

Bids and Awards Committee for Goods (BAC-G)

PROCUREMENT OF AOR IVD - NEW CLARK CITY PROJECT AREAS

BID BULLETIN NO. 2

This Bid Bulletin contains clarifications raised during the Pre-bid Conference on **23 February 2026 at 2:00 PM**, as well as queries sent by the prospective bidders via email and other matters related to the above Project.

A. QUERIES/QUESTIONS FROM THE PROSPECTIVE BIDDERS

QUERY	CLARIFICATION
<p>1. Clarification on Section III. Bid Data Sheet, Section 5.4 states that "The Bidder's SLCC, similar to the contract to be bid, should have been completed within three (3) years prior to the date of submission and receipt of bids.</p>	<p>For SLCC, Company's Similar Contract completed within the period, March 2023 to March 2026.</p> <p><i>"Similar Contracts" shall refer to contracts involving the provision of security services.</i></p>
<p>2. Clarification on the award criterion for this project? Under the New Government Procurement Act (RA 12009) - Most Economically Advantageous Responsive Bid (MEARB).</p> <p>The competition for this criterion is the submitted documents? Because the PADPAO rate cost distribution is already included here, we will no longer adopt the lowest-calculated and responsive bid, because we are now more economical, right?</p>	<p>The evaluation for this project shall be based on the Most Economically Advantageous Responsive Bid (MEARB), in accordance with Republic Act (R.A.) No. 12009. Under this criterion, the quality of the bids accounts for 85% of the score, while the financial offer accounts for 15%.</p> <p>This means that competition will be determined primarily by the quality and completeness of the submitted documents and proposals, rather than by the lowest calculated and responsive bid.</p>
<p>3. We are adopting the PADPAO Policy, but under Republic Act No. 11917 (Private Security Services Industry Act) the minimum admin fee is 20%. In the PADPAO rate as attached in the Bidding</p>	<p>The Agency Fee shall not be lower than 20% in accordance with DOLE Order No. 150-16. While PADPAO standards reflect 24%, bidders are required to meet at least the 20%</p>

<p>Documents, the calculation of the admin fee is 24%, which of which should we use?</p>	<p>minimum threshold.</p> <p>The prospective bidders are not allowed to submit a bid with less than the 20% administrative fee.</p> <p><i>Reference:</i></p> <p>The Agency Fee should not be lower than 20%. Per DOLE Order No.150-16, Section 4. (b), the standard administrative fee shall not be less than 20% of the total contract cost.</p>
<p>4. This is contradictory, we have a discount on the bid form because it is also a law in RA 12009. Should we adopt the discount on the bid form or not?</p>	<p>Discount may be applied in the financial bid form. See attached format.</p>
<p>5. Just want to clarify regarding the non-pending case of six (6) months, can you consider the validity of the non-pending case or do you have grounds for the pointing system.</p>	<p>Bidders must provide certification that they have no pending case within six (6) months issued by the Supervisory Office for Security and Investigation Agencies (SOSIA) or Regional Civil Security Unit (RCSU) prior to bid submission. No pointing system shall be applied.</p>
<p>6. Clarification on the submission of the 201 files of all deployed security personnel.</p>	<p>The 201 files of deployed personnel shall be submitted during contract implementation.</p>
<p>7. Not included under the wage adjustment only the amount to guard and government. Shall be adjusted and not the Agency Fee. Since the company cannot adjust to the competition</p>	<p>As provided under Section 12.7.1 of the TOR, states that "Only the amount to the guard and government shall be adjusted and <u>Not</u> the Agency Fee".</p> <p>This means that any adjustments allowed under the contract shall apply only to the wages of the security guards and government-mandated contributions. The Agency Fee is</p>

	fixed and shall not be subject to any adjustment, discount or modification.
8. Clarification on the Quality Evaluation Sheet - Annex G (scoring sheet) do we need to submit this document during the first bid submission? Also, can we get a copy of the checklist?	See attached " ANNEX G " - Scoring Sheet All documents required must be submitted along with the technical documents during bid submission.
9. Clarifications on the Statement of all Ongoing contracts, what supporting documents shall we need to attach?	This requirement is merely a statement of all ongoing contracts using the prescribed form, SF-G&S-19A. Bidders are not required to attach physical copies of the Notice of Award (NOA), Notice to Proceed (NTP), or the contract itself.
10. The Pagibig and Philhealth are not issuing a certificate of compliances, are we required to provide a Certified True Copy of Social Security System receipt.	Yes. In the absence of a Certificate of Compliance, bidders may submit certified true copies of the latest and updated payment remittances.
11. Applicable Administrative/Overhead Rate We respectfully request clarification on whether the applicable rate to be followed is twenty-four percent (24%) based on PADPAO standards or twenty percent (20%) in accordance with DOLE guidelines.	The Agency Fee should not be lower than 20%, in accordance with DOLE Order No. 150-16, Section 4. (b), the standard administrative fee shall not be less than 20% of the total contract cost.
12. Quality Proposal Requirements a. Presentation of Major Tools and Equipment We understand that certain major tools and equipment are required, including but not limited to the following: <ul style="list-style-type: none"> • 4-wheel vehicle (model and capabilities); • Motorcycle (model and capabilities); • CCTV system (capabilities and memory retention); and 	Clarification on Presentation of Major Tools and Equipment As stated in Section 4.2.2 of the TOR, bidders are not required to procure the major tools and equipment prior to award of contract. Instead, bidders may submit an Affidavit of Undertaking or Reservation, provided that specifications and pictures of the tools and equipment are attached. Actual procurement of the required equipment shall only be necessary



<ul style="list-style-type: none">• Squad tent (type and capacity) <p>May we clarify whether these may be presented by the winning bidder? Procuring such major equipment prior to the award of contract may impose a significant financial burden on bidders who may not ultimately be awarded the project. We respectfully seek your guidance on whether submission of proof of availability, intent to procure, or similar documentation would be acceptable at the post-qualification stage.</p> <p>b. Compliance with Mandatory Government Contributions.</p> <p>With respect to the requirement for submission of the latest proof of payment of mandatory government contributions, we would like to clarify the following:</p> <ul style="list-style-type: none">• For Pag-IBIG Fund, we secured a clearance dated February 11, 2026. We understand that Pag-IBIG issues clearance on a yearly basis.• For PhilHealth, we obtained a clearance dated January 15, 2026. <p>May we confirm whether submission of the available clearances together with the most recent payment receipts would suffice to demonstrate compliance?</p> <p>We respectfully note that remittances for January 2026 are due at the end of the following month, or on February 28, 2026.</p>	<p>once the bidder is awarded the contract.</p> <p>b) For PAG-IBIG Fund, a clearance certificate covering the whole period of 2025 will be accepted. The same applies to PHILHEALTH if the clearance also covers the whole period of 2025.</p> <p>For SSS, the latest payment for the month of January 2026 must be submitted.</p> <p>All clearances and proof of payment must be certified true copies issued by the concerned government agency.</p> <p>In the absence of such Certification, bidders may submit certified true copies of the latest and updated payment remittances.</p>
---	---

<p>13. May we know if you will allow the bidders to bid with discount in any form such as discount on government mandatories and/or one time discount?</p> <p>Also, may we know if the price schedule provided must be followed strictly?</p> <p>Are the bidders not allowed to make any modification and/or adjustment to the figures/amount provided ?</p>	<p>Yes, bidders are allowed to offer a discount, but only as indicated in the prescribed Financial Bid Form.</p> <p>Yes, the price schedule included in the bidding documents must be followed strictly by the bidder in accomplishing the financial bid.</p> <p>No, bidders are not permitted to modify or adjust figures, amounts, or unit prices in their submitted financial bid proposals after the deadline for submission of bids.</p>
<p>14. May we request the copy of forms to be used for the list of ongoing contracts, SLCC and NFCC please?</p>	<p>The list of ongoing contracts, SLCC and NFCC are hereto attached as "ANNEX A B & C".</p>
<p>15. May we kindly confirm whether the required document must be a certified true copy issued by its government agency, or if a company-certified true copy will be?</p> <p>Further, may we kindly clarify whether a certification issued in February 2026, which is reflected only up to December 2025, will be deemed compliant with the bidding requirement?</p>	<p>All clearances and proof of payment must be certified true copies issued by the concerned government agency that issued the documents.</p>
<p>16. We request an extension of the Bid Submission deadline due to the complexity of the bid and its requirements.</p>	<p>No extension for the deadline of Bid Submission.</p> <p>In accordance with the approved procurement schedule, all bids must be duly received by the Bids and Awards Committee (BAC) Secretariat through manual submission, on or before 09 March 2026, 9:00 AM. Late bids shall not be accepted. Bidders are strongly advised to prepare and submit their bids ahead of the deadline to avoid delays.</p>

- b. Observers or representatives who show signs of flu-related symptoms are advised to attend online and will not be allowed entry into BCDA premises; and
- c. Only two (2) in-person representatives per bidder are allowed to join the bid opening.

This Bid Bulletin is being issued pursuant to Section 51.5 of the Implementing Rules and Regulations of Republic Act No. 12009.

Issued on **02 March 2026 (Monday)** in Taguig City.

BIDS AND AWARDS COMMITTEE FOR GOODS

By:



ATTY. ELVIRA V. ESTANISLAO
Chairperson

"ANNEX A"

SF-G&S-19A

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

Business Name : _____
Business Address : _____

Name of the Contract	Date of the Contract	Contract Duration	Owner's Name and Address	Kinds of Goods	Amount of Contract	Value of Outstanding Contracts	Date of Delivery
Government Contracts:							
1							
2							
Private Contracts:							
1							
2							
Total Amount:							

*Continue in a separate sheet if necessary.

Submitted by _____
Signature over Printed Name of Authorized Representative

Date _____

Note:

- ↓ If there is no ongoing contract including those awarded but not yet started, state none or equivalent term.
- ↓ 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).

Uncontrolled when printed and emailed

"ANNEX B"

SF-G&S-19B

**Statement of Single Largest Completed Contract (SLCC)
Similar in Nature to the Contract to be Bid**

Business Name : _____
Business Address : _____

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

Submitted by _____
Signature over Printed Name of Authorized Representative

Date _____

Note:

This statement shall be supported by ANY of the following:

- ┆ End User's Acceptance, or
- ┆ Official Receipt of the last payment received, or
- ┆ Sales Invoice

Uncontrolled when printed and emailed

"ANNEX C"

Standard Form Number: SF-GOOD-14
Revised on: May 24, 2004

FINANCIAL DOCUMENTS FOR ELIGIBILITY CHECK

- A. Summary of the Applicant Supplier's/Distributor's/Manufacturer's assets and liabilities on the basis of the attached income tax return and audited financial statement, stamped "RECEIVED" by the Bureau of Internal Revenue or BIR authorized collecting agent, for the immediately preceding year and a certified copy of Schedule of Fixed Assets particularly the list of construction equipment.

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

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

NFCC = K (current asset - current liabilities) minus value of all outstanding works under ongoing contracts including awarded contracts yet to be started

$$\text{NFCC} = \text{P} \frac{\text{K} = 15}{\text{K} = 15}$$

Submitted by:

Name of Supplier / Distributor / Manufacturer

Signature of Authorized Representative

Date : _____

NOTE: If Partnership or Joint Venture, each Partner or Member Firm of Joint Venture shall submit the above requirements.

"ANNEX D"

PROCUREMENT SCHEDULE

ACTIVITIES	TIME	DATE	
Opening of Bids	10:00 AM	Monday, March 09, 2026	
Presentation of Detailed Technical Evaluation Results		Thursday, March 12, 2026	
Opening of Financial Bids	10:00 AM	Friday, March 13, 2026	
Bid Evaluation (TWG's detailed evaluation of the submitted bids)		Saturday, March 14, 2026	Thursday, March 19, 2026
Presentation of Detailed Evaluation Results - Determination of the Bidder with the MEARB		Thursday, March 19, 2026	
Approval of MEAB by HoPE		Friday, March 20, 2026	Monday, March 23, 2026
Issuance of Notice for Post-Qualification to Bidder with LCB or SCB or MEAB		Monday, March 23, 2026	
Post Qualification of the Bidder with MEARB		Tuesday, March 24, 2026	Tuesday, March 31, 2026
Deliberation by BAC of the Results of Post Qualification		Tuesday, March 31, 2026	
Issuance of BAC's Recommendation (based on the Results of Post-Qualification)		Tuesday, March 31, 2026	
Approval of BAC Resolution and Notice of Award		Tuesday, April 07, 2026	
Issuance of Notice of Award		Wednesday, April 08, 2026	
Contract Preparation, Approval and Signing		on or before April 18, 2026	
Issuance of Notice to Proceed		on or before April 25, 2026	

**subject to change*

Documents Comprising the Bids: Technical and Financial Components

Note: This shall serve as a guide in the preparation of the bid submission. Any inconsistencies between the Bid Data Sheet (BDS) and this Checklist, the BDS shall prevail.

- 1. The first bid envelope shall contain the following technical documents, including the eligibility documents:**
 - A. PhilGEPS Certificate of Registration (Platinum Membership);
 - B. Statement of SLCC;
 - C. NFCC Computation or committed Line of Credit (LoC);
 - D. Statement 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;
 - E. *[if applicable]* JVA) or in the absence of a JVA, duly notarized statements from all potential JV partners stating that they will enter into and abide by the provisions of the JVA in the event that the bid is successful;
 - F. Bid Security in the prescribed form and amount in accordance with ITB Clause 16, and validity period under ITB Clause 15;
 - G. Technical Specifications, which may include production or delivery schedule, manpower requirements, or after-sales service or parts, if applicable;
 - H. Omnibus Sworn Statement; and
 - I. For foreign Bidders claiming eligibility by reason of their country’s extension of reciprocal rights to Filipinos, a certification from the relevant government office of their country stating that Filipinos are allowed to participate in their government procurement activities for the same item or product.
 - J. Other documents that may be required

- 2. The second bid envelope shall contain the following financial documents:**
 - J. Bid Form which includes the Bid price;
 - K. Price Schedules in accordance with ITB Clause 13.1; and
 - L. *[if applicable]* Certificate of Domestic Preference, in accordance with ITB Clause 25.

**BIDS AND AWARDS
COMMITTEE
for GOODS**

CHECKLIST OF REQUIREMENTS

**PROCUREMENT FOR THE
SECURITY SERVICES FOR AOR IVD
(NCC PROJECT AREAS)**

Bids and Award Committee for Goods (BAC-G)

CHECKLIST OF REQUIREMENTS

**“Each and every page of the Bid Form, including the Price Schedule, under Section VIII hereof, shall be signed by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the bid.”
(Section 17.3 of the Instruction to Bidders of the Bidding Documents)**

BCDA

SECURITY SERVICES FOR AOR IVD (NCC PROJECT AREAS)

PRESENTATION OUTLINE:

- **TECHNICAL AND FINANCIAL REQUIREMENTS;**
- **MARKING AND SEALING OF ENVELOPES;**
- **IMPORTANT REMINDERS; and**
- **SCHEDULE OF BIDDING ACTIVITIES.**

BCDA

CHECKLIST OF REQUIREMENTS

PROPERLY TABBED AS FOLLOWS:

BCDA

CHECKLIST OF REQUIREMENTS

TECHNICAL COMPONENT ENVELOPE
(FIRST ENVELOPE)

BCDA

CHECKLIST OF REQUIREMENTS: CLASS "A" DOCUMENTS - LEGAL DOCUMENTS

**TAB
A**

Valid PhilGEPS Certificate of Registration under Platinum Membership (all pages) in accordance with Section 54.2 (a)(i) of the IRR of RA No. 12009 (New Government Procurement Act).

PhilGEPS Certificate of Registration (Platinum Membership) in accordance with this IRR.

A manufacturer, supplier, distributor, contractor, consultant, or service provider duly registered with the PhilGEPS may participate in a procurement activity undertaken by any Procuring Entity; Provided, That it is the obligation of the said manufacturer, supplier, distributor, contractor, consultant, or service provider to maintain its _____ in accordance with the provisions of this IRR, and its registration type is appropriate and relevant to the particular type of procurement.

BCDA

CHECKLIST OF REQUIREMENTS: CLASS "A" DOCUMENTS - LEGAL DOCUMENTS

Reminder: Valid PhilGEPS Certificate of Registration under Platinum Membership (all pages) in accordance with Section 20.2.9.1 of the IRR of RA No. 12009 (New Government Procurement Act).


20.2.9.1 All manufacturers, suppliers, distributors, contractors, consultants, and service providers shall upload and maintain in PhilGEPS a valid and updated file of the following eligibility documents:

- a) Registration certificate from the Securities and Exchange Commission (SEC) for corporations and partnerships, the DTI for sole proprietorships, or the Cooperative Development Authority (CDA) for cooperatives;
- b) **For corporations, an updated General Information Sheet reflecting the beneficial ownership information duly submitted to the SEC in accordance with its annual reportorial requirements**
- c) Mayor's Permit or Business Permit or its Equivalent Document;
- d) Tax clearance, as finally reviewed and approved by the Bureau of Internal Revenue (BIR);
- e) Philippine Contractors Accreditation Board (PCAB) License and Registration of contractors; and
- f) Audited Financial Statements (AFS), stamped "Received" by the BIR or its duly accredited and authorized institutions for manual submission. For online submission, an email confirmation from the BIR in lieu of the manual "Received" stamping under Revenue Memorandum Circular No. 49-2020 or subsequent relevant issuances.

CHECKLIST OF REQUIREMENTS: CLASS "A" DOCUMENTS - LEGAL DOCUMENTS

Reminder: Valid PhilGEPS Certificate of Registration under Platinum Membership (all pages) in accordance with Section 20.2.9.1 of the IRR of RA No. 12009 (New Government Procurement Act).

ADVISORY
2025-007



SUBMISSION OF UPDATED ELIGIBILITY REQUIREMENT FOR THE CERTIFICATE OF PHILGEPS REGISTRATION (PLATINUM MEMBERSHIP) OF CORPORATIONS

In compliance with the New Government Procurement Act (NGPA) and its implementing Rules and Regulations, with provisions that ensure transparency and accountability in public procurement, the Procurement Service - Department of Budget and Management (PS-DBM) through its Philippine Government Electronic Procurement System (PHILGEPS Office) issues this advisory to inform all corporations that are currently registered as Platinum Members that:

All corporations will now be required to submit the latest General Information Sheet (GIS) reflecting the beneficial ownership information, duly received by the Securities and Exchange Commission. Similarly, all corporations that are current Platinum members must update their eligibility document in the Government of the Philippines - Official Merchant Registry (GoP-OMR).

Please read the caption for more information.

Effective July 15, 2025, or fifteen (15) calendar days after publication of this notice, Corporations are required to submit their latest General Information Sheet (GIS) reflecting the beneficial ownership information, duly received by the Securities and Exchange Commission (SEC). All corporate entities that are existing Platinum Members are likewise required to update their eligibility documents in the Government of the Philippines - Official Merchant Registry (GoP-OMR).

CHECKLIST OF REQUIREMENTS: CLASS "A" DOCUMENTS - TECHNICAL DOCUMENTS



Statement of the Bidder's Single Largest Completed Contract (SLCC), similar to the contract to be bid.

Bidders should have completed, within three (3) years prior from the date of submission and receipt of bids, a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.

OR

A combination of contracts, provided their total value is at least fifty percent (50%) of the ABC, thus: a) The bidder should have completed at least one (1) similar contract amounting to at least twenty-five percent (25%) of the ABC; and b) The bidder should have completed other contracts, whether similar or not, with an aggregate amount of at twenty-five percent (25%) of the ABC.

Similar Contracts shall refer to contracts involving the provision of security services.

CHECKLIST OF REQUIREMENTS: CLASS "A" DOCUMENTS - TECHNICAL DOCUMENTS

**TAB
C**

The Prospective Bidder's Computation of Net Financial Contracting Capacity (NFCC) in accordance with ITB Clause 5 (Section IX, Bidding Forms):

FORMULA:

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

OR,

Committed Line of Credit (CLC) from a Universal or Commercial Bank at least equal to ten percent (10%) of the ABC to be bid.

BCDA

CHECKLIST OF REQUIREMENTS: CLASS "A" DOCUMENTS - TECHNICAL DOCUMENTS

**TAB
D**

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.

BCDA

CHECKLIST OF REQUIREMENTS: CLASS "A" DOCUMENTS - TECHNICAL DOCUMENTS

The TWO (2) Statements (ONGOING AND SLCC) requirements shall indicate the following:

- name of the contract;
- date of the contract;
- contract duration;
- owner's name and address;
- kinds of Goods;
- for Statement of Ongoing Contracts—amount of contract and value of outstanding contracts;
- for Statement of SLCC—the amount of completed contract, adjusted by the Bidder to current prices using PSA's consumer price index, if necessary for the purpose of meeting the SLCC requirement; and,
- date of delivery

CHECKLIST OF REQUIREMENTS: CLASS "A" DOCUMENTS - TECHNICAL DOCUMENTS

REMINDER:

- The statement of ALL ONGOING contracts requirement is merely a "statement" of all ongoing contracts. It refers to a "statement" to be made by the bidder relative to ALL its ongoing government and private contracts, and not the actual submission of the physical NOA, NTP, or Contract.
- The statement of SLCC to be submitted by the bidder shall attach ANY of the following proof:
 - End User's Acceptance; OR,
 - Official Receipt issued for the contract; OR,
 - Sales Invoice issued for the contract, if completed.

CHECKLIST OF REQUIREMENTS: CLASS "A" DOCUMENTS - TECHNICAL DOCUMENTS

FORMS: ONGOING AND SLCC

Statement of All Ongoing Government and Private Contracts
Including Contracts Awarded but not yet Started SF-G&S-19A

Business Name: _____
Business Address: _____

Name of the Contract	Date of the Contract	Contract Duration	Owner's Name/Address/Contract Number	Kind of Goods	Amount of Contract	Value of Outstanding Contracts	Date of Delivery
Government Contracts:							
1							
2							
Private Contracts:							
1							
2							
Total Amount:							

*Continue on a separate sheet if necessary.

Submitted by: _____
Signature over Printed Name of Authorized Representative

Date: _____

Note:

- 1. If there is no ongoing contract including those awarded but not yet started, state none or equivalent term.
- 2. The total amount of the ongoing and awarded but not yet started contracts should be compared with those used in the Financial Contracting Capacity (FCC).

Duly signed by the Bidder's Authorized Representative

Statement of Single Largest Completed Contract (SLCC)
Similar in Nature to the Contract to be Bid SF-G&S-19B

Business Name: _____
Business Address: _____

Name of the Contract	Date of the Contract	Contract Duration	Owner's Name/Address/Contract Number	Kind of Goods	Amount of Contract	Date of Delivery

Submitted by: _____
Signature over Printed Name of Authorized Representative

Date: _____

Note:

This statement shall be supported by ANY of the following:

- 1. End User's Acceptance, or
- 2. Official Receipt of the last payment received, or
- 3. Sales Invoice

Duly signed by the Bidder's Authorized Representative

CHECKLIST OF REQUIREMENTS: CLASS "B" DOCUMENTS - IF APPLICABLE



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.

CHECKLIST OF REQUIREMENTS: CLASS "A" DOCUMENTS - TECHNICAL DOCUMENTS

**TAB
F**

Bid Security in ANY of the following forms and amounts:

- ❖ **Original Copy of Notarized Bid Securing Declaration** *Bidding Forms*
FORM: BID SECURING DECLARATION
- ❖ **Cash or Cashier's/Manager's Check** issued by a Universal or Commercial Bank.
- ❖ **Bank Draft/Guarantee or Irrevocable Letter of Credit** issued by a Universal or Commercial Bank. Provided, that it shall be confirmed or authenticated by a local Universal or Commercial Bank, if issued by a foreign bank. **2% of the ABC**
- ❖ **Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.** **5% of the ABC**

BCDA*

CHECKLIST OF REQUIREMENTS: CLASS "A" DOCUMENTS - TECHNICAL DOCUMENTS

**TAB
G**

Conformity with Technical Specifications (Form) duly signed in every page by the principal bidder or the bidder's authorized representative (Section VII)

- ❑ **Conformity with Schedule of Requirements** (Form) duly signed in every page by the principal bidder or the bidder's authorized representative (Section VI)

BCDA*

CHECKLIST OF REQUIREMENTS: CLASS "A" DOCUMENTS - TECHNICAL DOCUMENTS

**TAB
H**

Original duly signed Notarized Omnibus Sworn Statement in accordance with Section 54.3 of the IRR of RA 12009, and using the form prescribed in Section VIII

Note:

The Notarized Omnibus Sworn Statement shall be accompanied by the Original Notarized Special Power of Attorney, Board/Partnership Resolution, or Original Notarized Secretary's Certificate, whichever is applicable.

BCDA

CHECKLIST OF REQUIREMENTS - OTHER DOCUMENTARY REQUIREMENTS UNDER RA NO. 12009, AS APPLICABLE

**TAB
I**

(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.

BCDA

CHECKLIST OF REQUIREMENTS: CLASS "A" DOCUMENTS - TECHNICAL DOCUMENTS

Form: Omnibus Sworn Statement

<p style="text-align: center;">Omnibus Sworn Statement Form <i>(Note: This duty acknowledgment form shall be submitted with the Bid.)</i></p> <p>REPUBLIC OF THE PHILIPPINES) CITY OF MANILA)</p> <p style="text-align: center;">OMNIBUS SWORN STATEMENT</p> <p>I, (Name of Bidder), of legal age, (Sex), (Civil Status), and with residence at (Address of Bidder), after having been duly sworn in accordance with law, do hereby declare and say as follows:</p> <p>1. Select one (circle the others):</p> <ul style="list-style-type: none"> a. I am proprietor/ I am the sole proprietor or authorized representative of (Name of Firm) with office address at (Address of Bidder) b. I am a partner, copartner, associate or joint venture. I am the duly authorized and designated representative of (Name of Bidder) with office address at (Address of Bidder) c. I am an individual consultant not registered under a sole proprietorship or a case of Consulting Services. I am the individual consultant or authorized representative of (Name of Bidder) with office address at (Address of Bidder) <p>2. Select one (circle the others):</p> <ul style="list-style-type: none"> a. I am proprietor/ I am the sole proprietor or authorized representative of (Name of Bidder). I have full power and authority to execute and perform any and all acts necessary to participate in the bid, and to sign and execute the ensuing contract for (Project Title) in the name of the Procuring Entity, as supported by the attached duly notarized Special Power of Attorney, if authorized representative. b. I am a partner, copartner, associate or joint venture. I am granted full power and authority to execute and perform any and all acts necessary to participate in the bid, and to sign and execute the ensuing contract for (Project Title) in the name of the Procuring Entity, as supported by the attached duly notarized Special Power of Attorney, if authorized representative. c. I am an individual consultant not registered under a sole proprietorship or a case of Consulting Services. I am the individual consultant or authorized representative of (Name of Bidder). I have full power and authority to execute and perform any and all acts necessary to participate in the bid, and to sign and execute the ensuing contract for (Project Title) in the name of the Procuring Entity, as supported by the attached duly notarized Special Power of Attorney, if authorized representative. 	<p>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 governments/foreign or international financing institutions whose blacklisting rules have been recognized by the Government Procurement Policy Board, its Board or by relation, membership, association, affiliation, or consulting interest with another blacklisted person or entity.</p> <p>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.</p> <p>5. (Name of Bidder) is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted.</p> <p>6. Select one (circle the others):</p> <ul style="list-style-type: none"> a. If sole proprietorship. The (Name of Bidder) and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat. b. If partnership. The partnership itself and the partners of (Name of Bidder) are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat. c. If cooperative. The cooperative itself and members of the board of directors, general manager, or chief executive officer of (Name of Bidder) are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat. d. If corporation, or joint venture. The corporation or joint venture itself, and officers, directors, and controlling stockholders of (Name of Bidder) are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat. e. If individual consultant not registered under a sole proprietorship, or a case of Consulting Services. The individual consultant and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat. 	<p>7. It is understood that failure to faithfully disclose its relationship with the Head of the Procuring Entity, members of the BAC, the TWG and the BAC Secretariat, the head of the PMO or the end-user or implementing unit, and the project consultants of the Procuring Entity, or of the procurement agent by consanguinity or affinity up to the third civil degree, as well as its submission of beneficial ownership information containing false entries shall be subject to blacklisting under Section 100 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 10963, without prejudice to criminal and civil liabilities under applicable laws, including their accessory penalties. I am:</p> <p>Select one (circle the rest)</p> <ul style="list-style-type: none"> a. in case of corporation. (Name of Bidder) declares its beneficial ownership information consistent with its updated General Information Sheet or Beneficial Ownership Declaration Form or any other document duly submitted to the SEC and has maintained a valid and updated file therein in compliance with Sections 20, 21, 91, and 92 of the IRR of RA No. 10963. b. in case of foreign bidder. (Name of Bidder) submitted an appropriate equivalent document in English issued by the country of the bidder concerned in accordance with Section 20, 21, 22 of the IRR of RA No. 10963. <p>8. (Name of Bidder) complies with existing labor laws and standards, and</p> <p>9. (Name of Bidder) is aware of and has undertaken the following responsibilities as a Bidder:</p> <ol style="list-style-type: none"> a) Carefully examine all of the Bidding Documents. b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract. c) Make 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 Project Title. <p>10. (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.</p> <p>11. In case advance payment was made or given to (Name of Bidder), failure to perform or fulfill any of the obligations and undertakings in the contract shall be sufficient ground to constitute criminal liability under existing laws.</p>	<p style="text-align: center;">IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20___ at _____, Philippines.</p> <p style="text-align: center;">Duly authorized to sign the Bid for and behalf of (Name of Bidder's Name) (Bidder's Signature or or Printed Name) (Position/Designation) (Date)</p> <p style="text-align: center;">JURAT</p> <p>SUBSCRIBED AND SWORN to before me this ___ day of (month) (year) at (place of execution), Philippines. Attest my hand personally known to me and witnesses identified by me through competent evidence of identity as defined by the OSA Rules on Notarial Practice (A.M. No. 12-8-13-SC) Attest my hand and signature appearing thereon, with me _____</p> <p style="text-align: center;">WITNESS MY HAND AND SEAL this ___ day of (month) (year)</p> <p style="text-align: center;">NAME OF NOTARY PUBLIC Notarial Commission No. _____ Notary Public for _____ Unit Place of Office No. _____ PTR No. _____ (State issued) (Place issued) ISP No. _____ (State issued) (Place issued)</p> <p>Date: No. _____ Page No. _____ Book No. _____ Series of _____</p>
---	---	--	---

CHECKLIST OF REQUIREMENTS

FINANCIAL COMPONENT ENVELOPE (SECOND ENVELOPE)

CHECKLIST OF REQUIREMENTS - OTHER DOCUMENTARY REQUIREMENTS UNDER RA NO. 12009, AS APPLICABLE

**TAB
L**

Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Entity

BCDA

SUMMARY

TAB	PARTICULAR (FIRST ENVELOPE - TECHNICAL COMPONENT)
A	<u>Valid PhilGEPS Registration Certificate (Platinum Membership)</u> (including all pages)
B	<u>Statement of the prospective bidder of ALL its ongoing government and private contracts</u>
C	<u>Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid.</u>
D	<u>Original copy of Bid Security.</u> If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission <u>or</u> Original copy of Notarized Bid Securing Declaration; and,

BCDA

SUMMARY

TAB	PARTICULAR (FIRST ENVELOPE - TECHNICAL COMPONENT)
E	<u>Conformity with Technical Specifications and Schedule of Requirements</u> (Form) duly signed in every page by the principal bidder or the bidder's authorized representative (Section VII and Section VI); and,
F	<u>Original duly signed Omnibus Sworn Statement (OSS)</u> and if applicable, <u>Original Notarized Secretary's Certificate</u> in case of a corporation, partnership, or cooperative; or <u>Original Special Power of Attorney</u> 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; and,
G	The prospective bidder's computation of <u>Net Financial Contracting Capacity (NFCC)</u> or a committed <u>Line of Credit</u> from a Universal or Commercial Bank in lieu of its NFCC computation; and,
H	If applicable, <u>a duly signed Joint Venture Agreement (JVA)</u> in case the joint venture is already in existence or <u>duly notarized statements from all the potential joint venture partners</u> stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

SUMMARY

TAB	PARTICULAR (SECOND ENVELOPE - FINANCIAL COMPONENT)
I	Original of duly signed and accomplished <u>Financial Bid Form</u> ; and
J	Original of duly signed and accomplished <u>Price Schedule(s)</u> ; and <i><u>Other documentary requirements under RA No. 12009 (as applicable)</u></i>
K	<i>[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]</i> <u>Certification from the relevant government office of their country</u> stating that Filipinos are allowed to participate in government procurement activities for the same item or product; and
L	<u>Certification from the DTI</u> if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

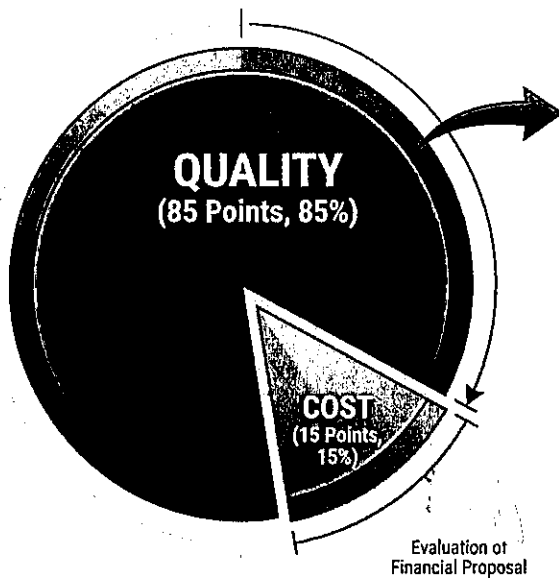
Fit-for-Purpose Approach under RA 12009

**AWARD CRITERION :
“Most Economically Advantageous Responsive Bid”
or MEARB**

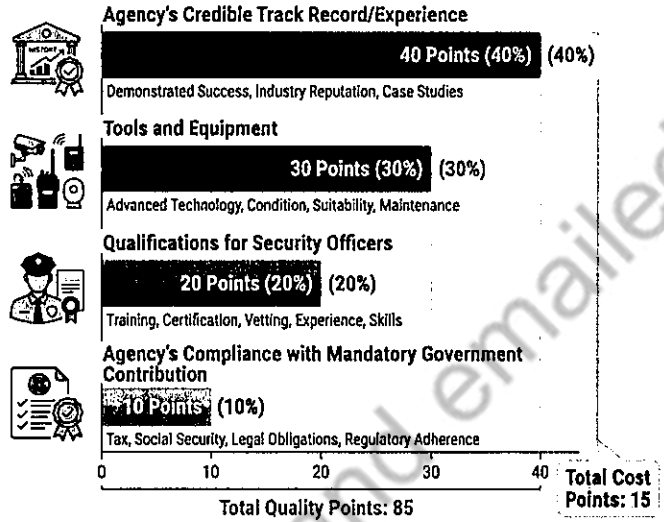
(Assigning weights for the technical and financial aspects of the project)

QUALITY-COST RATING

Quality-Cost Rating Pointing System (Total: 100 Points)



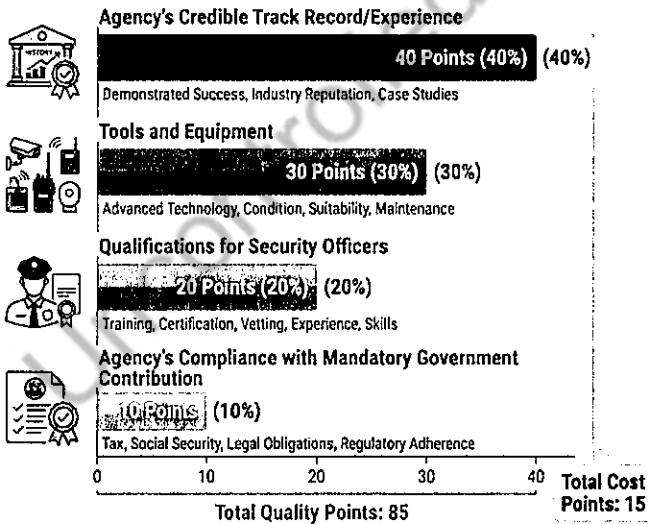
QUALITY BREAKDOWN (85 Points Total)



Combined Total Score = Quality Points + Cost Points (Max 100 Points)

Blue/Green = Quality Components
Orange = Cost Components

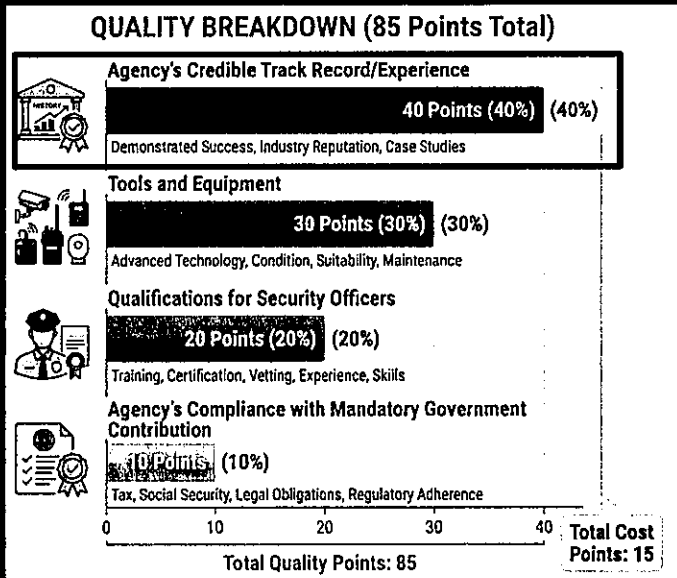
QUALITY BREAKDOWN (85 Points Total)



Bidders will be required to submit a maximum of 3 "similar" contracts completed or ongoing within the last 5 years.

Rated Based on the following:

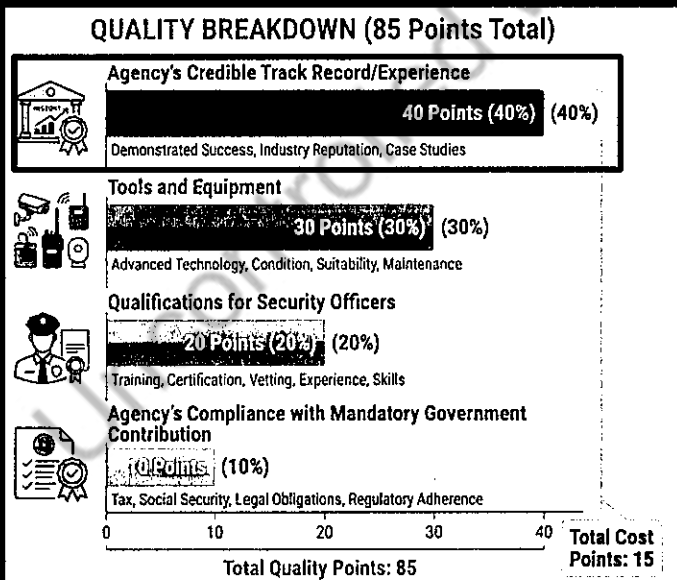
- a. Duration (Max of 10 pts)
 - i. 1 year - 2 pts
 - ii. 2 years - 3 points
 - iii. 3 - 5 years - 5 pts
- b. Contract Amount (Max of 10 pts)
 - i. Below 100M - 5 pts
 - ii. 100M up to 200M - 7.5 pts
 - iii. Above 200M - 10 pts
- c. Certificate of No Derogatory Records (per contract) issued by the Client (5 pts)



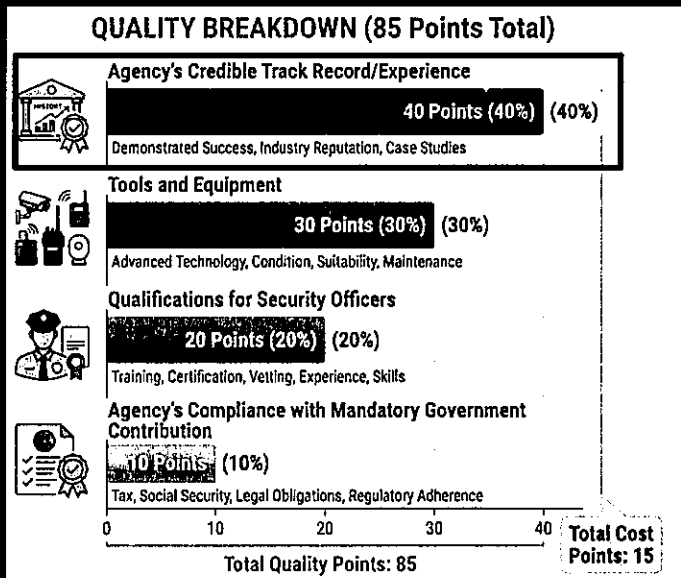
Bidders will be required to submit a maximum of 3 "similar" contracts completed within the last 5 years.

Rated Based on the following:

- d. Sensitivity of the facility or the property covered by the contract. Submit reports indicating the following:
 1. Name of Client:
 2. Date of Incident
 3. Place of Incident
 4. Security Issues encountered
 5. Measures undertaken to resolve security issues
 6. Result of operation
 - 6.1 No. of Fatalities
 - 6.2 No. of injured



Bidders will be required to submit a maximum of 3 "similar" contracts completed within the last 5 years.



6.3 Damage to Property

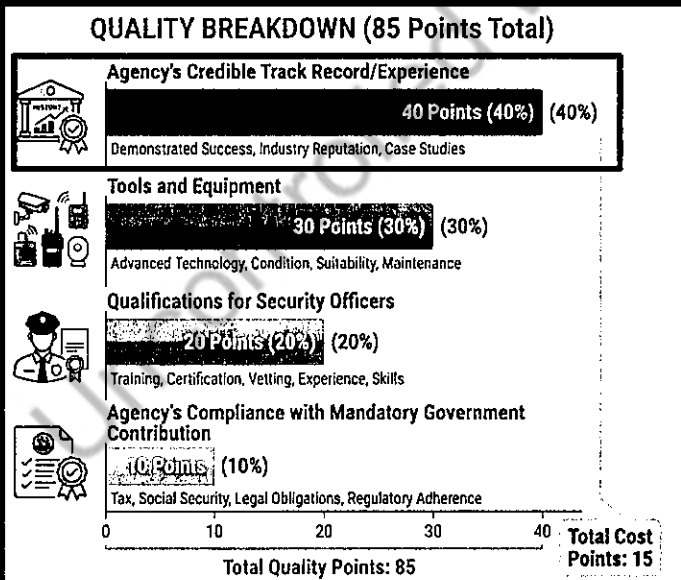
6.4 Duration of the Operation

6.5 Affiliation of the individual or group whose subject of the operation (such as, left leaning group, organized crime group, etc.)

(Max 15 pts, 5 pts per contract)

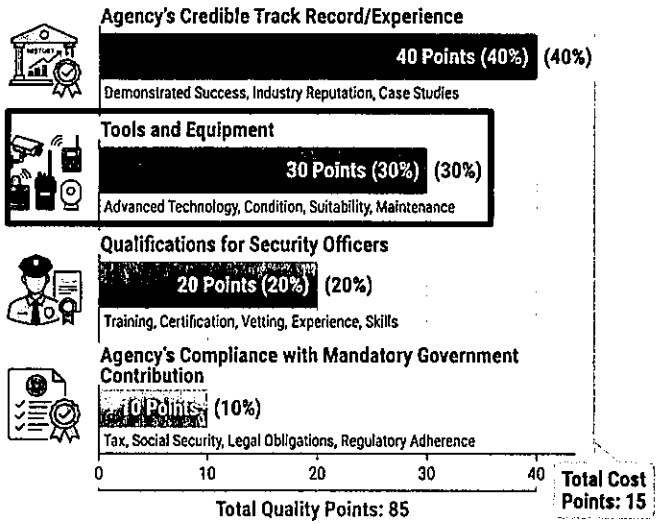
- i. Open Area or any type of properties occupied by informal settlers or properties under dispute in court or being claimed by other party (5 points)
- ii. Airport, Seaport, Banks, Jewelry Store, Pawnshop, Money Changer, Government Building, Schools, Malls and Department Store (4 points)

Bidders will be required to submit a maximum of 3 "similar" contracts completed within the last 5 years.



- iii. Hotels, Hospitals (Government or Private), Condominiums, Subdivisions, Depot, and Plant (3 points)
- iv. Other facilities or properties including Open Areas without Security concerns or issues (1 point)

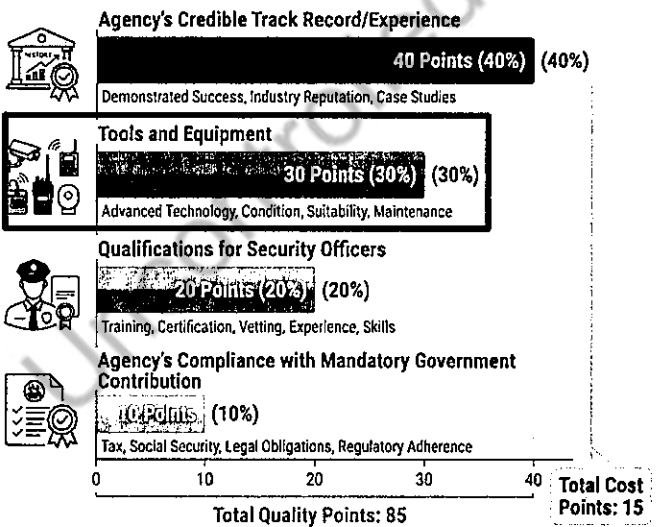
QUALITY BREAKDOWN (85 Points Total)



Rated Based on the following:

- a. Pick-up Truck
 - i. Year Model
 - 1. 2025 - 5 pts
 - 2. 2024 - 4 pts
 - 3. 2023 - 3 pts
 - 4. 2022 and below - 2 pts
 - ii. Mode
 - 1. 4-wheel Drive - 5 pts
 - 2. 2-wheel Drive - 2 pts

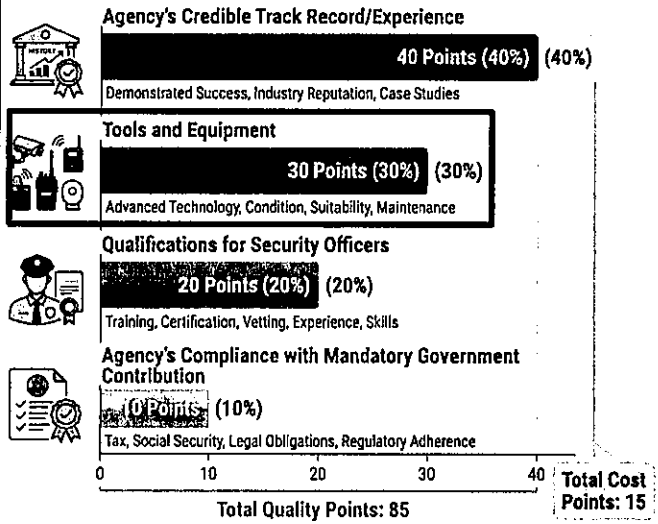
QUALITY BREAKDOWN (85 Points Total)



Rated Based on the following:

- b. Motorcycle
 - i. Year Model
 - 1. 2025 - 5 pts
 - 2. 2024 - 4 pts
 - 3. 2023 - 3 pts
 - 4. 2022 and below - 2 pts
 - ii. Mode
 - 1. Off-road - 2 pts
 - 2. Non-off road - 1 pt

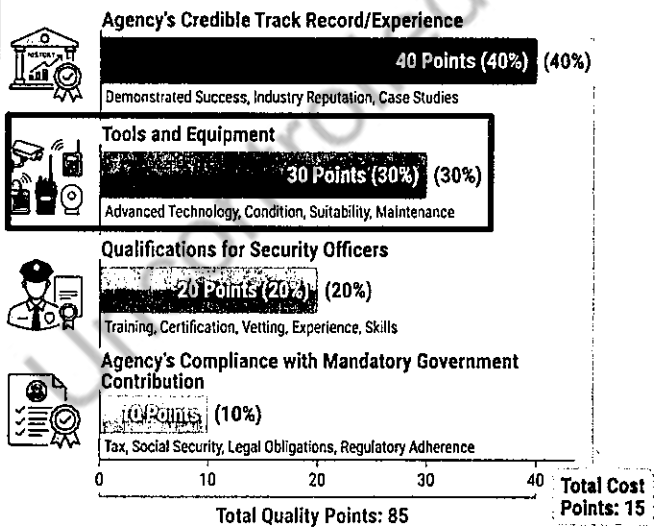
QUALITY BREAKDOWN (85 Points Total)



Rated Based on the following:

- c. CCTV System
 - i. Angle of Coverage
 - 1. 360 degrees - 5 points
 - 2. 90 degrees - 3 points
 - ii. Memory Retention
 - 1. 2 months up - 3 points
 - 2. Below 2 months - 2 points

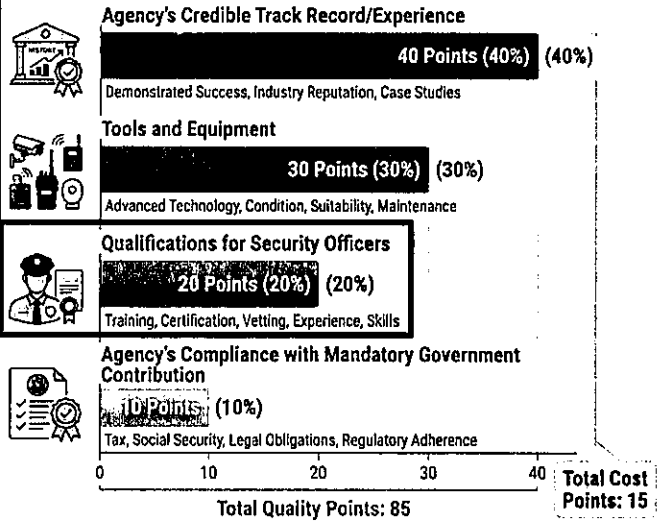
QUALITY BREAKDOWN (85 Points Total)



Rated Based on the following:

- d. Squad Tent
 - i. Military Type - 5 points
 - ii. Non-Military Type - 3 points

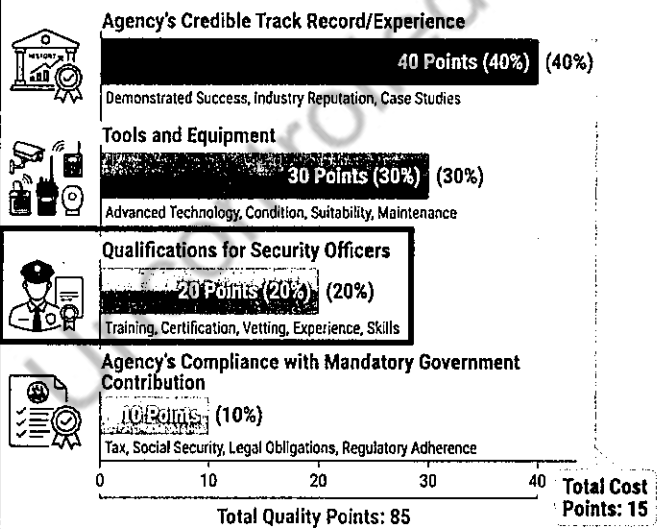
QUALITY BREAKDOWN (85 Points Total)



Rated Based on the following:

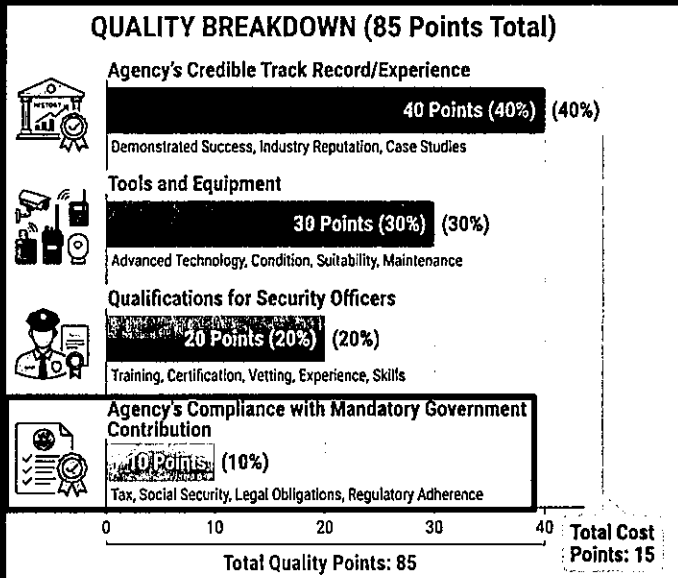
- a. Name of Officer
 - i. 20 points - (10 points per officer SO)
- b. Educational Attainment
 - i. College Graduate - 3 pts
 - ii. Undergrad (at least 2 years) - 2 pts
 - iii. Highschool - 1 pt
- c. Training
 - i. Former MUP/RESERVIST or GSP/GSSP Graduate - 3 pts
- d. Skills
 - i. Licensed Driver/Certified Investigator or Computer Literate - 2 pts
 - ii. No Listed Skill - 0 pt

QUALITY BREAKDOWN (85 Points Total)



Rated Based on the following:

- e. Length of Service as Security Officer
 - i. 5 years of continuous duty as Security Officer - 2 pts
 - ii. Below 5 years of continuous duty as Security Officer - 1 pt



Submission of the following:

- PAG-IBIG FUND Certification of No Delay of payment
- SSS Receipt of Updated Payment
- PHILHEALTH Certification of No Delay of payment

OR

In the absence of the Certification, you may submit certified true copies of the latest and updated payment remittances

Total of 10 Points (Incomplete certification considered as Non-Compliant)

HOW WILL IT BE SCORED:

- The BAC TWG will score individually all technical proposals based on the criteria
- The highest and lowest rating will be disregarded and the final rating scores will be the average of the remaining ratings.

“61.5 In order to eliminate bias in evaluating the quality proposals, it is recommended that the highest and lowest scores for each bidder for each criterion shall not be considered in determining the average scores of the bidders, except when the evaluation is conducted in a collegial manner.”

- Based on the minimum Quality Rating requirement (70 pts), the bidders whose technical ratings meet the requirement shall have its Financial Bid Opened.

HOW WILL IT BE SCORED:

d. The financial bid is equal to 15% of the total Quality-Cost Rating.

The 15% scoring weight will be distributed across ALL bid prices, where:

- Lowest Bid = 15% score
- Highest Bid = 5% score
- Others are proportionally distributed between 15% and 5%

Using a linear interpolation formula.

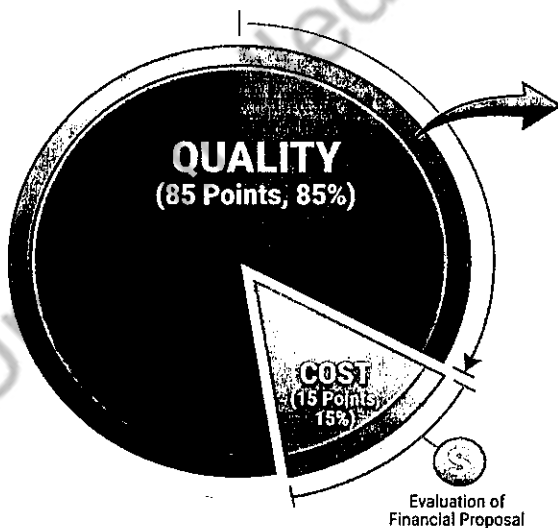
Let:

- L = Lowest Bid
- H = Highest Bid
- B_i = Bid of bidder i
- Max Score = 15
- Min Score = 5

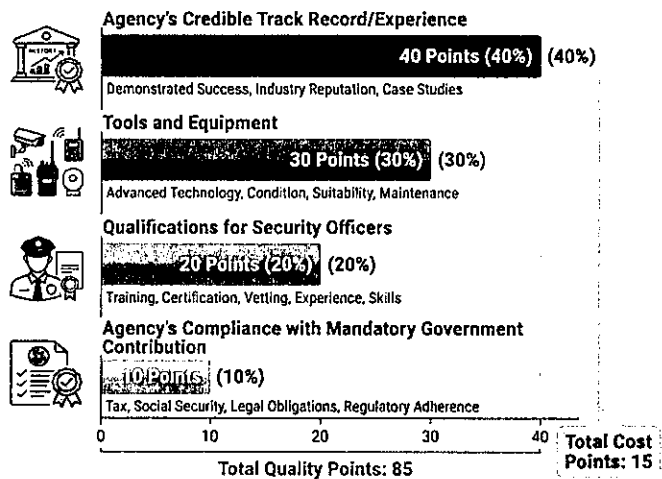
$$\text{Score}_i = 15 - \left(\frac{B_i - L}{H - L} \times (15 - 5) \right)$$

Total Score = (Technical Score X Technical Weight) + (Financial Score X Financial Weight)

Quality-Cost Rating Pointing System (Total: 100 Points)



QUALITY BREAKDOWN (85 Points Total)



Combined Total Score = Quality Points + Cost Points (Max 100 Points)

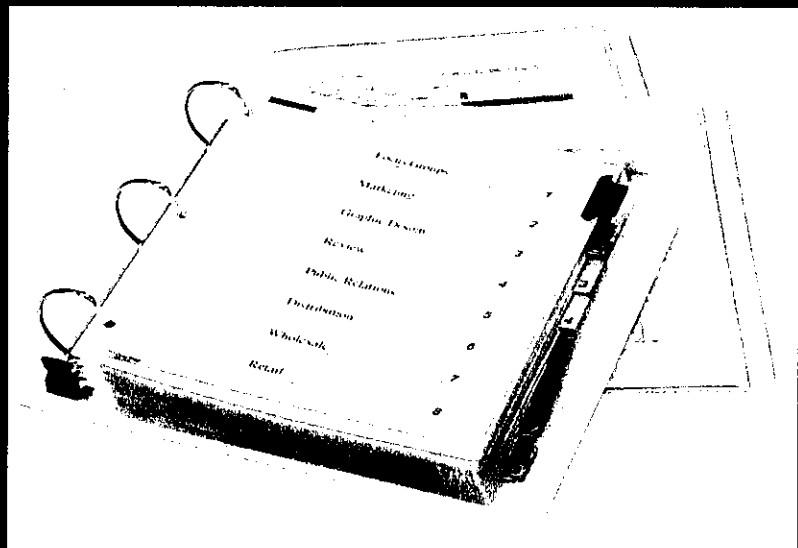
Blue/Green = Quality Components
Orange = Cost Components

MARKING AND SEALING

BCDA

MARKING AND SEALING

The bidders are requested to **USE TABS** in compiling their bid documents for quick and easy identification and verification.



BCDA

MARKING AND SEALING

Sample Envelopes

ALL Envelopes shall:

- a. contain the name of the contract to be bid in capital letters;
- b. bear the name and address of the Bidder in capital letters;
- c. be addressed to the Procuring Entity's BAC; and
- d. bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of bids, in accordance with ITB Clause 21.1.

ELIGIBILITY AND TECHNICAL COMPONENTS AND FINANCIAL PROPOSAL

CENTRAL RECEIVING AND RELEASING AREA (CRRA)
 BASES CONVERSION AND DEVELOPMENT AUTHORITY (BCDA)
 2000 CORPORATE CENTER
 2013 FLOOD CONTROL TECHNOLOGY CENTER
 2151 STREET CORNER TWO AVENUE
 EDWACAO GLOBAL CITY 1434001 CITY

FOR
 PROCUREMENT OF _____

SUBMITTED BY _____

NAME AND SIGNATURE OF THE AUTHORIZED REPRESENTATIVE
 COMPANY NAME AND COMPLETE ADDRESS

ATTENTION TO:
 ATTY. ELVIRA V. ESTANISLAO
 CHAIRPERSON
 BCDA BIDS AND AWARDS COMMITTEE FOR GOODS

DO NOT OPEN BEFORE SPECIFY THE TIME AND DATE OF OPENING OF BIDS

ELIGIBILITY AND TECHNICAL COMPONENTS

DATE OF BIDDING AND CLOSING AND TIME AND PLACE OF BIDDING AND CLOSING OF BIDS
 BIDDING DATE AND CLOSING DATE
 BIDDING TIME AND CLOSING TIME
 BIDDING PLACE AND CLOSING PLACE

FOR
 PROCUREMENT OF _____

NAME AND SIGNATURE OF THE AUTHORIZED REPRESENTATIVE
 COMPANY NAME AND COMPLETE ADDRESS

ATTENTION TO:
 ATTY. ELVIRA V. ESTANISLAO
 CHAIRPERSON
 BCDA BIDS AND AWARDS COMMITTEE FOR GOODS

FINANCIAL PROPOSAL

DATE OF BIDDING AND CLOSING AND TIME AND PLACE OF BIDDING AND CLOSING OF BIDS
 BIDDING DATE AND CLOSING DATE
 BIDDING TIME AND CLOSING TIME
 BIDDING PLACE AND CLOSING PLACE

FOR
 PROCUREMENT OF _____

NAME AND SIGNATURE OF THE AUTHORIZED REPRESENTATIVE
 COMPANY NAME AND COMPLETE ADDRESS

ATTENTION TO:
 ATTY. ELVIRA V. ESTANISLAO
 CHAIRPERSON
 BCDA BIDS AND AWARDS COMMITTEE FOR GOODS

MARKING AND SEALING

Each Bidder shall submit one (1) copy the following (contained within the mother envelope):

FIRST ENVELOPE - ELIGIBILITY AND TECHNICAL COMPONENTS

SECOND ENVELOPE - FINANCIAL COMPONENTS

MOTHER ENVELOPE

ELIGIBILITY AND TECHNICAL COMPONENTS AND FINANCIAL PROPOSAL

CENTRAL RECEIVING AND RELEASING AREA (CRRA)
 BASES CONVERSION AND DEVELOPMENT AUTHORITY (BCDA)
 2000 CORPORATE CENTER
 2013 FLOOD CONTROL TECHNOLOGY CENTER
 2151 STREET CORNER TWO AVENUE
 EDWACAO GLOBAL CITY 1434001 CITY

FOR
 PROCUREMENT OF _____

SUBMITTED BY _____

NAME AND SIGNATURE OF THE AUTHORIZED REPRESENTATIVE
 COMPANY NAME AND COMPLETE ADDRESS

ATTENTION TO:
 ATTY. ELVIRA V. ESTANISLAO
 CHAIRPERSON
 BCDA BIDS AND AWARDS COMMITTEE FOR GOODS

DO NOT OPEN BEFORE SPECIFY THE TIME AND DATE OF OPENING OF BIDS

ELIGIBILITY AND TECHNICAL COMPONENTS

DATE OF BIDDING AND CLOSING AND TIME AND PLACE OF BIDDING AND CLOSING OF BIDS
 BIDDING DATE AND CLOSING DATE
 BIDDING TIME AND CLOSING TIME
 BIDDING PLACE AND CLOSING PLACE

FOR
 PROCUREMENT OF _____

NAME AND SIGNATURE OF THE AUTHORIZED REPRESENTATIVE
 COMPANY NAME AND COMPLETE ADDRESS

ATTENTION TO:
 ATTY. ELVIRA V. ESTANISLAO
 CHAIRPERSON
 BCDA BIDS AND AWARDS COMMITTEE FOR GOODS

FINANCIAL PROPOSAL

DATE OF BIDDING AND CLOSING AND TIME AND PLACE OF BIDDING AND CLOSING OF BIDS
 BIDDING DATE AND CLOSING DATE
 BIDDING TIME AND CLOSING TIME
 BIDDING PLACE AND CLOSING PLACE

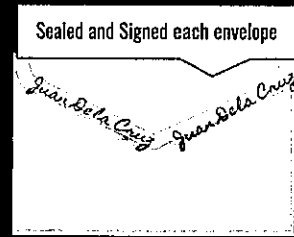
FOR
 PROCUREMENT OF _____

NAME AND SIGNATURE OF THE AUTHORIZED REPRESENTATIVE
 COMPANY NAME AND COMPLETE ADDRESS

ATTENTION TO:
 ATTY. ELVIRA V. ESTANISLAO
 CHAIRPERSON
 BCDA BIDS AND AWARDS COMMITTEE FOR GOODS

FIRST ENVELOPE

SECOND ENVELOPE



REMINDER
 PLEASE ADDRESS YOUR PROPOSAL TO BAC-G CHAIRPERSON:
ATTY. ELVIRA V. ESTANISLAO

BIDDING DOCUMENTS' PRICE

APPROVED BUDGET FOR THE CONTRACT (ABC)

Php 29,547,648.00

Inclusive of VAT and all applicable taxes and fees

Cost of bidding documents (non-refundable)

Php 25,000.00

Bidders may purchase the bidding documents in cash, manager's check or via online using a bank-to-bank fund transfer method.

Kindly coordinate with the BAC-G Secretariat for details and instructions.

bacgsecretariat@bcd.gov.ph

REMINDERS

REMINDERS

- ❖ BCDA adheres to the **All** clarifications should be made in writing and addressed to the BAC-G Secretariat (bacgsecretariat@bcda.gov.ph)
- ❖ Visiting or calling the members of the BAC, the TWG, the Secretariat, or anyone working for BCDA is not allowed and will not be entertained.



- ❖ Dates, in the absence of any qualifications, are meant to be calendar days. Calendar days include Saturdays, Sundays, and Holidays.

REMINDERS

- ❖ **The required bidding documents shall be submitted at the BCDA Central Receiving and Releasing Area (CRRA), 2nd Floor, Bonifacio Technology Center (BTC), 31st Street corner 2nd Avenue, Bonifacio Global City (BGC), Taguig City**



REMINDERS

- ❖ The computer system clock at the CRRA that is set to Philippine Standard Time (PhST) shall be used as reference in determining the time for the submission of bids. **Late bids shall not be accepted.**
- ❖ Bidders may submit the required bidding documents days before the deadline for submission in order to avoid the possibility of being late for such submission.

REMINDERS

Opening of Bid is a hybrid event. Prospective Bidders may choose to attend online via zoom or in person at the BCDA Corporate Center, BGC, Taguig City.

For those attending online, kindly coordinate/inform our BACG Secretariat to send you the Zoom link.

For those attending in person, the following guidelines must be followed:

- Attendees to the Opening of Bids will be required to follow the minimum BCDA Health Protocols; and
- Observers/representatives who show signs or with flu like symptoms are advised to attend online and shall not be allowed to enter the BCDA premises.

REMINDERS

- ❖ All licenses, permits, and other required clearances should be valid at the time of the submission of bids, post-qualification, and signing of the contract.
- ❖ Any Bid Bulletin that may be issued shall be published in the PhilGEPS and the BCDA Website. However, **only those who purchased** the bidding documents are entitled to receive a copy of the Bid Bulletin (from the BACG) and to submit/participate in the bidding activities.
- ❖ The BAC expects the bidders to exercise due diligence in going through the bidding documents to be able to prepare their bids intelligently.
- ❖ BCDA reserves the right to waive minor defects in forms and requirement as long as they do not affect the genuineness and authenticity of the documents submitted.
- ❖ BCDA reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

THANK YOU!

TERMS OF REFERENCE (TOR)

**COMPETITIVE BIDDING FOR SECURITY SERVICES FOR AOR-IVD
(NCC Project Areas)**

I. BACKGROUND INFORMATION:

- 1.1. The Seven (7) months contract of Grand Meritus Security Agency, Inc. for the security services of AOR-IVD (NCC Project Areas) will expire on 06 May 2026. AOR-IVD covers the three (3) Kalangitan Checkpoints, three (3) Maynilad Water Facilities, Record Storage Facility, Data Center, and Digitization Center.
- 1.2 To ensure the continuous protection and security of AOR-IVD, BCDA will conduct a Competitive Bidding process in accordance with the New Government Procurement Act (NGPA), RA 12009. The winning bidder shall hereafter be referred to as the **“AGENCY”**.

II. APPROVED BUDGET FOR THE CONTRACT (ABC):

- 2.1. The Approved Budget for the Contract (ABC) of the security service for AOR-IVD for one year is **Twenty-Nine Million Five Hundred Forty-Seven Thousand and Six Hundred Forty-Eight Pesos (Php29,547,648.00)**, inclusive of all applicable taxes and fees.
- 2.2. The ABC is broken down as follows:

No. Of Guards	Duty Hours per Day	Monthly Rate/Guard	TOTAL AMOUNT
24 - Day Shift	12	49,918.18	14,376,435.84
24 - Night Shift	12	52,677.82	15,171,212.16
TOTAL ABC			Php29,547,648.00

Note: The monthly Rate per Guard was based on the PADPAO Wage Order III-26, effective 16 April 2026.

In strict compliance with DOLE Order No. 150-16, Section 4(b), the Administrative Fee shall be fixed at not less than twenty percent (20%) of the total contract cost.

III. DESCRIPTION OF AOR-IVD;

- 3.1. AOR-IVD covers facilities and open areas. **(Map on Annex-A)**

3.1.1 Facilities:

- a) Maynilad Water Facilities
 - i. Existing Deep Well (EDW-00)
 - ii. Back-up Deep Well (DW-01)
 - iii. Booster Pump Station (BPS-02)
- b) Digitization Building
- c) Record Storage Facility
- d) Data Center

3.1.2 Open Areas:

- a) Kalangitan Sanitary Landfill Checkpoints:
 - i. Main Checkpoint (Admin Building Area of KSLF)
 - ii. Advance Checkpoint (Main Entrance KSLF)
 - iii. Rear Checkpoint (Rear Entrance KSLF)

IV. COMPETITIVE BIDDING AWARD CRITERIA:

4.1. The Security Services for AOR IV-D will be procured as a single lot, with the contracting process to be awarded based on the Most Economically Advantageous and Responsive Bid (MEARB) in accordance with the New Government Procurement Act (NGPA) RA12009.

4.2. **Pursuant to Sec.49.2 of RA12009 and its IRR provides that:MEARB shall be used in the procurement of Goods or Infrastructure Projects where the considerations for the award of contract are the eligibility of the bidder, and the responsiveness of its bid to the technical requirements; and the determination of the most economically advantageous bid in reference to the quality-price ratio allocated to the technical and financial components of the bid.**

4.2.1. Adopting MEARB as a contracting process, the **Quality-Price Ratio** must be considered in the evaluation of the bid with the following weight allocation:

- a) Quality Proposal - 85%
- b) Price Proposal - 15%

4.2.2. The Quality Proposal shall be assessed with the following criteria, sub-criteria, and weight allocation;



No.	CRITERIA	SUB-CRITERIA	WEIGHT ALLOCATION	REMARKS
1.	AGENCY's Credible Track Record/Experience	Contracts for the last (5) years completed or ongoing (3 contracts) indicating the following information: a) duration of the contract, b) amount of the Contract, and c) sensitivity of the facility or the property covered by the contract. (Please refer to Sheet2 of Annex G)	40 points	a) Submit a Certified True Copy of the Contract/s indicating the duration and contract amount. b) Submit a Certificate of No Derogatory Records issued by the Agency's client/s. c) Submit reports indicating the following information: 1. Name of Client: 2. Date of Incident: 3. Place of Incident: 4. Security Issues encountered 5. Measures undertaken to resolve security issues 6. Result of operation 6.1. No. of Fatalities. 6.2. No. of injured 6.3. Damage to Property 6.4. Duration of the operations 6.5. Affiliation of the individual or group whose subject of the operation (such as, left leaning group, organized crime group, etc.)
2.		a) 4 Wheel Vehicle (Model and Capabilities)		a) All tools & Equipment stated in the sub-criteria must be presented and

No.	CRITERIA	SUB-CRITERIA	WEIGHT ALLOCATION	REMARKS
	Tools & Equipment <i>(This refers to the major tools & equipment needed in the performance of security service for AOR-IVD. Please refer to Sheet2 of Annex G)</i>	b) Motorcycle (Model and Capabilities) c) CCTV System (capabilities and memory retention) d) Squad Tent (Type and capacity)	30 points	validated during post-qualification. b) Submit OR/CR for the vehicles and Sales Invoice or receipts for other tools and equipment (Affidavit of Undertakings or reservation is considered with attached specifications and pictures).
3.	Qualifications for Security Officers <i>(The security officers mentioned herein are the same officers to be deployed in AOR-IVD).</i>	a) Name of Officers: b) Educational Attainment c) Training d) Skill e) Length of Service as Security Officer	20 points (10/office r)	The security officers must be present during post-qualification, bringing along with them their credentials, and be ready for an interview by the TWG team. <i>(No officer present, No points)</i>
4.	AGENCY's Compliance with Mandatory Government Contribution in favor of Guards	PAG-IBIG FUND PHILHEALTH SSS	10 points	For PAG-IBIG and PHILHEALTH, the bidders will submit a Certification of No Delay of Payment/Remittances, while for SSS, the bidders shall submit a Certified True Copy of the receipt of updated payment or remittance.

Note: All Bidders who obtain a minimum quality score of 70% shall then be opened their price proposals. **(Pursuant to RA12009 Sec. 61.3 a) ..."The price proposal of the bids that meet the minimum quality score shall then be opened."**

V. MANPOWER REQUIREMENT:

5.1. The manpower requirements for AOR-IVD are as follows:

AOR	Coverage	No. of SGs	No. of Relievers	No of Hours/Shift
	Security Officers	2		12 hours

AOR	Coverage	No. of SGs	No. of Relievers	No of Hours/Shift
IV-D	Drivers	2		12 hours
	CCTV Operator	2		12 hours
	EDW-00	2		12 hours
	DW-01	2		12 hours
	BPS-02	2		12 hours
	Digitization Building	2		12 hours
	Records Storage Facility	2		12 hours
	Data Center	2		12 hours
	Advance Checkpoint	8		12 hours
	Rear Checkpoint	8		12 hours
	Main Checkpoint	14		12 hours
TOTAL		48	5	

5.2. The Deployment of Guards in AOR-IVD is on **Annex B**.

5.3. The AGENCY must be capable of increasing the number of guards deployed within fifteen (15) days upon notice through written communication from BCDA. In case of extreme urgency, the contracted agency may be required to immediately deploy a certain number of guards within two (2) days. Prior to the issuance of the written notice, SMD shall verbally notify the concerned agency of the need to prepare for the forthcoming changes in the deployment of guards.

5.4. Should the need arise, the AGENCY must be able to provide the required number of guards for deployment to other BCDA areas, including areas being managed by its affiliates and subsidiaries.

5.5. It must be explicitly stated that, based on the assessment of the security situation and security needs of BCDA, the number of deployed security personnel may either be reduced or increased by BCDA as the case may be. Therefore, the AGENCY, in coordination with BCDA, may adopt other security measures to compensate for the reduced number of deployed guards and to improve security measures.

5.6. The AGENCY must be capable of deploying at least two (2) licensed Protective Agents to provide Security Escorts/VIP Security within a 12-hour notice. (Payment for Security Escorts shall be based on actual duty).

5.7. The AGENCY must be able to deploy female guard(s). The number of female guards should be at least 10% of the total number of security guards in AOR IVD.

5.8. BCDA has the right to demand the immediate removal of any security officers or guards from their duties if they are deemed

undesirable or incompetent. The AGENCY must promptly comply with such demand. However, it is the AGENCY's responsibility to conduct an investigation and follow due process in accordance with relevant labor laws and regulations. The AGENCY is also required to impose appropriate disciplinary actions on any security officers or guards who are found to be at fault. If the AGENCY fails to follow due process in taking disciplinary action or dismissing security officers or guards, it will be held solely responsible for the consequences.

VI. STANDARD EQUIPMENT AND SERVICES REQUIREMENT:

6.1. SMD-BCDA has identified two (2) major components with corresponding standard equipment of the security services to be provided by the winning bidder:

6.1.1. **Component-1** consists of the following;

- a) Security guards' standard equipment requirements (**Annex-C**)
- b) AGENCY's standard equipment requirements (**Annex-D**)
- c) Standard First Aid Kit Requirements (**Annex-E**)

6.1.2. **Component-2** consists of the following special equipment and services;

- a) CCTV System. The AGENCY shall install a CCTV system with 16 channels in AOR-IVD with no additional cost from BCDA. Upon completion of the contract, the AGENCY shall dismantle the CCTV System within 30 days to give ample time for the new AGENCY to install a new CCTV System.
- b) K9 Unit. The AGENCY shall be able to provide K9 services as requested. K9 services shall be rendered free for the first (72) hours. In excess of (72) hours, the AGENCY shall charge BCDA at the rate of (P250.00/hour/dog).
- c) Drone System. The AGENCY must be ready to provide drone coverage operations for free when needed.

VII. POSTING/MANNING HOURS AND REQUIRED EQUIPMENT:

7.1. The AGENCY must ensure that all security posts within its AOR are manned in accordance with this TOR. Manning of the security post shall be explicitly indicated in a 15-day permanent detail, duly signed by the Detachment Commander and approved by the VP, Security Management Department (SMD) or the designated Senior Security Officer (SSO) for AOR-IVD. The AGENCY shall also provide

an appropriate number of guards and officers to act as relievers (in case of leave or other situations).

7.2. The AGENCY shall render security services twenty-four (24) hours a day, and seven (7) days a week in AOR-IVD. An individual security officer/guard shall render six (6) days of duty per week, in consonance with the provisions of the Labor Code, except on extreme necessity, where a security officer/guard may render duty for seven (7) days a week.

7.3. Except for Protective Agents/Security Escorts, security personnel are strictly prohibited from rendering duty for two (2) successive shifts in one day, including straight duty equivalent to twenty-four (24) hours, under any circumstances as may be required/needed.

7.4. The AGENCY is required to provide the organizational and individual equipment, including manning hours and the necessary equipment for AOR-IVD. All equipment deployed must be in good working condition for the entire duration of the contract. Furthermore, the AGENCY must ensure adequate provisions for fuel and oil (POL) for vehicles and motorcycles.

7.5. The AGENCY is responsible for prompt repairs or replacement of any defective equipment or vehicles. If the AGENCY fails to repair or replace damaged equipment, vehicles, or motorcycles within seven (7) days—especially when they are urgently needed—it may negatively affect the performance rating of the Security Agency.

7.6. The AGENCY shall deploy security guards at AOR-IVD with the following training qualifications:

7.6.1. Mandatory Training (in accordance with RA 11917):

- a. Basic Security Guard Training Course;
- b. Retraining/Refresher Security Guard Training Course;
- c. Basic Marksmanship Training Course
- d. VIP Protection Course for the (2) Protective Agents

7.6.2. Optional training/seminars/skills which may contribute to their efficiency, effectiveness, and quality of services:

- a. Basic Life Support (BLS) First Aid Seminar;
- b. Disaster and Emergency Response Training;
- c. Marksmanship Refresher Training;
- d. Other relevant training or seminars

VIII. SCOPE OF WORK:

- 8.1. The contracted Security Agency shall be primarily responsible for the security and safety of all BCDA personnel, properties, facilities & equipment, data & information, and business operations within AOR-IVD. The AGENCY shall be under the direct supervision, control, and management of the Head, Security Management Department (SMD), BCDA.
- 8.2. Implement and enforce all applicable BCDA rules and regulations, standard operating procedures (SOPs), and other issuances relative to the maintenance of security and safety within the scope of work of the contracted Security Agency;
- 8.3. Provide quality security services in five areas of security, to wit: Personnel Security, Physical Security, Document Security, Communications Security, and Operational Security.
- 8.4. Conduct regular or random emergency preparedness drills and simulation exercises for simple or multiple contingencies in coordination with local Disaster Response and Mitigation Units.
- 8.5. Constitute a team to act as first responders to any emergency or contingency situation that is observed within the immediate area or reported to them by other persons; call the attention and update the SMD Security Officers in the area on any prevailing security situation, and be prepared to hand over the responsibility to the designated authority.
- 8.6. Provide special services such as security escort/VIP security and aerial operations through the use of a Drone as may be directed.
- 8.7. Prevent intrusion and proliferation of informal settlers and building of illegal/unauthorized structures within AOR-IVD. Stop and or demolish the ongoing illegal improvement of existing structures within seventy-two (72) hours upon discovery.
- 8.8. In case of damage to or loss of BCDA properties, employees and stakeholders properties due to negligence or failure of the guard/s to fulfill his/her obligations, the AGENCY is liable to compensate BCDA for the cost of losses or damages.
- 8.9. Submit the following reports:
 - 8.9.1. Daily Guard Report.
 - 8.9.2. Incident Report within 24 hours.
 - 8.9.3. Investigation Report (as necessary)

- 8.9.4. Special Reports (as needed by security and safety)
- 8.9.5. Information Reports (as obtained)
- 8.9.6. Roster of Guards (every 15th and 30th of the month)
- 8.9.7. Guard Deployment (every 15th & 30th of the month)
- 8.9.8. Daily Guard Detail;
- 8.9.9. Other reports as required by SMD, BCDA;

8.10. Coordinate with Barangay officials, PNP, AFP, and other friendly forces on matters related to the security and protection AOR-IVD.

IX. QUALIFICATIONS OF SECURITY AGENCY:

- 9.1. The AGENCY must have a valid regular License to Operate (LTO) Private Security Agency and Protective Services, and have been in continuous business operation as a security agency for the last five (5) years. Original copy of the LTO to be provided during the Post-Qualification Inspection.
- 9.2. The AGENCY must have at least 200 duly licensed security officers, security guards, protective agents, and private investigators currently performing security duties in any part of the country. A list of security personnel deployed per contract shall be presented during the Post-Qualification Inspection.
- 9.3. The AGENCY must have a Certificate of Non-Pending Case issued by the Supervisory Office on Security and Investigation Agencies (SOSIA), or the Regional Civil Security Unit (RCSU), PNP, within six (6) months from the schedule of bid opening. The original copy shall be presented during the Post-Qualification Inspection.

Note: Any violation committed that may be discovered during the conduct of post-qualification from SOSIA shall constitute grounds for disqualification.

- 9.4. For an AGENCY that had provided security services in the past or is currently providing security services to BCDA and/or its subsidiaries, the said agency must have a satisfactory performance record in BCDA and/or its subsidiaries and affiliates.
- 9.5. The AGENCY must have a pool of duly licensed private investigators who are capable of investigating any form of incident

within its AOR, and upon the direction of SMD or BCDA's proper authority.

- 9.6. The Security Agency must be capable and shall provide billeting facilities for its Security Officers and Guards. Expenses for rent for the billeting facility and other utilities shall be paid by the agency.
- 9.7. Pursuant to Sec. 52.4.1.3 of RA 12009 and its IRR provides the bidder must have completed, within a period of ten (10) years from the submission of the bid, unless a shorter period is indicated in the Invitation to Bid, an SLCC that is similar to the procurement project to be bid, and whose value, adjusted to current prices using the Philippine Statistics Authority (PSA) consumer price indices, must be at least fifty percent (50%) of the ABC. If the Procuring Entity determines that it is necessary to adopt a different SLCC requirement to ensure broader bidder participation while establishing their technical capacity, it may allow bidders to present a combination of contracts completed within the same period, provided their total value is at least fifty percent (50%) of the ABC, thus: a) The bidder should have completed at least one (1) similar contract amounting to at least 25% of the ABC; and b) The bidder should have completed other contracts, whether similar or not, with an aggregate amount of at least 25% of the ABC.

For this purpose, "Similar Contracts" shall refer to contracts involving the provision of security services.

- 9.9. The AGENCY must certify under oath as to the correctness of the statements made and the completeness and authenticity of all the documents submitted. The documentary requirements shall be validated during the post-qualification.
- 9.10. Former and current security providers of BCDA, to include those from subsidiaries and affiliates, who have been rated as "**unsatisfactory**" in the conduct of the Performance Evaluation, shall not be considered for bidding.

X. QUALIFICATIONS OF SECURITY GUARDS:

- 10.1. In Addition to the qualifications to obtain a License to Exercise Security Profession (RA11917), the Security Guards to be deployed must be:
 - 10.1.1 Preferably five (5) feet and four (4) inches in height for males and five (5) feet inches in height for females;
 - 10.1.2. Possess the necessary clearances from the Barangay, PNP, NBI, and RTC, and have passed the Neuro-Psychiatric and Drug Test;

10.1.3. Undergone training on First Aid and Life Saving Techniques or is willing to undergo similar training within the duration of the contract.

10.1.3. Licensed Protective Agent must be;

- a) At least 5 feet and 7 inches in height
- b) Not over 40 years old
- c) Licensed driver

10.2. The AGENCY shall submit Personnel Information Sheet and employment records with corresponding description of expertise and experience of Security Guards for review by BCDA. Acceptance or denial of the nominated Security Guards shall be determined by SMD, BCDA.

10.3. The AGENCY shall submit to SMD, BCDA, the 201 Files of all deployed security personnel, to include Personal Data Sheet, copies of Security Licenses, Certificates of Completion of Training for Security Officers/Guards, Brgy, NBI, PNP, and RTC Clearances, and Results of Neuro-Psychiatric and Drug Tests for review and validation.

10.4. The AGENCY shall certify under oath as to the correctness of the statements made, and completeness and authenticity of the documents submitted. Qualifications of security personnel shall be validated during the Post-Qualification Inspection.

XI. CONCEPTUAL AND COMPREHENSIVE SECURITY PLAN:

11.1. The Conceptual Security Plan shall be submitted for inspection during the Post Qualification Inspection. This plan explains the concept of safety and security that the AGENCY envisions to implement in AOR-IVD.

11.2. The Comprehensive Security Plan of the winning bidder shall be submitted to BCDA upon issuance of the Notice to Proceed (NTP) for review. BCDA shall notify the AGENCY of revisions, if any. Thereafter, the final Security Plan, including corresponding Standard Operating Procedures (SOPs) for fire, bomb threat, earthquake, typhoon, and other contingencies, must be submitted to SMD, BCDA upon issuance of the Notice to Proceed.

XII. PAYMENT, RATE, AND WAGE ADJUSTMENT OF SECURITY GUARDS:

- 12.1. The AGENCY shall guarantee each security personnel a pay rate not lower than the minimum wage rate published by the Philippine Association of Detective and Protective Agency Operators, Inc. (PADPAO) in relation to the rate approved by the respective Regional Wage Boards and other remuneration and benefits as provided for by the Labor Code of the Philippines.
- 12.2. The AGENCY must ensure and/or guarantee the timely release and/or disbursement of the salaries of the security guards **every 10th and 25th day of the month**;
- 12.3. The AGENCY shall regularly provide each security personnel a copy of his/her official pay slip every **10th and 25th day of the month**, indicating therein the summary of their salaries, allowances, bonuses, remittances to SSS, Pag-IBIG, PhilHealth, and other authorized deductions.
- 12.4. The AGENCY shall timely and regularly remit all obligations (Amount to the government in favor of the guard) for SSS, PhilHealth, Pag-IBIG, and other mandatory remittances, i.e., withholding tax on compensation, as deducted from the pay and allowances of the security officers/guards **not later than the 15th day of the following month**.
- 12.5. The AGENCY shall be entitled to request from BCDA for adjustment of the contract price in the event the minimum wage is increased or where there is an increase in the benefits in favor of the guards pursuant to law, executive order, decree or wage order; provided that the AGENCY shall present acceptable proof thereof, e.g. copy of a wage order certified by PADPAO through its Committee on PADPAO Rate Computation.
- 12.6. BCDA has the right to demand from the AGENCY proof of compliance with its obligations under sub-clauses 12.3. to 12.4.
- 12.7. The adjustment of the contract price, unless otherwise amended and/or superseded by law, shall be computed as follows:
 - 12.7.1. Only the "amount to guard and government" shall be adjusted and **not** the Agency Fee; and
 - 12.7.2. The 12% VAT shall only be imposed on the Agency Fee and **not** on the amount to guard and government, in accordance with BIR Revenue Memorandum Circular No. 39-2007, as applied to wage orders issued by PADPAO.

XIII. POSTING OF PERFORMANCE AND WAGE SECURITIES:

13.1. Performance Security

To guarantee the faithful performance of the AGENCY of its responsibilities and obligations under the Contract, and the payment to BCDA for losses, and/or damages suffered thereby and such other liabilities that the AGENCY may have incurred during its tour of duty arising from unsatisfactory performance or non-performance under the Contract, the AGENCY shall post a performance security in favor of BCDA in the form of Cash, Cashier's or Manager's Check (equivalent to 5% of the ABC) or Surety Bond (equivalent to 30% of the ABC).

13.2. Wage Security

13.2.1. Similarly, to answer for the wages due to security guards should the AGENCY fail to pay the same, the AGENCY must post a wage security in favor of BCDA equivalent to three (3) months' cost of labor in AOR IVD.

13.2.2. The performance and wage securities shall be callable on demand and shall have a validity period equal to the duration of the contract, including its renewal or extension, if any, plus three (3) months.

13.3. Adjustment and Performance Wage Securities

In case of a change in contract price arising from additional deployment of guard force or wage adjustments pursuant to law, executive order, decree, or wage order, the aforementioned performance and wage securities shall be upgraded accordingly.

XIV. MEDICAL AND RISK INSURANCE:

14.1. The AGENCY must ensure that all security personnel to be deployed including authorized relievers shall have full medical coverage for all types of sickness and emergencies.

14.2. The AGENCY must ensure that all security personnel to be deployed, including authorized relievers, shall have either individual or group insurance coverage in case of death or complete/partial disability.

XV. CONFIDENTIALITY CLAUSE:

15.1. The AGENCY agrees that the services covered by this Contract are strictly confidential and that a breach of any of the Terms and Conditions thereof by the AGENCY may compromise BCDA of its security, financial, material, and operational loss and damage, and therefore, the AGENCY hereby agrees as follows:

15.1.1. The AGENCY and any of its personnel shall not, during the term of this Contract or anytime thereafter, reveal, disclose or furnish in any manner to any person, firm or corporation, any information relating to BCDA which the AGENCY or its personnel may have acquired or which came to its/their knowledge or possession during the performance of their obligations to BCDA.

15.1.2. Only persons expressly authorized in writing by BCDA shall be allowed by the AGENCY to have access to the documents/records in the custody of the AGENCY. For this purpose, BCDA shall inform the AGENCY in writing of the persons authorized to have access to said documents/records.

15.1.3 Any incident or report of unauthorized or unlawful disclosure of sensitive information by any personnel of the AGENCY will be grounds for termination of the contract and with corresponding penalties.

XVI. PENALTY CLAUSE:

16.1. The Security Agency, Security Officers, and Security Guards shall be penalized for failure to comply with the provisions of this TOR as follows;

TABLE OF OFFENSES AND PENALTIES

NR	OFFENSES	PENALTIES
SECURITY AGENCY		
1.	a. Failure to comply with the provision of this TOR (Sec. 12.1) that each security officer/guard receives a pay rate not lower than the minimum wage rate and other remuneration and benefits as provided for in the Philippine Labor Code and the Wage Orders officially issued by the Philippine Association of Detective and Protective Agency Operators, Inc. (PADPAO).	Termination of the Contract
2.	Failure to ensure and/or guarantee the timely release and/or disbursement of the salaries of the security guards not later than every 10th and 25th day of the month; (Sec.12.2)	First Offense: Penalty of P5,000.00 per individual complaint per period; deductible from the succeeding AGENCY Billings.
3.	Failure to regularly provide each security officer/guard a copy of his/her official pay slip every 10th and 25th day of the month, indicating therein the summary of his/her salaries, allowances, bonuses, remittances to SSS, Pag-IBIG, Phil-Health, and other authorized deductions. (Sec. 12.3)	Second Offense: Penalty of P10,000.00 per individual complaint per period; Deductible from the succeeding AGENCY Billings.
4.	Failure to remit timely and regularly all obligations (Amount to Government in Favor of Guard as indicated in the PADPAO Wage Order) for SSS, Phil-Health, Pag-IBIG, and other mandatory remittances as deducted from the pay and allowances of the security guards and officers not later than the 15th day of the following month. (Sec. 12.4)	Third Offense: Termination of the Contract
5.	Falsification of reports, Daily Time Record, payroll, and other documents submitted to BCDA.	Termination of the Contract

NR	OFFENSES	PENALTIES
6.	Unauthorized disclosure of confidential information/documents of BCDA by the AGENCY or anybody of the deployed Security Guards.	a. Termination of the Contract; b. Filing of a civil case against the AGENCY for the determination of its liabilities
7.	Loss of company/client property due to negligence of the AGENCY's guards	a. Pay the cost amount of the loss property as determined by the result of the joint investigation conducted by BCDA and AGENCY; b. A deduction of P3,000.00 per incident from AGENCY's billing.
8.	Illegal Structures	A deduction of P20,000 from the AGENCY's billing as a penalty for failure to demolish the same within 3 days.
9.	Illegal extension of existing structure	A deduction of P20,000 from the AGENCY's billing as a penalty for failure to demolish within 3 days
10.	Illegal planting of Trees and similar plants that the farmer will demand payment for in the future.	A deduction of P3,000.00 per planted tree from the AGENCY's billing as a penalty for failure to prevent the illegal planting of trees.
11.	Posting of guard on straight duty (2 consecutive duties)	A deduction of P1,000.00 per guard from AGENCY's billing

NR	OFFENSES	PENALTIES
12.	Failure to provide the required number of firearms, vehicles, and radio equipment at the start of the contract	1 st Offense: Notice of Compliance;
13.	Failure to provide the required number of other equipment at the start of the contract	2 nd Offense: P100.00 per day per item to be deducted from AGENCY's billing;
14.	Non-availability or Non-serviceability of firearms, radio equipment, and vehicles during the conduct of daily and random inspection.	3 rd Offense: P500.00 per day per item to be deducted from the SA billing
15.	Unmanned or undermanned Post/Patrol areas	A deduction of P500.00 per day per post from the AGENCY's billing;
16.	Non-availability or Non-serviceability of other equipment during the conduct of daily and random inspection.	A deduction of P500.00 per day per item from the AGENCY's billing;
SECURITY GUARDS		
17.	Guard found sleeping on post	A deduction of P300.00 per guard from the AGENCY's billing
18.	Guard found under the influence of liquor while on duty	<p>a. Suspension from duty (Sec. 344 of RA 11917).</p> <p>b. Following due process, the AGENCY must conduct an immediate investigation and impose appropriate sanctions against the erring guard.</p> <p>c. A deduction of P500.00 per guard from the AGENCY's billing.</p>
19.	Abandoning of Post by the Duty Guard.	

NR	OFFENSES	PENALTIES
20.	Accidental and/or indiscriminate firing of a weapon by the guard.	Outright termination of guard's duty with BCDA; a. Following the due process, the AGENCY must conduct an immediate investigation and impose appropriate sanctions against the erring guard.
21.	Guards found guilty of vandalism, theft, and pilferage of the company's properties.	b. Against the security agency, a deduction of P1,000.00 per guard from the agency's billing.
22.	An act of disrespect and other forms of discourtesy committed by the guards against BCDA officials & employees, visitors, and co-workers.	
23	Guards found in possession of prohibited drugs or found positive for the same.	Outright termination of guard's duty with BCDA;

XVII. DURATION AND EXTENSION OF CONTRACT:

17.1.The AGENCY shall provide security services to BCDA for a contract period of (1) year effective 06 May 2026 or upon issuance of Notice To Proceed. The contract may extend or renew in accordance with NGPA (RA12009).

17.2.It is understood that paragraph above (17.1) allows BCDA to exercise its right to either extend or terminate in accordance with RA 12009.

17.3.The AGENCY shall maintain at least a Performance Level of **Satisfactory (or a Minimum of 80 Points)** for the entire period of the contract based on the performance criteria as stated on **GPPB Resolution No.06-2022 "Annex A # 4. Procedures"** as follows;

No.	Performance Criteria	Weight
I.	Conformity to Technical Requirements	(25)
II.	Timeliness in the Delivery of Services	(25)
III.	Behaviour of Personnel (Courtesy, Professionalism and Knowledge)	(20)
IV.	Response to Complain	(20)
V.	Compliance to set of policies	(10)
	Performance Rating	100 Points

17.4.Based on the assessment, the BCDA may terminate the Contract

of the AGENCY for its “poor” or “unsatisfactory” performance or failure to comply with its obligations as stipulated in the contract.

17.5. Level of Performance Rating. The detailed rating system for the Performance Evaluation shall be provided to the contracted AGENCY. The level of performance shall be rated according to the following:

Performance Level	Points	Remarks
Poor	Below 70	For Termination of Contract
Unsatisfactory	Below 80	For Termination of Contract
Satisfactory	80-84	For improvement
Very Satisfactory	85-89	For renewal
Excellent	90-94	For renewal
Outstanding	Above 95	For renewal

XVIII. TERMINATION:

18.1. The termination of procurement contracts shall be in accordance with the provisions of RA 12009 and its IRR.

LIST OF ANNEXES:

- A - Map covering the area of AOR-IVD*
- B - Deployment of Guards*
- C - Security Guard Standard Equipment Requirement*
- D - Agency's Standard Equipment Requirement*
- E - Standard First Aid Kit Requirement*
- F - PADPAO Rate for Region III effective 16 April 2026*
- G - Scoring sheet*
- H - Cost Distribution*





AOR IVD Officers Manning:
 DC - 1/0
 ADC - 0/1
 DRIVER - 1/1
 CCTV/RADIO OPTR - 1/1
 =====Total Deployment :
 48

**KALANGITAN MAIN
 C-POINT
 7/7**

**KALANGITAN ADVANCE
 C-POINT
 4/4**

**KALANGITAN REAR C-POINT
 4/4**



ANNEX G - POINT SYSTEM

CRITERIA	SUB-CRITERIA	WEIGHT
AGENCY's Credible Track Record/Experience (40 Pts)	Contracts for the last (5) years completed or ongoing (Maximum of 3 Contracts) indicating the following information:	TOTAL OF 40 POINTS BROKEN DOWN BELOW
	a) duration per contract - (Photocopy of Contract)	1 year - 2 points 2 year - 3 points 3 years - up - 5 points (Max - 10 points)
	b) Total Amount of the (3) Contract per year (Photocopy of Contract)	100M and below - 5 points More than 100M up to 200M - 7.5 points Above 200M - 10 points (Max - 10 points)
	c) Certificate of No Derogatory Records (per contract) issued by the Client	5 points (Incomplete submission considered as Non-Compliant)
	d) Sensitivity of the facility or the property covered by the contract. Submit reports indicating the following information:	TOTAL OF 15 POINTS -5 points per contract depends on the following categories:
	1. Name of Client:	1. Open Area or any type of properties occupied by informal settlers or properties under dispute in court or being claimed by other party (5 points)
	2. Date of Incident:	2. Airport, Seaport, Banks, Jewelry Store, Pawnshop, Money Changer, Government Building, Schools, Malls and Department Store (4 points)
	3. Place of Incident:	3. Hotels, Hospitals (Government or Private), Condominiums, Subdivisions, Depot, and Plant (3 points)
	4. Security Issues encountered	4. Other facilities or properties including Open Areas without Security concerns or issues (1 point)
	5. Measures undertaken to resolve security issues	
	6. Result of operation	
	6.1. No. of Fatalities.	
	6.2. No of Injured	
	6.3. Damage to Property	
	6.4. Duration of the operations	
6.5. Affiliation of the individual or group whose subject of the operation (such as, left leaning group, organized crime group, or other lawless elements)		
Tools and Equipment (30 Pts) (undertakings or reservations are considered as long as the specifications were already determined and indicated in the proposal)	Pick -Up Truck	Year Model 2025 - 5 points Year Model 2024 - 4 points Year Model 2023 - 3 points Year Model 2022 and below - 2 points
		4Wheel Drive - 5 points 2Wheel Drive - 3 points
	Motorcycle	Year Model 2025 - 5 points Year Model 2024 - 3 points Year Model 2023 - 2 points Year Model 2022 and below - 1 points
		Off-road Type - 2 points Non- Off road - 1 point

	CCTV System -	360 degrees Angle of coverage - 5 points
		90 degrees Angle of coverage - 3 points
		Memory Retention (2 months up) - 3 points
		Below 2 months retention - 2 points
	Squad Tent (12 pax capacity)	Military Type - 5 points
		Non-Military Type - 3 points
Qualification for Security Officers (20 Pts)	a) Name of Officers:	20 points - (10 points per officer SO)
	b) Educational Attainment	
	College Graduate	3 points
	Undergrad (at least 2 years)	2 points
	Highschool	1 point
	c) Training	
	Former MUP/RESERVIST or CSP/CSSP Graduate	3 points
	d) Skill	
	Licensed Driver/Certified Investigator or Computer Literate (No Skill - No points)	2 points
e) Length of Service as Security Officer		
5 years of continuous duty as Security Officer	2 points	
Below 5 years of continuous duty as Security Officer	1 points	
AGENCY's Compliant to Mandatory Government Contribution in favor of Guards (10 Pts)	PAG-IBIG FUND Certification of No Delay of payment	Total of 10 Points (Incomplete certification considered as Non-Compliant)
	SSS Receipt of Updated Payment	
	PHILHEALTH Certification of No Delay of payment	

Uncontrolled when printed and emailed

ANNEX H - DETAILED COST DISTRIBUTION

NAME OF BIDDER : _____

BID COMPUTATION FOR : AOR IVD (NCC Project Areas)

PADPAO WAGE ORDER NO. RB II - 26; Effective 16 April 2026

Days worked per week	7 Days	7 Days
No. of Days Per Year	395	395
	12 Hrs work/day	12 Hrs work/day
	Day Shift	Night Shift

Amount to Guard

- New Daily Wage (DW)
- Ave. Pay Month (DW x no. of days per yr/12)
- Night Deffirential Pay (Ave. Pay/mo. X 10% x1/3) (x1/2)
- 13th Month Pay (DW x 365/12/12)
- 5-day Incentive Pay (DWx5/12)
- Uniform Allowance (RA 5487)
- Overtime Pay
- Sub Total**

Amount to Government in Favor of Guards

- Retirement Benefit (RA 7641)(DWx22.5/12)
- SSS Premium (January 2025)
- SSS-WISP (Workers Investment Savings Program)
- PhilHealth Contribution (January 2024)
- State Insurance Fund
- Pag-Ibig Fund
- Sub Total**

A. TOTAL AMOUNT TO GUARD AND GOVERNMENT

B. AGENCY FEE

Administrative Overhead and Margin

C. VALUE ADDED TAX (Agency fee x 12%)

MINIMUM CONTRACT RATE FOR 12 HOURS

No. of Guards

CONTRACT RATE PER MONTH SG's

TOTAL CONTRACT PRICE FOR 1 YEAR