



**Philippine Rice Research Institute**  
Central Experiment Station  
Maligaya, Science City of Muñoz, 3119 Nueva Ecija

Quality Rice. Quality Life.



**BIDDING DOCUMENT**

**FOR THE**

**PROCUREMENT OF ONE (1) LOT PROVISION OF**  
**SECURITY SERVICES FOR PHILRICE CES (CY 2023)**

**PB 23-01-01EPA**

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## ***Section I. Invitation to Bid***



**INVITATION TO BID FOR THE  
PROCUREMENT OF ONE (1) LOT PROVISION OF SECURITY SERVICES FOR PHILRICE  
CES CY 2023 (PB 23-01-01EPA)**

1. The **Philippine Rice Research Institute-Central Experiment Station**, through the **2023 Corporate Fund Budget** intends to apply the sum of **NINE MILLION SEVEN HUNDRED FIFTY THREE THOUSAND FOUR HUNDRED THIRTY EIGHT PESOS AND SIXTY NINE CENTAVOS ONLY (Php9,753,438.69)** being the ABC to payments under the contract for the **PROCUREMENT OF ONE (1) LOT PROVISION OF SECURITY SERVICES FOR PHILRICE CES CY 2023 PB 22-01-01EPA**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **Philippine Rice Research Institute-Central Experiment Station** now invites bids for the above Procurement Project. Delivery of the Goods is required within the period specified in the Schedule of Requirements. Bidders should have completed, within **two (2) years** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "*pass/fail*" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
  - a. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.
4. Prospective Bidders may obtain further information from PhilRice-CES through telecommunication or video conferencing during office hours and inspect the Bidding Documents at the PhilGEPS and PhilRice websites. (Kindly refer to the schedule below).
5. A complete set of Bidding Documents may be acquired by interested Bidders from the address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB in the amount **Ten Thousand Pesos Only (Php10,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees either by facsimile, or through other electronic means.

We encourage bidders to download the bidding documents through PhilGEPS or the PhilRice website and pay through bank. Please coordinate with the BAC Secretariat through the email address and contact number given below for the bank details and procedure.
6. The **Philippine Rice Research Institute-Central Experiment Station** will hold a Pre-Bid Conference through video conferencing or webcasting via zoom on the date specified below which shall be open to all prospective bidders. A Personal Meeting ID will be sent through SMS or email for each participant at least one day before the event. Prospective bidders need to signify their intention to participate by sending an email to the address given below.
7. Bids must be duly received by the BAC Secretariat at the address below one (1) day before the opening of bids. (i) manual submission or through courier at the office address indicated below. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 14**.
9. Bid opening shall be on **November 23, 2022; 9:00AM** at the address given below via zoom. Bids will be opened in the presence of the bidder's representatives who choose to attend the activity.



10. The **Philippine Rice Research Institute-Central Experiment Station** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

11. Please refer to the following schedule of activities:

Activity	Date/Time	Remarks
Acceptance of queries through telephone or video call with the BAC Secretariat	October 28 to November 22, 2022 (except Fridays, Saturdays and Sundays)  7:30AM to 06:30PM	Queries on the bidding documents only. Queries on the technical specifications should be in formal writing sent through email or fax, addressed to the BAC Chairperson through the BAC Secretariat.
Availability of Bidding documents and acceptance of Payment	October 28 to November 22, 2022 (except Fridays, Saturdays and Sundays)  7:30AM to 06:30PM	Downloadable through PhilGEPS, PhilRice Website and can be requested through email. Please call the BAC Secretariat for the procedures on online payment
Pre-Bid Conference	November 10, 2022  09:00 AM	Interested bidders shall signify intention to bid through email. A Personal Meeting ID will be sent through email to confirmed participants.
Deadline for the submission of bids	on or before November 22, 2022  5:00PM	Through personal delivery or through courier at the BAC Secretariat Office.
Bid Opening	November 23, 2022  9:00 AM	A Personal Meeting ID will be sent to participants who submitted bid proposals on time.

12. For further information, please refer to:

**THE BAC SECRETARIAT**

Procurement Management Division  
Philippine Rice Research Institute  
Maligaya, Science City of Muñoz, Nueva Ecija  
Mobile No. 0999-224-8705  
Website: [www.philrice.gov.ph](http://www.philrice.gov.ph)

You may visit the following websites:

For downloading of Bidding Documents:  
[www.philrice.gov.ph](http://www.philrice.gov.ph) and [www.philgeps.gov.ph](http://www.philgeps.gov.ph)  
Date: October 26, 2022

**LUIS ALEJANDRE I. TAMANI**

Vice Chairperson, BAC for Goods and Services

**NOTICE/ANNOUNCEMENT**

DA DOES NOT CONDONE ANY FORM OF SOLICITATION ON ANY PROSPECTIVE WINNING AND LOSING BIDDERS BY ANY OF OUR STAFF/EMPLOYEES OR ANY OTHER PARTY. ANY SORT OF THIS KIND SHALL BE REPORTED IMMEDIATELY TO THE OFFICE OF THE SECRETARY OR THE NATIONAL BUREAU OF INVESTIGATION (NBI) FOR ENTRAPMENT AND PROPER INVESTIGATION.

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

## 1. Scope of Bid

The Procuring Entity, **Philippine Rice Research Institute-Central Experiment Station** as part of the **2023 Early Procurement** Activities wishes to receive Bids for the **Provision of One (1) Lot Security Services for PhilRice CES** with identification number **PB 23-01-01EPA**.

The Procurement Project (referred to herein as "Project") is composed of **one (1) lot**, the details of which are described in Section VII (Technical Specifications).

## 2. Funding Information

2.1. The GOP through the source of funding as indicated below for **2023 Corporate Fund Budget** in the amount of **NINE MILLION SEVEN HUNDRED FIFTY-THREE THOUSAND FOUR HUNDRED THIRTY-EIGHT PESOS AND SIXTY-NINE CENTAVOS ONLY (Php 9,753,438.69)**.

2.2. The source of funding is:

a. **The 2023 General Appropriations Act** or Special Appropriations.

## 3. Bidding Requirements

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

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

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

## 4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

## 5. Eligible Bidders

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

5.2.

- a. Foreign ownership exceeding those allowed under the rules may participate pursuant to:
- i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
  - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or

associations of the Philippines;

- iii. When the Goods sought to be procured are not available from local suppliers; or
- iv. When there is a need to prevent situations that defeat competition or restrain trade.

5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:

- a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.

5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## **6. Origin of Goods**

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

## **7. Subcontracts**

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

The Procuring Entity has prescribed that:

- a. Subcontracting is not allowed.

## **8. Pre-Bid Conference**

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address **see the Schedule of activities above** and/or through videoconferencing/webcasting} as indicated in paragraph 6 of the **IB**.

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

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, **at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.**

## **10. Documents comprising the Bid: Eligibility and Technical Components**

10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.

10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within two (2) years prior to the deadline for the submission and receipt of bids.

10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office



having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting.

Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

## **11. Documents comprising the Bid: Financial Component**

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

## **12. Bid Prices**

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

## **13. Bid and Payment Currencies**

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

- a. Philippine Pesos.

#### **14. Bid Security**

- 14.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid **for 120 calendar days from the date of opening of bids**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

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

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

Bidders shall enclose their original eligibility and technical documents in one sealed envelope marked "ORIGINAL - TECHNICAL COMPONENT", and the original of their financial component in another sealed envelope marked "ORIGINAL - FINANCIAL COMPONENT", sealing them all in an outer envelope marked "ORIGINAL BID".

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

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

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

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

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

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

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

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

#### **18. Domestic Preference**

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

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

- 19.1. The Procuring 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:  
  
Option 1 – One Project having several items that shall be awarded as one contract.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

## **20. Post-Qualification**

- 20.1. 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**.

For every mini-competition in Framework Agreement, the LCB shall likewise submit the required documents for final Post Qualification.

## **21. Signing of the Contract**

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

## ***Section III. Bid Data Sheet***

# Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ol style="list-style-type: none"> <li>a. <b>Provision of Security Services in government office</b> with almost the same with our required technical specifications</li> <li>b. Completed within <b>two (2) years</b> prior to the deadline for the submission and receipt of bids, equivalent to at least fifty percent (50%) of the ABC.</li> </ol>
7.1	<i>No further instructions.</i>
10	<p>A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid liable for rejection.</p> <p>Proof of evidence: The supplier must provide evidence that the specifications are met through:</p> <ol style="list-style-type: none"> <li>A. Company profile – to include years in operation, liquidity, etc.</li> <li>B. Organizational structure</li> <li>C. Proposed Security Plan</li> <li>D. Resources               <ol style="list-style-type: none"> <li>1. Monthly Disposition Report or                   <ol style="list-style-type: none"> <li>a. List of licensed firearms with expiration dates</li> <li>b. List of licensed guards with photocopy of license</li> </ol> </li> <li>2. Communication devices</li> <li>3. Motor vehicles and other security equipment,</li> </ol> </li> <li>E. Recruitment and Selection Process</li> <li>F. Performance Evaluation Procedure</li> <li>G. Certificate of undertaking to abide in the conditions required in the Qualification Standards of Security Guard.</li> <li>H. List of Clients for the past five (5) years, ongoing &amp; completed</li> <li>I. Certification that the company has a good standing in remittance of PhilHealth, SSS, Insurance (Life &amp; Accident) benefits of security guards.</li> </ol>
12	<p>The price of the Goods shall be quoted DDP and deliver to <b>Philippine Rice Research Institute- Central Experiment Station</b> (see attached Schedule of requirements and Technical specs for details) or the applicable International Commercial Terms (INCOTERMS) for this Project.</p>
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ol style="list-style-type: none"> <li>a. The amount of not less than <b><u>One Hundred Ninety-Five Thousand Sixty-Eight Pesos and 77/100 Only (PhP 195,068.77)</u></b> which is the amount equivalent to two percent (2%) of the ABC, 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><u>Four Hundred Eighty-Seven Thousand Six Hundred Seventy-One Pesos and 93/100 Only (PhP 487,671.93)</u></b> which is the amount equivalent to five percent (5%) of ABC] if bid security is in Surety Bond.</li> </ol>

19.3	<p>The name of the Contract is <b>Procurement of One (1) Lot Provision of Security Services for PhilRice CES</b></p> <p>The identification number of the Contract is <b>PB 23-01-01EPA</b>.</p>
20.2	<p>Latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) for the last six months</p> <p>VAT Returns (Form 2550M &amp; 2550Q) or Percentage Tax Return (2552M) with proof of payment</p>
21.2	<p>No additional requirement.</p>

***Section IV. General Conditions of  
Contract***

## 1. Scope of Contract

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

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

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

## 2. Advance Payment and Terms of Payment

2.1. Advance payment of the contract amount is provided under Annex "D" of the revised 2016 IRR of RA No. 9184.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

## 3. Performance Security

Within **ten (10) calendar** days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than 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 to the Procuring Entity.

## ***Section V. Special Conditions of Contract***

## Special Conditions of Contract

GCC Clause	
2.2	The terms of payment shall be on a monthly basis as per billing period or issuance of SOA.
4	<p>The inspections and tests that will be conducted are:</p> <ul style="list-style-type: none"> <li>a. If applicable, the inspections and tests may be conducted on the premises of the Supplier</li> <li>b. at point of delivery, and/or at the goods' final destination. If conducted on the premises of the Supplier all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring Entity. The Supplier shall provide the Procuring Entity with results of such inspections and tests.</li> <li>c. The Procuring Entity or its designated representative shall be entitled to attend the tests and/or inspections referred to in this Clause provided that the Procuring Entity shall bear all of its own costs and expenses incurred in connection with such attendance including, but not limited to, all traveling and board and lodging expenses.</li> <li>d. The Procuring Entity may reject any Goods or any part thereof that fail to pass any test and/or inspection or do not conform to the specifications. The Supplier shall either rectify or replace such rejected Goods or parts thereof or make alterations necessary to meet the specifications at no cost to the Procuring Entity, and shall repeat the test and/or inspection, at no cost to the Procuring Entity.</li> <li>e. The Supplier agrees that neither the execution of a test and/or inspection of the Goods or any part thereof, nor the attendance by the Procuring Entity or its representative, shall release the Supplier from any warranties or other obligations under this Contract.</li> </ul>

## ***Section VI. Schedule of Requirements***

# Section VI. Schedule of Requirements

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

<b>Item Number</b>	<b>Description</b>	<b>Unit</b>	<b>Quantity</b>	<b>Total ABC</b>	<b>Division</b>	<b>Delivery Period</b>
1	Security Services	1	Lot	9,753,438.69	PhilRice- CES	January 1 to December 31, 2023 (1 year)
<b>Total ABC: PHP 9,753,438.69</b>						

## ***SECTION VII. Technical Specifications***

## **SECTION VII. Technical Specifications**

<b>Item</b>	<b>Specification</b>	<b>Statement of Compliance</b>
	<p><b>One (1) Lot Security Services</b></p> <p>To safeguard the Offices, Experimental/Production Areas, Laboratory, Material Recovery Facility, Staff Dormitory, Training Dormitory, Housing area and the whole PhilRice compound.</p> <p><b>Terms of Reference for Security Services</b></p> <p>Twenty-five (25) well trained guards: 13 guards with 12-hr day shift, 12 guards with 12-hr night shift Shifting Hours: 6AM and 6PM</p> <p><b>Contract duration: Twelve (12) Months for January 1 to December 31, 2023</b></p> <p>With basic security equipment and devices, office equipment, vehicle, communication equipment, service firearms and ample</p>	<p><i>[Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>

<p>rounds of ammunition, regular uniform &amp; polo uniform with embroidered company logo.</p> <p>Guards to assist in traffic management during peak hours and ensure compliance to health and safety protocols including cleanliness in their respective posts.</p> <p><b>Agency to provide EACH GUARD fuel allowance, heavy duty flashlight and flood light, traffic baton (2 units), whistles, two-way radio, reflectorized vest, handheld blinkers and personal protective equipment. Except for the traffic baton, these shall be issued to each guard individually.</b></p> <p><b>Agency to provide ample supply of face masks and hand sanitizers to its guards and ensure compliance to IATF guidelines.</b></p> <p><b>Agency to provide water dispenser and drinking water for the security guards</b></p> <p>Inclusive of the provision of guards during special occasions and escort services for company VIPs. The guards during special occasions will come from the off-duty guards.</p> <p>Upon request of management and as deemed expedient, the agency must be ready to respond to requests for reshuffling of guards.</p> <p>The agency must have a good standing in remittance of PhilHealth, SSS and Insurance (Life &amp; Accident) benefits of security guards.</p> <p>Relievers should be readily available in case of absence or sickness of a guard on official duty.</p> <p><b>Qualifications of Security Personnel to be assigned/detailed in PhilRice:</b></p> <ul style="list-style-type: none"> <li>• For Officer: college graduate with at least 10 years' security management experience; for regular guard: high school graduate with security guard experience of five (5) years.</li> <li>• Graduate of Basic Security Course;</li> <li>• With valid security guard's license to exercise profession or SOSIA</li> </ul>	
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<p>Accredited</p> <ul style="list-style-type: none"> <li>• At least 5'4" in height and weighs 60 to 90kls for male and 5' in height and weighs 50 to 70 for female.</li> <li>• Physically and mentally fit (supported by a medical certificate);</li> <li>• Neuro-psychiatric clearance validated by PNP health service; drug test; NBI clearance;</li> <li>• Able to write spot and blotter report/s</li> <li>• Must be well disciplined and with good moral reputation (supported by barangay certificate)</li> <li>• With positive attitude, courteous &amp; alert, peacemaker, emotionally stable even under pressure</li> <li>• Not related up to third degree of affinity and consanguinity to any PhilRice staff and up to second degree for co-security guards;</li> <li>• Training and knowledge on emergency preparedness (fire and earthquake) and traffic management are preferred.</li> <li>• Age of not less than 20 and not more than 50 years old (per RA 5487)</li> </ul> <p><b>Qualifications of the Agency:</b></p> <ol style="list-style-type: none"> <li>1. The Agency must be in operation for five (5) years and above with two (2) years' experience in providing security services to government institution of the same area or scope (land area &amp; number of buildings);</li> <li>2. The Agency preferably must have an office located within Nueva Ecija complete with communication devices like telephone, fax machine, computer, internet connection, camera and other office equipment;</li> <li>3. The Agency can use the base Radio Communication Station duly licensed and authorized by the National Telecommunication Commission but the renewal cost of license, repair and maintenance of radios must be shouldered by the agency</li> <li>4. The Agency can readily respond to</li> </ol>	
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PRRI's immediate need with at least have a motorcycle during emergencies and official activities.

5. The Agency is capable to conduct security assessment and prepare and execute a Security Plan and Program in response to disaster (natural and man-made), violence, and terror activities.

**Other inclusions:** The security agency shall provide this equipment but not limited to the following:

1. Functional firearms: kind and number of firearms shall form part of the security plan submitted by the bidder
2. Per security guard on post: hand cuffs, hand-held radio, rattan truncheon, flash light, tear gas, whistle
3. For the security office: 1 unit desktop or laptop computer with printer, necessary office supplies, 1 unit typewriter (in case of power cutoff), One (1) unit electric fan, One (1) unit digital camera for documentation and **communication allowance for Detachment Commander**
4. One under vehicle inspection mirror (for the main gate)
5. One metal detector (for the main building)
6. Rechargeable lamps (as many as deemed needed)
7. Traffic management gears (traffic baton for main gate and second gate; two guards in each gate)
8. First Aid kits (at least two)

**EVIDENCE FOR SUBMISSION DURING THE OPENING OF BIDS:**

- A. Company profile – to include years in operation, liquidity, etc.
- B. Organizational structure
- C. Proposed Security Plan
- D. Resources
  1. Monthly Disposition Report or
    - a. List of licensed firearms with expiration dates
    - b. List of licensed guards with photocopy of license
  2. Communication devices
  3. Motor vehicles and other security equipment,

- E. Recruitment and Selection Process
- F. Performance Evaluation Procedure
- G. Certificate of undertaking to abide in the conditions required in the Qualification Standards of Security Guard.
- H. List of Clients for the past five (5) years, ongoing & completed
- I. Certification that the company has a good standing in remittance of PhilHealth, SSS, Insurance (Life & Accident) benefits of security guards

**OTHER REQUIREMENTS UNDER LEGAL DOCUMENTS:**

- Certified photocopy of License to Operate and
- Certified photocopy of PADPAO Certification/Accreditation

**Other required security provisions:**

1. Thirteen (13) units of FM portable handheld transceivers with output power of 7W.
2. Hard hats
3. Six (6) units of 16-inch Traffic Baton 1000 Lumen Small Red LED Safety Signal Baton Work Light Flashlight with Cone Flashing Modes, Wrist Lanyard (see below)

16 inches Traffic Baton 1000 Lumen Small Red LED Safety Signal Baton

**Sample:**



\*\*\*\*\*nothing follows\*\*\*\*\*

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

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class "A" Documents*

#### Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) **in accordance with Section 8.5.2 of the IRR;**

#### Technical Documents

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

#### Financial Documents

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

### *Class "B" Documents*

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

## II. FINANCIAL COMPONENT ENVELOPE

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

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

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