



**PHILIPPINE BIDDING DOCUMENTS**  
(Procurement of GOODS)

**PROVISION OF SECURITY  
SERVICES FOR THE  
PEOPLE'S TELEVISION  
NETWORK, INC.  
ITB No. 2024-0002**

Government of the Republic of the Philippines

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

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

**BAC** – Bids and Awards Committee.

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

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

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

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

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

**CDA** - Cooperative Development Authority.

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

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

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

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

**EXW** – Ex works.

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

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

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

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

**GFI** – Government Financial Institution.

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

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

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

**Infrastructure Projects** – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national

buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

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

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

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

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

**UN** – United Nations.



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

**FOR**

**Provision of Security Services for the People's Television Network, Inc.**

**ITB No. 2024-0002**

1. The *People's Television Network, Inc. (PTNI)*, through the ***Corporate Budget 2024*** intends to apply the sum of ***Twenty seven million pesos (PhP 27,000,000.00)*** being the ABC to payments under the contract for ***ITB No. 2024-0002***. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *People's Television Network, Inc. (PTNI)* now invites bids for the above Procurement Project. Delivery of the Goods/Services is ***within One (1) year commencing within fifteen (15) calendar days upon the receipt of Notice to Proceed (NTP)***. Bidders should have completed, within ***five (5) years*** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "*pass/fail*" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information from *People's Television Network, Inc. (PTNI)* and inspect the Bidding Documents at the address given below during office hours from 9:00 am - 5:00 pm.
5. A complete set of Bidding Documents may be acquired by interested Bidders on ***25 April 2024*** from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of ***Twenty-five thousand pesos (PhP 25,000.00)***. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person or through electronic means.

Interested bidders shall pay through any of the following means:

1. Cashier (In Person)
  - a. Kindly inform the Secretariat through this number/s 0938-935-3213 upon arrival.
  - b. Observe Minimum Health Protocols

2. PTNI's Bank Account (Land Bank of the Philippines).
  - a. Account Name: PTNI
  - b. Account Number: 3212100497
  - c. Kindly Email the proof of payment at the email address given below
  
6. The *People's Television Network, Inc. (PTNI)* will hold a Pre-Bid Conference on **2 May 2024, 10:00 AM** at **3rd Floor BAC Secretariat Office, PTNI Broadcast Complex, Visayas Avenue, Diliman, Quezon City** and/or through video conferencing or webcasting via **Google Meet**, which shall be open to prospective bidders.

**Google Meet: [meet.google.com/edi-jwer-twe](https://meet.google.com/edi-jwer-twe)**

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before on or before **15 May 2024, 10:00 AM**. Late bids shall not be accepted.
  
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
  
9. Bid opening shall be on **15 May 2024, 10:30 AM** at the given address below and/or via **Google Meet**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

**Google Meet: [meet.google.com/wim-njrq-pvq](https://meet.google.com/wim-njrq-pvq)**

10. The *People's Television Network, Inc. (PTNI)* reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
  
11. For further information, please refer to:

**BAC Secretariat**

People's Television Network, Inc. (PTNI)  
3rd Floor, PTNI Broadcast Complex,  
Visayas Avenue, Diliman, Quezon City  
[bacsecretariat@ptni.gov.ph](mailto:bacsecretariat@ptni.gov.ph)  
0938-935-3213  
[www.ptni.gov.ph](http://www.ptni.gov.ph)

12. You may visit the following websites:

For downloading of Bidding Documents: <https://ptni.gov.ph/procurement/> Procurement forms: <https://www.gppb.gov.ph/downloadable-forms/#tab-61412> or <https://drive.google.com/drive/folders/1-Zxp5ms03u9GHWBp9YOUgw05eWdzX0V0?usp=sharing>

**25 April 2024**

**BENJAMIN J. ASAKIL**  
Chairperson, Bids and Awards Committee (BAC)

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

### **1. Scope of Bid**

The Procuring Entity, *People's Television Network, Inc. (PTNI)* wishes to receive Bids for the ***Provision of Security Services for the People's Television Network, Inc.***, with identification number ***ITB No. 2024-0002***.

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

### **2. Funding Information**

2.1. The GOP through the source of funding as indicated below for ***2024*** in the amount of ***Twenty-seven million pesos (PhP 27,000,000.00)***.

2.2. The source of funding is **the Corporate Operating Budget**.

### **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. Foreign ownership 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:
  - a. The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## **6. Origin of Goods**

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

## **7. Subcontracts**

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

The Procuring Entity has prescribed that subcontracting is not allowed.

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

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

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

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

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

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

- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within *five (5) years* prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

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

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

## **12. Bid Prices**

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

- 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 the **BDS**.

### **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 (120) calendar days from the date of opening of bids***. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

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

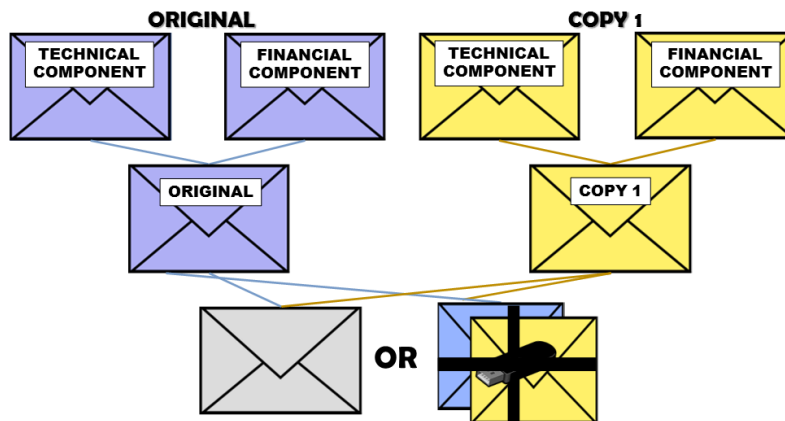
Each Bidder shall submit one copy of the first and second components of its Bid.

*As additional requirements, the bidder shall also submit (Copy 1) and an electronic copy in USB Flash Drive (Real PDF, Doc or Docx format) of the first and second components of its Bid. The "Copy 1" shall be stamped "Certified True Copy of the Original" per page with printed name and signature.*

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.

## Recommended Sealing of Bids



**BENJAMIN J. ASAKIL**  
 Chairperson  
 Bids and Awards Committee  
 PTNI Broadcast Complex,  
 Visayas Avenue, Diliman, Quezon City

Bid for:  
 ITB No.: \_\_\_\_\_  
 Project Title: \_\_\_\_\_

Submitted by:  
 Bidder's Company Name: \_\_\_\_\_  
 Bidder's Contact Details: \_\_\_\_\_

"DO NOT OPEN BEFORE (the date and time of opening of bids)"

*A bidder may, through a letter, withdraw its bid before the deadline for the receipt of bids. Withdrawal of bids after the applicable deadline shall be subject to appropriate sanctions as prescribed in this IRR. A bidder may also express its intention not to participate in the bidding through a letter which should reach and be stamped received by the BAC before the deadline for the receipt of bids. A bidder that withdraws its bid shall not be permitted to submit another bid, directly or indirectly, for the same contract.*

## 16. Deadline for Submission of Bids

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

## 17. Opening and Preliminary Examination of Bids

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

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

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

## 18. Domestic Preference

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

## 19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.

- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 14 shall be submitted for each lot or item separately.

- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.

- 19.4. The Project shall be awarded as follows:

One Project having several items that shall be awarded as one contract.

- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting

the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

## **20. Post-Qualification**

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

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

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

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

<b>ITB Clause</b>	
5.3	For this purpose, contracts similar to the Project shall be: <ul style="list-style-type: none"> <li>a. <i>Provision of Security Services.</i></li> <li>b. completed within five (5) years prior to the deadline for the submission and receipt of bids.</li> </ul>
7.1	<i>Subcontracting is not allowed.</i>
12	The price of the Goods shall be quoted DDP <i>Philippines</i> or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: <ul style="list-style-type: none"> <li>a. The amount of not less than two percent (2%) of ABC, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than five percent (5%) of ABC if bid security is in Surety Bond.</li> <li>b. The amount of not less than two percent (2%) of ABC, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than five percent (5%) of ABC if bid security is in Surety Bond.</li> </ul>
19.3	<i>Not Applicable</i>
20.2	<i>Latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS)</i>
21.2	<i>None</i>

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

## **1. Scope of Contract**

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

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

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

## **2. Advance Payment and Terms of Payment**

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

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

## **3. Performance Security**

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

## **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***

<b>GCC Clause</b>	
	<p><b>Delivery and Documents –</b></p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is Mr. <i>Ronaldo N. Yjares of General Services</i></p> <p><b>Incidental Services –</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p><b>Regular and Recurring Services –</b></p> <p>The contract for regular and recurring services shall be subject to a renewal whereby the performance evaluation of the service provider shall be conducted in accordance with Section VII. Technical specifications.</p>
2.2	<i>Payment shall only be made after the appropriate documents and procedures or the like, as mandated by existing government rules and regulations, have been complied with.</i>
4	The inspections and tests that will be conducted are: <i>None</i>

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

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

<b>Item Number</b>	<b>Description</b>	<b>Quantity</b>	<b>Delivered, Weeks/Months</b>
1	Provision of Security Services for the People's Television Network, Inc.	53 Security Guards	One (1) year contract commencing within fifteen (15) calendar days upon the receipt of Notice to Proceed (NTP)

## ***Section VII. Technical Specifications***

Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.

<b>Item</b>	<b>Specification</b>	<b>Statement of Compliance</b>
1	Security Guards Assignments - Annex “A”	
	Minimum Duties And Responsibilities Of The Security Agency And Security Guards - Annex “B”	
	Basic Minimum Requirements Of Firearms And Security Equipment/ Supplies - Annex “C”	

## ADDITIONAL REQUIREMENTS

- a. Company profile which should contain the following information:
  - i. List of key officials of the security agency, at least one official should have a title of Certified Security Personnel
  - ii. Names of the officers, partners or owners
  - iii. Name and address of the main or satellite office within the National Capital Region
- b. Registration Certificate and Certificate of Good Standing from the Philippine Association of Detective and Protective Agency Operators, Inc. (PADPAO).
- c. Valid License for the Security Agency to operate issued by Philippine National Police (PNP) - Supervisory Office for Security and Investigation Agencies (SOSIA).
- d. NLRC Certificate stating that there is/there is no pending or adverse decided case in areas where the security agency has on-going or completed contracts.
- e. Valid certification issued by the Philippine National Police that the agency is not included in the master list of the blacklisted/suspended security service agencies.
- f. One (1) Certificate of Performance Satisfaction, with at least Very Satisfactory Rating, from any client with whom the AGENCY has a Post or On-going Contract.
- g. Accomplished Bill of Quantities indicated in Annex "D" Section VII. Technical Specifications
- h. Compliance statement and License with the required list of basic firearms and security equipment and supplies stated in Annex "B" of Section VII. Technical Specifications
- i. Certification that security guards to be deployed are properly trained, bonded, uniformed, and qualified in accordance with RA 5487.

## ANNEX "A"

## SECURITY GUARDS ASSIGNMENTS

<b>No.</b>	<b>Area</b>	<b>No. of Guards</b>
1	<b>Main Office</b>	<b>19</b>
	Officer-In-Charge/NS Officer	2
	Main Entrance	2
	Main Lobby	2
	DENR gate/Props Area	1
	Studio C/Pathways Entrance	2
	2nd Floor Lobby/Time Card	1
	3rd Floor Lobby	1
	Eng'g/Prov'l/Property/Clinic	1
	Dispatching/Transmitter/Microwave/Camera Pool/Bldg and Grounds	2
	Parking Areas (inside premises)	2
	Parking Areas (along Visayas Avenue)	2
	Roving	1
	2	<b>PTV Cordillera</b>
3	<b>PTV- Cebu</b>	<b>2</b>
4	<b>PTV Guimarras</b>	<b>2</b>
5	<b>PTV Davao</b>	<b>2</b>
6	<b>PTV Mindanao Media Hub</b>	<b>9</b>
7	<b>PTV Naga</b>	<b>2</b>
8	<b>PTV Cotabato</b>	<b>2</b>
9	<b>PTV Zamboanga</b>	<b>2</b>
10	<b>PTV Marawi</b>	<b>2</b>
11	<b>PTV Pagadian</b>	<b>2</b>
12	<b>PTV Ilocos Norte</b>	<b>2</b>
13	<b>PTV Davao Del Norte</b>	<b>2</b>
14	<b>PTV Legazpi</b>	<b>2</b>
	<b>TOTAL</b>	<b>53</b>

## ANNEX “B”

### MINIMUM DUTIES AND RESPONSIBILITIES OF THE SECURITY AGENCY AND SECURITY GUARDS

The Main Office and SECURITY GUARDS shall efficiently implement and perform all the tasks and responsibilities as outlined for the purpose.

#### AGENCY

1. The AGENCY shall provide the PTNI a copy of the individual Personal Data Sheet (PDS) and pre-employment documents of the Security Guards to be deployed after the receipt of Notice to Proceed.
2. The AGENCY shall provide a copy of Training Certificates and Technical Requirements of the Security Guards upon written request of PTNI.
3. The AGENCY shall provide a copy of License of each Security Guard to be deployed in accordance with R.A. 5487 and its Implementing Rules and Regulations, and the rules and regulations of the Philippine National Police Supervisory Office for Security Investigation Agencies (PNP SOSIA) upon written request of PTNI.
4. The AGENCY shall provide security personnel with two (2) shifts of 12 hours each.
5. The AGENCY shall provide the PTNI with the required number of security personnel.
6. The PTNI has the right to effect changes in the assignment/deployment of the security guards at any time during the contract period through a written notice to the Agency. Likewise, the PTNI may increase or decrease the number of security guards as may be necessary. In such an event, any corresponding adjustment in the cost shall not exceed the contract price.;
7. The AGENCY hereby warrants to make available at all times duly trained and qualified relievers and/or replacements to ensure continuous services in case of absence of the assigned guard, and or exercise the needed supervision over the work of its personnel, provided that no security guard shall serve more than a continuous twelve (12) hours duty in a day:
8. The AGENCY shall agree to remove, change or substitute any or all of the guards whose performance or showing is/are found unsatisfactory, as observed by and upon notice or advice by PTNI;
9. In case of emergency, such as outbreak of fire, occurrence of earthquakes and riots, the AGENCY shall provide the PTNI additional guards on reserve duty to augment and reinforce the security force thereat for the protection of the properties and of the latter’s officers and personnel against bodily harm during the emergency at no cost to the PTNI;
10. The AGENCY shall submit to the PTNI, a bi-monthly report which indicates the significant occurrences during the period.
11. The AGENCY shall be held liable or responsible for any personal injury sustained or damage to properties, including death caused to any of the AGENCY’s guards assigned to the premises of the AGENCY during the performance of their duties.
12. The AGENCY shall exert effort to prevent injury to PTNI’s officials and employees and shall assume full responsibility for loss or damage to property that may be suffered by PTNI as a result of theft, pilferage, robbery and trespass.
13. The AGENCY however, shall assume no responsibility where such loss is due to force majeure, or to fortuitous events, negligence of the officers and employees of

- PTNI and where loss or damage occurs inside a closed office, building or compartment into which the AGENCY or its agents have no access.
14. The AGENCY shall immediately respond to any emergency situations in accordance with the Emergency Plan of PTNI.
  15. The AGENCY shall hold PTNI free and harmless from any and all claims, actions, damages and/or actions of the AGENCY or its agents while supervising PTNI's property and premises as provided under this agreement.
  16. The AGENCY shall be entitled to an adjustment of the stipulated Contract Price in the event that there will be a minimum wage increase in the issuance of a National Wage Order or similar circumstances. It shall be understood the PTNI will not be held liable for unpaid wages if the security service agency fails to pay the security guards.
  17. The AGENCY shall faithfully comply with all laws, rules and regulations pertaining to the employment of labor, existing or which hereafter may be enacted including but not limited to the Minimum Wage Law, Labor Code of the Philippines, Social Security Law, Employees Compensation and State Insurance Fund, Philippines Health Insurance Fund, and Home Development Mutual Fund;
  18. The AGENCY shall pay and comply with all obligations under the provisions of the SSS, Employees Compensation and other related pertinent employee benefits.
  19. The AGENCY shall comply with DOLE Department Order No. 150-16 Series of 2016 for the administrative fee which shall not be less than twenty percent (20%) of the total contract cost.

#### SECURITY GUARDS

1. All guards are required to wear an authorized security guard uniform.
2. There shall be no employer-employee relationship between the PTNI and the Security Guards;
3. No Security Guard shall take any intoxicating/alcoholic drink or prohibited drugs within the premises of the guarded compound of PTNI, whether he/she is on-duty or off-duty. Likewise, smoking by any of the security guard is strictly prohibited within the premises of the guarded compound of PTNI, whether he/she is on-duty or off-duty;
4. The Officer-In-Charge/ Head Guard shall have direct supervision and control of the Security Guards and shall closely coordinate with the PTNI's designated officer for any instructions pertaining to PTNI Security Policies, Rules and Regulations.

#### TERMS OF BILLING

PTNI shall be billed monthly and shall pay within fifteen (15) calendar days upon receipt of the statement of account from the winning bidder or the AGENCY, unless there are any points of verification needed in the processing of the payment. The statement of account or billing for the services rendered by the AGENCY shall always be supported by adequate and appropriate documents or receipts as stated in the Contract.

#### PERFORMANCE EVALUATION

The winning bidder, once awarded the contract and declared as the service provider/contractor, shall be evaluated monthly to maintain a satisfactory level of performance throughout the term of the contract for documentation purposes.



ANNEX “C”

BASIC MINIMUM REQUIREMENTS OF FIREARMS AND  
SECURITY EQUIPMENT/ SUPPLIES

The following shall comprise the Basic Equipment of a security guard which shall be made mandatory and ready for his/her use while performing his/her duties

1	Prescribed Basic Uniform	All Guards
2	Medical /First Aid kits	All Guards
3	Flash Lights	All Guards
4	Whistle	All Guards
5	Night stick/baton	All Guards
6	Writing Pen/Notebook/Checklist	Lobby guards
7	Metal Detectors	Lobby guards
8	Under chassis mirror	Main gate
9	Hand Held radios	All guards
10	Computer with printer/ Typewriter	Guards Office
11	Office Supplies	Guards Office
12	9mm with bullets	All guards
13	Shot gun with bullets	Main gate guards
14	K-9 (upon request)	
15	2 units Cellular phones	Lobby and Head guards

## ANNEX "D"

## BILL OF QUANTITIES

Indicate the monthly rates of guards to be deployed.

No.	Area	No. of Guards	Rate per Month (Php)	Total Amount (Php)
1	Main Office			
	Officer-In-Charge/NS Officer	2		
	Main Entrance	2		
	Main Lobby	2		
	DENR gate/Props Area	1		
	Studio C/Pathways Entrance	2		
	2nd Floor Lobby/Time Card	1		
	3rd Floor Lobby	1		
	Eng'g/Prov'l/Property/Clinic	1		
	Dispatching/Transmitter/Microwave/Camera Pool/Bldg and Grounds	2		
	Parking Areas (inside premises)	2		
	Parking Areas (along Visayas Avenue)	2		
	Roving	1		
	2	PTV Cordillera	3	
3	PTV- Cebu	2		
4	PTV Guimaras	2		
5	PTV Davao	2		
6	PTV Mindanao Media Hub	9		
7	PTV Naga	2		
8	PTV Cotabato	2		
9	PTV Zamboanga	2		
10	PTV Marawi	2		
11	PTV Pagadian	2		
12	PTV Ilocos Norte	2		
13	PTV Davao Del Norte	2		
14	PTV Legazpi	2		
	<b>TOTAL</b>	<b>53</b>		

I hereby verify to comply with all the requirements under Section VI. Schedule of Requirements and Section VII. Technical Specifications.

\_\_\_\_\_  
Signature over printed name of the authorized representative

\_\_\_\_\_  
Company name

\_\_\_\_\_  
Date

# ***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.

#### *Additional Documents*

- (g) Company profile which should contain the following information:
  - List of key officials of the security agency, at least one official should have a title of Certified Security Personnel
  - Names of the officers, partners or owners
  - Name and address of the main or satellite office within the National Capital Region
- (h) Registration Certificate and Certificate of Good Standing from the Philippine Association of Detective and Protective Agency Operators, Inc. (PADPAO).
- (i) Valid License for the Security Agency to operate issued by Philippine National Police (PNP) - Supervisory Office for Security and Investigation Agencies (SOSIA).
- (j) NLRC Certificate stating that there is/there is no pending or adverse decided case in areas where the security agency has on-going or completed contracts

- (k) Valid certification issued by the Philippine National Police that the agency is not included in the master list of the blacklisted/suspended security service agencies.
- (l) One (1) Certificate of Performance Satisfaction, with at least Very Satisfactory Rating, from any client with whom the AGENCY has a Post or On-going Contract.
- (m) Compliance statement and License with the required list of basic firearms and security equipment and supplies stated in Annex “B” of Section VII. Technical Specifications
- (n) Certification that security guards to be deployed are properly trained, bonded, uniformed, and qualified in accordance with RA 5487

Financial Documents

- (o) 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***

- (p) 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**

- (q) Original of duly signed and accomplished Financial Bid Form; **and**
- (r) Original of duly signed and accomplished Price Schedule(s).
- (s) Accomplished Bill of Quantities indicated in Annex “D” Section VII. Technical Specifications

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

- (t) *[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.
- (u) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

# *Forms*

## **Bid Securing Declaration Form**

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

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

### **BID SECURING DECLARATION** **Project Identification 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]*

## 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 Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

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

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the 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]*

***[Letterhead of the Bidder]***

***Statement of ALL ongoing government and private contracts  
(Including contracts awarded but not yet started)***

NAME OF THE PROJECT :

BIDDER's COMPANY NAME :

COMPANY ADDRESS :

Item No.	Name of Contract Date of Contract Contract Duration	Owner's Name and Address/ Party Contracting with Bidder	Kinds of Goods	a) Amount of Contract  b) Value of Outstanding Contracts	Date of Delivery
<b>GOVERNMENT</b>					
	a) b) c)			a) b)	
<b>PRIVATE</b>					
	a) b) c)			a) b) c)	

Instructions:

1. Indicate the correct and complete information required for each contract.
2. Date of Delivery indicates the projected date/s provided in their respective contracts.
3. In case there are no ongoing contracts, put N/A or None.

Submitted by: \_\_\_\_\_

Designation: \_\_\_\_\_

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

(Printed Name and Signature)



***[Letterhead of the Bidder]***

---

***Statement of the bidder's  
Single Largest Completed Contract (SLCC)***

**NAME OF THE PROJECT** :

**BIDDER's COMPANY NAME** :

**COMPANY ADDRESS** :

Name of Contract Date of Contract Contract Duration	Owner's Name and Address/ Party Contracting with Bidder	Definition or description of the similar project or major categories of work	Amount of Completed Contract	Date of Delivery

Instructions:

1. Indicate the correct and complete information required for each contract
2. **Attach End-user's Acceptance OR Official Receipt(s) OR Sales Invoice issued for the contract.**

Submitted by: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_  
(Printed Name and Signature)

## Bid Form for the Procurement of Goods

*[shall be submitted with the Bid]*

---

### BID FORM

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

Project Identification No. : \_\_\_\_\_

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

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

If our Bid is accepted, we undertake:

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

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

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

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

_____		
_____		
_____		

(if none, state "None") ]

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

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

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

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

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

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

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

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

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

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

**Price Schedule for Goods Offered from Within the Philippines**  
*[shall be submitted with the Bid if bidder is offering goods from within the Philippines]*

**For Goods Offered from Within the Philippines**

Name of Bidder \_\_\_\_\_ Project ID No. \_\_\_\_\_ Page \_\_\_ of \_\_\_

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit  (col 5+6+7+8)	Total Price delivered Final Destination  (col 9) x  (col 4)

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

Legal Capacity: \_\_\_\_\_

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

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

NOTE: under Sec 32.2.1 (a) of RA9184 “Unless the Instructions to Bidders specifically allow partial bids, bids not addressing or providing all of the required items in the Bidding Documents including, where applicable, bill of quantities, shall be considered non-responsive and, thus, automatically disqualified. **Bids not addressing or providing all of the required items in the Bidding Documents including, where applicable, bill of quantities, shall be considered non-responsive and, thus, automatically disqualified. In this regard, where a required item is provided, but no price is indicated, the same shall be considered as non-responsive, but specifying a “0” (zero) or dash (-) for the said item would mean that it is being offered for free to the Government** “

Price Schedule for Goods Offered from Abroad  
*[shall be submitted with the Bid if bidder is offering goods from Abroad]*

***For Goods Offered from Abroad***

Name of Bidder \_\_\_\_\_ Project ID No. \_\_\_\_\_ Page \_\_\_ of \_\_\_

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place  (specify border point or place of destination)	Total CIF or CIP price per item  (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP  (col 4 x 8)

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

Legal Capacity: \_\_\_\_\_

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

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

NOTE: under Sec 32.2.1 (a) of RA9184 “Unless the Instructions to Bidders specifically allow partial bids, bids not addressing or providing all of the required items in the Bidding Documents including, where applicable, bill of quantities, shall be considered non-responsive and, thus, automatically disqualified. Bids not addressing or providing all of the required items in the Bidding Documents including, where applicable, bill of quantities, shall be considered non-responsive and, thus, automatically disqualified. In this regard, where a required item is provided, but no price is indicated, the same shall be considered as non-responsive, but specifying a “0” (zero) or dash (-) for the said item would mean that it is being offered for free to the Government“

