

BASES CONVERSION AND DEVELOPMENT AUTHORITY

**BIDDING FOR THE
SECURITY SERVICES FOR
AOR I (BCDA CORPORATE
CENTER AND BCDA
FACILITIES PDS)**

**Sixth Edition
July 2020**

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

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

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

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

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

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

CDA - Cooperative Development Authority.

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

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

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

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

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

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

GFI – Government Financial Institution.

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

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

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms

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

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

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

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

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

UN – United Nations.

Section I.

Invitation to Bid

***Procurement of Security Services for AOR I
(BCDA Corporate Center and BCDA Facilities PDS)***

1. The BASES CONVERSION AND DEVELOPMENT AUTHORITY (BCDA), through its 2024 Corporate Operating Budget (COB), intends to apply the sum of **Twelve Million Two Hundred Thirty Five Thousand Eighty Pesos (Php12,235,080.00)**, inclusive of VAT and all other applicable government taxes, fees, and other charges, being the Approved Budget for the Contract (ABC) to payments under the contract for the **PROCUREMENT OF SECURITY SERVICES FOR AOR I (BCDA CORPORATE CENTER AND BCDA FACILITIES PDS)**.

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

2. The BCDA now invites bids for the Procurement of Security Services for AOR I (BCDA Corporate Center and BCDA Facilities PDS). Bidders should have completed, within five (5) years prior to the date of submission and receipt of bids, a contract similar to the Project equivalent to at least fifty percent (50%) of the ABC; or at least two (2) similar contracts and the aggregate contract amount should be equivalent to at least fifty percent (50%) of the ABC, with the largest of these similar contracts equivalent to at least twenty-five percent (25%) of the ABC. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instruction to Bidders.
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the “Government Procurement Reform Act”.

Bidding is limited to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183.

4. Prospective bidders may obtain further information from the BCDA Bids and Awards Committee (BAC) for Goods Secretariat and inspect the Bidding Documents at the address given below from Monday to Friday, from 8:00 a.m. to 5:00 p.m. and/or at the BCDA website (<https://bcda.gov.ph/bids>).
5. A complete set of Bidding Documents may be acquired by interested bidders from the BCDA Corporate Center, 2nd Floor, Bonifacio Technology Center, 31st Street corner 2nd Avenue, Bonifacio Global City, Taguig City starting **08 March 2024 up to 03**

April 2024 from 8:00 AM to 5:00 PM except Saturdays, Sundays and Holidays, and until 9:00 AM on 03 April 2024, upon payment of an applicable fee for the bidding documents, pursuant to the latest Guidelines issued by the GPPB, as follows:

The cost of the bidding documents is **Php5,000.00 (non-refundable)**.

The Procuring Entity shall allow the bidder to present its proof of payment for the fees in cash, manager's check or via online fund transfer to BCDA Account.

The Bidding Documents may also be downloaded from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of BCDA (www.bcda.gov.ph). Only bidders who purchased the Bidding Documents will be allowed to submit bids.

6. The BCDA will hold a Pre-Bid Conference on **19 March 2024 at 10:00 AM** at the BCDA Corporate Center, 2F Bonifacio Technology Center (BTC), BGC, Taguig City and/or through video conferencing or webcasting via zoom or google meet, which shall be open to prospective bidders.
7. Bids must be duly submitted on or before **03 April 2024 at 9:00 AM** at the **BCDA Central Receiving and Releasing Area (CRRA)** located at the **BCDA Corporate Center, 2nd Floor, Bonifacio Technology Center, 31st St. corner 2nd Ave, Bonifacio Global City, Taguig City**.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 14**.
9. Bid opening shall be on **03 April 2024 at 10:00 AM** on the same address given above. Bids will be opened in the presence of the Bidders' representatives who choose to attend. Late bids shall not be accepted.
10. The Pre-bid Conference and the Opening of Bids are hybrid events. Prospective bidders may choose to attend online via zoom or in person at the BTC Office.

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

- Attendees to the Pre-bid Conference and Opening of Bids will be required to follow the BCDA Health Protocols; and
 - Observers/representatives who show signs of COVID-19 related symptoms are not allowed to enter the BCDA premises.
11. BCDA reserves the right to waive minor defects in forms and requirements as long as they do not affect the genuineness and authenticity of the documents submitted.
 12. BCDA reserves the right to accept or reject any bid, to annul or cancel the bidding process, to declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

For further information, please refer to:

QUEENNIE P. BAUTISTA
Head, BAC for Goods Secretariat
(02) 8575-1700
bacgsecretariat@bcda.gov.ph

Date of Posting: 08 March 2024

BIDS AND AWARDS COMMITTEE FOR GOODS

By:



ATTY. ELVIRA V. ESTANISLAO
Chairperson
Bids and Awards Committee for Goods



Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, BCDA, wishes to receive Bids for the Procurement of Security Services for AOR I (BCDA Corporate Center and BCDA-PDS Facilities).

The Procurement of Security Services for AOR I (BCDA Corporate Center and BCDA-PDS Facilities) is composed of one lot, the details of which are *described in Section VII (Technical Specifications)*.

2. Funding Information

The Government of the Philippines (GOP) through BCDA's Corporate Operating Budget for CY 2024 in the amount of **Twelve Million Two Hundred Thirty Five Thousand Eighty (PhP12,235,080.00)**, for the period of one (1) year, inclusive of all applicable taxes, fees, and other charges.

3. Bidding Requirements

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

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

5. Eligible Bidders

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

- 5.2. If applicable,
- a. Foreign ownership exceeding those allowed under the rules may participate pursuant to:
 - i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
 - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
 - iii. When the Goods sought to be procured are not available from local suppliers, or
 - iv. When there is a need to prevent situations that defeat competition or restrain trade.
 - b. Foreign ownership is limited to those allowed under the rules may participate in this Project.

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

If applicable:

- a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
- b. For the procurement of Expendable Supplies: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC.
- c. For procurement where the Procuring Entity has determined, after the conduct of market research, that imposition of either (a) or (b) will likely result in failure of bidding or monopoly that will defeat the purpose of public bidding: the Bidder should comply with the following requirements, if and when applicable:
 - i. Completed at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least *fifty percent (50%) in the case of non-expendable supplies and services or twenty-five percent (25%) in the case of expendable supplies*] of the ABC for this Project; and

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

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

6. Origin of Goods

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

7. Subcontracts

7.1. The Bidder shall not be allowed to subcontract the entire nor a portion of the Project.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on **19 March 2024 at 10:00 AM** at the BCDA Corporate Center, 2nd Floor, Bonifacio Technology Center 31st Street corner 2nd Avenue, Bonifacio Global City Taguig City and/or through videoconferencing/ webcasting as indicated in paragraph 7 of the IB.

9. Clarification and Amendment of Bidding Documents

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

10. Documents Comprising the Bid: Eligibility and Technical Components

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

10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within five (5) *years* from the date of submission and receipt of bids, a contract similar to the Project.

10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in a foreign language other than English, they must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting

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

11. Documents Comprising the Bid: Financial Component

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

12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
 - a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;
 - iii. The cost of transportation, insurance, and other costs incidental to the delivery of the Goods to their final destination; and,
 - iv. The price of other (incidental) services, if any, listed in e.
 - b. For Goods offered from abroad:
 - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.

- ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

13. Bid and Payment Currencies

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

14. Bid Security

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

15. Sealing and Marking of Bids

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

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

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

16. Deadline for Submission of Bids

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

17. Opening and Preliminary Examination of Bids

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

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

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

18. Domestic Preference

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

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated “*passed*,” using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.3. The Project shall be awarded as follows:

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

20. Post-Qualification

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

21. Signing of the Contract

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

Section III. Bid Data Sheet

ITB Clause																						
1.1	<p>The Procuring Entity is</p> <p style="text-align: center;">BASES CONVERSION AND DEVELOPMENT AUTHORITY</p> <p>The name of the Contract is Procurement for Security Services for AOR I (BCDA Corporate Center and BCDA Facilities PDS)</p>																					
1.2	<p>The lot(s) and reference is/are:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2" style="text-align: center;">AOR</th> <th colspan="3" style="text-align: center;">Component 1 (SG with Standard Package Requirements)</th> <th rowspan="2" style="text-align: center;">Component 2 (Special Equipment & Services Requirements)</th> <th rowspan="2" style="text-align: center;">ABC for the 1st Year (in Php)</th> </tr> <tr> <th style="text-align: center;">No. of SGs</th> <th style="text-align: center;">No. of Duty Hour</th> <th style="text-align: center;">Annual Budget</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">AORI</td> <td style="text-align: center;">20</td> <td style="text-align: center;">12</td> <td style="text-align: right;">₱12,235,080.00</td> <td style="text-align: center;">None</td> <td style="text-align: right;">₱12,235,080.00</td> </tr> <tr> <td style="text-align: center;">TOTAL ABC</td> <td></td> <td></td> <td style="text-align: right;">₱12,235,080.00</td> <td></td> <td style="text-align: right;">₱12,235,080.00</td> </tr> </tbody> </table> <p><i>ABC is inclusive of VAT and all other applicable government taxes, fees, and other charges</i></p>	AOR	Component 1 (SG with Standard Package Requirements)			Component 2 (Special Equipment & Services Requirements)	ABC for the 1 st Year (in Php)	No. of SGs	No. of Duty Hour	Annual Budget	AORI	20	12	₱12,235,080.00	None	₱12,235,080.00	TOTAL ABC			₱12,235,080.00		₱12,235,080.00
AOR	Component 1 (SG with Standard Package Requirements)			Component 2 (Special Equipment & Services Requirements)	ABC for the 1 st Year (in Php)																	
	No. of SGs	No. of Duty Hour	Annual Budget																			
AORI	20	12	₱12,235,080.00	None	₱12,235,080.00																	
TOTAL ABC			₱12,235,080.00		₱12,235,080.00																	
<u>2</u>	<p>The Funding Source is:</p> <p>The Government of the Philippines (GOP) through BCDA's 2024 Corporate Operating Budget.</p> <p>The name of the Project is: Procurement for Security Services for AOR I (BCDA Corporate Center and BCDA Facilities PDS)</p>																					
3.1	No further instructions.																					
5.1	No further instructions.																					
5.2	Foreign bidders, except those falling under ITB Clause 5.2(b), may not participate in this Project.																					
5.4	<p>The Bidder must have completed, within the period specified in the Invitation to Bid and ITB Clause 12.1(a)(ii), a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC OR at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least fifty percent (50%) of the ABC, with the largest of these similar contracts equivalent to at least twenty-five percent (25%) of the ABC.</p> <p>Similar Contracts shall refer to contracts involving the Security Services.</p>																					
7	No further instructions.																					
7.1	Subcontracting is NOT allowed.																					
8	The Procuring Entity will hold a Pre-Bid Conference on 18 March 2024 at 10:00 AM at the BCDA Corporate Center, 2nd Floor Bonifacio Technology Center, 31st																					

	Street corner 2nd Avenue, Bonifacio Global City, Taguig City and/or through video-conferencing/webcasting} as indicated in paragraph 6 of the IB .
9	The Procuring Entity's address is: BCDA Corporate Center 2nd Floor, Bonifacio Technology Center 31st St. corner 2nd Ave., Bonifacio Global City, Taguig City
10.1	Please refer to Section VII. Technical Specifications for a complete list of eligibility and technical requirements.
10.2	The bidder's SLCC, similar to the contract to be bid, should have been completed within five (5) years prior to the deadline for the submission and receipt of bids.
12	The ABC is Twelve Million Two Hundred Thirty Five Thousand Eighty Pesos (Php12,235,080.00) , inclusive of VAT and all applicable taxes. Any bid with a financial component exceeding this amount shall not be accepted.
13.2	The Bid prices for Goods supplied from outside of the Philippines shall be quoted in Philippine Pesos.
14.1	The bid security shall be in the form of a Bid Securing Declaration , or any of the following forms and amounts: 1. The amount of not less than Two Hundred Twenty-Four Thousand Seven Hundred One Pesos 00/60 (Php244,701.60) , 2% of ABC , if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or 2. The amount of not less than Six Hundred Eleven Thousand Seven Hundred Fifty Four Pesos (Php611,754.00) , 5% of ABC , if bid security is in Surety Bond.
14.2	Bids will be valid until one hundred twenty (120) days from the date of bid opening.
15	Each Bidder shall submit one (1) original copy of the first component (eligibility and technical) and (1) original copy of the second component (financial) of its bid.
16.1	The address for submission of bids is: Central Receiving and Releasing Area (CRRA) Bases Conversion and Development Authority BCDA Corporate Center 2nd Floor, Bonifacio Technology Center 31st St. corner 2nd Ave., Bonifacio Global City, Taguig City The deadline for submission of bids is on 02 April 2024, Tuesday at 9:00 AM

17.1	<p>The place of Opening of Bids is at BCDA Corporate Center, 2nd Floor, Bonifacio Technology Center, 31st St. corner 2nd Ave., Bonifacio Global City, Taguig City. The date and time of bid opening is on 02 April 2024, Tuesday at 10:00 AM.</p> <p>Bidders may choose to attend online via zoom or attend in person at the BTC Office.</p>
19.3	<p>Partial bid is not allowed.</p>

Section IV. General Conditions of Contract

1. Scope of Contract

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

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all

procurement activities, the advertisement, posting, or invitations that were issued after the effectivity of the said amendment.

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

2. Advance Payment and Terms of Payment

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

3. Performance Security

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

4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC**, **Section VII (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

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

5. Warranty

- 5.1. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.
- 5.2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual and Terms of Reference for this project.

6. Liability of the Supplier

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

Section V. Special Conditions of Contract

GCC Clause	
1	Terms of Reference (TOR) is shown in a separate document as Annex A. Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI. Schedule of Requirement
2	Payment to the Supplier shall be made in Philippine Peso.
4	No further instructions.
5	No further instructions.
6	No further instructions.

Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the following project sites:

AOR I (BCDA Corporate Center and BCDA Facilities PDS):

Area of Deployment	No. of Guards	Specification	Deployment Schedule
AOR I – BCDA Corporate Center	12	Security guards with the corresponding firearms and equipment per TOR	16 July 2024
– BCDA Facilities PDS	8	Security guards with the corresponding firearms and equipment per TOR	16 July 2024

REQUIREMENTS	Date of Compliance
1. Site Survey	After the Pre-bid Conference
2. Coordinating Conference between BCDA & Agency prior to deployment	Two (2) Calendar Days (CD) from receipt of the Notice to Proceed
3. Submission and Presentation of the Comprehensive Security Plan	Two (2) CDs after the Coordinating Conference
4. Submission of the List and PDS of Security Personnel for Deployment.	
5. Interview of Nominee for Security Officers for Designation as Detachment Commander/OIC and Asst. DC/Shift-In-Charge	
6. Submission of the following: - List of Firearms (with copy of licenses) - List of Communication Equipment (with copies of registration/certificate and licenses of radio operators) - List of Vehicles for security deployment (with copies of OR/CR);	Two (2) CDs after the Coordinating Conference
7. Showdown inspection of equipment and rank inspection of security personnel	2-3 CDs before assumption of AOR

8. BCDA Joint-Inspection/Inventory with Out-Going and Incoming Security Agency	1-2 CDs before assumption of AOR
9. Turnover of Responsibility (From the Outgoing Security Provider to BCDA Rep; From BCDA Rep to the new Security Provider)	6:00AM of schedule turn-over (Refer to the Date/Time in the NTP)
8. Posting Security Officers/Guards under the New Security Provider/New Contract(s)	As stipulated in the Daily Guard Detail

Bidder/Bidder's Authorized Representative:

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

Section VII. Technical Specifications

Bidders must indicate whether the merchandise offered is “Compliant” or “Non-Compliant” to the corresponding specifications prescribed by BCDA using this form.

AOR I (BCDA Corporate Center and BCDA Facilities PDS):

TECHNICAL SPECIFICATIONS FOR AOR I (BCDA Corporate Center and BCDA Facilities PDS) (Annex A – Terms of Reference)				
Item / Service	Maximum Quantity	Technical Specifications / Scope of Work	Statement of Compliance	
			Compliant	Non-Compliant
Manpower Requirements	As indicated in Sections VI of the TOR	Please refer to Sections VI of the TOR		
Security Guard Requirements	As indicated in Annex A1 of the TOR	Please refer to Annex A1 of the TOR		
Standard Equipment Requirements	As indicated in Annex A2 of the TOR	Please refer to Annex A2 of the TOR		
Standard First Aid Requirements for Detachment Headquarters	As indicated in Annex A3 of the TOR	Please refer to Annex A3 of the TOR		
Special Equipment and Services Requirements	As indicated in Annex A4 of the TOR	Please refer to Annex A4 of the TOR		

Bidder/Bidder’s Authorized Representative:

Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

**STANDARD EQUIPMENT REQUIREMENTS
BCDA CORPORATE CENTER**

TECHNICAL SPECIFICATION	QTY	REMARKS	STATEMENT OF COMPLIANCE	
			Please CHECK the appropriate box	
			COMPLIANT	NON-COMPLIANT
COMMUNICATION EQUIPMENT:				
Base Radio with complete accessories and antenna	2	1. One (1) set at Detachment Hqs; one set for the 4-wheeled vehicle; Ready for inspection during the Post-Qualification.		
Handheld Radio with clip holder and earphone; For issue to the SG on Duty	7	Ready for inspection during Post-Qualification.		
Handheld Radio; as reserves	5	Ready for inspection during Post-Qualification.		
Battery charger for hand held radios	12	Ready for inspection during Post-Qualification.		
Extra rechargeable batteries for hand held radios	12	Ready for inspection during Post-Qualification.		
VEHICLES:				
4 X 2 Utility Pick-up w/ beacon lights and fuel support and with fuel support	1	Not older than 2023 model; Ready for inspection during Post-Qualification		
Motorcycle 150CC with fuel support	1	Ready for inspection during Post-Qualification;		
FIREARMS:				
Cal. 9mm Pistol for issue to SG on duty	7	Ready for inspection during Post-Qualification.		
Cal. 9mm Pistol as reserves	2	Ready for inspection during Post-Qualification.		

12 GA Shot Gun as reserves	2	Ready for inspection during Post-Qualification.		
OTHER STANDARD EQUIPMENT:				
Computer with printer with Internet capability	1	(1) Monthly billing for the Internet shall be charged against the Security Agency; (2) Must be operational one (1) month after assumption and (3) Ready for inspection during Post-Qualification.		
Digital Camera (at least 5 megapixel)	2	Ready for inspection during Post-Qualification.		
Body Camera with night vision capability	7	Ready for inspection during Post-Qualification.		
Portable Metal Detector	4	Ready for inspection during Post-Qualification.		
BASIC EQUIPMENT FOR DISASTER & EMERGENCY RESPONSE				
Rescue Hydraulic Jack (10 tonner)	1 set	Ready for inspection during Post-Qualification.		
Chain Block with at least 5 tons capacity	1 set	Ready for inspection during Post-Qualification.		
Rechargeable Emergency Flashlight	6 sets	Ready for inspection during Post-Qualification.		
Megaphone with sling	2 sets	Ready for inspection during Post-Qualification.		
Squad Tent (minimum capacity: 10 persons)	1 set	Ready for inspection during Post-Qualification.		
Multi-purpose Rope (1/2 inch diameter x 20 meters)	10 rolls	Ready for inspection during Post-Qualification.		
Stretcher	2 units	Ready for inspection during Post-Qualification.		
Detachment First Aid Kit	1 set	Ready for inspection during Post-Qualification;		

		2. See List of Requirements		
INDIVIDUAL UNIFORM AND EQUIPMENT OF GUARDS:				
Class A Uniform	12	To be inspected during Rank Inspection		
Rain Coats	12	To be inspected during Rank Inspection		
Rain Boots	12	To be inspected during Rank Inspection		
Medicine Kit (Bethadine, Gause Pad, Alcohol & Band Aid)	12	To be inspected during Rank Inspection		
Handcuff	12	To be inspected during Rank Inspection		
Flash Light	12	To be inspected during Rank Inspection		
Baton	12	To be inspected during Rank Inspection		
PPE (Traffic Vests)	12	To be inspected during Rank Inspection		
SPECIAL EQUIPMENT				
CCTV Camera (Please refer to CCTV Systems Specifications below)	16	Ready for inspection upon Assumption		
CCTV Monitor (Please refer to CCTV Systems Specifications below)	2	Ready for inspection upon Assumption		

Bidder/Bidder's Authorized Representative:

Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

**STANDARD EQUIPMENT REQUIREMENTS
FOR BCDA FACILITIES - PDS**

ITEM DESCRIPTION	QTY	REMARKS	STATEMENT OF COMPLIANCE	
			Please CHECK the appropriate box	
			COMPLIANT	NON-COMPLIANT
COMMUNICATION EQUIPMENT:				
Base Radio with complete accessories and antenna	2	1. One (1) set at Detachment Hqs; one set for the 4-wheeled vehicle; Ready for inspection during the Post-Qualification.		
Handheld Radio with clip holder and earphone; For issue to the SG on Duty	4	Ready for inspection during Post-Qualification.		
Handheld Radio; as reserves	2	Ready for inspection during Post-Qualification.		
Battery charger for hand held radios	6	Ready for inspection during Post-Qualification.		
Extra rechargeable batteries for hand held radios	6	Ready for inspection during Post-Qualification.		
VEHICLES:				
Utility Van, Fully-air-conditioned; w/ beacon lights and fuel support	1	Not older than 2022 model; Ready for inspection during Post-Qualification		
Motorcycle 150CC with adequate fuel support	1	Not older than 2022 model; Ready for inspection during Post-Qualification		
FIREARMS:				
Cal. 9mm Pistol for issue to SG on duty	4	Ready for inspection during Post-Qualification.		

Cal. 9mm Pistol as reserves	2	Ready for inspection during Post-Qualification.		
12 GA Shot Gun as reserves	4	Ready for inspection during Post-Qualification.		
OTHER STANDARD EQUIPMENT:				
Computer with printer with Internet capability	1	(1) Monthly billing for the Internet shall be charged against the Security Agency; (2) Must be operational one (1) month after assumption and (3) Ready for inspection during Post-Qualification.		
Digital Camera (at least 5 megapixel)	1	Ready for inspection during Post-Qualification.		
Body Camera with night vision capability	4	Ready for inspection during Post-Qualification.		
BASIC EQUIPMENT FOR DISASTER & EMERGENCY RESPONSE				
Rescue Hydraulic Jack (10 tonner)	1 set	Ready for inspection during Post-Qualification.		
Chain Block with at least 5 tons capacity	1 set	Ready for inspection during Post-Qualification.		
Rechargeable Emergency Flashlight	8 sets	Ready for inspection during Post-Qualification.		
Megaphone with sling	2 sets	Ready for inspection during Post-Qualification.		
Squad Tent (minimum capacity: 10 persons)	1 set	Ready for inspection during Post-Qualification.		
Multi-purpose Rope (1/2 inch diameter x 20 meters)	10 rolls	Ready for inspection during Post-Qualification.		
Stretcher	2 units	Ready for inspection during Post-Qualification.		
Detachment First Aid Kit	1 set	Ready for inspection during Post-Qualification;		

		2. See List of Requirements		
INDIVIDUAL UNIFORM AND EQUIPMENT OF GUARDS:				
Class A Uniform	8	To be inspected during Rank Inspection		
Rain Coats	8	To be inspected during Rank Inspection		
Rain Boots	8	To be inspected during Rank Inspection		
Medicine Kit (Betadine, Gause Pad, Alcohol & Band Aid)	8	To be inspected during Rank Inspection		
Handcuff	8	To be inspected during Rank Inspection		
Flash Light	8	To be inspected during Rank Inspection		
Baton	8	To be inspected during Rank Inspection		
PPE (Traffic Vests)	8	To be inspected during Rank Inspection		
SPECIAL EQUIPMENT				
CCTV Camera (Please refer to CCTV Systems Specifications below)	16	Ready for inspection upon Assumption		
CCTV Monitor (Please refer to CCTV Systems Specifications below)	2	Ready for inspection upon Assumption		

**SPECIFICATIONS OF SPECIAL EQUIPMENT
(CCTV SYSTEMS) REQUIREMENTS FOR AOR I (BCDA Corporate Center)**

1. CCTV SYSTEM (16 Channels)

a. The Security Agency must be able to provide a 16-channel CCTV System with 16 cameras (including 4 wireless cameras that may be configured into two sets:

(1) Four (4) wireless cameras to be installed at the Basement Parking Area Area with IP connection to a CCTV set/monitor at the Security Office, BCDA Corporate Center;

(2) Twelve (12) cameras to be installed at the Fire Exits and Exterior Hallways in the Second Floor with LAN or IP connection to a CCTV set/monitor at the Security Office, BCDA Corporate Center;

b. The four (4) wireless cameras to be installed at the basement shall have WIFI and SD Card IP HIKVision NVC-711WD with specifications not lower than the following:

- (1) IP wireless camera device with WIFI and SD Card designed for network video surveillance application;
- (2) With OSD control, full function model;
- (3) OEM;
- (4) Compression: H.264 Baseline Profile Level 2.2;
- (5) Storage: SD Card, Max 5G (optional);
- (6) Pan Range: 360 degrees (continuous);
- (7) Tilt Range: 90 Degrees;
- (8) Presets: 128 Presets, can be labeled with editable title;
- (9) Cruise Section: 5 pcs;
- (10) Protocol: Sony, Hitachi, CNB, LG.

c. The Security Agency shall shoulder the cost of installation and monthly billing of internet connectivity;

d. Specifications for other CCTV cameras to be installed:

(1) With high-end H-264 16 channels DVR, 16 night-vision outdoor cameras.

(2) With 16 Channels DVR which supports real-time recording up to 30 frames per second on each channel, and the newest most advanced H.264 compression to maximize picture quality and storage space;

(3) DVR recorder - Record all 16 channels at 30 frames per second at full 720x480 pixels each. It has built-in scheduler which gives the

user the ability to pick the time and day for the DVR to record. Can store video recording for all 16 channels up to at least 30 days;

(4) HDMI – HDMI output use with HDMI compatible monitor;

(5) USB 2.0 – Two USB ports and one USB 2.0. This can be used as a mouse port or used for a quick clip backup utility;

(6) At least 1/4 of the number of installed cameras can pan tilt and zoom and can be controlled by the operator manning the CCTV room;

(7) Mobile Remote Viewing - Gives the user the ability to monitor premises anytime, anywhere using mobile phones, compatible with android, iPhone, Black Berry and even Symbian. Bundled with the included CD;

(8) Built-in DDNS domain address;

(9) Files can be compressed by up to 80% without compromising video quality;

(10) The entire system can be linked to an external drive as back up;

(11) Night Vision – Day and night functionality. Packed with IR LED's that gives it the ability of a night vision with a range of at least 20 meters;

(12) Water Proof (for outdoor camera);

(13) Size of TV Monitor 01 32 inches;

(Note: The 16 channels/cameras as stated herein shall be modified later depending on the required number of channels needed in a particular area where the cameras shall be installed);

e. The CCTV System MUST be installed and operational within 30 days of the issuance of the Notice to Proceed.

2. K-9 SERVICE:

a. Must be able to provide at least two (2) K-9 with handlers upon notice for a limited period of deployment;

b. The deployed K9 must have the following capabilities and characteristics:

- Sniffing ability for explosives including bomb making materials;
- Tracking capability;
- Training of Dog and its Handler is in accordance with SOSIA, PNP Standard;
- Friendly;

**SPECIFICATIONS OF SPECIAL EQUIPMENT AND SERVICES
REQUIREMENTS
FOR AOR I - BCDA FACILITIES - PDS**

1. CCTV SYSTEM (16 Channels)

a. The Security Agency must be able to provide a 16-channel CCTV System with 16 cameras (including 4 wireless cameras that may be configured into two sets:

(1) Ten (10) cameras to be installed at the PDS Building and Commercial Area with LAN or IP connection to a CCTV set/monitor at the Security Office, PDS and BCDA Corporate Center;

(2) Six (6) cameras to be installed at the PDS Motor Pool with LAN or IP connection to a CCTV set/monitor at the Security Office, PDS and BCDA Corporate Center;

b. The Security Agency must be able to provide four (4) wireless camera with WIFI and SD Card IP HIKVision NVC-711WD with specifications not lower than the following: (Location of installation shall be determined later);

(1) IP wireless camera device with WIFI and SD Card designed for network video surveillance application;

(2) With OSD control, full function model;

(3) OEM;

(4) Compression: H.264 Baseline Profile Level 2.2;

(5) Storage: SD Card, Max 5G (optional);

(6) Pan Range: 360 degrees (continuous);

(7) Tilt Range: 90 Degrees;

(8) Presets: 128 Presets, can be labeled with editable title;

(9) Cruise Section: 5 pcs;

(10) Protocol: Sony, Hitachi, CNB, LG.

c. The Security Agency shall shoulder the cost of installation and monthly billing of internet connectivity;

d. Specifications for other CCTV cameras to be installed:

(1) With high-end H-264 16 channels DVR, 16 night-vision outdoor cameras.

(2) With 16 Channels DVR which supports real-time recording up to 30 frames per second on each channel, and the newest most advanced H.264 compression to maximize picture quality and storage space;

(3) DVR recorder - Record all 16 channels at 30 frames per second at full 720x480 pixels each. It has built-in scheduler which gives the user the ability to pick the time and day for the DVR to record. Can store video recording for all 16 channels up to at least 30 days;

(4) HDMI – HDMI output use with HDMI compatible monitor;

(5) USB 2.0 – Two USB ports and one USB 2.0. This can be used as a mouse port or used for a quick clip backup utility;

(6) At least 1/4 of the number of installed cameras can pan tilt and zoom and can be controlled by the operator manning the CCTV room;

(7) Mobile Remote Viewing - Gives the user the ability to monitor premises anytime, anywhere using mobile phones, compatible with android, iPhone, Black Berry and even Symbian. Bundled with the included CD;

(8) Built-in DDNS domain address;

(9) Files can be compressed by up to 80% without compromising video quality;

(10) The entire system can be linked to an external drive as back up;

(11) Night Vision – Day and night functionality. Packed with IR LED's that gives it the ability of a night vision with a range of at least 20 meters;

(12) Water Proof (for outdoor camera);

(13) Size of TV Monitor 01 32 inches;

(Note: The 16 channels/cameras as stated herein shall be modified later depending on the required number of channels needed in a particular area where the cameras shall be installed);

e. The CCTV Systems MUST be installed and operational within 30 days of the issuance of the Notice to Proceed.

2. K-9 SERVICE:

a. Must be able to provide at least two (2) K-9 with handlers upon notice for a limited period of deployment;

b. The deployed K9 must have the following capabilities and characteristics:

- Sniffing ability for explosives including bomb making materials;
- Tracking capability;

- Training of Dog and its Handler is in accordance with SOSIA, PNP Standard;
- Friendly;

3. BACKGROUND INVESTIGATION (BI)

a. Background investigation (BI) of persons on request.

b. Requirements:

(1) Validation of submitted documents to include the following:

- Diploma and other school records submitted;
- Birth Certificates;
- Employment Records;
- Clearances:
 - NBI
 - PNP (Local and National)
 - Court Clearance
 - Barangay
 - Result of Drug Test

(2) Interview of at least two (2) character references given by the person;

(3) Interview of at least two (2) persons, either neighbors or former co-worker (not given by the person);

Section VIII. Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

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

Technical Documents

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

Financial Documents

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

Class “B” Documents

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

II. FINANCIAL COMPONENT ENVELOPE

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

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

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

Section IX.

Bidding Forms

Bid Form

Date: _____

Invitation to Bid No.(reference no.): _____

To: BASES CONVERSION AND DEVELOPMENT AUTHORITY
2nd Floor Bonifacio Technology Center
31st St., Cor. 2nd Ave., Bonifacio Global City
Taguig City

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

If our Bid is accepted, we undertake:

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

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

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

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

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

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

Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

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

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

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

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

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. *[Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting**;*

4. *Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;*

5. *[Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;*

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Department or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder] complies with existing labor laws and standards; and*

8. *[Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:*

a. *Carefully examining all of the Bidding Documents;*

b. *Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;*

c. *Making an estimate of the facilities available and needed for the contract to be bid, if any; and*

d. *Inquiring or securing Supplemental/Bid Bulletin(s) issued for the [Name of the Project].*

9. *[Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.*

10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government**

of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

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

Bid Securing Declaration Form

[shall be submitted with the Bid if bidder opts to provide this form of bid security]

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

BID SECURING DECLARATION

Project Identification No.(reference no.): *[Insert number]*

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

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
 - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
 - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

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

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE] [Insert signatory's legal capacity]

Affiant

[Jurat]

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

**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).

**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

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

NFCC = P _____

$K = 15$

Submitted by:

 Name of Supplier / Distributor / Manufacturer

 Signature of Authorized Representative
 Date : _____

NOTE:

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

**PROCUREMENT OF SECURITY SERVICES FOR
AOR I (BCDA CORPORATE CENTER AND BCDA FACILITIES PDS)**

SCHEDULE OF BIDDING ACTIVITIES

No.	ACTIVITIES	DATE/SCHEDULE (2024)*	
1	Pre-Procurement Conference	27 February 2024	
2	Posting / Publication (Website, PhilGEPS, BCDA Premises & Newspaper)	08 March 2024	
3	Issuance of Bid Documents	08 March 2024 - 03 April 2024	
4	Pre-Bid Conference	19 March 2024 10:00 AM	
5	Deadline for Request for Clarification, if any	24 March 2024	
6	Issuance of Bid Bulletin, if any	27 March 2024	
7	Deadline for Submission of the ff: Eligibility Requirements and Financial Proposal	03 April 2024 9:00 AM	
8	Opening of the ff: Eligibility Requirements and the Financial Proposal	03 April 2024 10:00 AM	
9	Bid Evaluation (TWG 's detailed evaluation of the submitted bids)	04 April 2024	10 April 2024
	Presentation of Detailed Evaluation Results	10 April 2024	
10	Sending of letter to the Bidder with LCB advising them on the conduct of Post-Qualification	10 April 2024	
11	Post Qualification on the Bidder with LCB or succeeding LCB (if any)	11 April 2024	16 April 2024
12	Deliberation by BAC of the Results of Post qualification	17 April 2024	
13	Issuance of BAC's Recommendation (based on the Results of Post-Qual)	On or before 19 April 2024	
14	Approval of BAC Resolution and Issuance of Notice of Award*	On or before 22 April 2024	
15	Contract Signing	On or before 02 May 2024	
16	Issuance of Notice to Proceed	On or before 03 May 2024	

**subject to change*

ANNEX A

TERMS OF REFERENCE (TOR)

BIDDING FOR SECURITY SERVICES FOR AOR I (BCDA CORPORATE CENTER and BCDA FACILITIES – PAMAYANANG DIEGO SILANG)

Three [3] Years Contract Effective Upon Issuance of NTP)

I. BACKGROUND INFORMATION:

1.1. Pursuant to Republic Act No.7227, the Bases Conversion and Development Authority (BCDA) was created to oversee and accelerate the conversion and development of former US base lands and their extensions into alternative productive civilian use. Consistent with the same law, the President of the Republic of the Philippines issued Executive Order No. 40, series of 1992, transferring major portions of Fort Bonifacio and Villamor Air Base in Metro Manila and Clark Air Base in Pampanga for disposition, privatization and development, in order to raise funds for the conversion program as well as for the modernization of the Armed Forces of the Philippines.

1.2. As in other properties of BCDA, the land assets and facilities; personnel and stakeholders, and properties, equipment, supplies and data/info within the Area of Responsibility (AOR) of BCDA Corporate Center and BCDA Facilities Pamayanang Diego Silang (PDS) must be protected and secured from unauthorized intrusions and/or proliferation of informal settlers, illegal repairs and constructions, threat, harassment, theft, vandalism, sabotage, arson and other criminal and/or terroristic acts.

1.3. The current contracts for security services for AOR IA (BCDA Corporate Center) and AOR IB (BCDA Facilities Pamayanang Diego Silang) will expire on 16 July 2024 at 6:00AM. In order to sustain the security and safety of BCDA land assets and facilities, personnel and stakeholders, and properties, equipment, supplies, data/info in these AORs, there is a dire need to procure, through public bidding, the security services of Private Security Agency or Agencies that is/are administratively and operationally capable of providing quality services.

II. BIDDING FOR QUALITY AND COST BASED SECURITY SERVICES:

2.1. Consistent with GPPB Resolution No. 24-2007 (**Approving and Adopting the Guidelines on the Procurement of Security and Janitorial Services**), the BCDA will henceforth adopt a quality-and-cost-based

selection method in procuring security service providers. Section 1 (Policy Statement) of the said resolution is hereby quoted: “It is recognized, however, that the proper and efficient procurement of security and janitorial services should be based not solely on cost, but should also take into consideration a range of other factors, such as, but not limited to, length of contract, standards of internal governance, adequacy of resources, levels of training, and adherence to labor and other social legislation.” Moreover, Section 4.1 states: **“However, considering that procuring entities have different needs and requirements, the minimum standard for each parameter shall be determined by the procuring entity.”**

2.2. In line with the intent and spirit of the above-said resolution, BCDA has defined the major components of the security services that have to be provided by the security agency to be hired. These security services components include manpower, tools and equipment, and other forms of security services and capabilities that when taken as a whole would result in quality service.

III. APPROVED BUDGET FOR THE CONTRACT (ABC):

3.1. The BCDA invites all interested bidders to participate in a public bidding for the procurement of Security Services for AOR I (BCDA Corporate Center & BCDA Facilities Pamayanang Diego Silang) with the Approved Budget for the Contract (ABC) for the first year inclusive of all applicable taxes and fees broken down as follows:

AOR	Component 1 (SG with Standard Package Requirements)			Component 2 (Special Equipment & Services Requirements)	ABC for each AOR (for the 1 st Year)
	No. of SGs	No. of Duty Hour	Annual Budget		
AOR I (BCDA Corporate Center & BCDA Facilities Pamayanang Diego Silang)	20	12	₱12,235,080.00	None	₱12,235,080.00
TOTAL ABC			₱12,235,080.00		₱12,235,080.00

Note: The Monthly Rate/Guard was based on PADPAO Wage Order NCR No. 23 effective 16 July 2023.

3.2. The ABC for AOR I is the summation of the annual budget for the major components of the security services to be provided by the Security Agency. The components include the hiring of security guards and the standard package that goes with it, special tools and equipment, and other services that are described below. The Security Agency shall also provide the CCTV System; conduct background investigation and deploy K-9 services to BCDA for **FREE**. However, failure to provide the CCTV System shall be a ground for termination of the contract.

AOR I (BCDA Corporate Center and BCDA Facilities PDS)

Components	Description	Cost/ABC	Remarks
Component 1: SO/SG with Standard Package Requirements (Refer to Annex A1, A2, C1, C2, D1 and D2 for the SG and Standard Equipment Requirements and Annex B1 and B2 for the Location Map of Security Posts)			
20 SO/SG	12-Hour Duty	₱12,235,080.00	
Component 2: Special Equipment and Services Requirements (Refer to Annex E1 and E2 -Specifications of Special Equipment and Services Requirements)			
CCTV System	24 Hours/7 Days Duty	None	a. to be provided and maintained by the agency for FREE; b. to be owned by BCDA upon the termination of contract;
Background Investigation (BI)	Conduct as required	None	a. Minimum of 12 BI/year for FREE. b. BI in excess of 12 per year shall be paid by BCDA at ₱10,000.00 per individual/subject;
K-9 Services	Deployment as required	None	a. Minimum 32-hour deployment per month for FREE b. Deployment in excess of 32 hours shall be paid by BCDA at ₱5,000.00 per 8-hour deployment. (Package is for one (1) SG Handler and one (1) K9)
			Billings for BI and K9 deployments shall be made separate from the regular security agency billings.
Subtotal for Component 2		None	
TOTAL		₱12,235,080.00	

IV. BIDDING FOR AOR I:

4.1. The Security Services for the AOR I as described in paragraph III above shall be bid out as one. The bidding shall be conducted on the date, time, and place as published in the Invitation to Bid. The bid date will be scheduled for one (1) day and the sequence of bidding will be as follows:

- 4.1.1. Opening of Eligibility Documents
- 4.1.2. Opening of Financial Bids: AOR I

4.2. Qualified Security Agency can bid for the AOR. The Contract for Security Services for AOR I will be awarded to the bidder who has the "**Lowest Calculated and Responsive Bid**" or LCRB.

4.3. Per Section 4 of DOLE Department Order No. 150-16 dated 09 February 2016, the Standard Administrative Fee Component of the LCRB shall not be lower than 20% of the Total Contract Cost.

V. DESCRIPTION OF THE AREA OF RESPONSIBILITY (AOR):

5.1. AOR I comprise of two (2) major facilities, namely the BCDA Corporate Center and the BCDA Facilities – Pamayanang Diego Silang (PDS). The BCDA Corporate Center is located in the 2nd Floor, Bonifacio Technology Center (BTC) Building, 31st Street corner 2nd Avenue, Bonifacio Global City, Taguig City. The Center serves as the primary office of the BCDA in NCR. The Executive Offices as located in this Center. It covers the areas occupied by the BCDA Corporate Center and a portion of the Basement Parking Area.

5.2. The BCDA Facilities – Pamayanang Diego Silang (PDS) is located at the Pamayanang Diego Silang Compound (along C5 Road), Brgy Ususan, Taguig City. This Facility houses the following buildings and smaller facilities:

- a. BCDA Storage Building/Office (former BMHI Building);
- b. Stockroom and Parking Area located at the back of the BCDA Storage Building/Office;
- c. PDS Commercial Complex. A mini dry and wet market located within the PDS Compound;
- d. PDS Motor Pool including the RAD and PPMD Storage Areas;

5.3. The two (2) areas are independent from each other. Each has its own security force and equipment.

VI. MANPOWER REQUIREMENT:

6.1. The manpower requirements for the AORs are as follows:

AOR	Coverage	Number of SGs	Number of Relievers	No of Hours/Shift
I	BCDA Corporate Center	12	2	12 hours
	BCDA Facilities - PDS	8	2	12 hours
TOTAL		20	4	

6.2. The Security Agency must be capable of increasing the number of guards deployed within fifteen (15) days upon receipt of the written communication from BCDA and provided further that such increase shall not result in more than twenty-five percent (25%) increase in the original contract (Section 6.2b, GPPB Resolution 06-2022). Prior to the issuance of the written notice, the VP of Security Management Department (SMD) shall verbally notify the concerned agency of the need to prepare for the forthcoming changes in the deployment of guards.

6.3. Should the need arise, the Security 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.

6.4. Based on the assessment of the security situation and security needs of BCDA, the number of security personnel deployed by the Security Agency may either be reduced or increased by the BCDA as the case may be. Therefore, the Security Agency, upon coordination with the BCDA may adopt other security measures to compensate for the reduced number of deployed guards and to improve security.

6.5. The Security Agency must be capable of deploying at least two (2) duly licensed Protective Agents to provide Security Escorts/VIP Security within 12-hour notice.

6.6. The Security Agency must be capable of deploying at least two (2) duly licensed Private Investigators to conduct background investigation of certain individuals/organization upon the direction of Head, SMD and/or PCEO within 12-hour notice.

6.7. The Security Agency must be able to deploy in its AOR, a security detachment composed of at least 20% female security guards.

6.8. BCDA has the right to demand from the Security Agency for the immediate relief from post/duty of security officers/guards who are deemed undesirable or incompetent. The Security Agency shall immediately comply with such demand within 24 hours. However, it is the responsibility of the Security Agency to conduct investigation and observe due process in accordance with relevant labor laws and regulations and impose appropriate

disciplinary action to erring security officers and guards. Failure of the Security Agency to observe due process in the imposition of disciplinary action and dismissal of security officers and guards shall be its sole consequential liability.

VII. POSTING/MANNING HOURS AND REQUIRED EQUIPMENT:

7.1. The Security Agency must ensure that all the security posts within AOR I are manned in accordance with this TOR. Manning of posts shall be explicitly indicated in a 15-day permanent detail, duly signed by the Detachment Commander/OIC and approved by VP, Security Management Department (SMD) or the designated Senior Security Officer (SSO) for the AOR. The Security Agency shall also provide an appropriate number of guards and officers to act as relievers (in case of leave or other emergency situation).

7.2. The Security Agency shall render services twenty-four (24) hours a day, and seven (7) days a week in their respective AORs. Individual security officer/guard shall render six (6) days 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. Under any circumstance, a security guard shall not be allowed to render duties for two (2) successive shifts in one day (Straight duty for 24-hour period).

7.4. The Security Agency must provide the organizational and individual equipment enumerated in the attached posting/manning hours and required equipment for AOR I. Equipment deployed shall be in good operational condition throughout the duration of the contract. Maintenance of said equipment shall be the responsibility of the Security Agency including adequate POL provisions for the vehicles (4-wheel vehicle and motorcycle)

7.5. The Security Agency shall be responsible for the immediate repair or replacement of its defective equipment. Failure to repair or replace its damaged equipment within one (1) day, especially when the said equipment is/are badly needed at that time, would have adverse impact on the performance rating of the Security Agency.

7.6. The Security Agency shall employ and/or deploy security officers and security guards only with the following training qualifications:

7.6.1. Mandatory Training (in accordance with RA 5487):

- a. Basic Security Officer/Guard Training Course;
- b. Retraining/Refresher SO/SG Training Course;
- c. Basic Marksmanship Training Course

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

- a. Basic Life Support Training/Seminar;
- b. VIP Security Training/Seminar;
- c. Marksmanship Refresher Training;
- d. Information Collection Seminar;
- e. Basic Report Writing Seminar;
- f. Disaster and Emergency Response Training;
- g.h. CCTV Operations Seminar

7.7. The Security Agency shall require all its Security Officers and Security Guards including its relievers, to undergo mandatory Seminar/Training on Gender and Development (GAD) Awareness and other relevant seminars/trainings once a year pursuant to RA 7192, 7877, and 9262.

7.8. The Security Officers/Guards deployed by the Security Agency in AOR I must be in authorized uniform at all times while on duty.

7.8.1. Security Officers – Uniform with complete accessories as prescribed in RA 5487; Use of Barong and Polo Barong shall have written approval of PNP SOSIA.

7.8.2. Security Guards – Uniform with complete accessories as prescribed in RA 5487. Use of Barong and Polo Barong shall have written approval of PNP SOSIA.

VIII. SCOPE OF WORK:

8.1. The Security Agency shall be primarily responsible for the safety and security of all BCDA land assets and facilities; personnel and stakeholders; properties, equipment and data/information and business operations within its assigned AOR. It shall be under the direct supervision, control and management of the VP, SMD, BCDA.

8.2. The Security Agency shall implement and enforce all applicable rules and regulations, standard operating procedures (SOPs) and other directives relative to the maintenance of security and safety within the scope of work of the contracted Security Agency.

8.3. The Security Agency shall provide quality security services on two (2) areas of security, to wit: Personnel Security and Physical Security.

8.3.1. Personnel Security - Secure and protect BCDA officers, employees and visitors from harm, harassment, threat and intimidation within the Security Agency's AOR;

8.3.2. Physical Security - Secure and protect BCDA structures, facilities, equipment (including IT and communications equipment) and properties, and info/documents from acts of sabotage, theft, robbery, arson, vandalism, destruction and other criminal acts. However, the Security Agency shall also be required to assist ICTD/RAD in the implementation of ICT/Communication and Document Security;

8.4. Conduct regular or random emergency preparedness drills and simulation exercises for simple or multiple contingencies in coordination with Building/Facility Managers and/or local Disaster Response Mitigation Units.

8.5. Constitute a team to act as first responders to any emergency or contingency situation that were observed within the immediate area or reported to them by other persons; call the attention and update the Duty Officer of the prevailing situation and be prepared to handover the responsibility to designated authority.

8.6. Provide special services such as security escort/VIP security and canine deployment as well as conduct of background investigation of personnel and organization as may be directed.

8.7. Install, operate and maintain the CCTV system to ensure efficient, effective and widest monitoring coverage of the AOR; Render timely reports of any damage or fault to the operation of the system so that BCDA can immediately respond to maintenance requirements.

8.8. For BCDA Facilities - PDS, prevent dumping of garbage of any form. In the event that guards fail to prevent the dumping of garbage, it is the responsibility of the Security Agency to immediately remove said garbage at its own expense. Otherwise, BCDA shall remove or dispose of the garbage and the expenses incurred therefrom shall be chargeable to the account of the Security Agency.

8.9. For BCDA Facilities - PDS, prevent intrusion and proliferation of informal settlers and building of illegal/unauthorized structures within the facilities. Stop and demolish on-going illegal improvement of existing structures within seventy-two (72) hours upon discovery. Should the Security Agency fail to enforce this function, it shall compensate BCDA for the cost of demolition and eviction and pay BCDA the amount of P20,000.00 per structure illegally constructed during the period covered by the contract. The Security Agency shall also be required to reimburse/pay BCDA the cost of litigation in the eviction of such informal settlers and occupants.

8.10. In case of damage to or loss of BCDA properties due to negligence or failure of the guard/s to fulfill his/her obligations, the Security Agency is liable to compensate BCDA for the cost of losses or damages.

8.11. Submit the following reports:

- 8.11.1. Daily Activity and Situation Report.
- 8.11.2. Incident Report (If any; to be submitted with 24 hours)
- 8.11.3. Investigation Report (as necessary)
- 8.11.4. Special Reports (as needed by security and safety)
- 8.11.5. Information Reports (as obtained)
- 8.11.6. Accomplishment Reports:
 - a. Monthly – every 1st Monday of succeeding month
 - b. Quarterly – every 1st week of succeeding quarter
 - c. Annual – every 2nd week of January
- 8.11.7. Roster of Guards (every 15th and 30th of the month)
- 8.11.8. Guard Deployment (every 15th & 30th of the month)
- 8.11.9. Daily Guard Detail;
- 8.11.10. Other reports as may be required by SMD, BCDA.

8.12. Coordinate with the PNP, AFP and other friendly forces on matters related to the security and protection of respective AOR.

IX. QUALIFICATIONS OF SECURITY AGENCY:

9.1. The Security Agency must have a valid regular License to Operate (LTO) and in continuous business operation as a Security Agency for the last five (5) years. Original copy of the LTO must be provided during the Post-Qualification Inspection.

9.2. The Security Agency must be a registered member of the Philippine Associations of Detective and Protective Agency Organization (PADPAO). Original copy of the Certificate of Registration must be provided during the Post Qualification Inspection.

9.3. The Security Agency must have a valid local business permit and likewise registered with SEC, SSS, HDMF, PHILHEALTH and BIR. Original copy of the Certificate of Registration must be provided during the Post Qualification Inspection.

9.4. The Security 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. List of security personnel deployed per contract shall be presented during the Post-Qualification Inspection.

9.5. The Security Agency must have a Certificate of Non-Pending Cases issued by the Supervisory Office on Security and Investigation Agencies (SOSIA), PNP within six (6) months from the schedule of bid opening. The original copy shall be presented during the Post-Qualification Inspection.

9.6. The Security Agency has not been a security provider or is currently a security provider of a company or juridical entity with whom

BCDA and/or its subsidiaries and affiliates have past or existing legal case/conflict.

9.7. For a Security Agency who had provided security services in the past or is currently providing security services to BCDA and/or its subsidiaries, the said Security Agency must have a good performance record in BCDA and/or its subsidiaries and affiliates.

9.8. The Security Agency must have the Information-Communication Technology (ICT) capability to conduct the following:

9.8.1. Record information and other data relative to the performance of the Security Agency's safety and security functions.

9.8.2. Electronically monitor, record, store (one month) and review the situation within the coverage of CCTV System.

9.8.3. Communicate with SMD, BCDA through the internet.

9.9. The Security Agency must have a pool of duly licensed private investigators who are capable of conducting background investigation of certain individuals/organizations upon the direction of VP, SMD and/or PCEO.

9.10. The Security Agency must have a pool of duly licensed protective agents who are capable and properly equipped to provide covert security coverage to VIPs or BCDA staff or employees upon the direction of the Head, SMD and/or PCEO;

9.11. The Security Agency must be capable of providing K9 services within 24-hour notice. For this purpose, a security agency may either have its own K9 services or have an existing service contract with K9 Service Company. K-9 dogs and their handlers shall be transported on separate vehicles and deployed in coordination with SMD.

9.12. The Security Agency must be capable of providing billeting facilities for their Security Officers and Guards, the location of which shall be accessible by land transportation and within two (2) kilometer radius from either the Detachment Headquarters or Security Posts. Expenses for rent for the billeting facility and other utilities shall be paid by the Security Agency.

9.13. Pursuant to 23.5.3 of the IRR to RA 9184, the Security Agency/Bidder must have completed within a period of at least three (3) years as a single contract equivalent to at least 50% of the ABC; or at least two (2) similar contracts and the aggregate contract amount should be equivalent to at least 50% of the ABC. For this purpose, "Similar Contracts" shall refer to contracts involving the provision of security services.

9.14. The Security Agency/Bidder must certify under oath as to the correctness of the statements made and the completeness and authenticity of all the documents submitted. Documentary requirements shall be validated during the post qualification.

9.15. Former and current security providers of BCDA, to include their subsidiaries and affiliates, who have been rated “**Poor**” during the conduct of periodic Performance Evaluation and Inspection and/or who has been “**blacklisted**” by BCDA due to the security agency’s violation of its contract with BCDA Groups shall not be allowed to participate in the bidding.

X. QUALIFICATIONS OF SECURITY OFFICERS AND SECURITY GUARDS:

10.1. Qualifications of the Security Officers (to be deployed as Detachment Commander, Assistant Detachment Commander, Shift-In-Charge):

10.1.1. Must have satisfied the basic qualifications required in Section 4 of Republic Act No. 5487 as amended (An Act Governing the Organization and Management of Private Security Agencies, Company Guards Forces and Government Security Forces);

10.1.2. Must possess a valid Security Officer’s License;

10.1.3. Male or female and at least five (5) feet and seven (7) inches in height for male and five (5) feet and five (5) inches in height for female;

10.1.4. Preferably not more than fifty (50) years old upon acceptance or deployment;

10.1.5. Must possess a valid Professional Driver’s License;

10.1.6. Knowledgeable on Microsoft/Google Applications;

10.1.7. Knowledgeable of CCTV operations;

10.1.8. Former AFP/PNP personnel must either be retired or honorably separated from the Service (copy of retirement order or honorable discharge order duly authenticated by competent authorities must be submitted);

10.1.9. Must possess the necessary clearances from Barangay, PNP, NBI and RTC and have passed the Neuro-Psychiatric Test and Drug Test.

10.1.10. Must have undergone training on first aid and basic life saving techniques or is willing to undergo similar training within the duration of the contract.

10.2. The Security Guards to be deployed must:

10.2.1. Must have satisfied the basic qualifications provided in Section 2 and 3 of Republic Act No. 5487 as amended (An Act Governing the Organization and Management of Private Security Agencies, Company Guards and Government Security Forces);

10.2.2. Must possess a valid Security Guard's License;

10.2.3. Male or Female and at least five (5) feet and five (5) inches in height for male; five (5) feet and two (2) inches in height for female;

10.2.4. Possess the necessary clearances from Barangay, PNP, NBI, and RTC and Neuro-Psychiatric Test and Drug Test;

10.2.5. Must have undergone training on first aid and basic life saving techniques or is willing to undergo similar training within the duration of the contract.

10.3 The Security Agency shall submit bio-data and work employment record with corresponding description of expertise and experience of the nominated Detachment Commander; Assistant Detachment Commander, Shift-In-Charge and Security Guards for review by BCDA. Acceptance or denial of the nominated Security Officers and Guards shall be determined by SMD, BCDA.

10.4 Likewise, the Security Agency shall submit to BCDA, the 201 files of all deployed security officers and guards to include Personal Data Sheet; copies of Security Licenses; Certificates of Completion of Training for Security Officers/Guards; Brgy, Police, NBI and RTC Clearances, and Results of Neuro-Psychiatric and Drug Tests.

10.5. The Security Agency shall certify under oath as to the correctness of the statements made, and completeness and authenticity of the documents submitted. Qualifications of security officers and security guards shall be validated during the Post-Qualification Inspection.

XI. CONCEPT PLAN AND COMPREHENSIVE SECURITY PLAN:

11.1. The Conceptual Security Plan shall be submitted as part of the eligibility document. This plan shall contain the result of the Security Survey and Inspection and Assessment conducted by the Security Agency and the concept of safety and security operations including ER/Contingency Plan that it envisions to implement in the AOR 1.

11.2. The Comprehensive Security Plan of the winning bidder shall be submitted to BCDA upon issuance of Notice of Award (NOA) for review. BCDA shall notify the Security Agency on revisions, if any. Thereafter, the final Security Plan including the corresponding ER/Contingency Plan must be submitted to VP, SMD and the Head of the Corporate Services Group, BCDA upon issuance of the Notice to Proceed.

X11. PAYMENT, RATE AND WAGE ADJUSTMENT OF SECURITY GUARDS:

12.1. The Security Agency shall guarantee each security officer/guard 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 Security Agency must ensure and/or guarantee the timely release and/or disbursement of the salaries of the security officers/guards every 5th and 20th day of the month.

12.3. The Security Agency shall regularly provide each security officer/guard copy of official individual pay slip every pay period indicating therein the summary of their salaries, allowances, bonuses, remittances to SSS, Pag-IBIG, PhilHealth and other authorized deductions.

12.4. The Security Agency shall timely and regularly remit all obligations (Amount to 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 Security 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 fringe benefits in favor of the guards pursuant to law, executive order, decree or wage order; provided that the Security Agency shall present acceptable proof thereof, e.g. copy of a wage order certified by the Philippine Association of Detective and Protective Agency Operators, Inc. (PADPAO), through its Committee on PADPAO Rate Computation.

12.6. BCDA has the right to demand from the Security Agency proofs of compliance of its obligations under sub-clauses 12.1 to 12.4.

12.7. The adjustment of the contract price, unless otherwise amended/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 Security 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 the security guards should the Security Agency fail to pay the same, the Security Agency must post a wage security in favor of BCDA equivalent to three (3) months’ cost of labor in the AOR.

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

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

13.3.2. Copies of the adjusted Performance Wage Securities must be provided to the SMD within 15 days of the wage adjustments of the contract price.

XIV. MEDICAL AND RISK INSURANCE:

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

14.2. The Security Agency must ensure that all security officers and guards 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. All information, data and documents concerning the business and affairs of BCDA which are classified as confidential shall be treated with extreme secrecy by the Security Agency, Officers/Guards and shall not be communicated or disclosed to any person or entity without prior written clearance from BCDA.

15.2. In the event that the Security Agency fails to comply with this Confidentiality Clause, BCDA shall have the option to apply pertinent provisions of RA 5487 and other applicable charges provided for under the Table of Offenses and Penalties hereto attached.

15.3. In the event that the disclosure of the confidential information and or documents is made by the Security Agency to any person or entity after the termination of its contract with BCDA, the latter shall have the right to seek redress and compensation through legal proceedings in a court of law.

15.4. For the above-stated purposes, a non-disclosure agreement with BCDA shall form part of the contract between the Security Agency and BCDA.

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 based on the Table of Offenses and Penalties below and other applicable provisions of RA 5487 and RA 11917 as amended.

TABLE OF OFFENSES AND PENALTIES

NR	OFFENSES	PENALTIES
SECURITY AGENCY		
1	<p>Non-compliance with any of the following mandatory requirements/specifications:</p> <p style="padding-left: 40px;">a. The Security Agency shall guarantee 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</p>	<p><i>For specification 1a:</i></p> <p><i>First Offense:</i> <i>Termination of the Contract</i></p>

	<p>Philippine Association of Detective and Protective Agency Operators, Inc. (PADPAO).</p> <p>b. The Security Agency must ensure and/or guarantee the timely release and/or disbursement of the salaries of the security guards not later than every 5th and 20th day of the month;</p> <p>c. The Security Agency shall regularly provide each security officer/guard a copy of his/her official pay slip every 5th and 20th 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.</p> <p>d. The Security Agency shall timely and regularly remit 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.</p>	<p>For specification 1b, c & d:</p> <p>First Offense: Penalty of P5,000.00 per individual complaint per pay period; deductible from the succeeding SA Billings.</p> <p>Second Offense: Penalty of P10,000.00 per individual complaint per pay period; Deductible from the succeeding SA Billings.</p> <p>Third Offense: Termination of the Contract</p>
2	Falsification of reports, Daily Time Record, payroll and other documents submitted to BCDA.	Termination of the Contract
3	Unauthorized disclosure of Confidential Information/Document of BCDA by the Security Agency (SA) or anybody among the deployed Security Guards.	<p>a. Termination of the Contract;</p> <p>b. Filing of civil case against the SA for the determination of its liabilities</p>
4	Loss of company/client property due to negligence of the Security Guards	<p>a. Cost as determined by the result of the joint investigation conducted by BCDA and SA;</p> <p>b. Deduction of P3,000.00 per incident from SA billing.</p>
5	Illegal dumping of garbage and waste materials	<p>a. SA shall shoulder the cost of garbage removal;</p> <p>b. Deduction of P1,000.00 per incident from SA billing</p>

6	Illegal construction of new structures	a. Cost of demolition for failure to demolish the structure within 3 days; b. Deduction of P20,000 from SA billing as penalty for failure to demolish same within 3 days
7	Illegal improvements and/or expansions on existing structures	a. Cost of demolition for failure to demolish the extension within 3 days b. Deduction of P20,000 from SA billing as penalty for failure to demolish it within 3 days
8	Illegal repairs on existing structure	a. Cost of demolition for failure to demolish the repair within 3 days b. Deduction of P20,000 from SA billing as penalty for failure to demolish it within 3 days
9	Posting of guard on straight duty (2 consecutive duties)	Deduction of P1,000.00 per guard from SA billing
10	Failure to provide the required number of firearms, vehicles and radio equipment at the start of the contract	1 st Offense: Notice of Non-Compliance;
11	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 SA billing;
12	Non-availability or discovery of unserviceable 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 SA billing
13	Unmanned Post and/or Undermanned Post	Deduction of P500.00 per day per post from SA billing;
14	Non-availability or discovery of unserviceable other equipment during the conduct of daily or random inspection.	Deduction of P500.00 per day per item from SA billing;
SECURITY GUARDS		

15	Guard found sleeping on post	Deduction of P300.00 per guard from SA billing
16	Guard found under the influence of liquor while on duty	a. Suspension from duty (RA 5487 Provisions). b. Following due process, the SA must conduct immediate investigation and impose appropriate sanction against the erring guard.
17	Abandoning of post	c. Deduction of P500.00 per guard from SA billing.
18	Accidental and/or indiscriminate firing of weapon by guard	Outright termination of guard's duty with BCDA;
19	Guards found guilty of vandalism, theft and pilferage of company properties	a. Following due process, the SA must conduct immediate investigation and impose appropriate sanction against the erring guard.
20	Act of disrespect and other forms of discourtesies committed by the guards against BCDA officials & employees, visitors and co-workers	b. Deduction of P1,000.00 per guard from SA billing.
21	Guards found in possession of prohibited drugs or are found positive of the same	

XVII. DURATION AND EXTENSION OF CONTRACT:

17.1. The Security Agency shall provide security services to BCDA for a contract period of three (3) years, subject to renewal annually based on any or all of the following criteria:

- 17.1.1. Results of Performance Evaluation and Inspection (PEI);
- 17.1.2. Security Threat/Risk Assessment.

17.2. It is understood that paragraph 17.1 above allows BCDA to exercise its right to either extend or terminate the contract based on the results of the PEI for the preceding semester and/or the security threat/risk assessment for the last six (6) months.

17.3. After the contract period of three (3) years, the contract may be extended for a maximum of twelve (12) months, renewable monthly,

subject to the extension of contracts as defined in the Amended IRR of R.A. 9184, results of the PEI of the Security Agency, exigency of service, availability of funds and upon mutual agreement of the parties.

17.4. The Security Agency shall maintain at least a rating of “**Satisfactory**” level of performance in the first six months of the term of the contract and “**Very Good**” to “**Excellent**” in the succeeding period based on the performance criteria which shall include, among others; (i) quality of service delivered; (ii) compliance to required resources and scope of work; (iii) standards of internal governance; (iv) training and suitability of personnel; (v) contract administration and management; and (vi) provision of regular and special reports on the status of BCDA’s premises in terms of security in accordance with the security plan.

17.5. The conduct of Performance Evaluation and Inspection of the Security Agency shall be conducted by a 5-man Committee headed by the SVP for Corporate Services Group or the Head, SMD; one (1) Security Officer from SMD as member/recorder, and three (3) other members from other Departments duly authorized by PCEO, BCDA. The PSEI Report of the Committee shall serve as basis for either the termination or renewal of the contract for another one (1) year or until the final three (3)-year period shall have been completed in accordance with Government Procurement Policy Board (GPPB) implementing rules and regulations.

17.6. The detailed rating system for the Performance Evaluation and Inspection (PEI) shall be provided to the contracted Security Agency. The level of performance shall be rated according to the following:

Adjectival Rating	Numerical Rating	Description of Rating
Poor	74.99 and below	Fails to meet most of the requirements of BCDA in terms of admin and operational capability. Poor quality of services.
Below Satisfactory	75 – 79.99	Meets most of the requirements but several violations were noted. The quality of services is very much wanting.
Satisfactory	80 – 84.99	Meets all the requirements but with minor violations. The quality of services needs further improvement.
Good	85 – 89.99	Meets all the requirements and incurred no violations but the quality of services needs further improvement.
Very Good	90 – 94.99	Meets all the requirements and incurred no violation. The quality of services needs minimal improvement.
Excellent	95 – 100	Achieves the highest standard for quality-security services as required by BCDA.

XVIII. TERMINATION:

18.1. Either party may, at any given time, terminate the Contract for breach of any of the provisions thereof and other legal causes by serving a written notice to the other party at least thirty (30) days before the intended date of termination.

LIST OF ANNEXES:

- A1 - Security Guard Requirements for BCDA Corporate Center
- A2 - Security Guard Requirements for BCDA Facilities - PDS
- B1 - Location Map of Security Posts for BCDA Corporate Center
- B2 - Location Map of Security Posts for BCDA Facilities - PDS
- C1 - Standard Equipment Requirements for BCDA Corporate Center
- C2 - Standard Equipment Requirements for BCDA Facilities - PDS
- D1 - Standard First Aid Kit Requirements for BCDA Corporate Center
- D2 - Standard First Aid Kit Requirements for BCDA Facilities – PDS
- E1 - Specifications of Special Equipment and Services Requirements for BCDA Corporate Center
- E2 - Specifications of Special Equipment and Services Requirements for BCDA Facilities - PDS



**GUARD DEPLOYMENTS
FOR AOR I – BCDA CORPORATE CENTER**

A. WEEKDAYS (Monday to Friday)

Security Posts/Det Hqs	Guard Shift		Total No. of Guards	No. of Hours per Shift	No. of Radios	No. of Firearms
	1 st	2 nd				
Detachment Hqs:					2 BR	
Detachment Commander/SIC	1	1	2	12	1 HH	1 Pistol
CCTV/Radio Operator	1	1	2	12	1 HH	1 Pistol
Security Posts:						
Main Entrance/Lobby Guard	1	1	2	12	1HH	1 Pistol
Alternate Entrance/Door Guard	1		1	12	1HH	1 Pistol
Executive Main Entrance	1	1	2	12	1HH	
Basement/Parking Area Guard	1	1	2	12	1HH	1 Pistol
Basement/Parking Area Guard MC Driver	1		1	12	1HH	1 Pistol
Total	7	5	12		2BR/7HH	7 Pistols
Reserve	1	1	2		3 HH	2 Pistols/2 SGs

B. WEEKENDS AND HOLIDAYS:

Security Posts/Det Hqs	Guard Shift		Total No. of Guards	No. of Hours per Shift	No. of Radios	No. of Firearms
	1 st	2 nd				
Detachment Hqs:					2 BR	
Detachment Commander/SIC	1	1	2	12	1 HH	1 Pistol
CCTV/Radio Operator	1	1	2	12	1 HH	1 Pistol
Security Posts:						
Main Entrance/Lobby Guard	1	1	2	12	1HH	1 Pistol
Basement/Parking Area Guard	1	1	2	12	1HH	1 Pistol
Basement/Parking Area Guard MC Driver	1		1	12	1HH	1 Pistol
Total	5	4	9		2 BR/5 HH	5 Pistols
Reserve	2	1	3		5 HH	4 Pistols/2 SGs

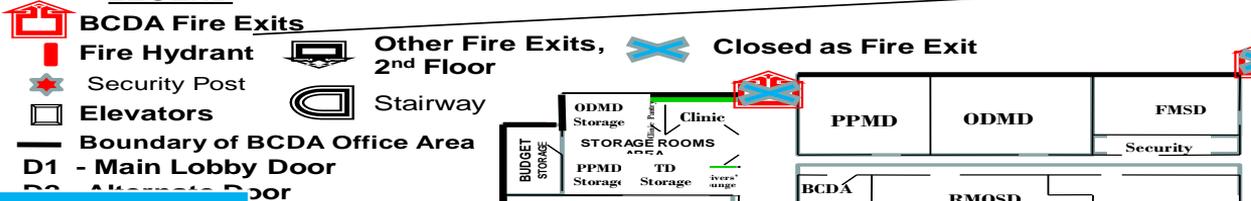
ANNEX A2

**GUARD REQUIREMENTS
FOR AOR I – BCDA FACILITIES – PDS**

Security Posts/Detachment Hqs	Guard Shift		Total No. of Guards	No. of Hours/ Shift	No. of Radios	No. of Firearms
	1st	2nd				
Detachment Hqs:					2 BR	
Detachment Commander/ADC	1	1	2	12	1 HH	1 Pistol
CCTV/Radio Operator	-	-	-			
Security Posts:						
Post # 1 – PDS Office/Storage Area (Additional duty of DC/ADC)	-	-	-	-	-	
Post # 2 – Stock Room/Parking Area (Alternate Radio/CCTV Operator)	1	1	2	12	1HH	1 Pistol
Post # 3 – PDS Commercial Complex	1	1	2	12	1HH	1 Pistol
Post # 4 – PDS Motor Pool	1	1	2	12	1HH	1 Pistol
Total	4	4	8		2BR/4HH	4 Pistols
Reserve	1	1	2		2 HH	4 GA 12 SG

ANNEX B1 - LOCATION OF SECURITY POSTS – BCDA CORPORATE CENTER

LEGEND



RECAPITULATION:	
NO OF SO:	2
NO OF SG:	10
TOTAL:	12

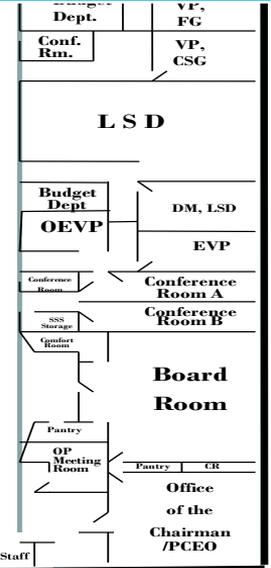
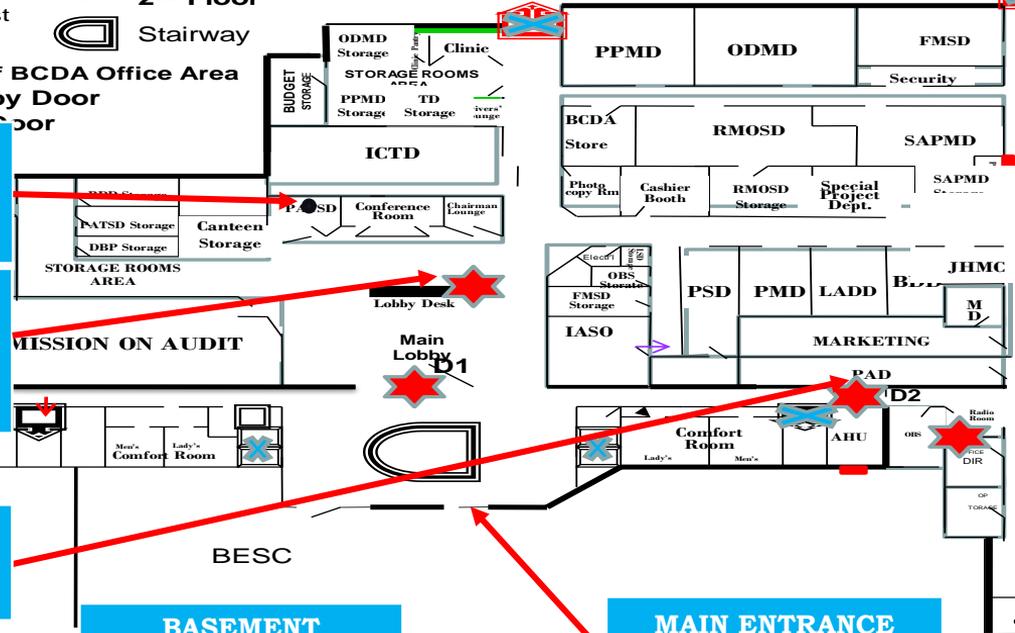
DETACHMENT HQS
2 SOs -
RADIO OPERATOR
2 SG/Shift

MAIN ENTRANCE & LOBBY:
2 SGs - 1 SG/Shift

ALTERNATE DOOR:
2 SGs - 1 SG/Shift

BASEMENT PARKING AREA:
2 SGs - 1 SG/Shift

MAIN ENTRANCE EXECUTIVE LOBBY:
2 SGs - 1 SG/Shift



ANNEX C1

**STANDARD EQUIPMENT REQUIREMENTS
FOR AOR I - BCDA CORPORATE CENTER**

QTY	ITEM DESCRIPTION	REMARKS
	COMMUNICATION EQUIPMENT:	
2 units	Base Radio with complete accessories and antenna	1. One (1) set for the Detachment Hqs; one set for the 4-wheeled vehicle; Ready for Inspection during Post-Qualification.
7 units	Handheld Radio with clip holder and earphone; For issue to the SG on Duty	Ready for inspection during Post-Qualification.
5 units	Handheld Radio; As reserves	Ready for inspection during Post-Qualification.
12 units	Battery charger for hand held radios	Ready for inspection during Post-Qualification.
12 units	Extra rechargeable batteries for hand held radios	Ready for inspection during Post-Qualification.
	VEHICLES:	
1 unit	4 X 2 Utility Pick-up; fully air-conditioned; w/ beacon lights and with fuel support	Not older than 2023 model; Ready for inspection during Post-Qualification
1 unit	Motorcycle 150CC; with fuel support	Ready for inspection during Post-Qualification;
	FIREARMS:	
7 units	Cal. 9mm Pistol for issue to SG on Duty	Ready for inspection during Post-Qualification.
2 units	Cal. 9mm Pistol as reserves	Ready for inspection during Post-Qualification.
2 units	GA 12 Shot Gun as reserves	Ready for inspection during Post-Qualification.
	OTHER STANDARD EQUIPMENT:	
1 set	Computer with printer with Internet capability	(1) Monthly billing for Internet shall be charged against Security Agency; (2) Must be operational one (1) month after assumption and (3) Ready for inspection during Post-Qualification.
2 units	Digital Camera (at least 5 mega pixel)	Ready for inspection during Post-Qualification.
4 units	Portable Metal Detector	Ready for inspection during Post-Qualification.
7 units	Body Camera; night vision-capable	Ready for inspection during Post-Qualification.
	EMERGENCY RESPONSE	
1 unit	Rescue Hydraulic Jack (10 tonner)	Ready for inspection during Post-Qualification.
1 unit	Chain Block with at least 5 tons capacity	Ready for inspection during Post-Qualification.
6 sets	Rechargeable Emergency Flashlight	Ready for inspection during Post-Qualification.
2 sets	Megaphone with sling	Ready for inspection during Post-Qualification.
1 set	Squad Tent (minimum capacity: 10 persons)	Ready for inspection during Post-Qualification.
10 rolls	Multi-purpose Rope (1/2 inch diameter x 20 meters)	Ready for inspection during Post-Qualification.
2 units	Stretcher	Ready for inspection during Post-Qualification.
1 set	Detachment First Aid Kit	Ready for inspection during Post-Qualification; 2. See List of Requirements
	INDIVIDUAL UNIFORM AND EQUIPMENT OF GUARDS:	
12 sets	Class A Uniform	To be inspected during Rank Inspection
12 pcs	Rain Coats	To be inspected during Rank Inspection
12 pairs	Rubber Boots	To be inspected during Rank Inspection
12 sets	Medicine Kit (Bethadine, Gause, Alcohol & Band Aid)	To be inspected during Rank Inspection
12 pcs	Hand Cuff	To be inspected during Rank Inspection
12 pcs	Flash Light	To be inspected during Rank Inspection
12 pcs	Baton	To be inspected during Rank Inspection
12 pcs	PPE (Traffic Vests)	To be inspected during Rank Inspection

**STANDARD EQUIPMENT REQUIREMENTS
FOR BCDA FACILITIES - PDS**

QTY	ITEM DESCRIPTION	REMARKS
	COMMUNICATION EQUIPMENT:	
2 units	Base Radio with complete accessories and antenna	1. One (1) set at Detachment Hqs; one (1) set for the 4-wheeled vehicle
4 units	Handheld radios with clip holder and earphones; for issuance to SGs on Duty	Ready for inspection during Post-Qualification.
2 units	Handheld radios as reserves	Ready for inspection during Post-Qualification.
6 units	Battery charger for hand held radios	Ready for inspection during Post-Qualification.
6 units	Extra rechargeable batteries for hand held radios	Ready for inspection during Post-Qualification.
	VEHICLES:	
1 unit	Utility Van, Fully-airconditioned; w/ beacon lights and fuel support	Not older than 2022 model; Ready for inspection during Post-Qualification
1 unit	Motorcycle 150 CC with adequate fuel support	Not older than 2022 model; Ready for inspection during Post-Qualification;
	FIREARMS:	
4 units	Cal 9mm Pistol for issue to SG on duty	Ready for inspection during Post-Qualification.
2 units	Cal 9mm Pistol as reserves	Ready for inspection during Post-Qualification.
4 units	GA 12 Shot Gun as reserves	Ready for inspection during Post-Qualification.
	OTHER STANDARD EQUIPMENT:	
1 set	Computer with printer with Internet capability	(1) Monthly billing for Internet shall be charged against Security Agency; (2) Must be operational one (1) month after assumption and (3) Ready for inspection during Post-Qualification.
1 set	Digital Camera (at least 5 mega pixel)	Ready for inspection during Post-Qualification.
4 sets	Body Camera	Ready for inspection during Post-Qualification.
	EMERGENCY RESPONSE	
1 set	Rescue Hydraulic Jack (10 tonner)	Ready for inspection during Post-Qualification.
1 set	Chain Block with at least 5 tons capacity	Ready for inspection during Post-Qualification.
8 sets	Rechargeable Emergency Flashlight	Ready for inspection during Post-Qualification.
2 sets	Megaphone with sling	Ready for inspection during Post-Qualification.
1 set	Squad Tent (minimum capacity: 10 persons)	Ready for inspection during Post-Qualification.
10 rolls	Multi-purpose Rope (1/2 inch diameter x 20 meters)	Ready for inspection during Post-Qualification.
2 sets	Stretcher	Ready for inspection during Post-Qualification.
1 set	Detachment First Aid Kit	Ready for inspection during Post-Qualification; 2. See List of Requirements
	INDIVIDUAL UNIFORM AND EQUIPMENT OF GUARDS:	
8 sets	Class A Uniform	To be inspected during Rank Inspection
8 pcs	Rain Coats	
8 pairs	Rubber Boots	To be inspected during Rank Inspection
8 sets	Medicine Kit (Bethadine, Gause, Alcohol & Band Aid)	To be inspected during Rank Inspection
8 pcs	Hand Cuff	To be inspected during Rank Inspection
8 pcs	Flash Light	To be inspected during Rank Inspection
8 pcs	Baton	To be inspected during Rank Inspection
8 pcs	PPE (Traffic Vests)	To be inspected during Rank Inspection

**STANDARD FIRST AID KIT REQUIREMENTS FOR THE DETACHMENT
HEADQUARTERS
FOR AOR I (BCDA CORPORATE CENTER)**

A. EMERGENCY ITEMS:

1. Emergency Phone Numbers (Nearest Police/Fire Station, Hospital, and other Government Health Facilities/Institutions)
2. First-aid Instruction Manual
3. Small, waterproof flashlight and extra batteries
4. Candles and matches

B. BASIC SUPPLIES:

1. Adhesive tape
2. Anti-biotic ointment
3. Antiseptic solution or towelettes
4. Bandages, including a roll of elastic wrap (Ace, Coban, others) and bandage strips (Band-Aid, Curad, others) in assorted sizes
5. Instant cold packs
6. Cotton balls and cotton-tipped swabs
7. Disposable latex or synthetic gloves (at least two pairs)
8. Duct tape
9. Gauze pads and roller gauze in assorted sizes
10. Petroleum jelly or other lubricant
11. Plastic bags for the disposal of contaminated materials
12. Safety pins in assorted sizes
13. Scissors and tweezers
14. Soap or instant hand sanitizer
15. Sterile eyewash, such as a saline solution
16. Thermometer
17. Triangular bandage
18. Turkey baster or other bulb suction device for flushing out wounds

C. MEDICATIONS:

1. Aloe-vera gel
2. Anti-diarrhea medication
3. Over-the counter oral Antihistamine; Diphenhydramine, Benadryl, others
4. Aspirin and non-aspirin pain relievers.
5. Calamine lotion
6. Over-the-counter hydrocortisone cream
7. Personal medications that don't need refrigeration
8. Syringe, medicine cup or spoon

**STANDARD FIRST AID KIT REQUIREMENTS FOR THE DETACHMENT
HEADQUARTERS
FOR AOR I (BCDA FACILITIES PDS)**

A. EMERGENCY ITEMS:

1. Emergency Phone Numbers (Nearest Police/Fire Station, Hospital, and other Government Health Facilities/Institutions)
2. First-aid Instruction Manual
3. Small, waterproof flashlight and extra batteries
4. Candles and matches

B. BASIC SUPPLIES:

1. Adhesive tape
2. Anti-biotic ointment
3. Antiseptic solution or towelettes
4. Bandages, including a roll of elastic wrap (Ace, Coban, others) and bandage strips (Band-Aid, Curad, others) in assorted sizes
5. Instant cold packs
6. Cotton balls and cotton-tipped swabs
7. Disposable latex or synthetic gloves (at least two pairs)
8. Duct tape
9. Gauze pads and roller gauze in assorted sizes
10. Petroleum jelly or other lubricant
11. Plastic bags for the disposal of contaminated materials
12. Safety pins in assorted sizes
13. Scissors and tweezers
14. Soap or instant hand sanitizer
15. Sterile eyewash, such as a saline solution
16. Thermometer
17. Triangular bandage
18. Turkey baster or other bulb suction device for flushing out wounds

C. MEDICATIONS:

1. Aloe-vera gel
2. Anti-diarrhea medication
3. Over-the counter oral Antihistamine; Diphenhydramine, Benadryl, others
4. Aspirin and non-aspirin pain relievers.
5. Calamine lotion
6. Over-the-counter hydrocortisone cream
7. Personal medications that don't need refrigeration
8. Syringe, medicine cup or spoon

**SPECIFICATIONS OF SPECIAL EQUIPMENT AND SERVICES REQUIREMENTS
FOR AOR I - BCDA CORPORATE CENTER**

1. CCTV SYSTEM (16 Channels)

a. The Security Agency must be able to provide a 16-channel CCTV System with 16 cameras (including 4 wireless cameras that may be configured into two sets:

(1) Four (4) wireless cameras to be installed at the Basement Parking Area Area with IP connection to a CCTV set/monitor at the Security Office, BCDA Corporate Center;

(2) Twelve (12) cameras to be installed at the Fire Exits and Exterior Hallways in the Second Floor with LAN or IP connection to a CCTV set/monitor at the Security Office, BCDA Corporate Center;

b. The four (4) wireless cameras to be installed at the basement shall have WIFI and SD Card IP HIKVision NVC-711WD with specifications not lower than the following:

(1) IP wireless camera device with WIFI and SD Card designed for network video surveillance application;

(2) With OSD control, full function model;

(3) OEM;

(4) Compression: H.264 Baseline Profile Level 2.2;

(5) Storage: SD Card, Max 5G (optional);

(6) Pan Range: 360 degrees (continuous);

(7) Tilt Range: 90 Degrees;

(8) Presets: 128 Presets, can be labeled with editable title;

(9) Cruise Section: 5 pcs;

(10) Protocol: Sony, Hitachi, CNB, LG.

c. The Security Agency shall shoulder the cost of installation and monthly billing of internet connectivity;

d. Specifications for other CCTV cameras to be installed:

(1) With high-end H-264 16 channels DVR, 16 night-vision outdoor cameras.

(2) With 16 Channels DVR which supports real-time recording up to 30 frames per second on each channel, and the newest most advanced H.264 compression to maximize picture quality and storage space;

(3) DVR recorder - Record all 16 channels at 30 frames per second at full 720x480 pixels each. It has built-in scheduler which gives the user the ability to pick the

time and day for the DVR to record. Can store video recording for all 16 channels up to at least 30 days;

(4) HDMI – HDMI output use with HDMI compatible monitor;

(5) USB 2.0 – Two USB ports and one USB 2.0. This can be used as a mouse port or used for a quick clip backup utility;

(6) At least 1/4 of the number of installed cameras can pan tilt and zoom and can be controlled by the operator manning the CCTV room;

(7) Mobile Remote Viewing - Gives the user the ability to monitor premises anytime, anywhere using mobile phones, compatible with android, iPhone, Black Berry and even Symbian. Bundled with the included CD;

(8) Built-in DDNS domain address;

(9) Files can be compressed by up to 80% without compromising video quality;

(10) The entire system can be linked to an external drive as back up;

(11) Night Vision – Day and night functionality. Packed with IR LED's that gives it the ability of a night vision with a range of at least 20 meters;

(12) Water Proof (for outdoor camera);

(13) Size of TV Monitor 01 32 inches;

(Note: The 16 channels/cameras as stated herein shall be modified later depending on the required number of channels needed in a particular area where the cameras shall be installed);

e. The CCTV System MUST be installed and operational within 30 days of the issuance of the Notice to Proceed.

2. K-9 SERVICE:

a. Must be able to provide at least two (2) K-9 with handlers upon notice for a limited period of deployment;

b. The deployed K9 must have the following capabilities and characteristics:

- Sniffing ability for explosives including bomb making materials;
- Tracking capability;
- Training of Dog and its Handler is in accordance with SOSIA, PNP Standard;
- Friendly;

3. BACKGROUND INVESTIGATION (BI)

a. Background investigation (BI) of persons on request.

b. Requirements:

(1) Validation of submitted documents to include the following:

- Diploma and other school records submitted;
- Birth Certificates;
- Employment Records;
- Clearances:
 - NBI
 - PNP (Local and National)
 - Court Clearance
 - Barangay
 - Result of Drug Test

(2) Interview of at least two (2) character references given by the person;

(3) Interview of at least two (2) persons, either neighbors or former co-worker (not given by the person);

**SPECIFICATIONS OF SPECIAL EQUIPMENT AND SERVICES
REQUIREMENTS
FOR AOR I - BCDA FACILITIES - PDS**

1. CCTV SYSTEM (16 Channels)

a. The Security Agency must be able to provide a 16-channel CCTV System with 16 cameras (including 4 wireless cameras that may be configured into two sets:

(1) Ten (10) cameras to be installed at the PDS Building and Commercial Area with LAN or IP connection to a CCTV set/monitor at the Security Office, PDS and BCDA Corporate Center;

(2) Six (6) cameras to be installed at the PDS Motor Pool with LAN or IP connection to a CCTV set/monitor at the Security Office, PDS and BCDA Corporate Center;

b. The Security Agency must be able to provide four (4) wireless camera with WIFI and SD Card IP HIKVision NVC-711WD with specifications not lower than the following: (Location of installation shall be determined later);

(1) IP wireless camera device with WIFI and SD Card designed for network video surveillance application;

(2) With OSD control, full function model;

(3) OEM;

(4) Compression: H.264 Baseline Profile Level 2.2;

(5) Storage: SD Card, Max 5G (optional);

(6) Pan Range: 360 degrees (continuous);

(7) Tilt Range: 90 Degrees;

(8) Presets: 128 Presets, can be labeled with editable title;

(9) Cruise Section: 5 pcs;

(10) Protocol: Sony, Hitachi, CNB, LG.

c. The Security Agency shall shoulder the cost of installation and monthly billing of internet connectivity;

d. Specifications for other CCTV cameras to be installed:

(1) With high-end H-264 16 channels DVR, 16 night-vision outdoor cameras.

(2) With 16 Channels DVR which supports real-time recording up to 30 frames per second on each channel, and the newest most advanced H.264 compression to maximize picture quality and storage space;

(3) DVR recorder - Record all 16 channels at 30 frames per second at full 720x480 pixels each. It has built-in scheduler which gives the user the ability to pick the time and day for the DVR to record. Can store video recording for all 16 channels up to at least 30 days;

(4) HDMI – HDMI output use with HDMI compatible monitor;

(5) USB 2.0 – Two USB ports and one USB 2.0. This can be used as a mouse port or used for a quick clip backup utility;

(6) At least 1/4 of the number of installed cameras can pan tilt and zoom and can be controlled by the operator manning the CCTV room;

(7) Mobile Remote Viewing - Gives the user the ability to monitor premises anytime, anywhere using mobile phones, compatible with android, iPhone, Black Berry and even Symbian. Bundled with the included CD;

(8) Built-in DDNS domain address;

(9) Files can be compressed by up to 80% without compromising video quality;

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(13) Size of TV Monitor 01 32 inches;

(Note: The 16 channels/cameras as stated herein shall be modified later depending on the required number of channels needed in a particular area where the cameras shall be installed);

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