credit line.

Submitted by:

\_\_\_\_\_  
Name of Supplier / Distributor / Manufacturer

\_\_\_\_\_  
Signature of Authorized Representative

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

NOTE:

- 1 If Partnership or Joint Venture, each Partner or Member Firm of Joint Venture shall submit the above requirements.

## Form of Bid Security (Bank Guarantee)

---

WHEREAS, [insert name of Bidder] (hereinafter called the "Bidder") has submitted his bid dated [insert date] for the [insert name of contract] (hereinafter called the "Bid").

KNOW ALL MEN by these presents that We [insert name of Bank] of [insert name of Country] having our registered office at [insert address] (hereinafter called the "Bank" are bound unto Insurance Commission (hereinafter called the "Entity") in the sum of [insert amount]<sup>1</sup> for which payment well and truly to be made to the said Entity the Bank binds himself, his successors and assigns by these presents.

SEALED with the Common Seal of the said Bank this \_\_\_\_\_ day of \_\_\_\_\_  
20\_\_\_\_.

THE CONDITIONS of this obligation are:

1. If the Bidder:
  - (a) withdraws his Bid during the period of bid validity specified in the Form of Bid; or
  - (b) does not accept the correction of arithmetical errors of his bid price in accordance with the Instructions to Bidder; or
2. If the Bidder having been notified of the acceptance of his bid by the Employer during the period of bid validity:
  - (a) fails or refuses to execute the Contract Form in accordance with the Instructions to Bidders, if required; or
  - (b) fails or refuses to furnish the Performance Security in accordance with the Instructions to Bidders.

We undertake to pay to the Entity up to the above amount upon receipt of his first written demand, without the Entity having to substantiate his demand, provided that in his demand the Entity will note that the amount claimed by him is due to him

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owing to the occurrence of one or both of the two (2) conditions, specifying the occurred condition or conditions.

The Guarantee will remain in force up to and including the date [insert days]<sup>2</sup> days after the deadline for submission of Bids as such deadline is stated in the Instructions to Bidders or as it may be extended by the Entity, notice of which extension(s) to the Bank is hereby waived. Any demand in respect of this Guarantee should reach the Bank not later than the above date.

DATE \_\_\_\_\_ SIGNATURE OF THE BANK \_\_\_\_\_

WITNESS \_\_\_\_\_ SEAL \_\_\_\_\_

\_\_\_\_\_  
(Signature, Name and Address)

<sup>2</sup> Usually 28 days after the end of the validity period of the Bid. Date should be inserted by the Entity before the Bidding Documents are issued.

## Form of Bid Security (Irrevocable Letter of Credit)

---

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

**DENNIS B. FUNA**

Officer-in-Charge  
Insurance Commission  
2nd Floor, IC Building,  
1071 United Nations Avenue,  
Ermita, Manila

Irrevocable Letter of Credit No. \_\_\_\_\_  
For Contract No. \_\_\_\_\_

WHEREAS, \_\_\_\_\_, hereinafter called "Supplier" has undertaken in pursuance to  (name of Project and contract number) , and whereas it has been stipulated by you in the said Contract that the Supplier shall furnish an irrevocable standby Letter of Credit for a sum specified therein as security for the faithful compliance of Supplier's obligations in accordance with the Contract.

WHEREAS, we have agreed to guarantee this obligation by Supplier.

THEREFORE, we hereby affirm that we are guarantors and responsible to you, on behalf of Supplier, up to the total amount of \_\_\_\_\_ and we undertake to pay you, upon first written demand declaring the Supplier to be in default under the Contract and without cavil, or argument, any sum or sums within the limits of  (amount of guarantee)  as aforesaid, without you needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This irrevocable guarantee is valid until the issuance by you of Notice of Final Acceptance.

This certification is being issued in favor of the said Supplier in connection with the requirements of bidding of  (name of the procuring entity)  for the above-mentioned contract. We are aware that any false statements issued by us makes us liable for perjury.

Name and Signature of Authorized

Financing Institution Officer : \_\_\_\_\_

Official Designation : \_\_\_\_\_

Concurred By:

Name & Signature of Supplier's

Authorized Representative : \_\_\_\_\_

Official Designation : \_\_\_\_\_

Note:

The amount committed should be machine validated.

**ACKNOWLEDGMENT**

REPUBLIC OF THE PHILIPPINES )

\_\_\_\_\_ )SS.

BEFORE ME, a Notary Public for and in \_\_\_\_\_, Philippines, this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, personally appeared:

<u>NAME</u>	<u>CTC NO.</u>	<u>ISSUED AT/ON</u>
_____	_____	_____
_____	_____	_____

known to me and known to be the same person who executed the foregoing instrument consisting of \_\_\_\_\_ ( ) pages, including the page whereon the acknowledgment is written and acknowledged before me that the same is his free and voluntary act and deed and that of the Corporation he represents.

WITNESS MY HAND AND NOTARIAL SEAL, at the place and on the date first above written.

Notary Public  
Until 31 December 20\_\_\_\_\_  
PTR No. \_\_\_\_\_  
Issued at: \_\_\_\_\_  
Issued on: \_\_\_\_\_  
TIN No. \_\_\_\_\_

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

## List of all Ongoing Government & Private Contracts including Contracts Awarded but not yet Started

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**Business Name** : \_\_\_\_\_

**Business Address** : \_\_\_\_\_

Name of Contract/ Project Cost	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Bidder's Role		a. Date Awarded b. Date Started c. Date of Completion	% of Accomplishment		Value of Outstanding Works / Undelivered Portion
			Description	%		Planned	Actual	

**Note:** The following documents shall be submitted upon post-qualification:

1. Notice of Award and/or Contract
2. Notice to Proceed issued by the owner
3. Certificate of Accomplishments signed by the owner or authorized representative.

Submitted by : \_\_\_\_\_

**(Printed Name & Signature)**

Designation : \_\_\_\_\_

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

## Statement of all Government & Private Contracts Completed which are Similar in Nature during the last Three (3) years

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**Business Name** : \_\_\_\_\_

**Business Address** : \_\_\_\_\_

Name of Contract	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Bidder's Role		a. Amount at Award b. Amount at Completion c. Duration	a. Date Awarded b. Contract Effectivity c. Date
			Description	%		

Note: The following documents shall be submitted upon post-qualification:

1. Contract
2. Certificate of Completion
3. Certificate of Acceptance

Submitted by : \_\_\_\_\_

**(Printed Name & Signature)**

Designation : \_\_\_\_\_

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



Official Designation : \_\_\_\_\_

Note:

The amount committed should be machine validated.

### ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)  
\_\_\_\_\_ ) S.S.

BEFORE ME, a Notary Public for and in \_\_\_\_\_, Philippines, this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, personally appeared:

<u>NAME</u>	<u>CTC NO.</u>	<u>ISSUED AT/ON</u>
_____	_____	_____
_____	_____	_____

known to me and known to be the same person who executed the foregoing instrument consisting of \_\_\_\_\_ ( ) pages, including the page whereon the acknowledgment is written and acknowledged before me that the same is his free and voluntary act and deed and that of the Corporation he represents.

WITNESS MY HAND AND NOTARIAL SEAL, at the place and on the date first above written.

Notary Public  
Until 31 December 20\_\_\_\_\_  
PTR No. \_\_\_\_\_  
Issued at : \_\_\_\_\_  
Issued on: \_\_\_\_\_  
TIN No. \_\_\_\_\_

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

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**Joint Venture Agreement**

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KNOW ALL MEN BY THESE PRESENTS:

That this JOINT VENTURE AGREEMENT is entered into By and Between \_\_\_\_\_, of legal age, (civil status), owner/proprietor of \_\_\_\_\_ and a resident of \_\_\_\_\_.

and –

of \_\_\_\_\_, of legal age, (civil status), owner/proprietor of \_\_\_\_\_ a resident of \_\_\_\_\_.

That both parties agree to join together their manpower, equipment, and what is needed to facilitate the Joint Venture to participate in the Eligibility, Bidding and Undertaking of the here-under stated project to be conducted by the Insurance Commission.

**NAME OF PROJECT**

**CONTRACT AMOUNT**

That both parties agree to be jointly and severally liable for the entire assignment.

That both parties agree that \_\_\_\_\_ and/or \_\_\_\_\_ shall be the Official Representative of the Joint Venture, and is granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the Joint Venture in the bidding as fully and effectively and the Joint Venture may do and if personally present with full power of substitution and revocation.

That this Joint Venture Agreement shall remain in effect only for the above stated Project until terminated by both parties.

Done this \_\_\_\_\_ day of \_\_\_\_\_, in the year of our Lord \_\_\_\_\_.

**ACKNOWLEDGEMENT**

REPUBLIC OF THE PHILIPPINES )  
\_\_\_\_\_ )S.S.

BEFORE ME, a Notary Public for and in \_\_\_\_\_, Philippines, this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, personally appeared:

<u>NAME</u>	<u>CTC NO.</u>	<u>ISSUED AT/ON</u>
_____	_____	_____
_____	_____	_____

known to me and known to be the same person who executed the foregoing instrument consisting of \_\_\_\_\_ ( ) pages, including the page whereon the acknowledgment is written and acknowledged before me that the same is his free and voluntary act and deed and that of the Corporation he represents.

WITNESS MY HAND AND NOTARIAL SEAL, at the place and on the date first above written.

Notary Public  
Until 31 December 20\_\_\_\_  
PTR No. \_\_\_\_\_  
Issued at: \_\_\_\_\_  
Issued on: \_\_\_\_\_  
TIN No. \_\_\_\_\_

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

## Contract Agreement Form

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

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

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

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

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

Signed, sealed, delivered by DENNIS B. FUNA, the Officer-in-Charge of the Insurance Commission (for the Procuring Entity).

\_\_\_\_\_  
**DENNIS B. FUNA**

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

\_\_\_\_\_

## Omnibus Sworn Statement

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

### AFFIDAVIT

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

**1. Select one, delete the other:**

If a sole proprietorship: I am the sole proprietor of [Name of Bidder] with office address at [address of Bidder];

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

**2. Select one, delete the other:**

If a sole proprietorship: As the owner and sole proprietor of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for [Name of the Project] of the [Name of the Procuring Entity];

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the [Name of Bidder] in the bidding as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

If a sole proprietorship: I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:
- a) Carefully examine all of the Bidding Documents;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project].

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

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

[JURAT]

## Bank Guarantee Form for Advance Payment

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To: The BAC Chairman  
Insurance Commission  
1071 United Nations Avenue  
Ermita, Manila, Philippines

Gentlemen and/or Ladies:

In accordance with the payment provision included in the Special Conditions of Contract, which amends Clause 10 of the General Conditions of Contract to provide for advance payment, [name and address of Supplier] (hereinafter called the "Supplier") shall deposit with the PROCURING ENTITY a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract in an amount of [amount of guarantee in figures and words].

We, the [bank or financial institution], as instructed by the Supplier, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the PROCURING ENTITY on its first demand without whatsoever right of objection on our part and without its first claim to the Supplier, in the amount not exceeding [amount of guarantee in figures and words].

We further agree that no change or addition to or other modification of the terms of the Contract to be performed thereunder or of any of the Contract documents which may be made between the PROCURING ENTITY and the Supplier, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall remain valid and in full effect from the date of the advance payment received by the Supplier under the Contract until [date].

Yours truly,

Signature and seal of the Guarantors

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[name of bank or financial institution]

---

[address]

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[date]

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

**BID-SECURING DECLARATION**

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

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

I/We<sup>2</sup>, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration<sup>3</sup>, if I/we have committed any of the following actions:
  - (i) Withdrawn my/our Bid during the period of bid validity required in the Bidding Documents; or
  - (ii) Fail or refuse to accept the award and enter into contract or perform any and all acts necessary to the execution of the Contract, in accordance with the Bidding Documents after having been notified of your acceptance of our Bid during the period of bid validity.
3. I/We understand that this Bid-Securing Declaration shall cease to be valid on the following circumstances:
  - (a) Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - (b) I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;
  - (c) I am/we are declared as the bidder with the Lowest Calculated and Responsive Bid/Highest Rated and Responsive Bid<sup>4</sup>, and I/we have furnished the performance security and signed the Contract.

1 Select one and delete the other.

2 Select one and delete the other. Adopt same instruction for similar terms throughout the document.

3 Issued by the GPPB through GPPB Resolution 03-2012 on 27 January 2012.

4 Select one and delete the other.

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

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

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

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

**NAME OF NOTARY PUBLIC**

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

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

