



**Philippine Rice Research Institute**

Bicol Branch Station  
Batang, Ligao City, 4504 Albay

Quality Rice. Quality Life.

**BAC Resolution Recommending Award for the  
Provision of One (1) Lot Security Services for DA-PhilRice Bicol and DA-  
PhilRice Samar Satellite Station CY2023 under (PB22-11-03)**

**BAC RESOLUTION No. 05  
Series of 2022**

WHEREAS, the Philippine Rice Research Institute- Bicol Station advertised the call for bidding for the **Provision of One (1) Lot Security Services for DA-PhilRice Bicol and DA-PhilRice Samar Satellite Station CY2023 under (PB22-11-03)** in the DA-PhilRice Website, PhilGEPS and at conspicuous place in the premises of the Philippine Rice Research Institute continuously from **November 29 to December 20, 2022;**

WHEREAS, in response to the said advertisements, no prospective bidders were listed in the PhilGEPS document request list, and only one (1) prospective bidder attended the Pre-bid conference held last December 07, 2022;

WHEREAS, the **approved budget for this contract (ABC) is One Million Nine Hundred Thousand Pesos Only (Php 1,900,000.00);**

WHEREAS, in response to the said advertisements, there was one (1) bidder who purchased the bidding document and submitted its bid proposal on time: **Topbest Security Agency Inc.;**

WHEREAS, during the opening of bids held last December 20, 2022, the abovementioned bidder was rated **PASSED** in the eligibility and technical requirements and declared to be **ELIGIBLE;**

WHEREAS, the financial proposal of this **lone bidder was** found to be substantially complying and read as follows:

Particulars	Topbest Security Agency Inc.
Provision of One (1) Lot Security Services for DA-PhilRice Bicol and DA-PhilRice Samar Satellite Station CY2023 under (PB22-11-03)	Php 1,899,325.80

WHEREAS, during the post-qualification evaluation, upon careful examination, verification, validation, and ascertainment of all statements and representations made, including all documents submitted for the bidding, the bid of **Topbest Security Agency Inc.** being the **single calculated and responsive bidder** successfully met all the eligibility requirements and technical specifications required.

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NOW, THEREFORE, We, the Members of the Bids and Awards Committee, do hereby RESOLVE as it is hereby RESOLVED:

- a) To **AWARD** the **Provision of One (1) Lot Security Services for DA-PhilRice Bicol and DA-PhilRice Samar Satellite Station CY2023 under (PB22-11-03) to Topbest Security Agency Inc.** for being the single calculated and responsive bidder;
- b) To **RECOMMEND** for approval by the Director the foregoing findings.

RESOLVED, this 23rd day of December 2022.

**RONA T. DOLLENTAS**  
BAC Chairperson

**MELANIE AILEEN C. DE PERALTA**  
BAC Vice-Chairperson

**GIAN CARLO C. ENOT**  
Member

**NEIL P. DELA TORRE**  
Member

**GIDEON F. DELA CRUZ**  
End-User

**APPROVED:**

**VICTORIA C. LAPITAN**  
Director I, DA-PhilRice Bicol

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### NOTICE OF AWARD

December 26, 2022

**MR. CELSO B. BANZUELA, CSP**

Authorized Representative  
Topbest Security Agency Inc.  
219 Jasmine St. Velasco Subd. Brgy. Sipi  
Daraga, Albay

Dear Sir Banzuela:

We are pleased to notify you that DA-PhilRice Bicol thru the Bids & Awards Committee for Goods & Services awarded the procurement of the following:

PARTICULARS	DEPT/OFFICE	TOTAL AMOUNT
Provision of One (1) Lot Security Services for DA-PhilRice Bicol and DA-PhilRice Samar Satellite Station CY2023 under (PB22-11-03)	DA-PhilRice Bicol and Samar Satellite Station	Php 1,899,325.80

In this connection, you are hereby required to immediately post a performance bond, the amount of which is in accordance with the provision of RA 9184 which was approved by the President of the Philippines on January 10, 2003 as indicated below:

Form of Performance Security	Amount of Performance Security (Equal to the Percentage of the Total Contract Price)
a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank	Five percent (5%)
b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	
c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security and/or	Thirty percent (30%)
d) Any combination of the foregoing.	Proportionate to share of form with respect to total amount of security

Failure to post the performance bond within ten (10) calendar days upon receipt of this notice would mean a refusal to accept the award. Such is sufficient ground for DA-PhilRice Bicol to impose administrative sanctions on your company. The contract/Purchase Order (PO) shall be released upon compliance with the requirement set forth herein. Kindly coordinate with the BAC Secretariat, at telephone number 0999-456-9548 regarding the above-mentioned requirement or any inquiries.

Thank you very much.

Very truly yours,

**VICTORIA C. LAPITAN**

Director I - DA-PhilRice Bicol

Conforme:

  
SIGNATURE OVER PRINTED NAME  
**TOPBEST SECURITY AGENCY INC.**

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### NOTICE TO PROCEED

January 01, 2023

**MR. CELSO B. BANZUELA, CSP**

Authorized Representative  
Topbest Security Agency Inc.  
219 Jasmine St. Velasco Subd. Brgy. Sipi  
Daraga, Albay

Dear Sir Banzuela:

With the approval of the attached **Purchase Order No. PO-C23-01-0001** under **PB22-11-03** we are pleased to inform you that the contract between DA-PhilRice Bicol Station and **TOPBEST SECURITY AGENCY INC.** may commence immediately after receipt of this Notice.

In relation thereto, you are hereby responsible for performing the services or delivering the goods under the terms and conditions of the Purchase Order.

Please acknowledge receipt and acceptance of this notice by signing the space provided below. Kindly return a signed copy thru fax, email (bclbac.secretariat@mail.philrice.gov.ph) or courier to the DA-Philippine Rice Research Institute (Bicol Station), Supply Office, Purok 6, Batang, Ligao City, 4504 Albay with Tel. number 0999-456-9548.

Thank you very much.

Very truly yours,

**VICTORIA C. LAPITAN**  
Director I – DA-PhilRice Bicol

### ACKNOWLEDGEMENT

I acknowledge receipt of this Notice on:

01/01/23

Name of the Representative of the Bidder:

NELSON G. AZNAR

Authorized Signature:

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DA-PhilRice Bicol Branch Station, Batang, Ligao City, 4504 Albay  
Tel.: (052) 284-4860; Mobile: 0918-946-7439 Email: bicol.station@philrice.gov.ph

Philippine Rice Research Institute - Bicol  
Brgy. Batang, Ligao City  
Telefax (044) 456-0415 to 0426 Loc 208, Phone: (044) 456-0403

### PURCHASE ORDER

Supplier	TOPBEST SECURITY AGENCY INC.		PO No	PO-C23-01-0001
Address	219 Jasmine St. Velasco Subd. Brgy. Sipì		Date	01/01/23
TIN	VAT Reg. TIN: 463-013-685-000	Mode of Procurement	Public Bidding	

Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery	DA-PhilRice Bicol and Samar Satellite Station	Delivery Term	N/A
Date of Delivery	January 1 - December 31, 2023	Payment Term	Monthly

Item Code	Item Description	Unit	Qty	Cost	Amount
	<p>Provision of One (1) Lot Security Services for DA-PhilRice Bicol and DA-PhilRice Samar Satellite Station CY2023 under (PB22-11-03) to safeguard the Offices, Seed Processing areas, Machineries Section areas, Warehouse, Laboratory and Lodging Facilities, and Motorpool area.</p> <p>*Nine (9) well trained guards: 6 guards at DA-PhilRice Bicol and 3 guards at DA-PhilRice Samar Satellite Station with 8 hours shifting schedule</p> <p>*With basic security equipment and devices, office equipment, communication equipment, service firearms and ample rounds of ammunition, regular uniform &amp; polo uniform with embroidered company logo.</p> <p>*Guards to ensure cleanliness in their respective posts.</p> <p>Agency to provide EACH GUARD fuel allowance for mobility during roving inspections only, 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.</p> <p>*Agency to provide ample supply of face masks, face shield and hand sanitizers to its guards.</p> <p>*Agency to provide water dispenser and drinking water for the security 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>	lot	1	1,899,325.80	1,899,325.80
Amount in Words	One Million Eight Hundred Ninety-Nine Thousand Three Hundred Twenty-Five Pesos and 80/100				1,899,325.80

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.

Conforme:

  
NELSON G. AZNAR

Signature over Printed Name of Supplier

01/01/23

Date

Very truly yours,

  
VICTORIA C. LAPITAN

Authorized Official

Date

Funds Available:

  
LOVELY P. ESPIRITU

Accountant II

01-01-23

Date

ORS NO.

ORS DATE

AMOUNT