



REPUBLIC OF THE PHILIPPINES
CATANDUANES STATE UNIVERSITY
VIRAC, CATANDUANES

PHILIPPINE BIDDING DOCUMENTS

Procurement of ONE (1) YEAR SECURITY SERVICES

**With Approved Budget for the Contract (ABC) of
Php7,791,429.24
(Project ID No.: GDS-2024-009)**

**Sixth Edition
July 2020**

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Preface

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

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

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

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

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

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

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

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

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

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

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

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

CDA - Cooperative Development Authority.

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

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

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

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

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

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

GFI – Government Financial Institution.

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

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

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

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

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

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

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

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

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

UN – United Nations.

Section I. Invitation to Bid

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INVITATION TO BID FOR PROCUREMENT OF ONE (1) YEAR SECURITY SERVICES

1. The CATANDUANES STATE UNIVERSITY, through the *General Appropriations Act 2024 and SBUI 2024* intends to apply the sum of *Seven Million Seven Hundred Ninety One Thousand Four Hundred Twenty Nine Pesos & 24/100 (Php7,791,429.24)*, being the ABC to payments under the contract for **“Procurement of One (1) Year Security Services”** (Project ID No. GDS-2024-009). Bids received in excess of the ABC shall be automatically rejected at bid opening
2. The CATANDUANES STATE UNIVERSITY now invites bids for the above Procurement Project. Delivery of the Goods is required **within seven (7) days** upon receipt of Notice to Proceed. Bidders should have completed, a total of five (5) years in a school or university setting from the date of submission and receipt of bids, a contract similar to the Project, equivalent to at least 50% of the ABC. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information from Catanduanes State University and inspect the Bidding Documents at the address given below from 9:00a.m. to 4:00p.m. (Mondays-Fridays).
5. A complete set of Bidding Documents may be acquired by interested Bidders (with Letter of Intent) on **March 11 to April 2, 2024** from the given address and website below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Ten Thousand Pesos (Php10,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person, by facsimile, or through electronic means.

Payment shall be made directly to the CatSU Cashiering Services or thru deposit to CatSU LBP Account. Transmittal of scanned deposit slip is required for the issuance of Official Receipt.

Bank Account details are as follows:

Account Name:	Catanduanes State University Trust Liability Account
Account Number:	0892-103330

6. The Catanduanes State University will hold a Pre-Bid Conference on **March 18, 2024, 2:30pm** at the BAC Conference Room, 1st Floor, Administration Building, Catanduanes State University, Virac, Catanduanes, and/or through video conferencing or webcasting via Zoom, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address as indicated below, on or before **April 2, 2024 at 2:00pm**. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on **April 2, 2024 at 2:15pm** at the BAC Conference Room, 1st Floor, Administration Building, Catanduanes State University, Virac, Catanduanes. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

Only representative/s of the bidder with the prescribed **Authorization Letter/Special Power of Attorney** shall be allowed to participate in the procurement activities of the stated project.

10. The Catanduanes State University reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

*Office of the Procurement Services
1st Floor, Administration Building,
Catanduanes State University, Virac, Catanduanes
Cellphone No.: 0949-136-9639 or 0997-924-9902
E-mail Address: catsc_bacsec@yahoo.com
catsu.bac2020@gmail.com*

12. You may visit the following websites:

For downloading of Bidding Documents:

www.philgeps.gov.ph
www.catanduanesstateu.edu.ph

08 March 2024


ROBERTO B. BARBA, JR., Ph.D.
BAC Chairperson

Section II. Instructions to Bidders

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1. Scope of Bid

The Procuring Entity, **Catanduanes State University** wishes to receive Bids for the **Procurement of One (1) Year Security Services**, with identification number **GDS-2024-009**.

The Procurement Project (referred to herein as “Project”) is composed of **one lot**, the details of which are described in Section **VII (Technical Specifications)**.

2. Funding Information

2.1. The GOP through the source of funding as indicated below for **FY 2024** in the amount of **Seven Million Seven Hundred Ninety One Thousand Four Hundred Twenty Nine Pesos & 24/100 (Php7,791,429.24)**.

2.2. The source of funding is NGA, the General Appropriations Act or Special Appropriations.

3. Bidding Requirements

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

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

5. Eligible Bidders

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

5.2. Foreign ownership exceeding those allowed under the rules may participate pursuant to:

- i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA 9184 and its 2016 revised IRR allow foreign bidders to participate;
 - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations or which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
 - iii. When the Goods sought to be procured are not available from local suppliers; or
 - iv. When there is a need to prevent situations that defeat competition or restrain trade.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
- a. **For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.**
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

7. Subcontracts

7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

The Procuring Entity has prescribed that:

- a. **Subcontracting is not allowed.**

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the

IB, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within **three (3) years** prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

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

12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
 - a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;

- iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
- iv. The price of other (incidental) services, if any, listed in the **BDS**.

b. For Goods offered from abroad:

- i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
- ii. The price of other (incidental) services, if any, as listed in the **BDS**.

13. Bid and Payment Currencies

13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.

13.2. Payment of the contract price shall be made in:

- a. **Philippine Pesos.**

14. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

14.2. The Bid and bid security shall be valid for **One Hundred Twenty (120) calendar days from the date of bid opening**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

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

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which

must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

16. Deadline for Submission of Bids

- 16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

17. Opening and Preliminary Examination of Bids

- 17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

- 17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

18. Domestic Preference

- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 14 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows:

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

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

20. Post-Qualification

- 20.2. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its **latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS)** and other appropriate licenses and permits required by law and stated in the **BDS**.

21. Signing of the Contract

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



Section III. Bid Data Sheet



Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> a. Contract for Security Services; b. completed within five (5) years in a school/university setting prior to the deadline for the submission and receipt of bids.
7.1	Subcontracting is not allowed.
12	The price of the Goods shall be quoted DDP CatSU, Virac, Catanduanes or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ul style="list-style-type: none"> a. The amount of not less than 2% of the ABC if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less 5% of the ABC if bid security is in Surety Bond.
15	<p>Each Bidder shall submit Three (3) copies (1 Original Copy, Copy 1 and 2) of the first and second components of its bid, enclosed in one mother envelope. Each set should be properly sealed with signed and should be properly fastened with tabbing for each requirement.</p> <p><i>Requirements and instructions for markings and sealing of bid envelopes is on the last page.</i></p>
19.2	Partial bid is not allowed.
19.3	The description of the item is indicated in Section VII (Technical Specifications) with an ABC of Seven Million Seven Hundred Ninety One Thousand Four Hundred Twenty Nine Pesos & 24/100 (Php7,791,429.24)
20.2	No further instructions.
21.1	No further instructions.

Section IV. General Conditions of Contract



1. Scope of Contract

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

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

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

2. Advance Payment and Terms of Payment

- 2.1. Advance payment of the contract amount is provided under Annex "D" of the revised 2016 IRR of RA No. 9184.
- 2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

3. Performance Security

Within **ten (10) calendar days** from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than the signing of the Contract by both parties, the successful Bidder **shall furnish the performance security** in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.

4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, 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.

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



5. Warranty

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

6. Liability of the Supplier

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

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



Section V. Special Conditions of Contract



Special Conditions of the Contract

GCC Clause	
1	<p>Delivery and Documents –</p> <p>Contract Duration: 12 months from deployment</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>[For Goods supplied from abroad]</i> “The delivery terms applicable to the Contract are DDP delivered to Catanduanes State University Main Campus, Virac, Catanduanes and Panganiban Campus, Panganiban, Catanduanes. In accordance with INCOTERMS.”</p> <p><i>[For Goods supplied from within the Philippines]</i> “The delivery terms applicable to this Contract are delivered to Catanduanes State University Main Campus, Virac, Catanduanes and Panganiban Campus, Panganiban, Catanduanes. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is</p> <p style="text-align: center;">Dr. Ryan T. Timbal, Security Officer III</p> <p>Incidental Services –</p> <p>The Supplier is required to provide all services, including additional services, if any, specified in Section VI. Schedule of Requirements.</p> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p>Regular and Recurring Services –</p> <p>The contract for regular and recurring services shall be subject to renewal subject to the Guidelines on Renewal of Regular and Recurring Services under Appendix 37 of the 2016 revised IRR of RA 9184 which includes performance evaluation of the service provider on the requirements under Section VII. Technical Specification. The maximum renewal of contract shall not exceed three (3) renewal periods of 12-months each contract period.</p>



2.2	<p>Payment shall be made within ten (10) working days upon submission of the following documents:</p> <ol style="list-style-type: none">1. Proof of previous months remittances to SSS, PHIC (PhilHealth) and HDMF (Pag-IBIG), together with a transmittal sheet stamped received by the said agencies, i.e. SSS, PhilHealth, Pag-IBIG and other documents as may be required;2. Monthly invoice of Billing Statement of Account for the period covered; and3. Certification by the authorized representative of the Procuring Entity to the effect that Services have been rendered in accordance with the terms of this Contract.
4	No further instructions.



Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item No.	Description	Quantity	Total	Delivered, Weeks/Months
1	Security Services <i>Security Guards (Day Shift)</i> <i>Security Guards (Night Shift)</i>	22 9	31	Within 7 days upon receipt of Notice to Proceed (Contract duration is for One (1) Year)

I hereby certify to comply and deliver all the above requirements in accordance with the above stated schedule.

Signature over Printed Name of Authorized Representative

Name of Company

Date



Section VII. Technical Specifications

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Technical Specifications

Item	Specification ¹	Statement of Compliance ²																																																
I	<p>The contractor shall provide the following tools and equipment, subject to random inspection of authorized CatSU official/representative:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 80%; text-align: center;"><i>Description</i></th> <th style="width: 20%; text-align: center;"><i>Qty</i></th> </tr> </thead> <tbody> <tr> <td>1. Licensed Firearms</td> <td style="text-align: center;">12</td> </tr> <tr> <td style="padding-left: 20px;">a. Ten (10) units of Caliber 9mm Pistol</td> <td></td> </tr> <tr> <td style="padding-left: 20px;">b. Two (2) units of shotgun</td> <td></td> </tr> <tr> <td style="text-align: center;"><i>With minimum of 7 and maximum of 14 rounds of ammo for each firearm</i></td> <td></td> </tr> <tr> <td>2. Portable radio with license, with spare battery, earphones, and charger for each unit</td> <td style="text-align: center;">12</td> </tr> <tr> <td>3. Network Radio Station License for the radio to be used for the portable radio</td> <td style="text-align: center;">1</td> </tr> <tr> <td>4. Restricted Radiotelephone operator's (RLM) Certificate for every security guard to be accomplished within three-month period after the award of contract</td> <td style="text-align: center;">12</td> </tr> <tr> <td>5. Handcuffs with key each</td> <td style="text-align: center;">12</td> </tr> <tr> <td>6. Expandable baton</td> <td style="text-align: center;">12</td> </tr> <tr> <td>7. Rechargeable search lamp with spare battery</td> <td style="text-align: center;">12</td> </tr> <tr> <td>8. Pepper spray</td> <td style="text-align: center;">12</td> </tr> <tr> <td>9. First Aid Kit</td> <td style="text-align: center;">12</td> </tr> <tr> <td>10. Umbrella</td> <td style="text-align: center;">20</td> </tr> <tr> <td>11. Rain boots and raincoat</td> <td style="text-align: center;">12</td> </tr> <tr> <td>12. Motorized Patrol Vehicle with supply of gasoline (to be stationed in CatSu)</td> <td style="text-align: center;">1</td> </tr> <tr> <td>13. Metal Detectors with supply of battery</td> <td style="text-align: center;">6</td> </tr> <tr> <td>14. Search mirror</td> <td style="text-align: center;">4</td> </tr> <tr> <td>15. Reflective vest printer with security</td> <td style="text-align: center;">12</td> </tr> <tr> <td>16. Riot shield and truncheons</td> <td style="text-align: center;">5</td> </tr> <tr> <td>17. Cellular phone for detachment commander and shift-in-charge, Panganiban Campus and Palnab Fisheries</td> <td style="text-align: center;">2</td> </tr> <tr> <td>18. Whistle for every guard</td> <td style="text-align: center;">31</td> </tr> <tr> <td>19. Padlock for perimeter gates</td> <td style="text-align: center;">25</td> </tr> <tr> <td>20. Supply of logbook for every security post (vehicle logbook, visitor's logbook, etc.)</td> <td></td> </tr> </tbody> </table> <p style="margin-top: 10px;"><i>Note: Unserviceable unit/s shall be replaced within five (5) calendar days.</i></p>	<i>Description</i>	<i>Qty</i>	1. Licensed Firearms	12	a. Ten (10) units of Caliber 9mm Pistol		b. Two (2) units of shotgun		<i>With minimum of 7 and maximum of 14 rounds of ammo for each firearm</i>		2. Portable radio with license, with spare battery, earphones, and charger for each unit	12	3. Network Radio Station License for the radio to be used for the portable radio	1	4. Restricted Radiotelephone operator's (RLM) Certificate for every security guard to be accomplished within three-month period after the award of contract	12	5. Handcuffs with key each	12	6. Expandable baton	12	7. Rechargeable search lamp with spare battery	12	8. Pepper spray	12	9. First Aid Kit	12	10. Umbrella	20	11. Rain boots and raincoat	12	12. Motorized Patrol Vehicle with supply of gasoline (to be stationed in CatSu)	1	13. Metal Detectors with supply of battery	6	14. Search mirror	4	15. Reflective vest printer with security	12	16. Riot shield and truncheons	5	17. Cellular phone for detachment commander and shift-in-charge, Panganiban Campus and Palnab Fisheries	2	18. Whistle for every guard	31	19. Padlock for perimeter gates	25	20. Supply of logbook for every security post (vehicle logbook, visitor's logbook, etc.)		
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¹ The specifications given are the minimum requirements unless indicated otherwise. A bidder's proposal must match or exceed the specifications.



Item	Specification ¹	Statement of Compliance ²
II	PERFORMANCE CRITERIA	
	<p>The Contractor shall maintain a satisfactory level of performance throughout the term of the contract based on the following performance criteria:</p> <ul style="list-style-type: none"> (a) Quality of service delivered; (b) Time management; (c) Management and suitability of personnel; (d) Contract administration and management; (e) Provision of monthly accomplishment report and incident report as the need arises; (f) Attentiveness and presence of mind of guards on duty; (g) Compliance with Office policies/guidelines <p>The above criteria shall be used to assess quarterly the level of performance of the Security Agency and its Security Personnel as basis of continuity of the contract. Should the Security Agency gets two (2) consecutive “Satisfactory” Ratings, it shall be considered a ground for the termination of their contract with the CatSU.</p>	
III	TECHNICAL EVALUATION PARAMETERS	
	<p>1. Stability</p> <ul style="list-style-type: none"> (a) Years of Experience: at least five (5) years in security service in a school/university setting and with Regular License to Operate. (b) Liquidity of the Contractor: At least PhP750,000.00 (Current Assets minus stocks minus current liabilities based on latest Balance Sheet as of December 31, 2018) <p>Organizational Set-up: with good organization set-up of personnel based on the minimum standard specified under RA 5487 as amended, and office tools and equipment</p>	
	<p>2. Resources</p> <ul style="list-style-type: none"> (a) Number and Kind of Equipment and Supplies: with the minimum number and kind of equipment and supplies as specified in Section VI. Schedule of Requirements (b) Number of Licensed Guards: At least 37 security guards with 2 ready relievers- highly trained, qualified, licensed, bonded, and armed security guards <p>Supervisors: with at least two (2) supervisors</p>	
	<p>3. Security Plan</p> <ul style="list-style-type: none"> (a) Tailored fit for Catanduanes State University (CatSU) in accordance with the minimum requirements below. State/enumerate the specific methodology to execute the Plan. 	

² Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each “Specification”. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of ITB Clause 3.b.

Item	Specification ¹	Statement of Compliance ²
	<p>4. Other Factors</p> <p>(a) Recruitment and Selection Plan: training conducted for the Security Guards before deployment, educational and age requirements, among others, as such:</p> <ul style="list-style-type: none"> i. Not less than 22 but not more than 50 years of age ii. With at least three (3) relevant trainings iii. Physically and mentally fit iv. With clearance from NBI, PNP, psychiatry test and drug test taken within the last 6 months <p>(b) Guards will be screened and deployment will be based on approval of CatSU authorized representative.</p> <p>(c) Completeness of Uniform and other Paraphernalia as prescribed under RA No. 5487 and its IRR</p> <p>(d) Copies of 201 files of guards to include duly certified copy of license to exercise security profession (LESP) by the issuing agency, results of neuropsychiatric examination, training certificates, medical examination, to be furnished to the CatSU</p> <p>(e) Proof of paid remittances for the following government agencies: SSS, PHIC, HDMF and BIR in the form of a certification issued by the said agencies</p> <p>(f) Provision of biometric for recording of attendance</p> <p>(g) Submission of Report: weekly monitoring report, monthly list of guards with validity of licenses, monthly report of equipment inventory supported by monthly report of attendance.</p> <p>(h) Weekly formation of guards</p>	
IV	<p>BRIEF SCOPE OF WORK</p> <p>The Contractor shall provide security services by deploying adequately trained and well disciplined security personnel to safeguard the CatSU buildings and other properties from theft, pilferage, or damage and ensure safety and security of employees, students, visitors, guests and any other persons within the CatSU premises.</p>	
V	SECURITY PLAN	
A.	GENERAL SECURITY PROTOCOLS	
A.1	Provide complete continuous security measures on round the clock basis on all days throughout the year, including Saturdays, Sundays and holidays, in accordance with the deployment schedule. Security personnel shall not be allowed to leave the place of duty under any circumstance until and unless properly relieved. The security posts shall not be left unmanned at any time.	
A.2	Maintain records of security related activities and relevant inward and outward movements of personnel, visitors and property. These records shall be made available for inspection of the CatSU authorized representatives.	
A.3	The security personnel shall, at all times, be polite, courteous, respectful and responsive to officers, employees, students, visitors, guests and VIPs. He/she shall follow the order/directives of CatSU officials and authorized representatives for day-to-day performance of job and ensure implementation of adequate security measures.	



Item	Specification ¹	Statement of Compliance ²
A.4	Perform inspection, detection and investigation of all security-related incidents and report the same to appropriate authorities and designated CatSU officials/representatives.	
A.5	Refrain from doing, causing or permitting any nuisance at the CatSU premises or anything which will cause unnecessary disturbances or inconvenience to the occupants/visitors of the CatSU.	
A.6	Prevent entry/access to restricted areas unless duly authorized by the CatSU Management. Maintain logbook of entry and exit movements of authorized personnel in the restricted areas.	
A.8	Strictly implement the “No ID, No Entry” policy among all CatSU students and employees.	
A.9	Prevent entry after office hours and non-working days, including Sundays and holidays, unless duly authorized by CatSU management.	
A.10	Prevent employees and students from staying overnight within the CatSU office and premises, unless duly authorized by CatSU management.	
A.11	Issuance of visitor’s pass (for individuals) and gate pass (for non CatSU vehicles) after appropriate verification of purpose of visit and collect passes when visitors leave the premises, to ensure that only authorized persons/vehicles enter the premises.	
A.12	Monitor and frisk employees and visitors for firearms, deadly weapons, explosives, toxic chemicals, prohibited drugs, contraband items and other similar items. Firearms and other deadly weapons must be deposited to the security guard at the entrance lobby in exchange for a firearm report/receipt.	
A.13	Ensure that CCTV cameras are not obstructed.	
A.14	Assist in the analysis of recorded CCTV footage involving security-related issues.	
A.15	Switch off the lights, computers, air conditioners, etc. and ensure that windows and doors are closed after office hours. Politely call the attention of employees who have left their offices without ensuring that the light and other electronic items are switched off, to instill shared responsibility among all CatSU employees in an effort to conserve energy/resources.	
VEHICLE CONTROL		
A.16	Plain view inspection of all vehicles entering the CatSU premises.	
A.17	Maintain logbook of incoming and outgoing vehicles in the CatSU premises.	

Item	Specification ¹	Statement of Compliance ²
A.18	Ensure orderly marshalling and parking of student/staff/visitor's vehicle at the parking area in the CatSU premises and keeping watch over them. Overnight parking of non-CatSU vehicles shall be prohibited, unless duly authorized by the CatSU Management.	
A.19	Ensure that outgoing CatSU motor vehicles have duly signed/ approved trip tickets.	
A.20	Control the flow of traffic and direct drivers to park their vehicles in properly designated areas, to ensure the driveways are clear and unimpeded, at all times.	
BOMB THREATS		
A.21	Immediately report the incident to appropriate authorities (PNP Bomb Squad) and the CatSU Management or designee.	
A.22	In coordination with the appropriate authorities and CatSU Management or designee, conduct a search of the area and recommend evaluation in accordance with the guidelines formulated by the Safety Committee, if warranted. If no suspicious item is found, the decision to evacuate will rest with the CatSU Management.	
HOSTAGE TAKING INCIDENTS		
A.23	Immediately notify PNP and CatSU management or designee and alert all security guards.	
A.24	Cordon the area and prevent agitation and prohibit any unauthorized personnel from negotiating with the hostage taker.	
STRIKES AND PICKETING PROTOCOL		
A.25	Inform the CatSU Management of the impending or ongoing demonstration activity and closely coordinate with the appropriate law enforcement authorities (PNP).	
A.26	Obstructive demonstrations shall be terminated in coordination with the authorized CatSU representative and the PNP. Non obstructive demonstrations should not be interrupted. However, it must be ensured that it will not adversely affect classes and the regular discharge of functions of CatSU employees.	
A.27	Ensure that designated open gates remain unimpeded.	
A.28	Provide close-in security to any CatSU official and employees authorized to speak/ negotiate with the demonstrators.	
A.29	Secure all CatSU students, employees, officials and guests from any assaults whatsoever.	
ANTI THEFT PROTOCOLS		
A.30	Secure all entry and exit points.	

Item	Specification ¹	Statement of Compliance ²
A.31	Introduce and implement anti-theft measures to prevent pilferage. In case of theft, loss or pilferage, the Contractor shall investigate and submit a report to the CatSU authorized representative and liaise with the police authorities.	
A.32	Safeguard properties of CatSU, its employees, officials and visitors against theft, damage, misuse. Tools properties and equipments of the CatSU shall not be permitted to be taken out of the premises without valid gate pass.	
A.33	Immediately report to appropriate police authorities incidents of theft to facilitate the immediate apprehension of the culprit. Conduct investigation and submit written report within twenty four (24) hours to the Management.	
EMERGENCY PROTOCOLS		
A.34	Closely collaborate with the Chief Administrative Officer (CAO) and other CatSU authorized officials to effectively implement disaster management arrangements, plans and guidelines to be observed during emergencies and calamities.	
A.35	Serve as marshals during actual emergencies and conduct of periodic emergency drills within the CatSU premises, along with the CAO and other designated CatSU personnel.	
A.36	Respond promptly and appropriately to all emergencies and report to appropriate authorities and CatSU official concerned. In case of fire, the security guard shall forthwith inform the nearest fire station and alert all CatSU staff to facilitate evacuation in accordance with the disaster management plan.	
A.37	Keep close watch over the CatSU property and premises against attempts of arson or accidental fire, and take suitable action in case of emergency. The security personnel should know how to appropriately use the fire fighting equipment.	
REPORTS		
A.38	Report to the CatSU Management or its authorized representative, if any abnormal or suspicious activities are noticed in the premises.	
A.39	Monitor and report breach/ breakage in fencing, encroachment, trespassing, incidents of crime, defacement of wall, etc.	
A.40	Prepare other reports and make appropriate recommendations on all security related issues.	
VI	OTHER TERMS AND CONDITIONS:	
A	RECRUITMENT AND SELECTION CRITERIA	
A.1	The Contractor shall ensure that the character and conduct of the security guards to be deployed have been appropriately verified. The security guards provided by the Contractor shall possess the following qualification:	

Item	Specification ¹	Statement of Compliance ²
A.1.1	Must be at least 22 years of age and not more than 50 years;	
A.1.2	Must be able to read and write:	
A.1.3	Must have at least two years of experience as a guard or an ex-serviceman;	
A.1.4	Must be polite but firm, disciplined, physically fit and alert to perform the duties of a guard;	
A.2	Must have first-aid training, first safety training and adequate security duty training and firing of arms training, prior to deployment for work. The Contractor shall likewise ensure that regular periodic refresher training course is provided to its personnel, provide schedule of training program and title of training to the CatSU. Documents and records of the same may be asked for by the CatSU Management periodically, to verify and ensure compliance.	
A.3	The Contractor shall submit the list of its personnel to be deployed, along with their duly accomplished Personal Data Sheet (PDS) for approval. Deployment of a new security personnel as replacement is subject to the approval of the CatSU Management and/or its authorized representative. The CatSU has the right to order/direct the Contractor to replace any of the personnel engaged by him who are found unsuitable; the Contractor shall immediately replace such personnel.	
A.4	The number of security guards indicated in the deployment schedule may be increased or decreased, at the sole discretion of the CatSU Management.	
B	COMPLETENESS OF UNIFORMS AND PARAPHERNALIA:	
B.1	The security personnel deployed should be in proper uniforms with name badges. The incidentals such as belt, shoes, socks, caps shall be borne by the Contractor at its cost. His/her polo must be tucked in neatly and buttoned (except the collar button).	
B.2	The security guard deployed by the Contractor must wear at all times, an identification card, which shall have to be issued to him for said purpose.	
B.3	The Contractor shall provide each security personnel on duty with whistle, umbrella, raincoat, rain boots, search lamp, torch, basic first aid kit, handcuffs, tear gas, and expandable baton. Riot shield/truncheon and helmets must also be provided whenever necessary.	
C	OTHER DUTIES OF CONTRACTOR:	
C.1	The contractor shall be at all times use all reasonable efforts to maintain discipline and good order among its personnel. The Contractor shall be responsible for all acts done by the personnel engaged by it. Any act of indiscipline, misconduct, theft, pilferage on the part of any personnel engaged by the Contractor resulting in any loss to the CatSU, will be viewed seriously. The CatSU has the right to take appropriate action, including the termination of the contract.	

Item	Specification ¹	Statement of Compliance ²
C.2	The Contractor shall comply with the provisions of the Labor Code and shall be solely responsible for liabilities arising out of non-compliance. Insurance and accident risks for the security personnel shall be the responsibility of the Contractor.	
C.3	The Contractor shall make the payment to personnel engaged by it in accordance with the approved PADPAO rates. The contractor shall satisfy CatSU showing adequate recorded proof that the minimum wages and SSS, Phil health and Pag-ibig contributions are being paid to its personnel.	
C.3.1	The Contractor shall submit the monthly bills not later than the second week of the following month along with proof of all monthly statutory remittances, viz SSS, Philhealth, Pag-ibig, withholding tax and a copy of its payroll register for the previous month or a certificate stating that the Contractor has paid to their employees the wages for the previous month in accordance with the latest government laws/regulations and remitted the contributions accordingly.	
D	OTHER REQUIREMENTS	
D.1	Conduct ocular inspection and security survey to be submitted to the CatSU Management.	
D.2	Certification issued by the CatSU Chief Security Officer for conducting ocular inspection.	

I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct, otherwise, if found to be false during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

Signature over Printed Name of Authorized Representative

Name of Company

Date

DEPLOYMENT POST SCHEDULE FY 2024

No.	Security Post	Time of Duty	No. of Hours	Days of Duty
Main Campus				
1	Post 1 (Moonwalk Gate/Extension)	6:00AM – 2:00PM	8	Mon-Sun
2		2:00PM – 10:00PM	8	Mon-Sun
3		10:00PM – 6:00AM	8	Mon-Sun
4	Post 2 (Pedestrian Gate - Left Wing)	6:00AM – 2:00PM	8	Mon-Sun
5		2:00PM – 10:00PM	8	Mon-Sun
6	Post 3 (Main Gate)	6:00AM – 2:00PM	8	Mon-Sun
7		2:00PM – 10:00PM	8	Mon-Sun
8		10:00PM – 6:00AM	8	Mon-Sun
9	Post 4 (Pedestrian Gate - Right Wing)	6:00AM – 2:00PM	8	Mon-Sun
10		2:00PM – 10:00PM	8	Mon-Sun
11	Post 5 (Female	6:00AM – 2:00PM	8	Mon-Sun
12	Dorm/CBO/Gym/Engineering/CHS/	2:00PM – 10:00PM	8	Mon-Sun
13	Science Lab./Lab. School/ CICT/ Pink House/Treatment Plant	10:00PM – 6:00AM	8	Mon-Sun
14	Post 6 (Calatagan Gate)	6:00AM – 2:00PM	8	Mon-Sun
15		2:00PM – 10:00PM	8	Mon-Sun
16		10:00PM – 6:00AM	8	Mon-Sun
17	Post 7 (CIT/CBA/COS/CHUMMS/ Library/Tabuzo Bldg./COED/ND	6:00AM – 2:00PM	8	Mon-Sun
18		2:00PM – 10:00PM	8	Mon-Sun
19		10:00PM – 6:00AM	8	Mon-Sun
20	Post 8 (Calatagan Tibang Gate)	6:00AM – 2:00PM	8	Mon-Sun
21		2:00PM – 10:00PM	8	Mon-Sun
22		10:00PM – 6:00AM	8	Mon-Sun
23	Post 9 (CAF/R&D/Climate Change/ Men's Dorm/Student Center/Sports Complex)	6:00AM – 2:00PM	8	Mon-Sun
24		2:00PM – 10:00PM	8	Mon-Sun
25	Post 10 (ATIC)	10:00PM – 6:00AM	8	Mon-Sun
26	Post 11 (Palnab Fisheries)	6:00AM – 2:00PM	8	Mon-Sun
27		2:00PM – 10:00PM	8	Mon-Sun
28		10:00PM – 6:00AM	8	Mon-Sun
Panganiban Campus				
29	Post 12 (Tabros & Manogho)	6:00AM – 2:00PM	8	Mon-Sun
30		2:00PM – 10:00PM	8	Mon-Sun
31		10:00PM – 6:00AM	8	Mon-Sun

R. J.

***Section VIII. Checklist of Technical and
Financial Documents***

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Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

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

Technical Documents

- (e) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid;
and
- (f) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents;
and
- (g) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
or
Original copy of Notarized Bid Securing Declaration;
and
- (h) Conformity with the Technical Specifications,
- (i) Conformity with the Schedule f Requirements;
- (j) Statement of availability of technical service personnel – Manpower Requirements;
- (k) Statement of After-sales/Parts and Services;
- (l) Additional set of technical parameters (GPPB Res. 24-2007, Statement of documents showing the following:
- (m) Stability (years of experience, liquidity of contractor, organizational set-up)
- (n) Resources (No. of licensed firearms, no. of kind of communication devices, no. and kind of motorized patrol vehicle)
- (o) Security Plan
- (p) Other Factors (recruitment and selection plan, completeness of uniform and other paraphernalia)
and

- (q) Original duly signed Omnibus Sworn Statement (OSS); **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Other Requirement:

- Ocular inspection and security survey
- Certification issued by the Chief Security Officer for conducting ocular inspection.

Financial Documents

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

Class "B" Documents

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

II. FINANCIAL COMPONENT ENVELOPE

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

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

- (w) [For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos] Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- (x) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

Section IX. Bidding Forms

Form 1	Statement of All Ongoing Government & Private Contracts
Form 2	Statement of Single Largest Completed Contract Similar to the Contract to be Bid
Form 3	Bid Securing Declaration
Form 4	Technical Specifications
Form 5	Schedule of Requirements
Form 6	Omnibus Sworn Statement
Form 7	Net Financial Contracting Capacity (NFCC)
Form 8	Financial Bid Form
Form 9	Price Schedule for Goods Offered from Within the Philippines

STATEMENT OF ALL ONGOING GOVERNMENT & 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)

Business Name: _____
 Business Address: _____

Title of the Contract/Name of the Project	Contract Date	Contract Duration	Name of Client/ Contracting Party	Kinds of Goods/Services	Total Amount of Contract	Value of Outstanding Contracts	Date of Delivery
Government							
Private							

Instructions:

1. State all ongoing contracts including those awarded but not yet started (government & private contracts which may be similar or not similar to the project called for bidding).
2. If there is no ongoing contract, state none or equivalent term.
3. This statement shall be supported with:
 - a. Notice of Award
 - b. Purchase Order/Contract
 - c. Notice to Proceed
4. In case of contracts with the private sector, an equivalent documents shall be submitted.

Submitted by: _____
 (Printed Name & Signature)
 Designation: _____
 Date: _____

STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT (SLCC) SIMILAR TO THE CONTRACT TO BE BID
 (except under conditions provided in Sections 23.4.1.3 and 23.4.2.4 of the 2016 Revised IRR of RA 9184,
 within the relevant period as provided in the Bidding Documents)

Business Name: _____
 Business Address: _____

Title of the Contract/Name of the Project	Contract Date	Contract Duration	Name of Client/ Contracting Party	Kinds of Goods/Services	Amount of Contract	Date of Delivery/ Acceptance

- Instructions:*
1. The SLCC should have been completed within five (5) years in a school/university setting from the date of submission and receipt of bids.
 2. The statement shall be supported with:
 - a. Purchase Order/Contract
 - b. End-User's Acceptance or Official Receipt(s) or Sales Invoice
 3. In case of contracts with the private sector, an equivalent document shall be submitted.

Submitted by: _____
 (Printed Name & Signature)
 Designation: _____
 Date: _____

Bid Securing Declaration Form

[shall be submitted with the Bid if bidder opts to provide this form of bid security]

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

BID SECURING DECLARATION
Project Identification No.: *[Insert number]*

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

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
 - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
 - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

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 OR ITS AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant

[Jurat]
[Format shall be based on the latest Rules on Notarial Practice]

Technical Specifications Statement of Compliance

Bidders must state here either “**Comply**” or “**Not Comply**” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.

Item	Specification ¹	Statement of Compliance ²																																																
I	<p>The contractor shall provide the following tools and equipment, subject to random inspection of authorized CatSU official/representative:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;"><i>Description</i></th> <th style="text-align: center;"><i>Qty</i></th> </tr> </thead> <tbody> <tr> <td>1. Licensed Firearms</td> <td style="text-align: center;">12</td> </tr> <tr> <td style="padding-left: 20px;">a. Ten (10) units of Caliber 9mm Pistol</td> <td></td> </tr> <tr> <td style="padding-left: 20px;">b. Two (2) units of shotgun</td> <td></td> </tr> <tr> <td style="text-align: center;"><i>With minimum of 7 and maximum of 14 rounds of ammo for each firearm</i></td> <td></td> </tr> <tr> <td>2. Portable radio with license, with spare battery, earphones, and charger for each unit</td> <td style="text-align: center;">12</td> </tr> <tr> <td>3. Network Radio Station License for the radio to be used for the portable radio</td> <td style="text-align: center;">1</td> </tr> <tr> <td>4. Restricted Radiotelephone operator’s (RLM) Certificate for every security guard to be accomplished within three-month period after the award of contract</td> <td style="text-align: center;">12</td> </tr> <tr> <td>5. Handcuffs with key each</td> <td style="text-align: center;">12</td> </tr> <tr> <td>6. Expandable baton</td> <td style="text-align: center;">12</td> </tr> <tr> <td>7. Rechargeable search lamp with spare battery</td> <td style="text-align: center;">12</td> </tr> <tr> <td>8. Pepper spray</td> <td style="text-align: center;">12</td> </tr> <tr> <td>9. First Aid Kit</td> <td style="text-align: center;">12</td> </tr> <tr> <td>10. Umbrella</td> <td style="text-align: center;">20</td> </tr> <tr> <td>11. Rain boots and raincoat</td> <td style="text-align: center;">12</td> </tr> <tr> <td>12. Motorized Patrol Vehicle with supply of gasoline (to be stationed in CatSu)</td> <td style="text-align: center;">1</td> </tr> <tr> <td>13. Metal Detectors with supply of battery</td> <td style="text-align: center;">6</td> </tr> <tr> <td>14. Search mirror</td> <td style="text-align: center;">4</td> </tr> <tr> <td>15. Reflective vest printer with security</td> <td style="text-align: center;">12</td> </tr> <tr> <td>16. Riot shield and truncheons</td> <td style="text-align: center;">5</td> </tr> <tr> <td>17. Cellular phone for detachment commander and shift-in-charge, Panganiban Campus and Palnab Fisheries</td> <td style="text-align: center;">2</td> </tr> <tr> <td>18. Whistle for every guard</td> <td style="text-align: center;">31</td> </tr> <tr> <td>19. Padlock for perimeter gates</td> <td style="text-align: center;">25</td> </tr> <tr> <td>20. Supply of logbook for every security post (vehicle logbook, visitor’s logbook, etc.)</td> <td></td> </tr> </tbody> </table>	<i>Description</i>	<i>Qty</i>	1. Licensed Firearms	12	a. Ten (10) units of Caliber 9mm Pistol		b. Two (2) units of shotgun		<i>With minimum of 7 and maximum of 14 rounds of ammo for each firearm</i>		2. Portable radio with license, with spare battery, earphones, and charger for each unit	12	3. Network Radio Station License for the radio to be used for the portable radio	1	4. Restricted Radiotelephone operator’s (RLM) Certificate for every security guard to be accomplished within three-month period after the award of contract	12	5. Handcuffs with key each	12	6. Expandable baton	12	7. Rechargeable search lamp with spare battery	12	8. Pepper spray	12	9. First Aid Kit	12	10. Umbrella	20	11. Rain boots and raincoat	12	12. Motorized Patrol Vehicle with supply of gasoline (to be stationed in CatSu)	1	13. Metal Detectors with supply of battery	6	14. Search mirror	4	15. Reflective vest printer with security	12	16. Riot shield and truncheons	5	17. Cellular phone for detachment commander and shift-in-charge, Panganiban Campus and Palnab Fisheries	2	18. Whistle for every guard	31	19. Padlock for perimeter gates	25	20. Supply of logbook for every security post (vehicle logbook, visitor’s logbook, etc.)		
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Note: Unserviceable unit/s shall be replaced within five (5) calendar days.

¹ *The specifications given are the minimum requirements unless indicated otherwise. A bidder's proposal must match or exceed the specifications.*

Item	Specification ¹	Statement of Compliance ²
II	PERFORMANCE CRITERIA	
	<p>The Contractor shall maintain a satisfactory level of performance throughout the term of the contract based on the following performance criteria:</p> <ul style="list-style-type: none"> (a) Quality of service delivered; (b) Time management; (c) Management and suitability of personnel; (d) Contract administration and management; (e) Provision of monthly accomplishment report and incident report as the need arises; (f) Attentiveness and presence of mind of guards on duty; (g) Compliance with Office policies/guidelines <p>The above criteria shall be used to assess quarterly the level of performance of the Security Agency and its Security Personnel as basis of continuity of the contract. Should the Security Agency gets two (2) consecutive "Satisfactory" Ratings, it shall be considered a ground for the termination of their contract with the CatSU.</p>	
III	TECHNICAL EVALUATION PARAMETERS	
	<p>1. Stability</p> <ul style="list-style-type: none"> (a) Years of Experience: at least five (5) years in security service in a school/university setting and with Regular License to Operate. (b) Liquidity of the Contractor: At least PhP750,000.00 (Current Assets minus stocks minus current liabilities based on latest Balance Sheet as of December 31, 2018) <p>Organizational Set-up: with good organization set-up of personnel based on the minimum standard specified under RA 5487 as amended, and office tools and equipment</p>	
	<p>2. Resources</p> <ul style="list-style-type: none"> (a) Number and Kind of Equipment and Supplies: with the minimum number and kind of equipment and supplies as specified in Section VI. Schedule of Requirements (b) Number of Licensed Guards: At least 37 security guards with 2 ready relievers- highly trained, qualified, licensed, bonded, and armed security guards <p>Supervisors: with at least two (2) supervisors</p>	
	<p>3. Security Plan</p> <ul style="list-style-type: none"> (a) Tailored fit for Catanduanes State University (CatSU) in accordance with the minimum requirements below. State/enumerate the specific methodology to execute the Plan. 	

² *Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each "Specification". Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and*

cross-referenced to that evidence. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of ITB Clause 3.b.

Item	Specification ¹	Statement of Compliance ²
	<p>4. Other Factors</p> <p>(a) Recruitment and Selection Plan: training conducted for the Security Guards before deployment, educational and age requirements, among others, as such:</p> <ul style="list-style-type: none"> i. Not less than 22 but not more than 50 years of age ii. With at least three (3) relevant trainings iii. Physically and mentally fit iv. With clearance from NBI, PNP, psychiatry test and drug test taken within the last 6 months <p>(b) Guards will be screened and deployment will be based on approval of CatSU authorized representative.</p> <p>(c) Completeness of Uniform and other Paraphernalia as prescribed under RA No. 5487 and its IRR</p> <p>(d) Copies of 201 files of guards to include duly certified copy of license to exercise security profession (LESP) by the issuing agency, results of neuropsychiatric examination, training certificates, medical examination, to be furnished to the CatSU</p> <p>(e) Proof of paid remittances for the following government agencies: SSS, PHIC, HDMF and BIR in the form of a certification issued by the said agencies</p> <p>(f) Provision of biometric for recording of attendance</p> <p>(g) Submission of Report: weekly monitoring report, monthly list of guards with validity of licenses, monthly report of equipment inventory supported by monthly report of attendance.</p> <p>(h) Weekly formation of guards</p>	
IV	<p>BRIEF SCOPE OF WORK</p> <p>The Contractor shall provide security services by deploying adequately trained and well disciplined security personnel to safeguard the CatSU buildings and other properties from theft, pilferage, or damage and ensure safety and security of employees, students, visitors, guests and any other persons within the CatSU premises.</p>	
V	SECURITY PLAN	
A.	GENERAL SECURITY PROTOCOLS	
A.1	Provide complete continuous security measures on round the clock basis on all days throughout the year, including Saturdays, Sundays and holidays, in accordance with the deployment schedule. Security personnel shall not be allowed to leave the place of duty under any circumstance until and unless properly relieved. The security posts shall not be left unmanned at any time.	
A.2	Maintain records of security related activities and relevant inward and outward movements of personnel, visitors and property. These records shall be made available for inspection of the CatSU authorized representatives.	
A.3	The security personnel shall, at all times, be polite, courteous, respectful and responsive to officers, employees, students, visitors, guests and VIPs. He/she shall follow the order/directives of CatSU officials and authorized representatives for day-to-day performance of job and ensure implementation of adequate security measures.	

Item	Specification ¹	Statement of Compliance ²
A.4	Perform inspection, detection and investigation of all security-related incidents and report the same to appropriate authorities and designated CatSU officials/representatives.	
A.5	Refrain from doing, causing or permitting any nuisance at the CatSU premises or anything which will cause unnecessary disturbances or inconvenience to the occupants/visitors of the CatSU.	
A.6	Prevent entry/access to restricted areas unless duly authorized by the CatSU Management. Maintain logbook of entry and exit movements of authorized personnel in the restricted areas.	
A.8	Strictly implement the “No ID, No Entry” policy among all CatSU students and employees.	
A.9	Prevent entry after office hours and non-working days, including Sundays and holidays, unless duly authorized by CatSU management.	
A.10	Prevent employees and students from staying overnight within the CatSU office and premises, unless duly authorized by CatSU management.	
A.11	Issuance of visitor’s pass (for individuals) and gate pass (for non CatSU vehicles) after appropriate verification of purpose of visit and collect passes when visitors leave the premises, to ensure that only authorized persons/vehicles enter the premises.	
A.12	Monitor and frisk employees and visitors for firearms, deadly weapons, explosives, toxic chemicals, prohibited drugs, contraband items and other similar items. Firearms and other deadly weapons must be deposited to the security guard at the entrance lobby in exchange for a firearm report/receipt.	
A.13	Ensure that CCTV cameras are not obstructed.	
A.14	Assist in the analysis of recorded CCTV footage involving security-related issues.	
A.15	Switch off the lights, computers, air conditioners, etc. and ensure that windows and doors are closed after office hours. Politely call the attention of employees who have left their offices without ensuring that the light and other electronic items are switched off, to instill shared responsibility among all CatSU employees in an effort to conserve energy/resources.	
	VEHICLE CONTROL	
A.16	Plain view inspection of all vehicles entering the CatSU premises.	
A.17	Maintain logbook of incoming and outgoing vehicles in the CatSU premises.	

Item	Specification ¹	Statement of Compliance ²
A.18	Ensure orderly marshalling and parking of student/staff/visitor's vehicle at the parking area in the CatSU premises and keeping watch over them. Overnight parking of non-CatSU vehicles shall be prohibited, unless duly authorized by the CatSU Management.	
A.19	Ensure that outgoing CatSU motor vehicles have duly signed/ approved trip tickets.	
A.20	Control the flow of traffic and direct drivers to park their vehicles in properly designated areas, to ensure the driveways are clear and unimpeded, at all times.	
BOMB THREATS		
A.21	Immediately report the incident to appropriate authorities (PNP Bomb Squad) and the CatSU Management or designee.	
A.22	In coordination with the appropriate authorities and CatSU Management or designee, conduct a search of the area and recommend evaluation in accordance with the guidelines formulated by the Safety Committee, if warranted. If no suspicious item is found, the decision to evacuate will rest with the CatSU Management.	
HOSTAGE TAKING INCIDENTS		
A.23	Immediately notify PNP and CatSU management or designee and alert all security guards.	
A.24	Cordon the area and prevent agitation and prohibit any unauthorized personnel from negotiating with the hostage taker.	
STRIKES AND PICKETING PROTOCOL		
A.25	Inform the CatSU Management of the impending or ongoing demonstration activity and closely coordinate with the appropriate law enforcement authorities (PNP).	
A.26	Obstructive demonstrations shall be terminated in coordination with the authorized CatSU representative and the PNP. Non obstructive demonstrations should not be interrupted. However, it must be ensured that it will not adversely affect classes and the regular discharge of functions of CatSU employees.	
A.27	Ensure that designated open gates remain unimpeded.	
A.28	Provide close-in security to any CatSU official and employees authorized to speak/ negotiate with the demonstrators.	
A.29	Secure all CatSU students, employees, officials and guests from any assaults whatsoever.	
ANTI THEFT PROTOCOLS		
A.30	Secure all entry and exit points.	

Item	Specification ¹	Statement of Compliance ²
A.31	Introduce and implement anti-theft measures to prevent pilferage. In case of theft, loss or pilferage, the Contractor shall investigate and submit a report to the CatSU authorized representative and liaise with the police authorities.	
A.32	Safeguard properties of CatSU, its employees, officials and visitors against theft, damage, misuse. Tools properties and equipments of the CatSU shall not be permitted to be taken out of the premises without valid gate pass.	
A.33	Immediately report to appropriate police authorities incidents of theft to facilitate the immediate apprehension of the culprit. Conduct investigation and submit written report within twenty four (24) hours to the Management.	
EMERGENCY PROTOCOLS		
A.34	Closely collaborate with the Chief Administrative Officer (CAO) and other CatSU authorized officials to effectively implement disaster management arrangements, plans and guidelines to be observed during emergencies and calamities.	
A.35	Serve as marshals during actual emergencies and conduct of periodic emergency drills within the CatSU premises, along with the CAO and other designated CatSU personnel.	
A.36	Respond promptly and appropriately to all emergencies and report to appropriate authorities and CatSU official concerned. In case of fire, the security guard shall forthwith inform the nearest fire station and alert all CatSU staff to facilitate evacuation in accordance with the disaster management plan.	
A.37	Keep close watch over the CatSU property and premises against attempts of arson or accidental fire, and take suitable action in case of emergency. The security personnel should know how to appropriately use the fire fighting equipment.	
REPORTS		
A.38	Report to the CatSU Management or its authorized representative, if any abnormal or suspicious activities are noticed in the premises.	
A.39	Monitor and report breach/ breakage in fencing, encroachment, trespassing, incidents of crime, defacement of wall, etc.	
A.40	Prepare other reports and make appropriate recommendations on all security related issues.	
VI OTHER TERMS AND CONDITIONS:		
A RECRUITMENT AND SELECTION CRITERIA		
A.1	The Contractor shall ensure that the character and conduct of the security guards to be deployed have been appropriately verified. The security guards provided by the Contractor shall possess the following qualification:	
Item	Specification ¹	Statement of Compliance ²
A.1.1	Must be at least 22 years of age and not more than 50 years;	

A.1.2	Must be able to read and write:	
A.1.3	Must have at least two years of experience as a guard or an ex-serviceman;	
A.1.4	Must be polite but firm, disciplined, physically fit and alert to perform the duties of a guard;	
A.2	Must have first-aid training, first safety training and adequate security duty training and firing of arms training, prior to deployment for work. The Contractor shall likewise ensure that regular periodic refresher training course is provided to its personnel, provide schedule of training program and title of training to the CatSU. Documents and records of the same may be asked for by the CatSU Management periodically, to verify and ensure compliance.	
A.3	The Contractor shall submit the list of its personnel to be deployed, along with their duly accomplished Personal Data Sheet (PDS) for approval. Deployment of a new security personnel as replacement is subject to the approval of the CatSU Management and/or its authorized representative. The CatSU has the right to order/direct the Contractor to replace any of the personnel engaged by him who are found unsuitable; the Contractor shall immediately replace such personnel.	
A.4	The number of security guards indicated in the deployment schedule may be increased or decreased, at the sole discretion of the CatSU Management.	
B	COMPLETENESS OF UNIFORMS AND PARAPHERNALIA:	
B.1	The security personnel deployed should be in proper uniforms with name badges. The incidentals such as belt, shoes, socks, caps shall be borne by the Contractor at its cost. His/her polo must be tucked in neatly and buttoned (except the collar button).	
B.2	The security guard deployed by the Contractor must wear at all times, an identification card, which shall have to be issued to him for said purpose.	
B.3	The Contractor shall provide each security personnel on duty with whistle, umbrella, raincoat, rain boots, search lamp, torch, basic first aid kit, handcuffs, tear gas, and expandable baton. Riot shield/truncheon and helmets must also be provided whenever necessary.	
C	OTHER DUTIES OF CONTRACTOR:	
C.1	The contractor shall be at all times use all reasonable efforts to maintain discipline and good order among its personnel. The Contractor shall be responsible for all acts done by the personnel engaged by it. Any act of indiscipline, misconduct, theft, pilferage on the part of any personnel engaged by the Contractor resulting in any loss to the CatSU, will be viewed seriously. The CatSU has the right to take appropriate action, including the termination of the contract.	

Item	Specification ¹	Statement of Compliance ²
C.2	The Contractor shall comply with the provisions of the Labor Code and shall be solely responsible for liabilities arising out of non-compliance. Insurance and accident risks for the security personnel shall be the responsibility of the Contractor.	
C.3	The Contractor shall make the payment to personnel engaged by it in accordance with the approved PADPAO rates. The contractor shall satisfy CatSU showing adequate recorded proof that the minimum wages and SSS, Phil health and Pag-ibig contributions are being paid to its personnel.	
C.3.1	The Contractor shall submit the monthly bills not later than the second week of the following month along with proof of all monthly statutory remittances, viz SSS, Philhealth, Pag-ibig, withholding tax and a copy of its payroll register for the previous month or a certificate stating that the Contractor has paid to their employees the wages for the previous month in accordance with the latest government laws/regulations and remitted the contributions accordingly.	
D	OTHER REQUIREMENTS	
D.1	Conduct ocular inspection and security survey to be submitted to the CatSU Management.	
D.2	Certification issued by the CatSU Chief Security Officer for conducting ocular inspection.	

I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct, otherwise, if found to be false during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

Signature over Printed Name of Authorized Representative

Name of Company

Date

Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item No.	Description	Quantity	Total	Delivered, Weeks/Months
1	Security Services <i>Security Guards (Day Shift)</i> <i>Security Guards (Night Shift)</i>	22 9	31	Within 7 days upon receipt of Notice to Proceed (Contract duration is for One (1) Year)

DEPLOYMENT POST SCHEDULE FY 2024

No.	Security Post	Time of Duty	No. of Hours	Days of Duty
Main Campus				
1	Post 1 (Moonwalk Gate/Extension)	6:00AM – 2:00PM	8	Mon-Sun
2		2:00PM – 10:00PM	8	Mon-Sun
3		10:00PM – 6:00AM	8	Mon-Sun
4	Post 2 (Pedestrian Gate - Left Wing)	6:00AM – 2:00PM	8	Mon-Sun
5		2:00PM – 10:00PM	8	Mon-Sun
6	Post 3 (Main Gate)	6:00AM – 2:00PM	8	Mon-Sun
7		2:00PM – 10:00PM	8	Mon-Sun
8		10:00PM – 6:00AM	8	Mon-Sun
9	Post 4 (Pedestrian Gate - Right Wing)	6:00AM – 2:00PM	8	Mon-Sun
10		2:00PM – 10:00PM	8	Mon-Sun
11	Post 5 (Female Dorm/CBO/Gym/Engineering/CHS/ Science Lab./Lab. School/ CICT/ Pink House/Treatment Plant)	6:00AM – 2:00PM	8	Mon-Sun
12		2:00PM – 10:00PM	8	Mon-Sun
13		10:00PM – 6:00AM	8	Mon-Sun
14	Post 6 (Calatagan Gate)	6:00AM – 2:00PM	8	Mon-Sun
15		2:00PM – 10:00PM	8	Mon-Sun
16		10:00PM – 6:00AM	8	Mon-Sun
17	Post 7 (CIT/CBA/COS/CHUMMS/ Library/Tabuzo Bldg./COED/ND)	6:00AM – 2:00PM	8	Mon-Sun
18		2:00PM – 10:00PM	8	Mon-Sun
19		10:00PM – 6:00AM	8	Mon-Sun
20	Post 8 (Calatagan Tibang Gate)	6:00AM – 2:00PM	8	Mon-Sun
21		2:00PM – 10:00PM	8	Mon-Sun
22		10:00PM – 6:00AM	8	Mon-Sun
23	Post 9 (CAF/R&D/Climate Change/ Men's Dorm/Student Center/Sports Complex)	6:00AM – 2:00PM	8	Mon-Sun
24		2:00PM – 10:00PM	8	Mon-Sun
25	Post 10 (ATIC)	10:00PM – 6:00AM	8	Mon-Sun
26		6:00AM – 2:00PM	8	Mon-Sun
27		2:00PM – 10:00PM	8	Mon-Sun
28	Post 11 (Palnab Fisheries)	10:00PM – 6:00AM	8	Mon-Sun

Panganiban Campus				
29	Post 12 (Tabros & Manogho)	6:00AM – 2:00PM	8	Mon-Sun
30		2:00PM – 10:00PM	8	Mon-Sun
31		10:00PM – 6:00AM	8	Mon-Sun

I hereby certify to comply and deliver all the above requirements in accordance with the above stated schedule.

Signature over Printed Name of Authorized Representative

Name of Company

Date

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

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 or authorized representative 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, or authorized representative of **[Name of Bidder]**, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for **[Name of the Project]** of the **[Name of the Procuring Entity]**, as shown in the attached duly notarized Special Power of Attorney;

[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 to participate, submit the bid, and to sign and execute the ensuing contract for **[Name of the Project]** of the **[Name of the Procuring Entity]**, as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable);];

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, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

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:] The owner or sole proprietor is 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 responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]
Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

Business Name: _____
 Business Address: _____

NET FINANCIAL CONTRACTING CAPACITY (NFCC)

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 or BIR authorized collecting agent, for the immediately preceding year.

		Year 20_____
1.	Total Assets	
2.	Total 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 = [(current asset – current liabilities) (K)] minus value of all outstanding works under ongoing contracts including awarded contracts yet to be started.

K = 15

	Amount
Current Assets	_____
Less: Current Liabilities	_____
Net Current Assets	_____
Multiply by K	_____ x 15
Less: Total value of all outstanding works under ongoing contracts	_____
NFCC	_____

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.

Submitted by:

 Name of Supplier/Distributor/Manufacturer

 Signature of Authorized Representative

Date : _____

Bid Form for the Procurement of Goods
[shall be submitted with the Bid]

BID FORM

Date: _____
 Project Identification No.: _____

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

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

If our Bid is accepted, we undertake:

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

[Insert this paragraph if Foreign-Assisted Project with the Development Partner Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and 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 Calculated Bid or any Bid you may receive.

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

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

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date:

COST DISTRIBUTION MATRIX

PARTICULARS	Day Shift	Night Shift
	6:00AM to 10PM	10:00PM to 6:00AM
Daily Basic Salary Rate	Php395.00	Php395.00
REIMBURSABLE COST		
A. PAYABLE DIRECTLY TO SECURITY GUARD		
1. EQUIVALENT MONTHLY RATE (Basic/12)		
a. Ordinary Working Days:		
b. Regular Holidays: (12 x 200% x Basic)		
c. Rest Days: ((52 x 130% x Basic)		
d. Special Holidays: (6 x 130% x Basic)		
TOTAL EQUIVALENT MONTHLY RATE		
2. NIGHT SHIFT DIFFERENTIAL PAY PER MONTH (NSD = EMR-BASIC x 0.10)		
3. 13 th MONTH PAY PER MONTH (Basic x 365 / 12 / 12)		
4. 5-DAY SERVICE INCENTIVE LEAVE PAY PER MONTH (Basic x 5 / 12)		
5. UNIFORM ALLOWANCE (Per R-IV-4, RA 5487)		
6. RETIREMENT BENEFIT PER MONTH (Basic x 22.5 / 12)		
<i>SUB-TOTAL (A)</i>		
B. PAYABLE TO THE GOVERNMENT EMPLOYER SHARE OF:		
1. SSS PREMIUMS-EMPLOYER SHARE		
2. SIF/ECC-EMPLOYER SHARE		
3. PHILHEALTH-EMPLOYER SHARE		
4. PAG-IBIG EMPLOYER SHARE		
<i>SUB-TOTAL (B)</i>		
C. TOTAL MONTHLY REIMBURSABLE COSTS (C = A + B)		
D. ADMINISTRATIVE COST EXCLUSIVE OF VAT (Not less than 20% of C)		
E. VALUE ADDED TAX (D x 12%)		
F. CONTRACT PRICE PER MONTH PER PERSON (C + D + E)		
G. NO. OF SECURITY GUARD DEPLOYED	22	9
H. TOTAL CONTRACT PRICE PER MONTH (F x G)		
I. CONTRACT DURATION	12	12
J. TOTAL CONTRACT COST FOR THE ENTIRE DURATION (H x I)		

Submitted by:

Signature over Printed Name

Designation

Date

Price Schedule for Goods Offered from Within the Philippines
[shall be submitted with the Bid if bidder is offering goods from within the Philippines]

For Goods Offered from Within the Philippines

Name of Bidder _____ Project ID No. _____ Page ___ of ___

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)

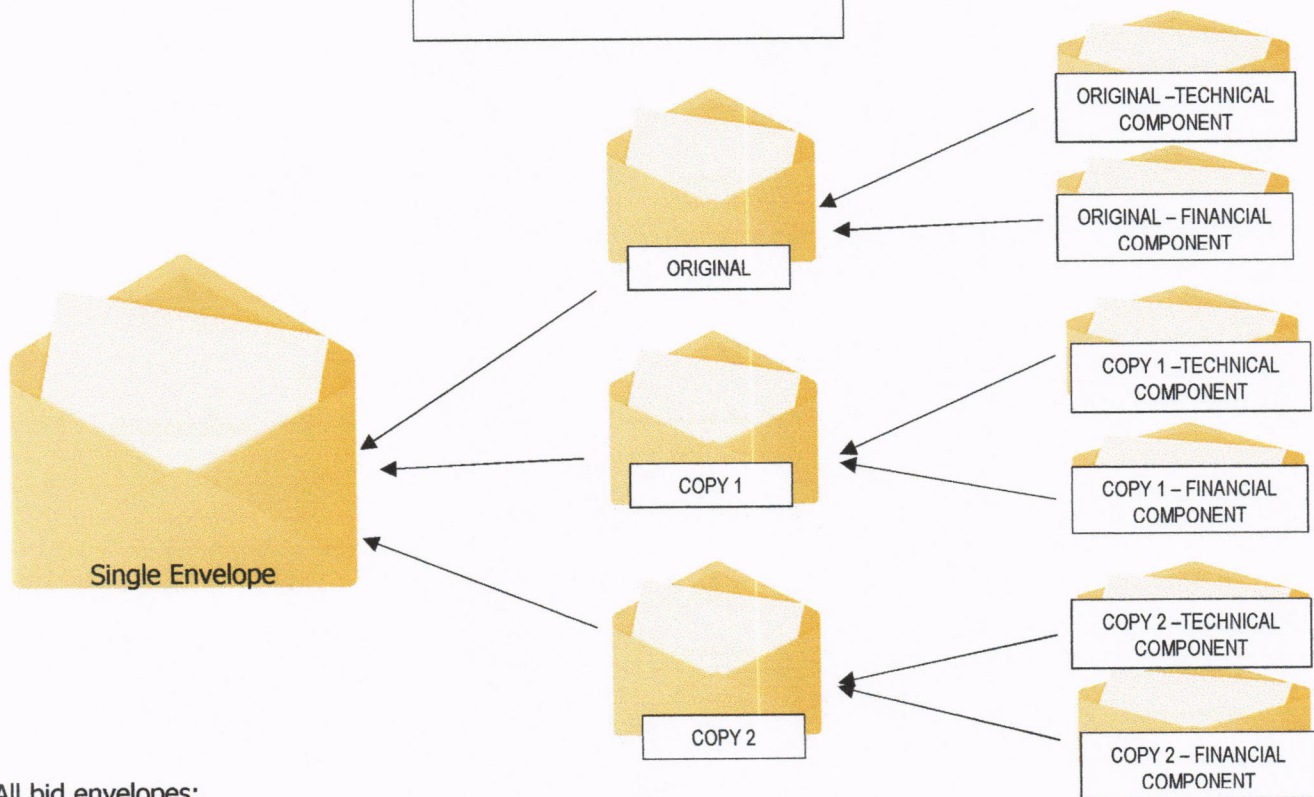
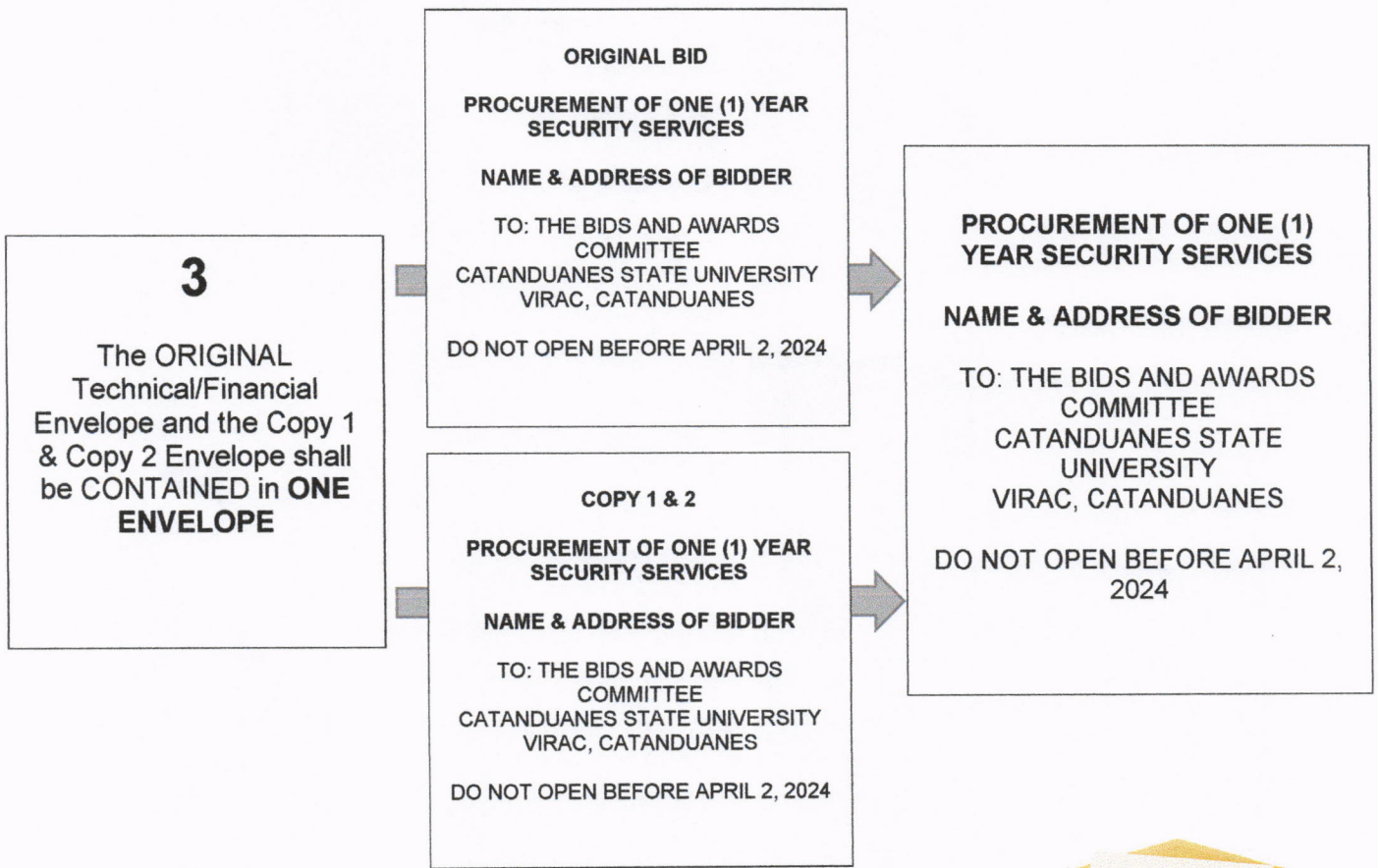
Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Sealing and Marking of Bids



All bid envelopes:

1. Typed or written in indelible ink and the **seal shall be SIGNED** by the bidder or his duly qualified and authorized representative.
 2. Sealed and marked as illustrated above.
- If the bids are not properly sealed and marked as required, the BAC or the Procuring Entity will assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or for its premature opening. Moreover, **FAILURE TO COMPLY WITH THE REQUIRED SEALING AND MARKING OF BIDS SHALL BE A GROUND FOR DISQUALIFICATION.**

Republic of the Philippines



Government Procurement Policy Board