

# **PHILIPPINE BIDDING DOCUMENTS**

(As Harmonized with Development Partners)

**FOR THE ELEVEN (11) MONTH SECURITY  
SERVICES CONTRACT FOR PHILIPPINE  
COCONUT AUTHORITY CENTRAL OFFICE,  
REGIONAL OFFICES, RESEARCH CENTERS  
AND SEEDGARDENS FOR THE PERIOD OF  
FEBRUARY 1, 2025 TO DECEMBER 31,  
2025**

**Philippine Coconut Authority**



**[Public Bidding No. 29-2024]**

Sixth Edition  
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# ***Glossary of Acronyms, Terms, and Abbreviations***

**ABC** – Approved Budget for the Contract.

**BAC** – Bids and Awards Committee.

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

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

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

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

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

**CDA** - Cooperative Development Authority.

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

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

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

**DTI** – Department of Trade and Industry.

**EXW** – Ex works.

**FCA** – “Free Carrier” shipping point.

**FOB** – “Free on Board” shipping point.

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

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

**GFI** – Government Financial Institution.

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

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

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

**Infrastructure Projects** – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

**PhilGEPS** - Philippine Government Electronic Procurement System.

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

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

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

**UN** – United Nations.

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



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF AGRICULTURE**  
**PHILIPPINE COCONUT AUTHORITY**  
Elliptical Road, Diliman, Quezon City 1101 Philippines  
Tel. Nos.: (02) 8928-4501 to 09 · Direct Line: (02) 8926-7631  
Website: pca.gov.ph

## INVITATION TO BID

### FOR THE ELEVEN (11)-MONTH SECURITY SERVICES CONTRACT FOR PHILIPPINE COCONUT AUTHORITY CENTRAL OFFICE, REGIONAL OFFICES, RESEARCH CENTERS AND SEEDGARDENS FOR THE PERIOD OF FEBRUARY 1, 2025 TO DECEMBER 31, 2025

PUBLIC BIDDING NO. 29-2024

FUNDING SOURCE: REFER TO TABLE BELOW

1. The Philippine Coconut Authority through its Bids and Awards Committee (BAC) invites PhilGEPS registered suppliers to bid for the following items through early procurement activities (EPA) for FY 2025 in accordance with Appendix 31 of RA 9184's Revised IRR:

Lot No.	Qty	Item/Description	Approved Budget for the Contract	Funding Source	Price of Bid Documents	Delivery Period
1	83 SG	Security Services for Luzon Offices and Centers	Php 25,189,744.03	GOP (COB 2025)	₱ 25,000.00	Refer to Section VI
2	18 SG	Security Services for Visayas Offices and Seedgardens	Php 4,954,445.76		₱ 5,000.00	
3	118 SG	Security Services for Mindanao Offices, Seedgardens, and Centers	Php 30,474,821.96		₱ 25,000.00	
<b>Total</b>			<b>Php 60,619,011.75</b>			

The Contract to be awarded shall be subject to:

[a] existing DBM Guidelines on Cash-Based Budgeting (NBC No. 583 dated 4 January 2022) and other relevant regulations. Accordingly, the contract period shall commence seven (7) calendar days upon receipt of the Notice to Proceed and terminate on 31 December 2025. In the event that the resulting contract period is less than eleven (11) months, the annual financial bid of the SCRB or LCRB shall be divided by eleven (11) to arrive at the monthly fee for the security services, which shall not exceed the foregoing ABC divided by eleven (11); and

[b] GPPB Guidelines on the implementation of Early Procurement Activity (GPPB Circular 06-2019) which provides that this contract may only be awarded upon the approval and effectivity of the 2025 GAA or the reenacted budget and the ABC therefor remains without any reduction. In the event that the amount authorized for this procurement has been reduced, the project may still be awarded to the recommended winning bidder if the contract price is within the amount authorized in the GAA or the reenacted budget.

Bids received in excess of the ABC shall be automatically rejected at bid opening.

*Masaganang Agrikultura, Maunlad na Ekonomiya*



2. The summary of the bidding activities is as follows:

Sale and Issuance of Bid Documents	- December 12, 2024-January 8, 2025
Pre-Bid Conference	- December 20, 2024; 11:00am
Deadline for submission and Opening of Bids	- January 8, 2025; 10:00am
Bid Evaluation	- (This shall be in accordance
Post Qualification	- with the period prescribed
Notice of Award	- in the IRR of RA 9184)

3. The **Philippine Coconut Authority (PCA)** under the Department of Agriculture now invites bids for the above Procurement Project. Delivery of the Goods is stated under Section VI of this Bidding Documents. Bidders should have completed, within five (5) 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).
4. Bidding will be conducted through open competitive bidding procedures using a non- discretionary “pass/fail” criterion as specified in the Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the “Government Procurement Reform Act”.
5. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183 and subject to Commonwealth Act 138.
6. Prospective Bidders may obtain further information from BAC Secretariat Office and avail the Bidding Documents at the address given below during working days from 8AM-4PM.
7. A complete set of Bidding Documents may be acquired by interested Bidders from the BAC Secretariat Office (see address below) upon requesting an order of payment and paying the applicable fee for the Bidding Documents in person.
8. The Pre-Bid Conference shall be held per the schedule stated above, at the AFB Conference Room, R&D Building, Elliptical Road, Diliman, Quezon City, and/or through video conferencing or webcasting via Zoom (link will be provided to interested bidders upon request on the email address and/or contact number below) which shall be open to prospective bidders.
9. Bids must be duly received by the BAC Secretariat through **manual/physical submission** at the office address indicated below, on or before the date and time indicated above. Late bids shall not be accepted.
10. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
11. Bid opening shall be conducted per schedule and venue as stated above at the given address below or webcasting via Zoom (link will be provided to interested bidders upon request on the email address and/or contact number below). Bids will be opened in the presence of the bidders’ representatives who choose to attend the activity.
12. The Philippine Coconut Authority 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.
13. The Philippine Coconut Authority under the Department of Agriculture 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.


14. For further information, please refer to:

*The BAC Secretariat Office  
5<sup>th</sup> Floor, PCA R&D Building  
Elliptical Road, Diliman, Quezon  
City 928-4501 loc. 409  
[pcacobac@pca.gov.ph](mailto:pcacobac@pca.gov.ph)*

15. You may visit the following websites:  
For downloading of Bidding Documents:

<https://www.philgeps.gov.ph/>  
<https://pca.gov.ph/>

*Issued on December 12, 2024*

  
**MARK ROY Q. MACANLALAY**  
CO BAC Chairman

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

## **1. Scope of Bid**

The Procuring Entity, Philippine Coconut Authority wishes to receive Bids for the Security Services under Public Bidding number **PB 29-2024**.

The Procurement Project (referred to herein as “Project”) is composed of 3 lots, 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 **BDS** in the amount of indicated in the **ITB and BDS**.

2.2. The source of funding is:

- a. NGA, the General Appropriations Act or Special Appropriations.

## **3. Bidding Requirements**

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

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

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

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

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

## **5. Eligible Bidders**

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

- 5.2. Foreign ownership exceeding those allowed under the rules may participate pursuant to:
- a. 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;
  - b. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
  - c. When the Goods sought to be procured are not available from local suppliers; or
  - d. When there is a need to prevent situations that defeat competition or restrain trade.
- 5.3. 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 Subcontracting is not allowed unless otherwise specified in the **BDS**.

- 7.2. The Bidder must submit together with its Bid the documentary requirements of the subcontractor(s) complying with the eligibility criteria stated in **ITB** Clause 5 in accordance with Section 23.4 of the 2016 revised IRR of RA No. 9184 pursuant to Section 23.1 thereof.

- 7.3. The Supplier may identify its subcontractor during the contract implementation stage. Subcontractors identified during the bidding may be changed during the implementation of this Contract. Subcontractors must submit the documentary requirements under Section 23.1 of the 2016 revised IRR of RA No. 9184 and comply with the eligibility criteria specified in **ITB** Clause 5 to the implementing or end-user unit.
- 7.4. Subcontracting of any portion of the Project does not relieve the Supplier of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

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

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time as indicated in the **ITB**.

## **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 period as provided in paragraph 2 of the **BDS** and **ITB** 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 **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 **one hundred twenty (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 (1) original and two (2) 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 as indicated in paragraph 9 of the **ITB**.

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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 paragraph 11 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, which shall be awarded as separate contracts per item.

- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the

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

## **20. Post-Qualification**

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

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

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

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

# Bid Data Sheet

ITB Clause																	
5.3	For this purpose, contracts similar to the Project shall be:  <b>SECURITY SERVICES CONTRACT</b>																
7.1	No further instructions.																
12	The price of the Goods shall be quoted DDP in Philippine Peso or the applicable International Commercial Terms (INCOTERMS) for this Project.																
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <p>a. The amount of not less than two percent (2%) of ABC, if bid security is in cash, cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit; or</p> <p>b. The amount of not less than five percent (5%) of ABC if bid security is in Surety Bond.</p>																
19.3	<p><b>Grouping and Evaluation of Lots –</b></p> <p>Partial bids are allowed. All Goods are grouped in lots listed below. Bidders shall have the option of submitting a proposal on any or all lots and evaluation and contract award will be undertaken on a per lot basis. Lots shall not be divided further into sub-lots for the purpose of bidding, evaluation, and contract award.</p> <p>In all cases, the NFCC computation, if applicable, must be sufficient for all the lots or contracts to be awarded to the Bidder.</p> <table><tr><th>Lot No.</th><th>Qty</th><th>Item/ Description</th><th>Unit Cost</th></tr><tr><td>Lot 1</td><td>83</td><td>Security Services for Luzon Offices and Centers</td><td>Php 27,479,720.76</td></tr><tr><td>Lot 2</td><td>18</td><td>Security Services for Visayas Offices and Seedgardens</td><td>Php 5,404,849.92</td></tr><tr><td>Lot 3</td><td>118</td><td>Security Services for Mindanao Offices, Seedgardens, and Centers</td><td>Php 33,245,260.32</td></tr></table>	Lot No.	Qty	Item/ Description	Unit Cost	Lot 1	83	Security Services for Luzon Offices and Centers	Php 27,479,720.76	Lot 2	18	Security Services for Visayas Offices and Seedgardens	Php 5,404,849.92	Lot 3	118	Security Services for Mindanao Offices, Seedgardens, and Centers	Php 33,245,260.32
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Lot 3	118	Security Services for Mindanao Offices, Seedgardens, and Centers	Php 33,245,260.32														
20.2	The first envelope, as an addition to (b) Technical Documents, shall contain:																

	<ul style="list-style-type: none"> <li>(i) Bid security in accordance with ITB Clause 18. The bidder opts to submit the security in the form of a duly notarized Bid Securing Declaration</li> <li>(ii) Conformity with the Schedule of Requirements and the items and Specifications as indicated in section (a) VI and (b) VII</li> <li>(iii) Duly signed/conformed Terms of Reference as Annex "I"</li> <li>(iv) Current and Valid DOLE Certificate of Registration;</li> <li>(v) BIR Registration Certificate which contains the bidder's Taxpayer's Identification Number;</li> <li>(vi) Organizational Chart including list of Offices/Branches;</li> <li>(vii) Membership Certificate of good standing from PADPAO;</li> <li>(viii) Valid license to operate issued by the Philippine National Police – Supervisory Office for Security and Investigation Agency PNP-SOSIA;</li> <li>(ix) List of Firearms, equipment and transport facilities (list of firearms shall be in the form of electronically produced documents duly validated by the PNP-FED;</li> </ul>
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21.2	<ul style="list-style-type: none"> <li>a. Certification of pending/no pending case issued by DOLE at least of 2<sup>nd</sup> quarter of 2024;</li> <li>b. Certification of pending/no pending case issued NLRC clearance at least of 2<sup>nd</sup> quarter of 2024;</li> <li>c. Certification from the bidder that the agency do not have unsatisfied money judgement on DOLE and NLRC case/s;</li> <li>d. SSS, PAGIBIG and Philhealth documents: <ul style="list-style-type: none"> <li>- Certificate/Clearance or proof of payment that the agency is updated in the payment of contributions as of 2<sup>nd</sup> quarter of 2024 for SSS, PAGIBIG and Philhealth.</li> <li>- Certificate of registration as member-employer of the SSS, PAGIBIG and Philhealth</li> </ul> </li> <li>e. Affidavit attesting to the date of incorporation or legal start of the entity, attaching appropriate certified documents such as SEC registration and all amendments thereto showing date of inception of Security Agency.</li> <li>f. Affidavit attesting to the fact that they have 400 guards actively posted on duty assignment for the preceding year, indicating therein the clients/end user, number of guards posted, and period covered. Also, affidavit must attach the latest Monthly Disposition Report as received by the PNP-SOSIA.</li> <li>g. Updated Certificate of Satisfactory/Good Performance from the concerned agencies/private companies indicated in the affidavit.</li> </ul>
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## ***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**

- 6.1. 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.
- 6.2. 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	
1	<p><i>[List here any additional requirements for the completion of this Contract. The following requirements and the corresponding provisions may be deleted, amended, or retained depending on its applicability to this Contract:]</i></p> <p><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered <i>[indicate place of destination]</i>. In accordance with INCOTERMS.”</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered <i>[indicate place of destination]</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is <i>[indicate name(s)]</i>.</p> <p><b>Incidental Services –</b></p>

	<p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ul style="list-style-type: none"> <li>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> <li>d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and</li> </ul>
	<ul style="list-style-type: none"> <li>e. training of the Procuring Entity's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.</li> <li>f. <i>[Specify additional incidental service requirements, as needed.]</i></li> </ul> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p><b>Spare Parts –</b></p> <p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p> <p><i>Select appropriate requirements and delete the rest.</i></p>

	<p>a. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and</p> <p>b. in the event of termination of production of the spare parts:</p> <ul style="list-style-type: none"> <li>i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and</li> <li>ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.</li> </ul> <p>The spare parts and other components required are listed in <b>Section VI (Schedule of Requirements)</b> and the cost thereof are included in the contract price.</p> <p>The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of <i>[indicate here the time period specified. If not used indicate a time period of three times the warranty period]</i>.</p> <p>Spare parts or components shall be supplied as promptly as possible, but in any case, within <i>[insert appropriate time period]</i> months of placing the order.</p>
	<p><b>Packaging –</b></p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where</p>

	<p>appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity</p> <p>Name of the Supplier</p> <p>Contract Description</p> <p>Final Destination</p> <p>Gross weight</p> <p>Any special lifting instructions</p> <p>Any special handling instructions</p> <p>Any relevant HAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p><b>Transportation –</b></p>

	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>
	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p><b>Intellectual Property Rights –</b></p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<i>[If partial payment is allowed, state] “The terms of payment shall be as follows: _____.”</i>
4	The inspections and tests that will be conducted are: <i>[Indicate the applicable inspections and tests]</i>

## ***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>Lot No.</b>	<b>Qty</b>	<b>Item/Description</b>	<b>Delivery Period</b>
<b>1</b>	<b>83 SG</b>	Security Services for Luzon Offices and Centers	<b>For Eleven (11) Months starting from the effective date stated in the Notice to Proceed.</b>
<b>2</b>	<b>18 SG</b>	Security Services for Visayas Offices and Seedgardens	
<b>2</b>	<b>118 SG</b>	Security Services for Mindanao Offices, Seedgardens, and Centers	

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

_____ Name of Company/Bidder	_____ Signature over Printed Name of Authorized Representative	_____ Date
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## ***Section VII. Technical Specifications***

# Technical Specifications/Terms of Reference for LOT 1

## SECURITY SERVICES

**Project:** Supply of Security Services by providing the following licensed and bonded security guards for deployment in Philippine Coconut Authority (PCA) Luzon Offices and Centers for the period February 1-December 31, 2024:

LOT NO.	AREAS OF DEPLOYMENT (LUZON)	NO. OF GUARDS
1	<b>Central Office (NCR)</b>	23
	<b>Region IV-A</b>	
	*Regional Office	6
	*Alaminos, Laguna	6
	<b>Region IV-B</b>	
	*Pangasinan Provincial Office	3
	* APCDC, Aurora Province	18
	<b>Region V</b>	3
	<b>Albay Research Center (ARC)</b>	24
<b>TOTAL</b>		<b>83</b>

### I. SECURITY REQUIREMENTS

The Security Agency (SA) shall provide the PCA with 83 licensed and bonded security guards for deployment in Luzon Offices and Centers.

### II. SCOPE OF WORKS

1. The SA shall provide PCA complete protection of its properties and other installations against theft, pilferage, robbery, arson, destruction or damage, as well as the enforcement and maintenance of peace and order for the security and convenience of its officers, employees and guest in the premises of the above-mentioned PCA offices and centers.
2. The SA shall provide PCA with the above number duly license and bonded Security Guards for 24 hours, including Saturdays, Sundays and Holidays.

### III. QUALIFICATION AND EQUIPMENT

1. All guards provided by the SA shall be duly licensed, shall be qualified under applicable laws, rules and regulations, shall be properly screened and adequately trained, wearing prescribed uniforms and provided with the required firearm, equipment and transport facilities as per attached requirements marked as Annex "A", necessary for the performance of their duties. PCA reserves the right to require the provision of other equipment and transportation units that are reasonably necessary to secure the PCA offices/premises.
2. The SA, to their account shall repair, upgrade and maintain existing CCTV system at the PCA Central Office.

3. The SA must be in continuous operation, without break, for at least twenty (20) consecutive years.
4. The SA must be able to submit a certificate of good performance rating from the client in the submitted SLCC.
5. The SA shall ensure that both men and women have an equal change in the recruitment and selection process.

#### **IV. OPERATING PROCEDURES**

1. The SA shall have full control and supervision of the guards to be assigned under this Contract as well as the manner of performance of their duties. However, the SA binds itself to cause the implementation or enforcement of all rules and regulations, memoranda or directives which PCA may issue concerning the conduct of the Guards. In case of emergency or when there is an immediate need for the services of the Guards, PCA or any of its officials may issue direct orders for compliance by the Guards.
2. The SA shall submit to PCA reports such as daily event/patrol report and daily/weekly placement report and other periodic and specific reports as may be required by PCA for the effective and efficient provision and monitoring of security services.
3. The tour of duty of the Guards shall be divided into three (3) shifts, each guard rendering security service for not less than eight (8) hours per day. PCA, as the need arises, may request additional Guards for deployment to other property or installation owned by PCA within the area of coverage by the SA at the same contract price as herein provided.
4. SA shall provide PCA with copies of the following prior to deployment:
  - a. Personal Data Sheet
  - b. Police Clearance
  - c. NBI Clearance
  - d. Drug Test Results
  - e. Valid Security Guard License
  - f. Duty Detail Order
  - g. Accident Insurance for each SG in the account of the provider
5. They should provide quarterly security assessment report to PCA representative for each area of deployment.

#### **V. GUARDS ARE EMPLOYEES OF THE AGENCY**

1. No employee-employer relationship exists between PCA and the Guards deployed by the SA in the premises of PCA. The Guards are employees of the SA and the SA hereby undertakes to pay the Guards the prescribed wage and other benefits mandated by laws and rules and regulations. The SA holds PCA free and harmless from any claim, suit or action filed by any guard deployed in the PCA for unpaid wages or any benefit provided by laws, rules and regulations, and agrees to reimburse PCA for any expense or payment for which it may held liable by any court, tribunal or administrative or regulating agency relating to, arising from, or in connection with any violation committed by the SA.

**VI. INCREASE/REDUCTION OF GUARDS**

1. PCA reserves the right to increase or reduce the number of Guards and such increase or reduction becomes effective forty-eight (48) hours after the written notice from PCA is received by the SA; provided, however, that payment to the SA shall likewise be increased or reduced accordingly.

**VII. ADHERENCE TO SOUND BUSINESS PRACTICE**

1. Payment of salaries shall be in accordance with prevailing minimum wage rates.
2. SA shall pay the salaries of the security guards assigned to PCA without any delay and in accordance with existing labor laws and standards.
3. Payment of salaries shall be within five (5) calendar days after the SA's cut off period for payroll.
4. All benefits i.e. 13<sup>th</sup> month pay, uniform allowance, mandatory leave, etc. must be given to security guards within fifteen (15) calendar days from due date.
5. SA shall pay the security guards salaries through Automated Teller Machine and provide security guards with pay slip.
6. SA shall at all times comply with SSS, Pag-ibig, Philhealth and other government related deductions, and shall ensure that all SSS, Pag-ibig, Philhealth and other government related deductions are remitted to concerned agencies on time.
7. SA must have a buffer fund equivalent to three (3) months' salary. Payment of salaries, wages and other benefits of the security guards must not be dependent on the receivables of the SA from PCA.

**VIII. COMPENSATION/MANNER OF PAYMENT/ADJUSTMENT IN CONTRACT**

1. The payment to SA shall be every end of the month. It is understood that all payments under this contract shall be subject to the usual government auditing and accounting rules and regulations.
2. Every payment of salary, allowances or any remuneration to the security guards assigned by the SA to the PCA must be accompanied by a pay slip, detailing how the amount of salary due and paid was arrived at. All the 83 security guards must receive their salaries, allowances or any remuneration due them in the Savings Account they opened at the branch where they are assigned, not less than five (5) calendar days from their scheduled pay days.
3. Fifteen (15) days after end of each calendar quarter, the SA shall furnish the PCA a copy of the remittances schedule showing the names of security guards assigned to the PCA and Official Receipt acknowledging said remittance to SSS, Pag-Ibig and Philhealth, Inc.
4. The Contract Price shall be fixed and not subject to adjustment except when there is increase in wages or increase in taxes; provided further that the Agency Fee shall remain fixed and not subject to adjustment for the entire duration of the Contract.

**IX. The following documents shall be submitted as additional Technical Eligibility Requirements:**

1. Current and Valid DOLE Certificate of Registration;
2. BIR Registration Certificate which contains the bidder's Taxpayer's Identification Number;
3. Organizational Chart including list of Offices/Branches;
4. Membership Certificate of good standing from PADPAO;
5. Valid license to operate issued by the Philippine National Police – Supervisory Office for Security and Investigation Agency PNP-SOSIA;
6. List of Firearms, equipment and transport facilities (list of firearms shall be in the form of electronically produced documents duly validated by the PNP-FED;

**X. The following documents shall be submitted on Post-Qualification:**

1. Certification of pending/no pending case issued by DOLE at least of 2<sup>nd</sup> quarter of 2024;
2. Certification of pending/no pending case issued NLRC clearance at least of 2<sup>nd</sup> quarter of 2024;
3. Certification from the bidder that the agency do not have unsatisfied money judgement on DOLE and NLRC case/s;
4. SSS, PAGIBIG and Philhealth documents:
  - Certificate/Clearance or proof of payment that the agency is updated in the payment of contributions as of 2<sup>nd</sup> quarter of 2024 for SSS, PAGIBIG and Philhealth.
  - Certificate of registration as member-employer of the SSS, PAGIBIG and Philhealth
5. Affidavit attesting to the date of incorporation or legal start of the entity, attaching appropriate certified documents such as SEC registration and all amendments thereto showing date of inception of Security Agency.
6. Latest Monthly Disposition Report as received by the PNP-SOSIA.
7. Certificate of Satisfactory/Good Performance from the client indicated in the submitted SLCC.

**XI. A comprehensive security Survey Report and Plan for each area of deployment including the Certificate of Appearance issued by the concerned PCA Officer's representative shall be submitted thirty (30) days after contract execution.**

Conforme:

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Bidder's Company Name

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Name & Signature of Authorized Representative

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Designation

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Date

Note: Each page of this Terms of Reference shall be initialed by the Bidder's authorized representative

**ANNEX "A" - REQUIRED FIREARMS/TRANSPORT AND EQUIPMENT:**

<b>LOT 1</b>	<b>CENTRAL OFFICE</b>		
	8	pcs	Cal 9mm or 38 revolver handgun
	2	pcs	Ga 12 shotgun
	8	units	handheld radio
	23	pcs	Ordinary flashlight
	4	pcs	Heavy duty flashlight
	3	pcs	Metal Detector
	1	lot	Maintenance of existing CCTV system with 16 cameras and replacement of defective cameras (if applicable)
	23	sets	first aid kit
	<b>REGION IV-A :</b>		
	- <u>Lucena City</u>		
	2	pcs	Cal 9mm or 38 revolver handgun
	1	pc	Ga 12 shotgun
	3	units	handheld radio
	6	pcs	Ordinary flashlight
	6	sets	first aid kit
	- <u>Alaminos, Laguna</u>		
	2	pcs	Cal 9mm handgun or 38 revolver handgun
	1	pc	Ga 12 shotgun
	3	units	handheld radio
	6	pcs	Ordinary flashlight
	6	sets	first aid kit
	<b>REGION IV-B</b>		
	- Pangasinan Provincial Office		
	1	pc	Cal 9mm handgun or 38 revolver handgun
	3	pc	Ordinary flashlight
	3	sets	first aid kit
	- AURORA PROVINCIAL COCONUT DEVELOPMENT CENTER		
	4	pcs	Cal 9mm handgun or 38 revolver handgun
	3	pcs	Ga 12 shotgun
	7	units	handheld radio
	18	pcs	Ordinary flashlight
	4	pcs	Heavy duty flashlight
	2	unit	Motorcycle
	18	sets	first aid kit
	<b>REGION V</b>		

	1	pcs	Cal 9mm handgun or 38 revolver handgun
	3	pcs	Ordinary flashlight
	3	units	first aid kit
	<b>ALBAY RESEARCH CENTER</b>		
	8	pcs	Cal 9mm handgun or 38 revolver handgun
	2	pc	Ga 12 shotgun
	10	units	handheld radio
	24	pcs	Ordinary flashlight
	4	pcs	Heavy duty flashlight
	1	unit	Motorcycle
	24	sets	first aid kit

# Technical Specifications/Terms of Reference for LOT 2

## SECURITY SERVICES

**Project:** Supply of Security Services by providing the following licensed and bonded security guards for deployment in Philippine Coconut Authority (PCA) Visayas Offices and Seedgardens for the period February 1 to December 31, 2025:

LOT NO.	AREAS OF DEPLOYMENT	NO. OF GUARDS
2	Region VI	3
	Region VII	
	*Regional Office	3
	*Ubay Seed Garden	6
	Region VIII	6
TOTAL		18

### I. SECURITY REQUIREMENTS

The Security Agency (SA) shall provide the PCA with 18 licensed and bonded security guards for deployment in Visayas Offices and Seedgardens.

### II. SCOPE OF WORKS

1. The SA shall provide PCA complete protection of its properties and other installations against theft, pilferage, robbery, arson, destruction or damage, as well as the enforcement and maintenance of peace and order for the security and convenience of its officers, employees and guest in the premises of the above-mentioned PCA offices and centers.
2. The SA shall provide PCA with the above number duly license and bonded Security Guards for 24 hours, including Saturdays, Sundays and Holidays.

### III. QUALIFICATION AND EQUIPMENT

1. All guards provided by the SA shall be duly licensed, shall be qualified under applicable laws, rules and regulations, shall be properly screened and adequately trained, wearing prescribed uniforms and provided with the required firearm, equipment and transport facilities as per attached requirements marked as Annex "A", necessary for the performance of their duties. PCA reserves the right to require the provision of other equipment and transportation units that are reasonably necessary to secure the PCA offices/premises.
2. The SA, to their account shall repair, upgrade and maintain existing CCTV system at the PCA Central Office.
3. The SA must be in continuous operation, without break, for at least twenty (20) consecutive years.
4. The SA must be able to submit a certificate of good performance rating from the client indicated in the submitted SLCC.



5. The SA shall ensure that both men and women have an equal change in the recruitment and selection process.

#### **IV. OPERATING PROCEDURES**

1. The SA shall have full control and supervision of the guards to be assigned under this Contract as well as the manner of performance of their duties. However, the SA binds itself to cause the implementation or enforcement of all rules and regulations, memoranda or directives which PCA may issue concerning the conduct of the Guards. In case of emergency or when there is an immediate need for the services of the Guards, PCA or any of its officials may issue direct orders for compliance by the Guards.
2. The SA shall submit to PCA reports such as daily event/patrol report and daily/weekly placement report and other periodic and specific reports as may be required by PCA for the effective and efficient provision and monitoring of security services.
3. The tour of duty of the Guards shall be divided into three (3) shifts, each guard rendering security service for not less than eight (8) hours per day. PCA, as the need arises, may request additional Guards for deployment to other property or installation owned by PCA within the area of coverage by the SA at the same contract price as herein provided.
4. SA shall provide PCA with copies of the following prior to deployment:
  - a. Personal Data Sheet
  - b. Police Clearance
  - c. NBI Clearance
  - d. Drug Test Results
  - e. Valid Security Guard License
  - f. Duty Detail Order
  - g. Accident Insurance for each SG in the account of the provider
5. They should provide quarterly security assessment report to PCA representative for each area of deployment.

#### **V. GUARDS ARE EMPLOYEES OF THE AGENCY**

1. No employee-employer relationship exists between PCA and the Guards deployed by the SA in the premises of PCA. The Guards are employees of the SA and the SA hereby undertakes to pay the Guards the prescribed wage and other benefits mandated by laws and rules and regulations. The SA holds PCA free and harmless from any claim, suit or action filed by any guard deployed in the PCA for unpaid wages or any benefit provided by laws, rules and regulations, and agrees to reimburse PCA for any expense or payment for which it may held liable by any court, tribunal or administrative or regulating agency relating to, arising from, or in connection with any violation committed by the SA.

#### **VI. INCREASE/REDUCTION OF GUARDS**

1. PCA reserves the right to increase or reduce the number of Guards and such increase or reduction becomes effective forty-eight (48) hours after the written notice from PCA is received by the SA; provided, however, that payment to the SA shall likewise be

increased or reduced accordingly.

**VII. ADHERENCE TO SOUND BUSINESS PRACTICE**

1. Payment of salaries shall be in accordance with prevailing minimum wage rates.
2. SA shall pay the salaries of the security guards assigned to PCA without any delay and in accordance with existing labor laws and standards.
3. Payment of salaries shall be within five (5) calendar days after the SA's cut off period for payroll.
4. All benefits i.e. 13<sup>th</sup> month pay, uniform allowance, mandatory leave, etc. must be given to security guards within fifteen (15) calendar days from due date.
5. SA shall pay the security guards salaries through Automated Teller Machine and provide security guards with pay slip.
6. SA shall at all times comply with SSS, Pag-ibig, Philhealth and other government related deductions, and shall ensure that all SSS, Pag-ibig, Philhealth and other government related deductions are remitted to concerned agencies on time.
7. SA must have a buffer fund equivalent to three (3) months' salary. Payment of salaries, wages and other benefits of the security guards must not be dependent on the receivables of the SA from PCA.

**VIII. COMPENSATION/MANNER OF PAYMENT/ADJUSTMENT IN CONTRACT**

1. The payment to SA shall be every end of the month. It is understood that all payments under this contract shall be subject to the usual government auditing and accounting rules and regulations.
2. Every payment of salary, allowances or any remuneration to the security guards assigned by the SA to the PCA must be accompanied by a pay slip, detailing how the amount of salary due and paid was arrived at. All the 83 security guards must receive their salaries, allowances or any remuneration due them in the Savings Account they opened at the branch where they are assigned, not less than five (5) calendar days from their scheduled pay days.
3. Fifteen (15) days after end of each calendar quarter, the SA shall furnish the PCA a copy of the remittances schedule showing the names of security guards assigned to the PCA and Official Receipt acknowledging said remittance to SSS, Pag-ibig and Philhealth, Inc.
4. The Contract Price shall be fixed and not subject to adjustment except when there is increase in wages or increase in taxes; provided further that the Agency Fee shall remain fixed and not subject to adjustment for the entire duration of the Contract.

**IX. The following documents shall be submitted as additional Technical Eligibility Requirements:**

1. Current and Valid DOLE Certificate of Registration;
2. BIR Registration Certificate which contains the bidder's Taxpayer's Identification

- Number;
3. Organizational Chart including list of Offices/Branches;
  4. Membership Certificate of good standing from PADPAO;
  5. Valid license to operate issued by the Philippine National Police – Supervisory Office for Security and Investigation Agency PNP-SOSIA;
  6. List of Firearms, equipment and transport facilities (list of firearms shall be in the form of electronically produced documents duly validated by the PNP-FED;

**X. The following documents shall be submitted on Post-Qualification:**

1. Certification of pending/no pending case issued by DOLE at least of 2<sup>nd</sup> quarter of 2024;
2. Certification of pending/no pending case issued NLRC clearance at least of 2<sup>nd</sup> quarter of 2024;
3. Certification from the bidder that the agency do not have unsatisfied money judgement on DOLE and NLRC case/s;
4. SSS, PAGIBIG and Philhealth documents:
  - Certificate/Clearance or proof of payment that the agency is updated in the payment of contributions as of 2<sup>nd</sup> quarter of 2024 for SSS, PAGIBIG and Philhealth.
  - Certificate of registration as member-employer of the SSS, PAGIBIG and Philhealth
5. Affidavit attesting to the date of incorporation or legal start of the entity, attaching appropriate certified documents such as SEC registration and all amendments thereto showing date of inception of Security Agency.
6. Latest Monthly Disposition Report as received by the PNP-SOSIA.
7. Certificate of Satisfactory/Good Performance from the client indicated in the submitted SLCC.

**XI. A comprehensive security Survey Report and Plan for each area of deployment including the Certificate of Appearance issued by the concerned PCA Officer's representative shall be submitted thirty (30) days after contract execution.**

Conforme:

\_\_\_\_\_  
Bidder's Company Name

\_\_\_\_\_  
Name & Signature of Authorized Representative

\_\_\_\_\_  
Designation

\_\_\_\_\_  
Date

Note: Each page of this Terms of Reference shall be initialed by the Bidder's authorized representative

**ANNEX "A" - REQUIRED FIREARMS/TRANSPORT AND  
EQUIPMENT:**

<b>LOT 2</b>	<b>REGION VI</b>		
	1	pc	Cal 9mm handgun or 38 revolver handgun
	3	pcs	Ordinary flashlight
	3	sets	first aid kit
	<b>REGION VII</b>		
	1	pc	Cal 9mm handgun or 38 revolver handgun
	3	pcs	Ordinary flashlight
	3	sets	first aid kit
	- <u>Ubay Seedgarden, Bohol</u>		
	2	pcs	Cal 9mm handgun or 38 revolver handgun
	1	pc	Ga 12 shotgun
	3	units	handheld radio
	6	pcs	Ordinary flashlight
	6	sets	first aid kit
	<b>REGION VIII</b>		
	2	pc	Cal 9mm handgun or 38 revolver handgun
	6	pcs	Ordinary flashlight
	6	sets	first aid kit

# Technical Specifications/Terms of Reference for LOT 3

## SECURITY SERVICES

**Project:** Supply of Security Services by providing the following licensed and bonded security guards for deployment in Philippine Coconut Authority (PCA) Mindanao Offices, Seedgardens, and Centers for the period February 1 to December 31, 2025:

LOT NO.	AREAS OF DEPLOYMENT	NO. OF GUARDS
3	<b>Region IX</b>	
	*Regional Office	3
	*Zamboanga Provincial Office	3
	*Zamboanga del Norte Provincial Office	3
	<b>Region X</b>	3
	<b>Region XI</b>	
	*Regional Office	3
	*CEDC	6
	<b>Region XII</b>	
	*Regional Office	3
	*CSPC	24
	<b>Region XIII</b>	3
	<b>Region XIV</b>	3
	<b>Davao Research Center (DRC)</b>	24
	<b>Zamboanga Research Center (ZRC)</b>	40
<b>TOTAL</b>		<b>118</b>

### I. SECURITY REQUIREMENTS

The Security Agency (SA) shall provide the PCA with 118 licensed and bonded security guards for deployment in Visayas Offices and Seedgardens.

### II. SCOPE OF WORKS

1. The SA shall provide PCA complete protection of its properties and other installations against theft, pilferage, robbery, arson, destruction or damage, as well as the enforcement and maintenance of peace and order for the security and convenience of its officers, employees and guest in the premises of the above-mentioned PCA offices and centers.
2. The SA shall provide PCA with the above number duly license and bonded Security Guards for 24 hours, including Saturdays, Sundays and Holidays.

### III. QUALIFICATION AND EQUIPMENT

1. All guards provided by the SA shall be duly licensed, shall be qualified under applicable laws, rules and regulations, shall be properly screened and adequately trained, wearing prescribed uniforms and provided with the required firearm, equipment and transport facilities as per attached requirements marked as Annex "A", necessary for the performance of their duties. PCA reserves the right to require the provision of other

equipment and transportation units that are reasonably necessary to secure the PCA offices/premises.

2. The SA, to their account shall repair, upgrade and maintain existing CCTV system at the PCA Central Office.
3. The SA must be in continuous operation, without break, for at least twenty (20) consecutive years.
4. The SA must be able to submit a certificate of good performance rating from the client indicated in the submitted SLCC.
5. The SA shall ensure that both men and women have an equal change in the recruitment and selection process.

#### **IV. OPERATING PROCEDURES**

1. The SA shall have full control and supervision of the guards to be assigned under this Contract as well as the manner of performance of their duties. However, the SA binds itself to cause the implementation or enforcement of all rules and regulations, memoranda or directives which PCA may issue concerning the conduct of the Guards. In case of emergency or when there is an immediate need for the services of the Guards, PCA or any of its officials may issue direct orders for compliance by the Guards.
2. The SA shall submit to PCA reports such as daily event/patrol report and daily/weekly placement report and other periodic and specific reports as may be required by PCA for the effective and efficient provision and monitoring of security services.
3. The tour of duty of the Guards shall be divided into three (3) shifts, each guard rendering security service for not less than eight (8) hours per day. PCA, as the need arises, may request additional Guards for deployment to other property or installation owned by PCA within the area of coverage by the SA at the same contract price as herein provided.
4. SA shall provide PCA with copies of the following prior to deployment:
  - a. Personal Data Sheet
  - b. Police Clearance
  - c. NBI Clearance
  - d. Drug Test Results
  - e. Valid Security Guard License
  - f. Duty Detail Order
  - g. Accident Insurance for each SG in the account of the provider
5. They should provide quarterly security assessment report to PCA representative for each area of deployment.

#### **V. GUARDS ARE EMPLOYEES OF THE AGENCY**

1. No employee-employer relationship exists between PCA and the Guards deployed by the SA in the premises of PCA. The Guards are employees of the SA and the SA hereby undertakes to pay the Guards the prescribed wage and other benefits mandated by laws and rules and regulations. The SA holds PCA free and harmless from any claim, suit

or action filed by any guard deployed in the PCA for unpaid wages or any benefit provided by laws, rules and regulations, and agrees to reimburse PCA for any expense or payment for which it may be held liable by any court, tribunal or administrative or regulating agency relating to, arising from, or in connection with any violation committed by the SA.

**VI. INCREASE/REDUCTION OF GUARDS**

1. PCA reserves the right to increase or reduce the number of Guards and such increase or reduction becomes effective forty-eight (48) hours after the written notice from PCA is received by the SA; provided, however, that payment to the SA shall likewise be increased or reduced accordingly.

**VII. ADHERENCE TO SOUND BUSINESS PRACTICE**

1. Payment of salaries shall be in accordance with prevailing minimum wage rates.
2. SA shall pay the salaries of the security guards assigned to PCA without any delay and in accordance with existing labor laws and standards.
3. Payment of salaries shall be within five (5) calendar days after the SA's cut off period for payroll.
4. All benefits i.e. 13<sup>th</sup> month pay, uniform allowance, mandatory leave, etc. must be given to security guards within fifteen (15) calendar days from due date.
5. SA shall pay the security guards salaries through Automated Teller Machine and provide security guards with pay slip.
6. SA shall at all times comply with SSS, Pag-ibig, Philhealth and other government related deductions, and shall ensure that all SSS, Pag-ibig, Philhealth and other government related deductions are remitted to concerned agencies on time.
7. SA must have a buffer fund equivalent to three (3) months' salary. Payment of salaries, wages and other benefits of the security guards must not be dependent on the receivables of the SA from PCA.

**VIII. COMPENSATION/MANNER OF PAYMENT/ADJUSTMENT IN CONTRACT**

1. The payment to SA shall be every end of the month. It is understood that all payments under this contract shall be subject to the usual government auditing and accounting rules and regulations.
2. Every payment of salary, allowances or any remuneration to the security guards assigned by the SA to the PCA must be accompanied by a pay slip, detailing how the amount of salary due and paid was arrived at. All the 83 security guards must receive their salaries, allowances or any remuneration due them in the Savings Account they opened at the branch where they are assigned, not less than five (5) calendar days from their scheduled pay days.
3. Fifteen (15) days after end of each calendar quarter, the SA shall furnish the PCA a copy

of the remittances schedule showing the names of security guards assigned to the PCA and Official Receipt acknowledging said remittance to SSS, Pag-Ibig and Philhealth, Inc.

4. The Contract Price shall be fixed and not subject to adjustment except when there is increase in wages or increase in taxes; provided further that the Agency Fee shall remain fixed and not subject to adjustment for the entire duration of the Contract.

**IX. The following documents shall be submitted as additional Technical Eligibility Requirements:**

1. Current and Valid DOLE Certificate of Registration;
2. BIR Registration Certificate which contains the bidder's Taxpayer's Identification Number;
3. Organizational Chart including list of Offices/Branches;
4. Membership Certificate of good standing from PADPAO;
5. Valid license to operate issued by the Philippine National Police – Supervisory Office for Security and Investigation Agency PNP-SOSIA;
6. List of Firearms, equipment and transport facilities (list of firearms shall be in the form of electronically produced documents duly validated by the PNP-FED;

**X. The following documents shall be submitted on Post-Qualification:**

1. Certification of pending/no pending case issued by DOLE at least of 2<sup>nd</sup> quarter of 2024;
2. Certification of pending/no pending case issued NLRC clearance at least of 2<sup>nd</sup> quarter of 2024;
3. Certification from the bidder that the agency do not have unsatisfied money judgement on DOLE and NLRC case/s;
4. SSS, PAGIBIG and Philhealth documents:
  - Certificate/Clearance or proof of payment that the agency is updated in the payment of contributions as of 2<sup>nd</sup> quarter of 2024 for SSS, PAGIBIG and Philhealth.
  - Certificate of registration as member-employer of the SSS, PAGIBIG and Philhealth
5. Affidavit attesting to the date of incorporation or legal start of the entity, attaching appropriate certified documents such as SEC registration and all amendments thereto showing date of inception of Security Agency.
6. Latest Monthly Disposition Report as received by the PNP-SOSIA.
7. Certificate of Satisfactory/Good Performance from the client indicated in the submitted SLCC

**XI. A comprehensive security Survey Report and Plan for each area of deployment including the Certificate of Appearance issued by the concerned PCA Officer's representative shall be submitted thirty (30) days after contract execution.**

Conforme:

\_\_\_\_\_  
Bidder's Company Name

\_\_\_\_\_  
Name & Signature of Authorized Representative

\_\_\_\_\_  
Designation

\_\_\_\_\_  
Date

Note: Each page of this Terms of Reference shall be initialed by the Bidder's authorized representative



**ANNEX "A" - REQUIRED FIREARMS/TRANSPORT AND EQUIPMENT:**

<b>LOT 3</b>	<b>REGION IX</b>		
	<u>Zamboanga City</u>		
	1	pc	Cal 9mm handgun or 38 revolver handgun
	3	pcs	Ordinary flashlight
	3	sets	first aid kit
	<u>Zamboanga del Norte (Dipolog)</u>		
	1	pc	Cal 9mm handgun or 38 revolver handgun
	3	pcs	Ordinary flashlight
	3	sets	first aid kit
	<u>Pagadian City</u>		
	1	pc	Cal 9mm handgun or 38 revolver handgun
	3	pcs	Ordinary flashlight
	3	sets	first aid kit
	<b>REGION X</b>		
	1	pc	Cal 9mm handgun or 38 revolver handgun
	3	pcs	Ordinary flashlight
	3	sets	first aid kit
	<b>REGION XI, DRC</b>		
	8	pcs	Cal 9mm handgun or 38 revolver handgun
	3	pcs	Ga 12 shotgun
	11	units	handheld radio
	30	pcs	Ordinary flashlight
	5	pcs	Heavy duty flashlight
	1	unit	Motorcycle
	1	head	Tamed Horse with tack and SG who knows how to ride/operate horse per duty
	33	sets	first aid kit
	<b>REGION XII</b>		
	1	pc	Cal 9mm handgun or 38 revolver handgun
	3	pcs	Ordinary flashlight
	3	sets	first aid kit
	<b>REGION XIII</b>		
	1	pc	Cal 9mm handgun or 38 revolver handgun
	3	pcs	Ordinary flashlight
	3	sets	first aid kit

<b>REGION XIV</b>		
1	pc	Cal 9mm handgun or 38 revolver handgun
1	pc	Ga 12 shotgun
3	pcs	Ordinary flashlight
3	sets	first aid kit
<b>COCONUT SEED PRODUCTION CENTER</b>		
5	pcs	Cal 9mm handgun or 38 revolver handgun
4	pcs	Ga 12 shotgun
9	units	handheld radio
24	pcs	Ordinary flashlight
4	pcs	Heavy duty flashlight
2	unit	Motorcycle
24	sets	first aid kit
<b>ZAMBOANGA RESEARCH CENTER</b>		
11	pcs	Cal 9mm handgun or 38 revolver handgun
4	pcs	Ga 12 shotgun
15	units	handheld radio
40	pcs	Ordinary flashlight
6	pcs	Heavy duty flashlight
2	unit	Motorcycle
40	sets	first aid kit

***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);

#### 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) Duly signed/conformed with the Technical Specifications/Terms of Reference, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- ☐ (f) Conformity with the Schedule of Requirements and the items and Specifications as indicated in Section VI;
- ☐ (g) The Certificate of Filing or Non-Filing of Cases (form attached);
- ☐ (h) Current and valid DOLE Certificate of Registration
- ☐ (i) BIR Registration Certificate which contains the bidder’s Taxpayer’s Identification Number
- ☐ (j) Organizational Chart including list of Offices/Branches
- ☐ (k) Membership Certificate of good standing from PADPAO
- ☐ (l) Valid license to operate issued by the Philippine National Police – Supervisory Office for Security and Investigation Agency PNP-SOSIA
- ☐ (m) List of Firearms, equipment and transport facilities (list of firearms shall be in the form of electronically produced documents duly validated by the PNP-FED)
- ☐ (n) 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

- ☐ (o) 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**
- ☐ (p) 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***

- ☐ (q) 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.

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

- ☐ (r) *[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.
- ☐ (s) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

**25 FINANCIAL COMPONENT ENVELOPE**

- ☐ (a) Original of duly signed and accomplished Financial Bid Form; **and**
- ☐ (b) SUMMARY OF FINANCIAL OFFER
- ☐ (c) FINANCIAL OFFER Annex A-3 to A23

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

## Bid Form for Lot 1

---

Date: \_\_\_\_\_  
Invitation to Bid N<sup>o</sup>: Public Bidding No.

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

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* **for Lot 1** *[description of the Goods]* in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

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

*[Insert this paragraph if Foreign-Assisted Project with the Development Partner:*

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount	Purpose

(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.

Name: \_\_\_\_\_

Legal capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

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



## Bid Form for Lot 2

---

Date: \_\_\_\_\_  
Invitation to Bid N<sup>o</sup>: Public Bidding No.

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

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* **for Lot 2** *[description of the Goods]* in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

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

*[Insert this paragraph if Foreign-Assisted Project with the Development Partner:*

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount or Commission or gratuity	Purpose of
---------------------------	----------------------------------	------------

_____	_____	_____
_____	_____	_____
_____	_____	_____

(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.

Name: \_\_\_\_\_

Legal capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

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

## Bid Form for Lot 3

---

Date: \_\_\_\_\_  
Invitation to Bid N<sup>o</sup>: Public Bidding No.

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

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* **for Lot 3** *[description of the Goods]* in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

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

*[Insert this paragraph if Foreign-Assisted Project with the Development Partner:*

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount or Commission or gratuity	Purpose of
---------------------------	----------------------------------	------------

_____	_____	_____
_____	_____	_____
_____	_____	_____

(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.

Name: \_\_\_\_\_

Legal capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

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

## SUMMARY OF FINANCIAL OFFER FORM 2 FOR LOT 1

Annex "A-2"

### SUMMARY OF FINANCIAL OFFER (FORM 2) FOR SECURITY GUARD

Eight (8) hours duty Daily including Sundays, Special Days and Holidays

#### LOT 1

BRANCH/LOCATION	NUMBER OF GUARDS	AMOUNT/GUARD/MONTH	TOTAL MONTHLY CONTRACT RATE
PCA CENTRAL OFFICE Elliptical Road, Diliman, Quezon City	23		
REGION 4A – LUCENA Brgy. Isabang, Lucena City	6		
REGION 4A – ALAMINOS LAGUNA D. Fandino St. Brgy. 3 Alaminos Laguna	6		
REGION 4B – PANGASINAN Brgy. Tebag East, Sta. Barbara Pangasinan	3		
REGION 4B – AURORA PROVINCE Brgy. Dibaraybay, Dinalungan, Aurora	18		
REGION 5 – Rizal St. Old Albay, District, Sagpon, Legaspi City	3		
ARC – Banao, Guinobatan Albay	24		
<b>TOTAL</b>	<b>83</b>		
TOTAL (for _____ months)			
GRAND TOTAL (for _____ Month Contract)			

<b>TOTAL PROPOSED CONTRACT RATE FOR _____ MONTHS (in words)</b>

_____	_____	_____	_____
Company	Name of Authorized Representative	Signature	Date

## SUMMARY OF FINANCIAL OFFER FORM 2 FOR LOT 2

### LOT 2

BRANCH/LOCATION	NUMBER OF GUARDS	AMOUNT/GUARD/MONTH	TOTAL MONTHLY CONTRACT RATE
REGION 6 – DA- BPI Compound, Inangayan, Sta. Barbara, Iloilo City	3		
REGION 7 – MANDAUE CITY DA-7 Mandaue Experiment Station, Estancia, Mandaue City	3		
REGION 7 – UBAY SEEDGARDEN Calanggaman, Ubay, Bohol	6		
REGION 8 – Government Center, Baras, Palo, Leyte	6		
<b>TOTAL</b>	<b>18</b>		
TOTAL (for_____months)			
GRAND TOTAL (for_____Month Contract)			

<b>TOTAL PROPOSED CONTRACT RATE FOR_____MONTHS (in words)</b>

_____	_____	_____	_____
Company	Name of Authorized Representative	Signature	Date

## SUMMARY OF FINANCIAL OFFER FORM 2 FOR LOT 3

### LOT 3

BRANCH/LOCATION	NUMBER OF GUARDS	AMOUNT/GUARD/MONTH	TOTAL MONTHLY CONTRACT RATE
REGION 9 – J. P. Rizal St. Zamboanga City	3		
REGION 9 – Oval Complex, Sagun St., San Francisco, Pagadian City	3		
REGION 9 – Zamboanga del Norte	3		
REGION 10 – #30 Sotero Daumar St., Cogon, Cagayan De Oro City	3		
REGION 11 & DRC - Bago-Oshiro, Davao City	33		
REGION 12 – Vensu Bldg., National Highway, General Santos City	3		
REGION 13 – 2 <sup>nd</sup> Floor Terence Yu Bldg., South Montilla Blvd., Butuan City	3		
REGION 14 – 3 <sup>rd</sup> Floor Da Bldg. Sinsuat Avenue, Cotabato City	3		
CSPC – Aroman, Carmen, North Cotabato	24		
ZRC – San Ramon, Zamboanga City	40		
<b>TOTAL</b>	<b>118</b>		
GRAND TOTAL	<b>219</b>		
TOTAL (for ____ months)			
GRAND TOTAL (for ____ Month Contract)			

<b>TOTAL PROPOSED CONTRACT RATE FOR _____ MONTHS (in words)</b>

_____	_____	_____	_____
Company	Name of Authorized Representative	Signature	Date

**FINANCIAL OFFER (FORM 2.1)**  
NATIONAL CAPITAL REGION (NCR)

No. of days/year **395.00**

**Amount to Guard**

New Daily Wage (DW)

Ave. Pay/Month (DW x no. of days per yr/12)

Night Differential Pay (Ave. Pay/mo. x 10% x 1/3)

13<sup>th</sup> Month Pay (DW x 365/12/12)

5 Days Incentive Pay (DW+COLA x 5/12)

Uniform Allowance (R.A. 5487)

COLA

**Amount to Gov't in Favor of Guard**

Retirement Benefit (R.A. 7641)

SSS Premium

Philhealth Contribution

State Insurance Fund

Pag-Ibig Fund

**TOTAL AMOUNT TO GUARD & GOV'T****AGENCY FEE**

Administrative Overhead and Margin

**VALUE ADDED TAX** (Agency Fee x 12% VAT-RMC-39-2007)**MINIMUM CONTRACT RATE FOR 8 HOURS****AMOUNT/GUARD/MONTH**\_\_\_\_\_  
Company\_\_\_\_\_  
Name of Authorized  
Representative\_\_\_\_\_  
Signature\_\_\_\_\_  
Date



**FINANCIAL OFFER (FORM 2.2)**

PCA REGIONAL OFFICE IVA

No. of days/year **395.00****Amount to Guard**

New Daily Wage (DW)

Ave. Pay/Month (DW x no. of days per yr/12)

Night Differential Pay (Ave. Pay/mo. x 10% x1/3)

13<sup>th</sup> Month Pay (DW x 365/12/12)

5 Days Incentive Pay (DW+COLA x 5/12)

Uniform Allowance (R.A. 5487)

COLA

**Amount to Gov't in Favor of Guard**

Retirement Benefit (R.A. 7641)

SSS Premium

Philhealth Contribution

State Insurance Fund

Pag-Ibig Fund

**TOTAL AMOUNT TO GUARD & GOV'T****AGENCY FEE**

Administrative Overhead and Margin

**VALUE ADDED TAX** (Agency Fee x 12%VAT-RMC-39-2007)**MINIMUM CONTRACT RATE FOR 8 HOURS****AMOUNT/GUARD/MONTH**\_\_\_\_\_  
Company\_\_\_\_\_  
Name of Authorized  
Representative\_\_\_\_\_  
Signature\_\_\_\_\_  
Date

**FINANCIAL OFFER (FORM 2.3)**  
PCA ALAMINOS, LAGUNA PROVINCIAL OFFICE

No. of days/year **395.00**

**Amount to Guard**

New Daily Wage (DW)

Ave. Pay/Month (DW x no. of days per yr/12)

Night Differential Pay (Ave. Pay/mo. x 10% x 1/3)

13<sup>th</sup> Month Pay (DW x 365/12/12)

5 Days Incentive Pay (DW+COLA x 5/12)

Uniform Allowance (R.A. 5487)

COLA

**Amount to Gov't in Favor of Guard**

Retirement Benefit (R.A. 7641)

SSS Premium

Philhealth Contribution

State Insurance Fund

Pag-Ibig Fund

**TOTAL AMOUNT TO GUARD & GOV'T****AGENCY FEE**

Administrative Overhead and Margin

**VALUE ADDED TAX** (Agency Fee x 12% VAT-RMC-39-2007)

**MINIMUM CONTRACT RATE FOR 8 HOURS****AMOUNT/GUARD/MONTH**

\_\_\_\_\_  
Company

\_\_\_\_\_  
Name of Authorized  
Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**FINANCIAL OFFER (FORM 2.4)**  
PCA PANGASINAN PROVINCIAL OFFICE

No. of days/year **395.00**

**Amount to Guard**

New Daily Wage (DW)

Ave. Pay/Month (DW x no. of days per yr/12)

Night Differential Pay (Ave. Pay/mo. x 10% x 1/3)

13<sup>th</sup> Month Pay (DW x 365/12/12)

5 Days Incentive Pay (DW+COLA x 5/12)

Uniform Allowance (R.A. 5487)

COLA

**Amount to Gov't in Favor of Guard**

Retirement Benefit (R.A. 7641)

SSS Premium

Philhealth Contribution

State Insurance Fund

Pag-Ibig Fund

**TOTAL AMOUNT TO GUARD & GOV'T****AGENCY FEE**

Administrative Overhead and Margin

**VALUE ADDED TAX** (Agency Fee x 12% VAT-RMC-39-2007)**MINIMUM CONTRACT RATE FOR 8 HOURS****AMOUNT/GUARD/MONTH**\_\_\_\_\_  
Company\_\_\_\_\_  
Name of Authorized  
Representative\_\_\_\_\_  
Signature\_\_\_\_\_  
Date

**FINANCIAL OFFER (FORM 2.5)**  
APCDC AURORA PROVINCE

No. of days/year **395.00**

**Amount to Guard**

New Daily Wage (DW)

Ave. Pay/Month (DW x no. of days per yr/12)

Night Differential Pay (Ave. Pay/mo. x 10% x1/3)

13<sup>th</sup> Month Pay (DW x 365/12/12)

5 Days Incentive Pay (DW+COLA x 5/12)

Uniform Allowance (R.A. 5487)

COLA

**Amount to Gov't in Favor of Guard**

Retirement Benefit (R.A. 7641)

SSS Premium

Philhealth Contribution

State Insurance Fund

Pag-Ibig Fund

**TOTAL AMOUNT TO GUARD & GOV'T****AGENCY FEE**

Administrative Overhead and Margin

**VALUE ADDED TAX** (Agency Fee x 12%VAT-RMC-39-2007)

**MINIMUM CONTRACT RATE FOR 8 HOURS****AMOUNT/GUARD/MONTH**

\_\_\_\_\_  
Company

\_\_\_\_\_  
Name of Authorized  
Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**FINANCIAL OFFER (FORM 2.6)**  
PCA REGIONAL OFFICE V

No. of days/year **395.00**

**Amount to Guard**

New Daily Wage (DW)

Ave. Pay/Month (DW x no. of days per yr/12)

Night Differential Pay (Ave. Pay/mo. x 10% x 1/3)

13<sup>th</sup> Month Pay (DW x 365/12/12)

5 Days Incentive Pay (DW+COLA x 5/12)

Uniform Allowance (R.A. 5487)

COLA

**Amount to Gov't in Favor of Guard**

Retirement Benefit (R.A. 7641)

SSS Premium

Philhealth Contribution

State Insurance Fund

Pag-Ibig Fund

**TOTAL AMOUNT TO GUARD & GOV'T**

**AGENCY FEE**

Administrative Overhead and Margin

**VALUE ADDED TAX** (Agency Fee x 12%VAT-RMC-39-2007)

**MINIMUM CONTRACT RATE FOR 8 HOURS**

**AMOUNT/GUARD/MONTH**

\_\_\_\_\_  
Company

\_\_\_\_\_  
Name of Authorized  
Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**FINANCIAL OFFER (FORM 2.7)**  
PCA REGIONAL OFFICE VI

No. of days/year **395.00**

**Amount to Guard**

New Daily Wage (DW)

Ave. Pay/Month (DW x no. of days per yr/12)

Night Differential Pay (Ave. Pay/mo. x 10% x 1/3)

13<sup>th</sup> Month Pay (DW x 365/12/12)

5 Days Incentive Pay (DW+COLA x 5/12)

Uniform Allowance (R.A. 5487)

COLA

**Amount to Gov't in Favor of Guard**

Retirement Benefit (R.A. 7641)

SSS Premium

Philhealth Contribution

State Insurance Fund

Pag-Ibig Fund

**TOTAL AMOUNT TO GUARD & GOV'T****AGENCY FEE**

Administrative Overhead and Margin

**VALUE ADDED TAX** (Agency Fee x 12% VAT-RMC-39-2007)

**MINIMUM CONTRACT RATE FOR 8 HOURS****AMOUNT/GUARD/MONTH**

\_\_\_\_\_  
Company

\_\_\_\_\_  
Name of Authorized  
Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**FINANCIAL OFFER (FORM 2.8)**  
PCA REGIONAL OFFICE VII

No. of days/year **395.00**

**Amount to Guard**

New Daily Wage (DW)

Ave. Pay/Month (DW x no. of days per yr/12)

Night Differential Pay (Ave. Pay/mo. x 10% x 1/3)

13<sup>th</sup> Month Pay (DW x 365/12/12)

5 Days Incentive Pay (DW+COLA x 5/12)

Uniform Allowance (R.A. 5487)

COLA

**Amount to Gov't in Favor of Guard**

Retirement Benefit (R.A. 7641)

SSS Premium

Philhealth Contribution

State Insurance Fund

Pag-Ibig Fund

**TOTAL AMOUNT TO GUARD & GOV'T**

**AGENCY FEE**

Administrative Overhead and Margin

**VALUE ADDED TAX** (Agency Fee x 12% VAT-RMC-39-2007)

**MINIMUM CONTRACT RATE FOR 8 HOURS**

**AMOUNT/GUARD/MONTH**

\_\_\_\_\_  
Company

\_\_\_\_\_  
Name of Authorized  
Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**FINANCIAL OFFER (FORM 2.9)**  
UBAY SEED GARDEN BOHOL

No. of days/year **395.00**

**Amount to Guard**

New Daily Wage (DW)

Ave. Pay/Month (DW x no. of days per yr/12)

Night Differential Pay (Ave. Pay/mo. x 10% x 1/3)

13<sup>th</sup> Month Pay (DW x 365/12/12)

5 Days Incentive Pay (DW+COLA x 5/12)

Uniform Allowance (R.A. 5487)

COLA

**Amount to Gov't in Favor of Guard**

Retirement Benefit (R.A. 7641)

SSS Premium

Philhealth Contribution

State Insurance Fund

Pag-Ibig Fund

**TOTAL AMOUNT TO GUARD & GOV'T**

**AGENCY FEE**

Administrative Overhead and Margin

**VALUE ADDED TAX** (Agency Fee x 12% VAT-RMC-39-2007)

**MINIMUM CONTRACT RATE FOR 8 HOURS**

**AMOUNT/GUARD/MONTH**

\_\_\_\_\_  
Company

\_\_\_\_\_  
Name of Authorized  
Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**FINANCIAL OFFER (FORM 3.0)**  
PCA REGIONAL OFFICE VIII

No. of days/year **395.00**

**Amount to Guard**

New Daily Wage (DW)

Ave. Pay/Month (DW x no. of days per yr/12)

Night Differential Pay (Ave. Pay/mo. x 10% x1/3)

13<sup>th</sup> Month Pay (DW x 365/12/12)

5 Days Incentive Pay (DW+COLA x 5/12)

Uniform Allowance (R.A. 5487)

COLA

**Amount to Gov't in Favor of Guard**

Retirement Benefit (R.A. 7641)

SSS Premium

Philhealth Contribution

State Insurance Fund

Pag-Ibig Fund

**TOTAL AMOUNT TO GUARD & GOV'T**

**AGENCY FEE**

Administrative Overhead and Margin

**VALUE ADDED TAX** (Agency Fee x 12%VAT-RMC-39-2007)

**MINIMUM CONTRACT RATE FOR 8 HOURS**

**AMOUNT/GUARD/MONTH**

\_\_\_\_\_  
Company

\_\_\_\_\_  
Name of Authorized  
Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**FINANCIAL OFFER (FORM 3.1)**  
PCA REGIONAL OFFICE IX

No. of days/year **395.00**

**Amount to Guard**

New Daily Wage (DW)

Ave. Pay/Month (DW x no. of days per yr/12)

Night Differential Pay (Ave. Pay/mo. x 10% x 1/3)

13<sup>th</sup> Month Pay (DW x 365/12/12)

5 Days Incentive Pay (DW+COLA x 5/12)

Uniform Allowance (R.A. 5487)

COLA

**Amount to Gov't in Favor of Guard**

Retirement Benefit (R.A. 7641)

SSS Premium

Philhealth Contribution

State Insurance Fund

Pag-Ibig Fund

**TOTAL AMOUNT TO GUARD & GOV'T****AGENCY FEE**

Administrative Overhead and Margin

**VALUE ADDED TAX** (Agency Fee x 12% VAT-RMC-39-2007)

**MINIMUM CONTRACT RATE FOR 8 HOURS****AMOUNT/GUARD/MONTH**

\_\_\_\_\_  
Company

\_\_\_\_\_  
Name of Authorized  
Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**FINANCIAL OFFER (FORM 3.2)**  
PCA PROVINCIAL OFFICE - Zamboanga

No. of days/year **395.00**

**Amount to Guard**

New Daily Wage (DW)

Ave. Pay/Month (DW x no. of days per yr/12)

Night Differential Pay (Ave. Pay/mo. x 10% x 1/3)

13<sup>th</sup> Month Pay (DW x 365/12/12)

5 Days Incentive Pay (DW+COLA x 5/12)

Uniform Allowance (R.A. 5487)

COLA

**Amount to Gov't in Favor of Guard**

Retirement Benefit (R.A. 7641)

SSS Premium

Philhealth Contribution

State Insurance Fund

Pag-Ibig Fund

**TOTAL AMOUNT TO GUARD & GOV'T****AGENCY FEE**

Administrative Overhead and Margin

**VALUE ADDED TAX** (Agency Fee x 12%VAT-RMC-39-2007)

**MINIMUM CONTRACT RATE FOR 8 HOURS****AMOUNT/GUARD/MONTH**

\_\_\_\_\_  
Company

\_\_\_\_\_  
Name of Authorized  
Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**FINANCIAL OFFER (FORM 3.2.A)**

PCA PROVINCIAL OFFICE – Zamboanga del Norte (Dipolog)

No. of days/year

**395.00****Amount to Guard**

New Daily Wage (DW)

Ave. Pay/Month (DW x no. of days per yr/12)

Night Differential Pay (Ave. Pay/mo. x 10% x1/3)

13<sup>th</sup> Month Pay (DW x 365/12/12)

5 Days Incentive Pay (DW+COLA x 5/12)

Uniform Allowance (R.A. 5487)

COLA

**Amount to Gov't in Favor of Guard**

Retirement Benefit (R.A. 7641)

SSS Premium

Philhealth Contribution

State Insurance Fund

Pag-Ibig Fund

**TOTAL AMOUNT TO GUARD & GOV'T****AGENCY FEE**

Administrative Overhead and Margin

**VALUE ADDED TAX** (Agency Fee x 12%VAT-RMC-39-2007)**MINIMUM CONTRACT RATE FOR 8 HOURS****AMOUNT/GUARD/MONTH**\_\_\_\_\_  
Company\_\_\_\_\_  
Name of Authorized  
Representative\_\_\_\_\_  
Signature\_\_\_\_\_  
Date

**FINANCIAL OFFER (FORM 3.3)**  
PCA REGIONAL OFFICE X

No. of days/year **395.00**

**Amount to Guard**

New Daily Wage (DW)

Ave. Pay/Month (DW x no. of days per yr/12)

Night Differential Pay (Ave. Pay/mo. x 10% x 1/3)

13<sup>th</sup> Month Pay (DW x 365/12/12)

5 Days Incentive Pay (DW+COLA x 5/12)

Uniform Allowance (R.A. 5487)

COLA

**Amount to Gov't in Favor of Guard**

Retirement Benefit (R.A. 7641)

SSS Premium

Philhealth Contribution

State Insurance Fund

Pag-Ibig Fund

**TOTAL AMOUNT TO GUARD & GOV'T****AGENCY FEE**

Administrative Overhead and Margin

**VALUE ADDED TAX** (Agency Fee x 12% VAT-RMC-39-2007)

**MINIMUM CONTRACT RATE FOR 8 HOURS****AMOUNT/GUARD/MONTH**

\_\_\_\_\_  
Company

\_\_\_\_\_  
Name of Authorized  
Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**FINANCIAL OFFER (FORM 3.4)**  
PCA REGIONAL OFFICE XI

No. of days/year **395.00**

**Amount to Guard**

New Daily Wage (DW)

Ave. Pay/Month (DW x no. of days per yr/12)

Night Differential Pay (Ave. Pay/mo. x 10% x 1/3)

13<sup>th</sup> Month Pay (DW x 365/12/12)

5 Days Incentive Pay (DW+COLA x 5/12)

Uniform Allowance (R.A. 5487)

COLA

**Amount to Gov't in Favor of Guard**

Retirement Benefit (R.A. 7641)

SSS Premium

Philhealth Contribution

State Insurance Fund

Pag-Ibig Fund

**TOTAL AMOUNT TO GUARD & GOV'T****AGENCY FEE**

Administrative Overhead and Margin

**VALUE ADDED TAX** (Agency Fee x 12%VAT-RMC-39-2007)

**MINIMUM CONTRACT RATE FOR 8 HOURS****AMOUNT/GUARD/MONTH**

\_\_\_\_\_  
Company

\_\_\_\_\_  
Name of Authorized  
Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**FINANCIAL OFFER (FORM 3.5)**  
**DAVAO RESEARCH CENTER**

No. of days/year **395.00**

**Amount to Guard**

New Daily Wage (DW)

Ave. Pay/Month (DW x no. of days per yr/12)

Night Differential Pay (Ave. Pay/mo. x 10% x 1/3)

13<sup>th</sup> Month Pay (DW x 365/12/12)

5 Days Incentive Pay (DW+COLA x 5/12)

Uniform Allowance (R.A. 5487)

COLA

**Amount to Gov't in Favor of Guard**

Retirement Benefit (R.A. 7641)

SSS Premium

Philhealth Contribution

State Insurance Fund

Pag-Ibig Fund

**TOTAL AMOUNT TO GUARD & GOV'T**

**AGENCY FEE**

Administrative Overhead and Margin

**VALUE ADDED TAX** (Agency Fee x 12% VAT-RMC-39-2007)

**MINIMUM CONTRACT RATE FOR 8 HOURS**

**AMOUNT/GUARD/MONTH**

\_\_\_\_\_  
 Company

\_\_\_\_\_  
 Name of Authorized  
 Representative

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

**FINANCIAL OFFER (FORM 3.6)**  
PCA REGIONAL OFFICE XII

No. of days/year **395.00**

**Amount to Guard**

New Daily Wage (DW)

Ave. Pay/Month (DW x no. of days per yr/12)

Night Differential Pay (Ave. Pay/mo. x 10% x 1/3)

13<sup>th</sup> Month Pay (DW x 365/12/12)

5 Days Incentive Pay (DW+COLA x 5/12)

Uniform Allowance (R.A. 5487)

COLA

**Amount to Gov't in Favor of Guard**

Retirement Benefit (R.A. 7641)

SSS Premium

Philhealth Contribution

State Insurance Fund

Pag-Ibig Fund

**TOTAL AMOUNT TO GUARD & GOV'T**

**AGENCY FEE**

Administrative Overhead and Margin

**VALUE ADDED TAX** (Agency Fee x 12% VAT-RMC-39-2007)

**MINIMUM CONTRACT RATE FOR 8 HOURS**

**AMOUNT/GUARD/MONTH**

\_\_\_\_\_  
Company

\_\_\_\_\_  
Name of Authorized  
Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**FINANCIAL OFFER (FORM 3.7)**  
PCA REGIONAL OFFICE XIII

No. of days/year **395.00**

**Amount to Guard**

New Daily Wage (DW)

Ave. Pay/Month (DW x no. of days per yr/12)

Night Differential Pay (Ave. Pay/mo. x 10% x 1/3)

13<sup>th</sup> Month Pay (DW x 365/12/12)

5 Days Incentive Pay (DW+COLA x 5/12)

Uniform Allowance (R.A. 5487)

COLA

**Amount to Gov't in Favor of Guard**

Retirement Benefit (R.A. 7641)

SSS Premium

Philhealth Contribution

State Insurance Fund

Pag-Ibig Fund

**TOTAL AMOUNT TO GUARD & GOV'T****AGENCY FEE**

Administrative Overhead and Margin

**VALUE ADDED TAX** (Agency Fee x 12% VAT-RMC-39-2007)

**MINIMUM CONTRACT RATE FOR 8 HOURS****AMOUNT/GUARD/MONTH**

\_\_\_\_\_  
Company

\_\_\_\_\_  
Name of Authorized  
Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**FINANCIAL OFFER (FORM 3.8)**  
PCA REGIONAL OFFICE XIV

No. of days/year **397.10**

**Amount to Guard**

New Daily Wage (DW)

Ave. Pay/Month (DW x no. of days per yr/12)

Night Differential Pay (Ave. Pay/mo. x 10% x 1/3)

13<sup>th</sup> Month Pay (DW x 365/12/12)

5 Days Incentive Pay (DW+COLA x 5/12)

Uniform Allowance (R.A. 5487)

COLA

**Amount to Gov't in Favor of Guard**

Retirement Benefit (R.A. 7641)

SSS Premium

Philhealth Contribution

State Insurance Fund

Pag-Ibig Fund

**TOTAL AMOUNT TO GUARD & GOV'T**

**AGENCY FEE**

Administrative Overhead and Margin

**VALUE ADDED TAX** (Agency Fee x 12% VAT-RMC-39-2007)

**MINIMUM CONTRACT RATE FOR 8 HOURS**

**AMOUNT/GUARD/MONTH**

\_\_\_\_\_  
Company

\_\_\_\_\_  
Name of Authorized  
Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**FINANCIAL OFFER (FORM 3.9)**  
CSPC AROMAN COTABATO

No. of days/year **395.00**

**Amount to Guard**

New Daily Wage (DW)

Ave. Pay/Month (DW x no. of days per yr/12)

Night Differential Pay (Ave. Pay/mo. x 10% x 1/3)

13<sup>th</sup> Month Pay (DW x 365/12/12)

5 Days Incentive Pay (DW+COLA x 5/12)

Uniform Allowance (R.A. 5487)

COLA

**Amount to Gov't in Favor of Guard**

Retirement Benefit (R.A. 7641)

SSS Premium

Philhealth Contribution

State Insurance Fund

Pag-Ibig Fund

**TOTAL AMOUNT TO GUARD & GOV'T**

**AGENCY FEE**

Administrative Overhead and Margin

**VALUE ADDED TAX** (Agency Fee x 12%VAT-RMC-39-2007)

**MINIMUM CONTRACT RATE FOR 8 HOURS**

**AMOUNT/GUARD/MONTH**

\_\_\_\_\_  
Company

\_\_\_\_\_  
Name of Authorized  
Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**FINANCIAL OFFER (FORM 4.0)**  
ZAMBOANGA RESEARCH CENTER - ZAMBOANGA CITY

No. of days/year **395.00**

**Amount to Guard**

New Daily Wage (DW)

Ave. Pay/Month (DW x no. of days per yr/12)

Night Differential Pay (Ave. Pay/mo. x 10% x 1/3)

13<sup>th</sup> Month Pay (DW x 365/12/12)

5 Days Incentive Pay (DW+COLA x 5/12)

Uniform Allowance (R.A. 5487)

COLA

**Amount to Gov't in Favor of Guard**

Retirement Benefit (R.A. 7641)

SSS Premium

Philhealth Contribution

State Insurance Fund

Pag-Ibig Fund

**TOTAL AMOUNT TO GUARD & GOV'T****AGENCY FEE**

Administrative Overhead and Margin

**VALUE ADDED TAX** (Agency Fee x 12%VAT-RMC-39-2007)

**MINIMUM CONTRACT RATE FOR 8 HOURS****AMOUNT/GUARD/MONTH**

\_\_\_\_\_  
Company

\_\_\_\_\_  
Name of Authorized  
Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**FINANCIAL OFFER (FORM 4.1)**  
ALBAY RESEARCH CENTER

No. of days/year

**395.00****Amount to Guard**

New Daily Wage (DW)

Ave. Pay/Month (DW x no. of days per yr/12)

Night Differential Pay (Ave. Pay/mo. x 10% x 1/3)

13<sup>th</sup> Month Pay (DW x 365/12/12)

5 Days Incentive Pay (DW+COLA x 5/12)

Uniform Allowance (R.A. 5487)

COLA

**Amount to Gov't in Favor of Guard**

Retirement Benefit (R.A. 7641)

SSS Premium

Philhealth Contribution

State Insurance Fund

Pag-Ibig Fund

**TOTAL AMOUNT TO GUARD & GOV'T****AGENCY FEE**

Administrative Overhead and Margin

**VALUE ADDED TAX** (Agency Fee x 12% VAT-RMC-39-2007)**MINIMUM CONTRACT RATE FOR 8 HOURS****AMOUNT/GUARD/MONTH**\_\_\_\_\_  
Company\_\_\_\_\_  
Name of Authorized  
Representative\_\_\_\_\_  
Signature\_\_\_\_\_  
Date

## Contract Agreement Form

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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, viz., *[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]* (hereinafter called “the Contract Price”).

### NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:

- (a) the Supplier’s Bid, including the Technical and Financial Proposals, and all other documents/statements submitted (*e.g.* bidder’s response to clarifications on the bid), including corrections to the bid resulting from the Procuring Entity’s bid evaluation;
- (b) the Schedule of Requirements;
- (c) the Technical Specifications;
- (d) the General Conditions of Contract;
- (e) the Special Conditions of Contract;
- (f) the Performance Security; and
- (g) the Entity’s Notice of Award.

3. In consideration of the payments to be made by the Entity ~~to the Supplier as~~ hereinafter mentioned, the Supplier hereby covenants with the Entity to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract

4. The Entity hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the time and in the manner prescribed by the contract.

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

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Entity)

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

\_\_\_\_\_

## Omnibus Sworn Statement

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

### AFFIDAVIT

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

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

*If a sole proprietorship:* I am the sole proprietor 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 following responsibilities as a Bidder:
  - a) Carefully examine all of the Bidding Documents;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
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.

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

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

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

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_\_\_ *[date issued]*, *[place issued]*

IBP No. \_\_\_\_\_ *[date issued]*, *[place issued]*

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Series of \_\_\_\_\_

\* This form will not apply for WB funded projects. Bank Guarantee Form for Advance Payment

## Bank Guarantee Form for Advance Payment

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To: *[name and address of PROCURING ENTITY]*  
*[name of Contract]*

Gentlemen and/or Ladies:

In accordance with the payment provision included in the Special Conditions of Contract, which amends Clause **Error! Reference source not found.** of the General Conditions of Contract to provide for advance payment, *[name and address of Supplier]* (hereinafter called the "Supplier") shall deposit with the PROCURING ENTITY a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract in an amount of *[amount of guarantee in figures and words]*.

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

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

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

Yours truly,

Signature and seal of the Guarantors

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*[name of bank or financial institution]*

---

*[address]*

---

*[date]*

## BID SECURING DECLARATION FORM

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REPUBLIC OF THE PHILIPPINES)

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

X-----X

### BID SECURING DECLARATION

Invitation to Bid: Public Bidding No. \_\_\_\_\_

To: The Philippine Coconut Authority

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

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, 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 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;
  - (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.

---

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

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

[Insert NAME OF BIDDER'S AUTHORIZED  
REPRESENTATIVE]

[Insert Signatory's Legal Capacity]  
Affiant

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

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

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_\_\_ [date issued], [place issued]

IBP No. \_\_\_\_\_ [date issued], [place issued]

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**STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT SIMILAR TO THE CONTRACT TO BE BID**

This is to certify that _____ (company, address) _____ has the following completed contracts for the period CY (within five (5) years from the date of submission and receipt of bids, a contract similar to the Project)						
Date of the Contract	Contracting Party	Name of Contract	Kinds of Goods	Amount of Contract (adjusted to current prices, if necessary)	Date of Delivery/End-user's Acceptance	Date of Official Receipt
_____ Name and Signature of Authorized Representative				_____ Date		

**\*Instructions:**

- a) Cut-off date: the day **before the deadline of** submission of bids.
- b) In the column under "Dates", indicate the dates of Delivery/End-user's Acceptance and Official Receipt. (Attach certified copies)
- c) **"Name of Contract"**. Indicate the Nature/Scope of the Contract to determine the relevance of the entry with the Procurement at hand. *Example: "Supply and Delivery of Generator Set"*
- d) Per ITB clause 12.1.a (ii.7) amount of completed contracts, adjusted by the Bidder to current prices using PSA's consumer price index, if necessary for the purpose of meeting the SLCC requirement
- e) The SLCC must be supported with the following: NOA, Contract Agreement, NTP, Certificate of Completion or Official Receipt (OR) of the completed contracts

**STATEMENT OF: (I) ONGOING CONTRACTS AND; (II) AWARDED BUT NOT YET STARTED CONTRACTS**

This is to certify that _____ (company, address) has the following ongoing and awarded but not yet started contracts:						
Date of the Contract	Contracting Party	Name of Contract	Kinds of Goods	Amount of Contract	Value of Outstanding Contracts	Bidder is A) Manufacturer B) Supplier C) Distributor

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Name and Signature of  
Authorized Representative

---

Date

\*Instructions:

- a) State here all government and private contracts which may be **similar or not similar** to the project called for bidding as of: **The day before the deadline of** submission of bids.
- b) The total amount of the ongoing and awarded but not yet started contracts should be consistent with those used in the Net Financial Contracting Capacity (NFCC) in case an NFCC is submitted as an eligibility document.
- c) **“Name of Contract”**. Indicate here the Nature/Scope of the Contract for easier tracking of the entries/representations. *Example: “Supply and Delivery of Generator Set”*
- d) The list of ongoing contracts must be supported with a Notice of Award/Purchase Order or Contract Agreements or Notice to Proceed

## Joint Venture Agreement

### KNOW ALL MEN BY THESE PRESENTS:

This **JOINT VENTURE AGREEMENT** (hereinafter referred to as the "Agreement"), entered into this \_\_\_\_ day of \_\_\_\_\_ 20\_\_ at \_\_\_\_\_ City, Philippines by and among:

\_\_\_\_\_, a domestic corporation duly organized, registered and existing under and by virtue of the laws of the Republic of the Philippines, with office address at \_\_\_\_\_, represented by its \_\_\_\_\_, \_\_\_\_\_, hereinafter referred to as "\_\_\_\_\_";

- and -

\_\_\_\_\_, a domestic corporation duly organized, registered and existing under and by virtue of the laws of the Republic of the Philippines, with office address at \_\_\_\_\_, represented by its \_\_\_\_\_, \_\_\_\_\_, hereinafter referred to as "\_\_\_\_\_";

- and -

\_\_\_\_\_ a foreign corporation organized and existing under and by virtue of the laws of \_\_\_\_\_, represented by its \_\_\_\_\_, \_\_\_\_\_, hereinafter referred to as "\_\_\_\_\_";



(Henceforth collectively referred to as the “Parties”

**WITNESSETH: That**

**WHEREAS**, the Philippine Coconut Authority (PCA) has recently published an Invitation to Apply for Eligibility and to Bid for the Supply and Delivery of \_\_\_\_\_ for the \_\_\_\_\_;

**WHEREAS**, the parties have agreed to pool their resources together to form the “\_\_\_\_\_ Joint Venture”, hereinafter referred to as the Joint Venture, under the laws of the Philippines, for the purpose of participating in the abovementioned procurement of PS-DBM;

NOW, THEREFORE, for and in consideration of the foregoing premises and the covenants hereto set forth, the Parties have agreed as follows:

## **ARTICLE I ORGANIZATION OF THE JOINT VENTURE**

SECTION 1. Formation – The Parties do hereby agree and bind themselves to establish, form and organize a Joint Venture pursuant to the laws of the Republic of the Philippines, in order for the JV to carry on the purposes and objectives for which it is created;

SECTION 2. Name – The name and style under which the JV shall be conducted is “\_\_\_\_\_”;

SECTION 3. Principal Place of Business – The JV shall maintain its principal place of business at \_\_\_\_\_;

SECTION 4. Preparation and Documentation – The Parties shall secure and/or execute such certifications, documents, deeds and instruments as may be required by the laws of the Republic of the Philippines for the realization of the JV and in compliance with the Project. Further, they shall do all other acts and things requisite for the continuation of the JV pursuant to applicable laws;

SECTION 5. The Joint Venture shall be represented by the \_\_\_\_\_ in all biddings, related procurement transactions and other official dealings that it shall enter into with the PCA and third parties, such transactions to include, among others, the submission of eligibility documents, bids, registration documents obtaining bonds, performing the principal contract in the event that the contract is awarded in favor of the Joint Venture, receipt of payment for goods delivered, and similar and related activities.

SECTION 6. The period of the Joint Venture shall begin upon execution of this Agreement and shall continue until the complete performance of its contractual obligations to PCA, as described in Article II hereof, or upon its termination for material breach of any term or condition of this Agreement, by service of a written statement in English on the other Party, not less than 90 days prior to the intended date termination.

## **ARTICLE II PURPOSE**

SECTION 1. The primary purpose of the Joint Venture is to participate in the public bidding to be conducted by the PCA Bids and Awards Committee for the supply and delivery of \_\_\_\_\_ for the \_\_\_\_\_ .

SECTION 2. If the above-described contract/s is/are awarded to the Joint Venture, the Joint Venture shall undertake the performance thereof to PCA, and such other incidental activities necessary for the completion of its contractual obligations.

## **ARTICLE III SOLIDARY LIABILITY OF THE PARTIES**

SECTION 1. In the performance of the contract/s that may be awarded to the Joint Venture by the PS-DBM, and all other related activities/obligations, as described in Article II hereof, the Parties bind themselves jointly and solidarily, in the concept of solidarily debtors, subject to the right of reimbursement, as provided in the relevant provisions of the Civil Code of the Philippines.

## **ARTICLE IV CONTRIBUTION AND OTHER ARRANGEMENTS**

SECTION 1. Contribution – The Parties shall contribute the amount of \_\_\_\_\_ (Php \_\_\_\_\_) to support the financial requirements of the Joint Venture, in the following proportion:

A.	-	P	.00
B.	-	P	<u>.00</u>
TOTAL		-	<u><u>P .00</u></u>

Additional contributions to the Joint Venture shall be made as may be required for contract implementation. In addition, \_\_\_\_\_ shall contribute any labor and contract management requirements.

SECTION 2. Profit Sharing – The share of the Parties to the JV from any profit derived or obtained from the implementation and execution of the Project shall be distributed pro rata to each, in accordance with the contribution and resources each has provided to the JV;

SECTION 3. Liquidation and Distributions – Any sum remaining after deducting from the total of all moneys or benefits received for the performance of the contract, all costs incurred by the JV after award of the contract for the Project pursuant to the accounting practices established for the JV, shall be distributed in accordance with the relative balances in the accounts of each Party pursuant to Sec.1 of this Article upon completion, final accounting, termination and liquidation of the JV. In the event of liquidation and termination of JV, and after taking into account the shares of the Parties in all income, gain, deductions, expenses, and losses, should the account of a Party contain a negative balance, such Party shall contribute cash to the JV sufficient to restore the said balance to zero;

SECTION 4. Sharing of Burden of a Net Loss – In case a net loss is incurred, additional contributions shall be made by the Parties in accordance with their respective shares.

## **ARTICLE V MISCELLANEOUS PROVISIONS**

SECTION 1. The provisions of the Instructions to Bidders, Supplemental Bid Bulletin, and other bidding documents issued by the PCA in relation to the contract described in Article II hereof, shall be deemed incorporated in this Agreement and made an integral part thereof.

SECTION 2. This Agreement shall be binding upon and inure to the benefit of the Parties and their respective successors and assigns.

SECTION 3. The Parties herein are duly represented by their authorized officers.

SECTION 4. Governing Law - This Agreement shall be governed by and construed according to the laws of the Republic of the Philippines. Venue of any court action arising from this Agreement shall be exclusively laid before the proper court of the \_\_\_\_\_, Philippines.

IN WITNESS WHEREOF, the parties have set their hands and affixed their signatures on the date and place first above-stated.

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signed in the Presence of:

\_\_\_\_\_  
\_\_\_\_\_

### ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.  
PROVINCE OF (in the case of Municipality \_\_\_\_\_)

BEFORE ME, a Notary Public for and in the City/Municipality of \_\_\_\_\_ (indicate also the Province in the case of Municipality \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_ (month & year) \_\_\_\_\_ personally appeared the following:

Name

ID Name, Number and Validity Date

Known to me and to me known to be the same persons who executed the foregoing instrument and they acknowledge to me that the same is their free and voluntary act and deed and that of the corporation(s) they represent.

This instrument refers to a Joint Venture Agreement consisting of \_\_\_\_\_ pages, including the page on which this Acknowledgement is written, and signed by the parties and their instrumental witnesses.

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

#### NAME OF NOTARY PUBLIC

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

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NAME OF PROJECT

PUBLIC BIDDING No. \_\_\_\_\_

Approved Budget for the Contract: ₱ \_\_\_\_\_

### CERTIFICATE OF NET FINANCIAL CONTRACTING CAPACITY

(Please show figures at how you arrived at the NFCC)

This is to certify that our Net Financial Contracting Capacity (NFCC) is Philippine Pesos \_\_\_\_\_ (₱ \_\_\_\_\_) which is at least equal to the total ceiling price we are bidding. The amount is computed as follow:

**NFCC** = [(Current Assets minus Current Liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under on-going contracts, including awarded contracts yet to be started, coinciding with the contract to be bid.

$$\text{NFCC} = [(\text{CA}-\text{CL}) (15)] - \text{C}$$

Issued this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

---

\_\_\_\_\_  
**Name & Signature of Authorized Representative**

\_\_\_\_\_  
**Position**

\_\_\_\_\_  
**Date**

**Notes:**

1. **For Local Company:** The Value of the bidder's current assets and current liabilities must be based on the date submitted to the BIR, through its Electronic Filing and Payment System
2. The value of all outstanding or uncompleted contracts refers to those listed per statements submitted.
3. The detailed computation using the required formula must be shown.
4. The NFCC computation must be at least equal to the ABC of the project.

### CERTIFICATE OF FILING OR NON-FILING OF CASES

I/We. \_\_\_\_\_, of legal age, after having been duly sworn in accordance with law, hereby depose and state that:

1. I/We am/are the bidder/s in the project: \_\_\_\_\_  
for the Philippine Coconut Authority (PCA) as the procuring entity;

2. I/We

☐ have NOT commenced

☐ have commenced (Specify details of the case/complaint: \_\_\_\_\_)

action or proceeding in relation to projects/items similar in nature to the project bidden herein;

3. If yes in No. 2, I/We have

☐ NOT applied for

☐ applied for

a Temporary Restraining Order/Writ of Preliminary Injunction against any government procurement agency/ies, including its directors, officers or employees in any court/tribunal, forum/agency, including the Office of the Ombudsman or Office of the President relative to the above;

4. I have read the contents herein and state the above are true and correct and of my personal knowledge; and

5. Should we file a similar action of TRO/Injunction in any tribunal/forum, we shall inform the Bids and Awards Committee of PCA within three (3) days from filing thereof.

\_\_\_\_\_  
Affiant

SUBSCRIBED AND SWORN to before me this \_\_\_\_ day of \_\_\_\_\_. 20\_\_ at \_\_\_\_\_, affiant exhibiting to me his/her \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

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Series of \_\_\_\_\_

## Guide on Sealing and Marking of Bids

1. Each Bidder shall submit one (1) original and two (2) copies of the first and second components of its bid.
2. Bids shall be enclosed in one (1) sealed envelope properly marked and signed.
3. All bids/proposals shall be bound or fastened with labels. Using clips is strongly discouraged.

