



## **NATIONAL COUNCIL ON DISABILITY AFFAIRS**

NCDA Bldg., Isidora Street, Brgy. Holy Spirit, Quezon City  
Metro Manila, 1127

# **BIDDING DOCUMENTS**

for

Provision of Security Services  
in the  
National Council on Disability Affairs  
for CY 2023

December 7, 2022  
ITB NO. 2022 - 02

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# ***Section I.***

## ***INVITATION TO BID***

### **Notes on the Invitation to Bid**

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

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

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

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

**INVITATION TO BID  
FOR THE PROVISION OF SECURITY SERVICES IN  
THE NATIONAL COUNCIL ON DISABILITY AFFAIRS FOR CY 2023  
Bid Reference No. 2022 - 02  
Approved Budget for the Contract: Php 2,824,000.00**

1. The **NATIONAL COUNCIL ON DISABILITY AFFAIRS (NCDA)**, through its Bids and Awards Committee (BAC), National Expenditure Program for FY 2023, intends to apply the sum of **TWO MILLION EIGHT HUNDRED TWENTY-FOUR THOUSAND PESOS ONLY (PHP 2,824,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the Provision of Security Services in the National Council on Disability Affairs for CY 2023 (the "Project"). **Bids received in excess of the ABC shall be automatically rejected at bid opening.**
2. The NCDA, now invites bids for the above Procurement Project. Delivery of security services required from January to December, 2023. Bidders should have completed, within five (5) years from the date of submission and receipt of bids, at least two (2) contracts similar to the Project and the aggregate contract amounts should be equivalent to at least 50% of the ABC. The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC for the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a nondiscretionary "*pass/fail*" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
4. 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 and subject to Commonwealth Act No. 138. **The bidder should be a member of PADPAO of current and good standing.**
5. Prospective Bidders may obtain further information from the BAC Secretariat and inspect the Bidding Documents at the address given below on **December 8-13, 2022 from 8:00 AM to 5:00 PM** (except Friday, Saturday, Sunday and Non-Working Holidays).
6. A complete set of Bidding Documents may be acquired by interested Bidders on **December 8-26 11:30 AM, 2023** (except Friday, Saturday, Sunday and Non-Working Holidays) at the Finance and Administrative Division, 2nd Floor, NCDA Building, Isidora St., Brgy. Holy Spirit, Quezon City and upon payment of a nonrefundable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Five Thousand Pesos Only (PhP5,000.00)**.

It may also be downloaded free of charge from the website of the PhilGEPS and the website of NCDA, provided that the Bidders shall pay the non-refundable fee for the Bidding Documents not later than the submission of their bids.

7. The NCDA will hold a **Pre-Bid Conference** on **December 15, 10:00 AM** via Zoom Conferencing, which shall be open to prospective bidders.
8. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below **on or before December 27, 2022, 11:30 A.M.** **Late bids shall not be accepted.**
9. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.
10. **Bid opening** shall be **on December 27, 2022 1:00 P.M.** at the Board Room, NCDA Building, Isidora St., Brgy. Holy Spirit, Quezon City and/or via Zoom Conferencing. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
11. The schedule of bidding activities is as follows:

<b>BAC ACTIVITIES</b>	<b>SCHEDULE</b>
Advertisement / Posting of Invitation to Bid / Request for Expression of Interest	December 7-14, 2022
Issuance and Availability of Bidding Documents	December 8– 26, 2022
Pre-Bid Conference	December 15, 2022 10:00AM (Online Platform)
Deadline submission and Receipt of Bids	December 27, 2022 11:30AM
Opening of Bid and Bid Evaluation	December 27, 2022 1:00 PM
Post Qualification	December 28, 2022
Issuance of Notice of Award	December 28, 2022
Contract preparation & Signing	December 29, 2022
Issuance of Notice to Proceed	December 29, 2022

12. The NCDA reserves the right to accept or reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

13. For further information, please refer to:

Ms. Josephine Despi and Mr. Alberto Villa, BAC Secretariat  
 Finance and Administrative Divisions, 2nd Floor NCDA Building,  
 Isidora St., Brgy. Holy Spirit, Quezon City  
 Tel. No.: (02) 8932-6422 Mobile No.: 0920 948 7993; 0968 544 1451  
 Email Address: [supply.ncda@gmail.com](mailto:supply.ncda@gmail.com)

You may visit the following websites for downloading of Bidding Documents:

<https://www.ncda.gov.ph/invitation-to-bid/>

Originally Signed  
**DANDY C. VICTA**  
 BAC Vice-Chairperson

# ***Section II. Instructions to Bidders***

## **Notes on the Instructions to Bidders**

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

## 1. Scope of Bid

- 1.1 The National Council on Disability Affairs (NCDA) wishes to receive Bids for the Provision of Security Services in the National Council on Disability Affairs for CY 2023, with **Bid Reference No. 2022-02**.
- 1.2 The Procurement Project (referred to herein as “Project”) is composed of six (6) Security Guards, 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 2023, the Approved Budget for the Contract is **TWO MILLION EIGHT HUNDRED TWENTY-FOUR THOUSAND PESOS ONLY (PHP 2,824,000.00)**.
- 2.2 The source of funding is: NGA, National Expenditure Program (NEP).

## 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.
- (a) Duly licensed Filipino citizens/sole proprietorships;
  - (b) Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;
  - (c) Corporations duly organized under the laws of the Philippines, and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines;
  - (d) Cooperatives duly registered with the Cooperatives Development Authority (CDA).
  - (e) Unless otherwise provided in the BDS, persons/entities forming themselves into a JV, i.e., a group of two or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, that Filipino ownership or interest of the joint venture concerned shall be at least sixty percent (60%).
- 5.2. 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 two (2) contracts similar to the Project and the aggregate contract amounts should be equivalent to at least 50% of the ABC as required above.
- The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above.
- 5.3. 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:

**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 through video conferencing as indicated in **No. 7** 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)**.

10.1. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within five (5) years from the date of submission and receipt of bids, at least two (2) contracts similar to the Project and the aggregate contract amounts should be equivalent to at least 50% of the ABC as required above.

The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above.

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

### 13. Bid and Payment Currencies

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

13.2. Payment of the contract price shall be made in Philippine Pesos.

### 14. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration<sup>1</sup> 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) days. 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 **three (3) copies** 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 **No. 8** of the **IB**.

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<sup>1</sup> In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

## 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 **No. 10** of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

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

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

## 18. Domestic Preference

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

## 19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.

- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.

- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.

- 19.4. The Project shall be awarded as follows:

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**

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***

## **Notes on the Bid Data Sheet**

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

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

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

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

# Bid Data Sheet

<b>ITB Clause</b>									
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p style="margin-left: 40px;">a. 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 two (2) contracts similar to the Project and the aggregate contract amounts should be equivalent to at least 50% of the ABC as required above.</p> <p style="margin-left: 40px;">The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above.</p> <p style="margin-left: 40px;">b. Bidders should have completed, within five (5) years from the date of submission and receipt of bids.</p>								
7.1	<b>Subcontracting is not allowed.</b>								
10	<p><b>Instructions regarding indexing of Eligibility and Technical Components:</b></p> <p>The bidding shall make use of the two-envelope system; i.e., the first envelope for the Technical Component and the second envelope for the Financial Component of the bid.</p> <p>The first envelope (Technical Component) shall contain the eligibility and technical documents. The bidder shall submit the documents provided in Section VIII (Checklist of Technical and Financial Documents) and must be properly indexed as follows:</p> <table border="1" style="width: 100%; margin-top: 10px;"> <tr> <td colspan="2" style="text-align: center;"><b>ENVELOPE NO. 1 TECHNICAL COMPONENT</b></td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>CLASS "A" DOCUMENTS</b></td> </tr> <tr> <td style="width: 15%; text-align: center;"><b>INDEX TABS</b></td> <td><b>LEGAL DOCUMENTS</b></td> </tr> <tr> <td style="text-align: center;">I - 1</td> <td>           Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages)             Or, in lieu of the Platinum PhilGEPS Certificate:         </td> </tr> </table>	<b>ENVELOPE NO. 1 TECHNICAL COMPONENT</b>		<b>CLASS "A" DOCUMENTS</b>		<b>INDEX TABS</b>	<b>LEGAL DOCUMENTS</b>	I - 1	Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages)  Or, in lieu of the Platinum PhilGEPS Certificate:
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<b>CLASS "A" DOCUMENTS</b>									
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I - 1	Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages)  Or, in lieu of the Platinum PhilGEPS Certificate:								

		<table border="1"> <tr> <td>I - 1.a</td> <td>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,</td> </tr> <tr> <td>I - 1.b</td> <td>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</td> </tr> <tr> <td>I - 1.c</td> <td>Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).</td> </tr> </table>	I - 1.a	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,	I - 1.b	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	I - 1.c	Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).
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I - 1.c	Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).							
		<b>TECHNICAL DOCUMENTS</b>						
	I-2	<p>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.</p> <p>The statement shall be supported by the following documents:</p> <p>1. Copies of the Contracts; and</p> <p>(If there is no contract, the purchase order (P.O.) may be submitted as long as the terms and conditions are included therein.)</p> <p>2. Copies of the Notice of Award (NOA) or Notice to Proceed (NTP)</p> <p>(For private contracts, NOA or NTP shall not be required.)</p>						
	I-3	<p>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 five (5) years prior to the date of bid submission.</p> <p>Supporting Document/s:</p> <p>The statement shall be supported by a copy/(ies) of the End-User's Acceptance or Official Receipt/(s) Issued for the</p>						



	Contract/(s)therein.) <b>(See sample form in Section IX)</b>
I-4	Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;  <b>or</b>  Original copy of Notarized Bid Securing Declaration <b>(use form in Section IX)</b>
I-5	Conformity with the Schedule of Requirements, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable  <b>(Accomplish/use form in Section VI)</b>
I-6	Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable <b>(Accomplish/use form in Section VII)</b>
I-6-a, I-6-b, I-6-c, etc.	Corresponding to each set of supporting documents in relation to the Bidder's conformity with the technical specifications as enumerated and specified in Sections VI and VII, if any
I-7	Original duly signed Omnibus Sworn Statement (OSS) <b>(Accomplish/use form in Section IX)</b>  <b>and</b>  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
I-8	Company profile which shall include information on the number of years in the business and the list of its officers.  Names, addresses and location sketches of main office and branch office/s if any, and warehouse and service facilities with their respective telephone numbers including photo showing the company's business name.
I-9	Authority of the representative/signatory.

		<b>FINANCIAL DOCUMENT</b>						
	I-11	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						
	I-12	The prospective bidder's computation of Net Financial Contracting Capacity (NFCC); <b>(See sample form in Section IX)</b>  <b>or</b>  A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation						
11	<b>Instructions regarding indexing of financial documents:</b>  The second envelope shall contain documents comprising the financial component of the bid indexed as follows: <table border="1" style="margin-left: 20px;"> <thead> <tr> <th style="text-align: center;">INDEX TABS</th> <th style="text-align: center;">FINANCIAL DOCUMENTS</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">II-1</td> <td>Original of duly signed and accomplished Financial Bid Form <b>(see Form in Section IX)</b>.</td> </tr> <tr> <td style="text-align: center;">II-2</td> <td>Original of duly signed and accomplished Bid Price Schedule (s) <b>(original Form in Section IX must be submitted, no recopying or retyping shall be allowed)</b></td> </tr> </tbody> </table>		INDEX TABS	FINANCIAL DOCUMENTS	II-1	Original of duly signed and accomplished Financial Bid Form <b>(see Form in Section IX)</b> .	II-2	Original of duly signed and accomplished Bid Price Schedule (s) <b>(original Form in Section IX must be submitted, no recopying or retyping shall be allowed)</b>
INDEX TABS	FINANCIAL DOCUMENTS							
II-1	Original of duly signed and accomplished Financial Bid Form <b>(see Form in Section IX)</b> .							
II-2	Original of duly signed and accomplished Bid Price Schedule (s) <b>(original Form in Section IX must be submitted, no recopying or retyping shall be allowed)</b>							
12	No further instructions.							
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: <ol style="list-style-type: none"> <li>a. The amount of not less than <b>Php 56,480.00 (2%) of ABC</b>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than <b>Php 141,200.00 (5%) of ABC</b> if bid security is in Surety Bond.</li> </ol>							
15	<b>Instructions re: Sealing and Marking of bids:</b>  Each bidder shall submit <b>three (3) copies</b> of the technical and financial components of its bid: <b>one (1) certified true copy of the original documents</b> and two (2) photocopies thereof.							

The bidders shall enclose the technical components (eligibility and technical documents) in one sealed envelope and the financial component in another sealed envelope with the following markings on each of the two envelopes:

**TECHNICAL COMPONENT**

BID FOR THE  
Provision of Security Services  
in the National Council on Disability Affairs for CY 2023

[COMPANY NAME]  
[COMPANY ADDRESS]  
[E-MAIL ADDRESS]

MR. DANDY VICTA  
Vice-Chairperson  
NCDA BIDS AND AWARDS COMMITTEE

**DO NOT OPEN BEFORE 1:00 P.M., December 27, 2022**

Check one:

- Original - Technical Component
- Copy No. 1 - Technical Component
- Copy No. 2 - Technical Component

**FINANCIAL COMPONENT**

BID FOR THE  
Provision of Security Services  
in the National Council on Disability Affairs for CY 2023

[COMPANY NAME]  
[COMPANY ADDRESS]  
[E-MAIL ADDRESS]

MR. DANDY VICTA  
Vice-Chairperson  
NCDA BIDS AND AWARDS COMMITTEE

**DO NOT OPEN BEFORE 1:00 P.M., December 27, 2022**

Check one:

- Original - Financial Component
- Copy No. 1 – Financial Component

The two envelopes shall be enclosed and sealed in one single envelope containing the following marking:

BID FOR THE  
Provision of Security Services  
in the National Council on Disability Affairs for CY 2023

[COMPANY NAME]  
[COMPANY ADDRESS]  
[E-MAIL ADDRESS]

MR. DANDY VICTA  
Chairperson  
NCDA BIDS AND AWARDS COMMITTEE

**DO NOT OPEN BEFORE 1:00 P.M., December 27, 2022**

Check one:

- Original
- Copy No. 1
- Copy No. 2

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**Bid opening** shall be conducted on **December 27, 2022, 1:00 P.M.** at the Board Room, NCDA Building, Isidora St., Brgy. Holy Spirit, Quezon City and/or video conferencing via Zoom.

The following are the rules to be observed:

- a. Pursuant to the NCDA Workplace Protocol, prospective bidders submitting their respective bids shall be invited to attend the opening of bids via video conferencing thru Zoom application.
- b. Only one (1) e-mail address is required and shall be submitted by the prospective bidder. Only the declared e-mail address shall be allowed to access the video conference.
- c. The access link for the video conference will be sent to the declared e-mail address.

The bidders shall be notified and invited by the Secretariat on the day of the opening of the bids via videoconferencing thru the declared e-mail address.

	<p>The Opening of the Bids shall be conducted via video-conferencing and actual face to face meeting. Named members of the BAC shall be physically present during the opening of the bids to physically assess and evaluate the bids submission of the bidders while the bidders as well as the other members / TWG / Observers shall be in attendance through video-conferencing to ensure transparency of the proceedings.</p>
19.3	No further instructions.
20.2	<p>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 and subject to Commonwealth Act No. 138.</p> <p>The bidder should be a member of PADPAO of current and good standing.</p>

# ***Section IV.***

## ***General Conditions of Contract***

### **Notes on the General Conditions of Contract**

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

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

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

## 1. Scope of Contract

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

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

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

## 2. Advance Payment and Terms of Payment

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

## 3. Performance Security

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

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

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

## **5. Warranty**

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



# ***Section V.***

## ***Special Conditions of Contract***

### **Notes on the Special Conditions of Contract**

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

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

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

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

## Special Conditions of Contract

GCC Clause	
1.1(g)	The PROCURING ENTITY is <b>National Council on Disability Affairs (NCDA)</b>
1.1(i)	The Supplier is [to be inserted at the time of contract award].
11.1(j)	The Funding Source is the GOP through National Expenditure Program in the amount of <b>Two Million Eight Hundred Twenty-Four Thousand Pesos Only (Php 2,824,000.00)</b> .
1.1(k)	The Project Site is located at NCDA Building and Disability Resource and Development Center (DRDC) Building, Isidora Street, Brgy. Holy Spirit, Quezon City.
5.1	<p>The PROCURING ENTITY's address for Notices is:</p> <p><b>National Council on Disability Affairs (NCDA) NCDA Building, Isidora Street, Brgy. Holy Spirit, Quezon City</b></p> <p>Contact Persons:</p> <p style="padding-left: 40px;">Ms. Josephine Despi and Mr. Albert Villa BAC Secretariats Finance and Administrative Divisions, 2nd Floor NCDA Building, Isidora St., Brgy. Holy Spirit, Quezon City Telefax No.: (02) 8951-5925; 0920 9487993 Email Address: <a href="mailto:supply.ncda@gmail.com">supply.ncda@gmail.com</a></p>
6.2	<p>A. Additional requirements for the completion of this Contract. The winning bidder shall be responsible for the following:</p> <ol style="list-style-type: none"> <li>1. Payment shall be made upon submission of duly signed Statement of Account showing the gross amount earned and deductions made.</li> <li>2. Entire Agreement: This Agreement and the attachments thereto constitute the entire existing agreement among the parties hereto, with respect to the subject matter hereof and shall supersede any and all prior agreements or undertakings between the parties hereto with respect to the subject matter hereof. No waiver or modifications of the terms of this Agreement shall be valid unless the same is in writing and signed by the parties herein. The agreement shall automatically be terminated on December 31,</li> </ol>

	<p>2023 unless renewed or extended in writing by the NCDA.</p> <p>3. The terms and conditions of the contract shall be deemed modified by any applicable provisions of law in accordance with PADPAO Standards.</p> <p>4. The NCDA shall not in any case be liable for any interest penalty neither for delayed payments nor to any loss or damage for reason beyond the Council's control such as force majeure.</p> <p>6. On the commission of the following violations / deficiencies, the NCDA shall have the right to demand the removal of a guard from deployment in the department premises, and under the same grounds recommend his/her termination, to wit;</p> <ul style="list-style-type: none"><li>a. Guard smoking while on duty.</li><li>b. Guard reading newspaper and other unofficial reading materials while on duty.</li><li>c. Guard sporting beard/moustache, non-regulation haircut, or not in proper uniform while on duty.</li><li>d. Guard engaging in prolonged or unnecessary conversation with employees/visitors or over the phone/cellular phone while on duty.</li><li>e. Abandonment of post.</li><li>f. Found drunk, drinking intoxicating liquor or found under the influence of prohibited drug while on duty.</li><li>g. Providing confidential information to unauthorized person(s).</li><li>h. Apprehend for alarm, scandal or disorderly conduct within the premises of the Council on-or-off-duty.</li><li>i. Being discourteous or failure to render appropriate respect to Council's official, employee and visitor, or to his superior within the Guard's organizational structure.</li><li>j. Found sleeping on duty.</li><li>k. Failure to report to duty without prior notice.</li><li>l. Attending to unauthorized functions or activity/ies while on duty.</li></ul> <p>B. The SECURITY shall safeguard the procuring entity's property/ies from theft, pilferage, robbery,</p>
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arson, and/or other unlawful acts of third persons, in accordance with the terms and conditions hereinafter set forth:

1. The SECURITY shall post and maintain the safety and security in the premises of the client located at the NCDA Building and DRDC Building; protect the client's properties from theft, pilferage, robbery, arson and/or other unlawful acts by third persons or strangers, as well as the latter's official and employees against bodily harm and injury from strangers and third persons;

2. To post security personnel, everyday including Saturdays, Sundays and Holidays, as indicated in the "Schedule of Requirements" as of the effectivity date of this Contract attached in the Contract as Annex A and made an integral part hereof.

4. The SECURITY warrants to make available at all times duly trained and qualified relievers and/or replacements to ensure continuous and uninterrupted service in case of absence of the assigned security personnel, and to exercise the needed supervision over the work of its personnel, provided that no security personnel shall serve more than twelve (12) hours continuous duty in a day.

5. The SECURITY shall closely monitor and check the security personnel's performance of their duties by conducting inspection any time of the night or day to ensure that they are not committing any act prejudicial to the interest of the Council.

6. There shall be no employer-employee relationship between the COUNCIL and the SECURITY personnel of the agency assigned to the client.

7. The COUNCIL shall not be responsible for any accident, mishap, or injury of any kind or nature sustained or caused by any of the security personnel assigned by the agency including death resulting therefrom.

8. The SECURITY shall be exclusively responsible for the enforcement, compliance and observance of labor laws, pertinent rules and regulations governing employer-employee relationship, and other applicable laws, rules and regulations relating to the operations, management and conduct of security agencies.

9. The SECURITY shall protect the COUNCIL from any liability arising from non-observance of laws, rules and regulations referred to in the preceding paragraph, and/or whatever claims, cases, either

administrative, civil or criminal, arising from non-compliance with agreement or other laws, or as a result of this contract.

10. The SECURITY shall be responsible for any loss or damage that may be incurred upon the COUNCIL's properties within the guarded/secured compound of personal properties received a duly authorized officer of the agency and left in the custody of the security personnel, provided that such loss or damage occurred while in the performance of duty of the security personnel and provided further that the loss or damage is clearly established to be due to the negligence of the security personnel without the contributory negligence of the client.

11. Any unusual occurrence in the premises noted by the security personnel should be reported immediately in writing by the SECURITY to the COUNCIL within forty-eight (48) hours from its occurrence.

12. The loss or damage to property shall be brought to the attention of the SECURITY to the COUNCIL within forty-eight (48) hours from its occurrence or discovery and shall be immediately acted upon by the SECURITY.

13. The SECURITY shall indemnify the COUNCIL for any damage to the property or properties of the latter provided that it has been established after a completed and thorough investigation that said damage was the result of the act or omission, negligence or fault of the security personnel on duty.

14. The SECURITY shall provide at its expense the necessary and duly licensed firearms and ammunition, adequate communication equipment, i.e. Two-way Radio, and other equipment as may be necessary, for the use of its assigned security personnel.

The COUNCIL reserves the right to:

1. Any security personnel who may be found and considered by the DEPARTMENT as undesirable shall be replaced by the SECURITY immediately upon receipt of the written request/notice from the DEPARTMENT.

2. The SECURITY through its assigned security personnel shall:

a. Record all incoming equipment, supplies and materials, and all outgoing client's equipment, supplies, materials and properties; and keep on file

	<p>copies of duly approved gate pass. A written report shall be furnished to the General Services Division within twenty-four (24) hours, if any property belonging to the client was brought out of the premises without a duly approved gate pass;</p> <p>b. Log-in all incoming and outgoing non-client's vehicles in their logbook.</p> <p>c. Allow visitors, researchers and inquirers in the office premises, only upon proper identification and after filling out the visitor's logbook.</p> <p>d. Record all trips of service vehicles and file one copy of each duly approved trip tickets.</p> <p>e. Report immediately any untoward incident occurring within the post assignment, during tours of duty to the General Services Division.</p> <p>f. Enforce and obey all orders/instructions/memoranda issued by the COUNCIL which are relevant to their duties and responsibilities.</p>
9.1	For the given scope of work in this Contract as awarded, all bid prices are considered fixed prices, and therefore not subject to price escalation during contract implementation, except under extraordinary circumstances and prior approval of the GPPB in accordance with Section 61 of R.A. 9184 and its IRR or except as provided in this Clause.
10.4	Not applicable.
13.(c)	No further instructions
16.1	None
17.3	No further instructions.
17.4	No further instructions.
18.2	A delay by the Supplier in the Performance of its obligations and other synonymous incidents shall render the Supplier liable to the imposition of liquidated damages.
19	The applicable rate of the one tenth (1/10) of one (1) percent of the cost of the unperformed portion for everyday of delay until actual delivery or performance. The maximum deduction shall be ten percent (10%) of the amount of contract. Once the maximum is reached, the Procuring Entity shall rescind the Contract pursuant to GCC Clause 23,

	without prejudice to other courses of action and remedies open to it.
21.1	All partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

# **Section VI. Schedule of Requirements**

The delivery schedule expressed as specific month period stipulates hereafter a delivery date which is the date of delivery of services to the procuring entity.

<b>Item No.</b>	<b>Office/Station</b>	<b>No. of Guard</b>	<b>No. of Shift</b>	<b>No. of Hour</b>	<b>Days/Time of Duty</b>	<b>Contract Duration</b>
1.	NCDA Building	3 Guards	2	12 hours/shift or a total of 24 hours/day	Monday - Sunday 7 AM – 7 PM 7 PM – 7 AM	12 Months (January–December)
2.	DRDC Building	3 Guards	2	12 hours/shift or a total of 24 hours/day	Monday - Sunday 7 AM – 7 PM 7 PM – 7 AM	12 Months (January–December)

**Other Provision:**

*Posting of security guards and other requirements to each Office/Station shall commence within 7 calendar days from receipt of the Notice to Proceed.*

I hereby certify to comply and deliver the services under the lot/s that I bid within the above-stated period.

\_\_\_\_\_  
Name of Company / Bidder

\_\_\_\_\_  
Signature over Printed Name of Bidder

\_\_\_\_\_  
Date



# **Section VII.**

## **Technical Specifications**

Bidders must state either “**Comply**” or “**Not Comply**” in each of the individual parameters of each Specification stating the corresponding performance parameter of the item offered. Statements of “Comply” or “Not Comply” must be supported by evidence and cross-referenced to that evidence or may copy the specification stated in verbatim if applicable. A statement of “Comply” or “Not Comply” 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.

<b>Item</b>	<b>Specifications</b>	<b>Statement of Compliance</b>
<b>I</b>	<b>STABILITY &amp; MINIMUM REQUIREMENTS OF SERVICE PROVIDER</b>	
	<ul style="list-style-type: none"> <li>• The Service Provider must possess a good track record in security service business for at least five (5) years.</li> <li>• A certification that the Service Provider has at least five (5) years’ experience in security service with satisfactory performance from clients is required. <b><i>(Attach at least five (5) Certificate of Performance from completed/existing contracts)</i></b></li> <li>• Must have an operational office within Metro Manila</li> <li>• Organizational Set-up – With standard operational office set-up, personnel and office tools and equipment.</li> <li>• Must have sufficient capital to pay for the salaries of security guards and other benefits in case of delayed collections/payment.</li> <li>• Must be prompt in payments of SSS, Philhealth and Pagibig contributions of all security guards.</li> <li>• Must be prompt in payments of salaries of their security guards.</li> <li>• Must have sufficient communication equipment and reliable and serviceable firearms.</li> </ul>	
<b>II</b>	<b>PERFORMANCE CRITERIA</b>	

	<p>The Contractor shall maintain a satisfactory level of performance throughout the term of the contract based on the following set of performance criteria:</p> <ul style="list-style-type: none"> <li>• quality of service delivered;</li> <li>• time management;</li> <li>• management and suitability of personnel;</li> <li>• contract administration and management;</li> <li>• weekly provision of regular progress report;</li> <li>• attentiveness and presence of mind of guards on duty;</li> <li>• compliance with NCDA instructions and policies;</li> <li>• provision of a roving supervisor</li> </ul>	
<b>III</b>	<b>GENERAL SCOPE OF WORK</b>	
	<ul style="list-style-type: none"> <li>• Protect the Office building, facilities, properties and personal belongings of personnel in their areas of jurisdiction from burglary, robbery, vandalism, pilferage, theft and other unlawful acts.</li> <li>• Implement strict precautionary measures within the area of responsibilities including peace and order.</li> <li>• Assist in the authorized investigation of cases involving injury, loss of lives and damage to properties.</li> <li>• Implement rules and regulations, directives, local ordinance and other related policies which maybe promulgated from time to time.</li> <li>• Except on fortuitous events and/or negligence of the NCDA Officials and employees, the Contractor shall be accountable for the following: <ul style="list-style-type: none"> <li>○ Loss or damage of NCDA properties or facilities appearing in the Inventory Report or other documents which serve as proof of ownership.</li> <li>○ Any damage due to negligence in the performance of duty of security guards.</li> </ul> </li> <li>• Prompt submission of reports that maybe required by the NCDA on security activities.</li> <li>• For emergency cases, the Contractor shall coordinate with proper authorities, police or agency designated officials in case of calamities.</li> <li>• Implement the existing Security Protocols and Guidelines on Safety and Security measures.</li> </ul>	
<b>IV</b>	<b>REQUIRED SECURITY EQUIPMENT FOR THIS CONTRACT</b>	

	<ul style="list-style-type: none"> <li>• Firearms - 3 units</li> <li>• Metal Detector - 2 units</li> <li>• Flashlights with batteries - 3 units</li> <li>• Night Stick - 3 units</li> <li>• Raincoat - 3 units</li> <li>• Rain Boots - 3 units</li> <li>• Umbrella - 3 units</li> <li>• Whistle - 6 units</li> <li>• Communication Device - 3 units</li> </ul> <p><b>Remarks:</b></p> <ul style="list-style-type: none"> <li>• Firearms should be in good condition, with license from Firearms and Explosive Office (FEO) and PNP with complete load of ammunition. No “paltik” revolver should be issued to the Security Guards.</li> </ul>	
<b>V</b>	<b>MINIMUM REQUIREMENTS FOR SECURITY GUARD</b>	
	<ul style="list-style-type: none"> <li>• Must possess a valid security guard license.</li> <li>• Must have at least 1-year experience as security guard supported with a certification.</li> <li>• Must be a Filipino citizen.</li> <li>• Minimum height requirement: male - 5’5”; female – 5’2”</li> <li>• Must be at least 25 years old but not more than 50 years old.</li> <li>• Must be at least high school graduate but with required training on security services</li> <li>• Must have undergone pre-licensing training course conducted by the licensed training school accredited by Security Agency and Guards Supervision Division (SAGSD) of the Philippine National Police (PNP) containing subjects on public relation, values formation, courtesy and discipline.</li> <li>• Must have certificates on neuropsychological, medical and drug tests issued by duly accredited agency of PNP.</li> <li>• Must have barangay, police and NBI clearances.</li> <li>• Must have a certificate of good moral character issued by a barangay official in the barangay where he/she resides.</li> <li>• Must submit an updated biodata duly signed by the security guard.</li> </ul>	
<b>VI</b>	<b>SECURITY MEASURES</b>	

	<p><b>1. NCDA PERSONNEL/GUESTS/VISITORS</b></p> <ul style="list-style-type: none"> <li>• Monitor/search for deadly weapons, explosives, toxic chemicals, drugs and contraband items/harmful materials upon reasonable grounds for suspicion, cause arrest of employee/s.</li> <li>• Check bags, plastic bags and boxes for security purposes.</li> <li>• Prevent/detect any form of breach of NCDA rules and regulations and if possible report or cause the arrest of the perpetrator/s.</li> <li>• Exercise tact and courtesy at all times.</li> <li>• Assist employees / visitors as may be requested.</li> <li>• Maintain logbook for visitors / personnel and property/equipment movements.</li> <li>• No entry and stay in office after office hours, including Saturdays, Sundays and Legal Holidays unless authorized.</li> <li>• Full concentration on security work. Avoid chatting with employees.</li> </ul>	
	<p><b>2. SUPPLIES AND EQUIPMENT</b></p> <ul style="list-style-type: none"> <li>• All outgoing NCDA properties must be accompanied with the appropriate documents duly signed by the authorized signatories indicating serial number/property number, person moving the equipment, time and date, etc.</li> <li>• Ensure to perform partial lock and key control system</li> </ul>	
<b>VII</b>	<b>CONTINGENCY PLAN FOR VARIOUS RISKS</b>	
	<p><b>1. FIRE (DURING NON-WORKING DAYS/AFTER OFFICE HOURS)</b></p> <ul style="list-style-type: none"> <li>• In case of fire, turn off the main switch.</li> <li>• Use available fire-fighting equipment.</li> <li>• Call Fire Department for help.</li> <li>• Inform the Management immediately.</li> <li>• Clear driveways.</li> </ul>	
	<p><b>2. TRESPASSING</b></p> <ul style="list-style-type: none"> <li>• Challenge and detain trespassers.</li> <li>• Turn-over trespassers to PNP.</li> <li>• Report to the management.</li> </ul>	
	<p><b>3. HOSTAGE SITUATION</b></p> <ul style="list-style-type: none"> <li>• Notify PNP, NCDA Management</li> <li>• Act as temporary negotiator until the arrival of the expert negotiator.</li> </ul>	
	<p><b>4. EARTHQUAKE</b></p> <ul style="list-style-type: none"> <li>• Prevent panic and maintain calm.</li> <li>• If possible, urge personnel to seek refuge under strong piece of furniture and keep away from dangerous falling objects.</li> </ul>	
	<p><b>5. FLOOD AND TYPHOON</b></p> <ul style="list-style-type: none"> <li>• Prevent crossing of employees on flooded areas.</li> <li>• Prevent exit when there are strong winds outside the building.</li> </ul>	

	<p><b>6. SABOTAGE</b></p> <ul style="list-style-type: none"> <li>• Cordon the affected area to secure evidence.</li> <li>• In case of explosion, help evacuate all personnel from affected area.</li> <li>• Inform the Fire Department.</li> </ul>	
	<p><b>7. BOMB THREAT</b></p> <ul style="list-style-type: none"> <li>• Immediately report to PNP.</li> <li>• Inform NCDA Management.</li> <li>• Assist evacuation of personnel.</li> <li>• Secure NCDA property and clear from unauthorized persons.</li> <li>• Assist in bomb search, if necessary.</li> </ul>	
	<p><b>8. DEMONSTRATIONS/MASS ACTIONS</b></p> <ul style="list-style-type: none"> <li>• Inform NCDA Management.</li> <li>• Immediately report to PNP.</li> <li>• Maximum tolerance must be observed and maintained at all times.</li> <li>• Ensure that designated open gates must not be blocked by the demonstrators.</li> <li>• Non-obstructive demonstrations should not be interrupted. Efforts should be made to conduct NCDA business as normally as possible.</li> <li>• Disruptive demonstrations shall be terminated in coordination with the NCDA authorized personnel.</li> </ul>	

I hereby certify that all statements indicated under the **Statement of Compliance** are true and correct, otherwise, if found untrue and incorrect either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Bidder's Signature over Printed Name

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

# ***Section VIII.***

## ***Checklist of Technical and Financial Documents***

### **Notes on the Checklist of Technical and Financial Documents**

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

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

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

## Checklist of Technical and Financial Documents

*Please refer to Section III. Bid Data Sheet for the updated/additional requirements and instructions for the submission of bids (tabbing, indexing and sealing)*

**First Envelope:**

### I. TECHNICAL COMPONENT ENVELOPE

#### **Class "A" Documents**

##### **Legal Documents**

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);  
**or in lieu of the Platinum PhilGEPS Certificate:**
- (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;

The statement shall be supported by the following documents:

1. Copies of the Contracts; and

(If there is no contract, the purchase order (P.O.) may be submitted as long as the terms and conditions are included therein.)

2. Copies of the Notice of Award (NOA) or Notice to Proceed (NTP)

(For private contracts, NOA or NTP shall not be required.)

**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 five (5) years prior to the date of bid submission. **and**

Supporting Document/s:

The statement shall be supported by a copy/(ies) of the End-User's Acceptance or Official Receipt/(s) Issued for the Contract/(s) therein.)

- (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; **(use Form in Section IX)**

**and**

- (h) Conformity with the Schedule of Requirements, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable **(Accomplish/use form in Section VI); and**
- (i) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable **(use (Accomplish/use form in Section VII);**

Attach corresponding to each set of supporting documents in relation to the Bidder's conformity with the technical specifications as enumerated and specified in Sections VI and VII, if any.

**and**

- (j) Original duly signed Omnibus Sworn Statement (OSS) **(use Form in Section IX);**

**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.

- (k) Company profile which shall include information on the number of years in the business and the list of its officers.

Names, addresses and location sketches of main office and branch office/s if any, and warehouse and service facilities with their respective telephone numbers including photo showing the company's business name.

- (l) Authority of the representative/signatory.
- (m) Certification that prospective bidder is an authorized licensee/ distributor/ supplier/ reseller of the brand/s or item/s of goods offered in its proposal. (if applicable)



Financial Documents

- (n) 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**
  
- (o) 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.

**Second Envelope:**

**II. FINANCIAL COMPONENT ENVELOPE**

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

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

- (r) PADPAO Certificate

# ***Section IX. Bidding Forms***

**FORM IX - A**

Sample form only

**Statement of all Ongoing Government and Private Contracts  
Including Contracts Awarded but not yet Started**

Name of Contract	Date of the Contract	Contract Duration	Owner's Name and Address	Kinds of Goods	Amount of Contract	Value of Outstanding Contract

Name of Company : \_\_\_\_\_

Signature over Printed Name of Representative : \_\_\_\_\_

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

**FORM IX - B**

Sample form only

**Statement of Single Largest Completed Contract  
Similar to the Contract to be Bid**

Name of Contract	Date of the Contract	Contract Duration	Owner's Name and Address	Kinds of Goods	Amount of Completed Contract	Date of Delivery	End User's Acceptance or Official Receipt or Sales Invoice

Name of Company : \_\_\_\_\_

Signature over Printed Name of Representative : \_\_\_\_\_

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

Sample form only.

## FINANCIAL BID FORM

---

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

Project Identification N<sup>o</sup>: \_\_\_\_\_

**To: The Bids and Awards Committee**

National Council on Disability Affairs (NCDA)

NCDA Building, Isidora St., Brgy. Holy Spirit, Quezon City

Gentlemen and/or Ladies:

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 Amount and Purpose of  
of agent Currency Commission or gratuity

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(if none, state "None") ]

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

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

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

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

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

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

Name: \_\_\_\_\_  
Legal capacity: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_  
Date: \_\_\_\_\_

FORM IX - D

Sample form only.

**Contract Price Schedule & Cost Breakdown**

Item No.	Description/Computation	Class A
<b>A.</b>	<b>Amount Due to Security Guard</b>	
	1. Daily Wage (Per Wage Order No. 22)	₱
	2. Basic Salary (DW x no. of days per year / 12) for 8 hrs As per DOLE 2019 Revise Number of days work (EEMR), Workers Statutory Monetary Benefits Handbook 2019:page 7	
	3. 13 <sup>th</sup> Month Pay (DW x 365 Days / 12 / 12) Presidential Decree No. 851 Requiring All Employers to pay their Employees a 13th - Month Pay	
	4. Service Incentive Pay (DW x 5 Days / 12) Book 3 Conditions of Employment: Working Conditions and Rest Periods Chapter III, Holidays, Service Incentive leaves and Service Charges. Art. 95. Every employee who has rendered at least one year of service shall be entitled to a yearly service incentive leave of five days with pay.	
	5. Night Shift Differential (Book 3 Conditions of Employment: Working Conditions and Rest Periods Chapter I, Hours of Work. Art. 86. Night shift differential. Every employee shall be paid a night shift differential of not less than ten percent (10%) of his regular wage for each hour of work performed between ten o'clock in the evening and six o'clock in the morning.) (Average pay per month x 10%)/2)	
	6. Monthly Uniform Allowance (RA 5487and per PADPAO Revised Cost Distribution Per Month)	
	7. Retirement Benefit (DW x 22.50 / 12) (RA 7641)	
	8. Over Time Pay (Rate per hour = (537/8) = 67.12) Regular day = (67.13x125%x297x4) Art. 87. Overtime work. Work may be performed beyond eight (8) hours a day provided that the employee is paid for the overtime work, an additional compensation equivalent to his regular wage plus at least twenty-five percent (25%) thereof. Work performed beyond eight hours on a holiday or rest day shall be paid an additional compensation equivalent to the rate of the first eight hours on a holiday or rest day plus at least thirty percent (30%) thereof.	
	<b>Total (2+3+4+5+6+7+8)</b>	
<b>B.</b>	<b>Amount Due to Government as Mandated</b>	
	8. SSS (Employer's Share) (compensation based on the total of #2 + #4+ #5 + #6) (1,700 + 425MDF) Memorandum Circular No. 2020-033b effective Jan. 1, 2021	

	9. ECC (compensation based on the total of #2 + #4+ #5 + #6) Memorandum Circular No. 2020-033b effective Jan. 1, 2021	
	10. Philhealth (Employer's Share) (based on 365 days factor) '(Basic salary x3%)/2 'PHIC Circular No. 2019-0009 effective December 7, 2019 with 3% PHIC Premium Rate instead of 3.5% PHIC Premium rate for 2021 due to suspension.	
	11. Pag-Ibig Fund (Employer's Share) RA 9679 Rule VI Contributions under Section 1 Rate of Contributions	
	<b>Total (8+9+10+11)</b>	
<b>C.</b>	<b>Amount Due to Security Guard &amp; Government (A + B)</b>	
<b>D.</b>	<b>Operating Cost</b>	
	<p>12. Administrative Overhead/Margin</p> <p><i>The BAC shall consider bids from interested bidders where the administrative cost is lower than what the DOLE Order requires.</i></p> <p><i>As per GPPB Resolution No. 14-2012, reiterated through Resolution No. 14-2015 and Circular No. 04-2015 states that DOLE DO No. 150-16 Section 4, insofar as it imposes a minimum administrative fee of 20% of the total contract cost for Service Agreement for security services, likewise runs counter to the provision of Section 31 of RA 9184 and its IRR.)</i></p>	
<b>E.</b>	<b>Value Added Tax (D x 12%) (BIR Circular Mem. #039-2007)</b>	
<b>F.</b>	<b>Contract Cost per Security Guard</b>	<b>₱</b>

Particular	Quantity	No. of Month	Total Contract Price CY 2023
Security Services	6 SG	12 months	₱

Total Contract Price in Words: \_\_\_\_\_

Name of Company / Bidder

\_\_\_\_\_  
Name/Signature of Authorized Representative

Date \_\_\_\_\_



***This form itself must be submitted.  
Recopying is not allowed and may be a ground for disqualification.***

## **Omnibus Sworn Statement (Revised)**

*[shall be submitted with the Bid]*

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REPUBLIC OF THE PHILIPPINES )

CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### **AFFIDAVIT**

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

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

*[If a sole proprietorship:]* I am the sole proprietor 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]*

**FORM IX - F**

***This form itself must be submitted.  
Recopying is not allowed and may be a ground for disqualification.***

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]*

**Form of Bid Security (Bank Guarantee)**

---

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

KNOW ALL MEN by these presents that We *[insert name of Bank]* of *[insert name of Country]* having our registered office at *[insert address]* (hereinafter called the “Bank” are bound unto *[insert name of PROCURING ENTITY]* (hereinafter called the “Entity”) in the sum of *[insert amount]<sup>2</sup>* for which payment well and truly to be made to the said Entity the Bank binds himself, his successors and assigns by these presents.

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

THE CONDITIONS of this obligation are:

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

We undertake to pay to the Entity up to the above amount upon receipt of his first written demand, without the Entity having to substantiate his demand, provided that in his demand the Entity will note that the amount claimed by him is due to him owing to the occurrence of one or both of the two (2) conditions, specifying the occurred condition or conditions.

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

DATE

SIGNATURE OF THE BANK

WITNESS

SEAL

(Signature, Name and Address)

**FORM IX – H**

Sample Only

**Net Financial Contracting Capacity (NFCC) Form**

- a. Summary of the Bidder-Supplier’s/Distributor’s/Manufacturer’s assets and liabilities on the basis of the attached audited financial statements, stamped “RECEIVED” by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions, for the preceding calendar/tax year which should not be earlier than two (2) years from the date of bid submission.

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

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

NFCC = [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid.

The values of the domestic bidder’s current assets and current liabilities shall be based on the latest Audited Financial Statements (AFS) submitted to the BIR.

**NFCC =**

**₱** \_\_\_\_\_

Submitted by:

\_\_\_\_\_  
Signature over Printed Name of Authorized Representative

\_\_\_\_\_  
Business Name of Bidder

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

**FORM IX - I**

**Credit Line Form**

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

**JONIRO F. FRADEJAS**

Head of the Procuring Entity  
National Council on Disability Affairs  
NCCA Building, Isidora St., Brgy. Holy Spirit, Quezon City

CONTRACT/PROJECT : \_\_\_\_\_  
COMPANY/FIRM : \_\_\_\_\_  
ADDRESS : \_\_\_\_\_  
BANK/FINANCING INST. : \_\_\_\_\_  
ADDRESS : \_\_\_\_\_  
AMOUNT : \_\_\_\_\_

This is to certify that the above Bank/Financing Institution with business address indicated above, commits to provide the (Supplier/Distributor/Manufacturer/Contractor), if awarded the above-mentioned Contract, a credit line in the amount specified above which shall be exclusively used to finance the performance of the above-mentioned contract subject to our terms, conditions and requirements.

The credit line shall be available within fifteen (15) calendar days after receipt by the (Supplier/Supplier/Distributor/Manufacturer/Contractor) of the Notice of Award and such line of credit shall be maintained for one hundred twenty (120) calendar days from the date of opening of bids.

This Certification is being issued in favor of said (Supplier/Supplier/Distributor/Manufacturer/Contractor) in connection with the bidding requirement of the Department of Social Welfare and Development – Field Office VII for the above-mentioned Contract. We are aware that any false statements issued by us make us liable for perjury.

Name and Signature of Authorized Financing Institution Officer:

\_\_\_\_\_

Official Designation

Name & Signature of (Supplier/Distributor/Manufacturer/Contractor's)

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

Official Designation

Note: The Amount committed should be machine validated

**SUBSCRIBED AND SWORN TO BEFORE ME**, this \_\_\_\_\_ day of \_\_\_\_\_, 2017  
in the City of \_\_\_\_\_. Affiant exhibiting to me his/her Valid Identification  
\_\_\_\_\_, Number \_\_\_\_\_.

NOTARY PUBLIC

Doc. No.:

Page No.:

Book No.:

Series of 2017

**FORM IX - J**

Draft

**Contract Agreement Form for the Procurement of Goods (Revised)**

*[Not required to be submitted with the Bid, but it shall be submitted within ten (10) days after receiving the Notice of Award]*

---

**CONTRACT AGREEMENT**

THIS AGREEMENT made the \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between [name of PROCURING ENTITY] of the Philippines (hereinafter called “the Entity”) of the one part and [name of Supplier] of [city and country of Supplier] (hereinafter called “the Supplier”) of the other part;

WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly [brief description of goods and services] and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of *[contract price in words and figures in specified currency]* (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, viz.:
  - i. Philippine Bidding Documents (PBDs);
    - i. Schedule of Requirements;
    - ii. Technical Specifications;
    - iii. General and Special Conditions of Contract; and
    - iv. Supplemental or Bid Bulletins, if any
  - ii. Winning bidder’s bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;  
  
Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents submitted (e.g., Bidder’s response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity’s bid evaluation;
  - iii. Performance Security;
  - iv. Notice of Award of Contract; and the Bidder’s conforme thereto; and
  - v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB**



**that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**

3. In consideration for the sum of *[total contract price in words and figures]* or such other sums as may be ascertained, *[Named of the bidder]* agrees to *[state the object of the contract]* in accordance with his/her/its Bid.
4. The *[Name of the procuring entity]* agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

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

*[Insert Name and Signature]*

*[Insert Name and Signature]*

*[Insert Signatory's Legal Capacity]*

*[Insert Signatory's Legal Capacity]*

for:

for:

*[Insert Name of Supplier]*

*[Insert Procuring Entity]*

#### **Acknowledgment**

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

FORM IX - K

Form of Performance Security (Bank Guarantee)

---

To : *[Name of PROCURING ENTITY]*  
*[Address of PROCURING ENTITY]*

WHEREAS, *[insert name and address of Supplier]* (hereinafter called the "Supplier") has undertaken, in pursuance of Contract No. *[insert number]* dated *[insert date]* to execute *[insert name of contract and brief description]* (hereinafter called the "Contract");

AND WHEREAS, it has been stipulated by you in the said Contract that the Supplier shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract;

AND WHEREAS, we have agreed to give the Supplier such a Bank Guarantee;

NOW THEREFORE, we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Supplier, up to a total of *[insert amount of guarantee]* proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[insert amount of guarantee]* as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Supplier before presenting us with the demand.

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

This guarantee shall be valid until the date of your issuance of the Notice of Final Acceptance.

SIGNATURE AND SEAL OF THE GUARANTOR

NAME OF BANK

ADDRESS

DATE

---

**FORM IX - L**

**(The following form must be filled out and submitted; recopying/retyping this form is not allowed and may be a ground for disqualification)**

REPUBLIC OF THE PHILIPPINES)

CITY OF \_\_\_\_\_ ) S.S.

**PERFORMANCE SECURING DECLARATION**

Invitation to Bid: [Insert Reference Number indicated in the Bidding Documents]

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

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, to guarantee the faithful performance by the supplier/distributor/manufacturer/contractor/consultant of its obligations under the Contract, I/we shall submit a Performance Securing Declaration within a maximum period of ten (10) calendar days from the receipt of the Notice of Award prior to the signing of the Contract.
2. I/We accept that: I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of one (1) year for the first offense, or two (2) years **for the second offense**, upon receipt of your Blacklisting Order if I/We have violated my/our obligations under the Contract;
3. I/We understand that this Performance Securing Declaration shall cease to be valid upon:
  - a. issuance by the Procuring Entity of the Certificate of Final Acceptance, subject to the following conditions:
    - i. Procuring Entity has no claims filed against the contract awardee;
    - ii. It has no claims for labor and materials filed against the contractor; and
    - iii. Other terms of the contract; or
  - b. replacement by the winning bidder of the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 as required by the end-user.

**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]*