



Social Security System
East Avenue, Diliman, Quezon City

PHILIPPINE BIDDING DOCUMENTS

Fifth Edition - October 2016

Procurement of GOODS

**ONE (1) YEAR CONTRACT FOR SECURITY SERVICES: SSS
MAIN, POEA, LIVELIHOOD and EDSA LOT, AND NCR
PROPERTIES**

ITB-SSS-GOODS - 2019-004

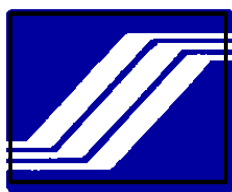
Government of the Republic of the Philippines

December 2018

**NICODEMUS L. DE GUZMAN
CHAIRPERSON**

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Section I. Invitation to Bid



REPUBLIC OF THE PHILIPPINES
SOCIAL SECURITY SYSTEM
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Invitation to Bid
ITB-SSS-Goods-2019-004

ONE (1) YEAR CONTRACT FOR SECURITY SERVICES: SSS MAIN, POEA, LIVELIHOOD AND EDSA LOT, AND NCR PROPERTIES

<i>Approved Budget for the Contract (ABC) and Source of Fund</i>	<i>Delivery/ Completion Period</i>	<i>Price of Bid Documents (non-refundable)</i>	<i>Date/Time</i>	
			<i>Pre-bid Conference</i>	<i>Deadline of Submission and Receipt of Bids</i>
<i>Lot 1: SSS Main, POEA, Livelihood and EDSA Lot ABC: P40,068,990.00 per year</i>	<i>One (1)Year</i>	<i>P22,500.00</i>	<i>January 18, 2019 (Friday) 2:30p.m.</i>	<i>February 01, 2019 (Friday) 2:00p.m.</i>
<i>Lot 2: NCR Properties ABC: P29,171,025.00 per year</i>	<i>One (1)Year</i>	<i>P15,000.00</i>		
<i>2019 Corporate Operating Budget (COB) – Maintenance/Repairs- Building-Security Services & Investment Income</i>				

1. The **SOCIAL SECURITY SYSTEM** now invites Bids for the above item. Delivery of the GOODS is required within the period specified above. **Bidders should have completed within five (5) years prior to 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 - Instruction to Bidders.
2. Bids received in excess of the ABC shall be automatically rejected at Bid opening.
3. Bidding shall 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) 9184, otherwise known as the “Government Procurement Reform Act”.

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

4. Interested bidders may obtain further information from the **SSS** and inspect the Bidding Documents at the address in the last item of the ITB from Monday to Friday, 8:00a.m. to 5:00p.m.
5. **A complete set of Bidding Documents may be acquired by interested bidders starting 10 January 2019 up to the scheduled submission and receipt of bids** from the address stated in the last item of the ITB and upon payment of the applicable fee for the Bidding Documents, in the amount specified above.

The mode of payment shall be on a cash basis payable at the SSS Cash Department, Ground Floor, SSS Main Bldg., upon accomplishment of SSS Form R-6. The Bidding Documents shall be received personally by the prospective Bidder or his authorized representative.

It may also be **downloaded free of charge** from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the SSS, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

6. The SSS shall hold a Pre-Bid Conference on the date and time specified above at the Green Room, 12th Floor, SSS Main Bldg., East Avenue, Diliman, Quezon City which shall be open to prospective bidders, but attendance shall not be mandatory. To ensure completeness and compliance of bids, bidders are advised to send their authorized technical and/or administrative representatives who will prepare the bid documents.

7. Bids must be duly received by the BAC Secretariat at the Green Room, 12th Floor, SSS Main Building, East Avenue, Diliman, Quezon City on the deadline specified above. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18.

Bid opening shall be on the date & time specified above at the Green Room, 12th Floor, SSS Main Building, East Avenue, Diliman, Quezon City. Bids shall be opened in the presence of the Bidders' representatives who choose to attend at the address above. Late bids shall not be accepted.

8. References to the dates and times shall be based on Philippine Standard time. Should any of the above dates fall on a holiday, the deadline shall be extended to the same time on the immediately succeeding business day in Quezon City.

9. The **SSS** 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 Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

10. The **SSS** assumes no obligation to compensate or indemnify parties for any expense or loss that they may incur as a result of their participation in the procurement process, nor does SSS guarantee that an award will be made as a result of this invitation. Furthermore, the SSS reserves the right to waive any defects or formality in the responses to the eligibility requirements and to this invitation and reserves the right to accept the proposal most advantageous to the agency.

11. For further information, please refer to:

Bids & Awards Committee

The Secretariat

2nd Flr., SSS Main Bldg., East Ave., Diliman, Q.C.

Tel # (632) 922-1070; 920-6401 local 5492/6382

Email – bac@sss.gov.ph

Facsimile number – (632) 924-7380

**THE CHAIRPERSON
BIDS & AWARDS COMMITTEE**

ref.: itb-sss-goods-2019-004-Security Services – M.O. & NCR Properties

Section II. Instructions to Bidders

A. General

1. Scope of Bid

- 1.1. The Procuring Entity named in the **BDS** invites bids for the supply and delivery of the Goods as described in Section VII. Technical Specifications.
- 1.2. The name, identification, and number of lots specific to this bidding are provided in the **BDS**. The contracting strategy and basis of evaluation of lots is described in **ITB** Clause 28.

2. Source of Funds

The Procuring Entity has a budget or has received funds from the Funding Source named in the **BDS**, and in the amount indicated in the **BDS**. It intends to apply part of the funds received for the Project, as defined in the **BDS**, to cover eligible payments under the contract.

3. Corrupt, Fraudulent, Collusive, and Coercive Practices

- 3.1. Unless otherwise specified in the **BDS**, 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. In pursuance of this policy, the Procuring Entity:
 - (a) defines, for purposes of this provision, the terms set forth below as follows:
 - (i) “corrupt practice” means behavior on the part of officials in the public or private sectors by which they improperly and unlawfully enrich themselves, others, or induce others to do so, by misusing the position in which they are placed, and includes the offering, giving, receiving, or soliciting of anything of value to influence the action of any such official in the procurement process or in contract execution; entering, on behalf of the government, into any contract or transaction manifestly and grossly disadvantageous to the same, whether or not the public officer profited or will profit thereby, and similar acts as provided in RA 3019.
 - (ii) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring Entity, and includes collusive practices among Bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the Procuring Entity of the benefits of free and open competition.
 - (iii) “collusive practices” means a scheme or arrangement between two or more Bidders, with or without the knowledge of the Procuring Entity, designed to establish bid prices at artificial, non-competitive levels.
 - (iv) “coercive practices” means harming or threatening to harm, directly or indirectly, persons, or their property to influence their participation in a procurement process, or affect the execution of a contract;

- (v) “obstructive practice” is
 - (aa) deliberately destroying, falsifying, altering or concealing of evidence material to an administrative proceedings or investigation or making false statements to investigators in order to materially impede an administrative proceedings or investigation of the Procuring Entity or any foreign government/foreign or international financing institution into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the administrative proceedings or investigation or from pursuing such proceedings or investigation; or
 - (bb) acts intended to materially impede the exercise of the inspection and audit rights of the Procuring Entity or any foreign government/foreign or international financing institution herein.
- (b) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in any of the practices mentioned in this Clause for purposes of competing for the contract.

3.2. Further, the Procuring Entity will seek to impose the maximum civil, administrative, and/or criminal penalties available under applicable laws on individuals and organizations deemed to be involved in any of the practices mentioned in **ITB** Clause 3.1(a).

3.3. Furthermore, the Funding Source and the Procuring Entity reserve the right to inspect and audit records and accounts of a bidder or supplier in the bidding for and performance of a contract themselves or through independent auditors as reflected in the **GCC** Clause 3.

4. Conflict of Interest

4.1. All Bidders found to have conflicting interests shall be disqualified to participate in the procurement at hand, without prejudice to the imposition of appropriate administrative, civil, and criminal sanctions. A Bidder may be considered to have conflicting interests with another Bidder in any of the events described in paragraphs (a) through (c) below and a general conflict of interest in any of the circumstances set out in paragraphs (d) through (g) below:

- (a) A Bidder has controlling shareholders in common with another Bidder;
- (b) A Bidder receives or has received any direct or indirect subsidy from any other Bidder;
- (c) A Bidder has the same legal representative as that of another Bidder for purposes of this bid;
- (d) A Bidder has a relationship, directly or through third parties, that puts them in a position to have access to information about or influence on the bid of another Bidder or influence the decisions of the Procuring Entity regarding this bidding process;
- (e) A Bidder submits more than one bid in this bidding process. However, this does not limit the participation of subcontractors in more than one bid;

- (f) A Bidder who participated as a consultant in the preparation of the design or technical specifications of the Goods and related services that are the subject of the bid; or
 - (g) A Bidder who lends, or temporarily seconds, its personnel to firms or organizations which are engaged in consulting services for the preparation related to procurement for or implementation of the project, if the personnel would be involved in any capacity on the same project.
- 4.2. In accordance with Section 47 of the IRR of RA 9184, all Bidding Documents shall be accompanied by a sworn affidavit of the Bidder that it is not related to the Head of the Procuring Entity (HoPE), members of the Bids and Awards Committee (BAC), members of the Technical Working Group (TWG), members of the BAC Secretariat, the head of the Project Management Office (PMO) or the end-user unit, and the project consultants, by consanguinity or affinity up to the third civil degree. On the part of the Bidder, this Clause shall apply to the following persons:
- (a) If the Bidder is an individual or a sole proprietorship, to the Bidder himself;
 - (b) If the Bidder is a partnership, to all its officers and members;
 - (c) If the Bidder is a corporation, to all its officers, directors, and controlling stockholders;
 - (d) If the Bidder is a cooperative, to all its officers, directors, and controlling shareholders or members; and
 - (e) If the Bidder is a joint venture (JV), the provisions of items (a), (b), (c), or (d) of this Clause shall correspondingly apply to each of the members of the said JV, as may be appropriate.

Relationship of the nature described above or failure to comply with this Clause will result in the automatic disqualification of a Bidder.

5. Eligible Bidders

- 5.1. Unless otherwise provided in the **BDS**, the following persons shall be eligible to participate in this bidding:
- (a) Duly licensed Filipino citizens/sole proprietorships;
 - (b) Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;
 - (c) Corporations duly organized under the laws of the Philippines, and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines;
 - (d) Cooperatives duly organized under the laws of the Philippines; and
 - (e) Persons/entities forming themselves into a Joint Venture (JV), *i.e.*, a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, that Filipino ownership or interest of the JV concerned shall be at least sixty percent (60%).
- 5.2. Foreign bidders may be eligible to participate when any of the following circumstances exist, as specified in the **BDS**:

- (a) When a Treaty or International or Executive Agreement as provided in Section 4 of RA 9184 and its IRR allow foreign bidders to participate;
 - (b) Citizens, corporations, or associations of a country, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
 - (c) When the Goods sought to be procured are not available from local suppliers; or
 - (d) When there is a need to prevent situations that defeat competition or restrain trade.
- 5.3. Government owned or –controlled corporations (GOCCs) may be eligible to participate only if they can establish that they (a) are legally and financially autonomous, (b) operate under commercial law, and (c) are not attached agencies of the Procuring Entity.
- 5.4. Unless otherwise provided in the **BDS**, the Bidder must have completed a Single Largest Completed Contract (SLCC) similar to the Project and the value of which, adjusted, if necessary, by the Bidder to current prices using the Philippine Statistics Authority (PSA) consumer price index, must be at least equivalent to a percentage of the ABC stated in the **BDS**.

For this purpose, contracts similar to the Project shall be those described in the **BDS**, and completed within the relevant period stated in the Invitation to Bid and **ITB** Clause 12.1(a)(ii).

- 5.5. The Bidder must submit a computation of its Net Financial Contracting Capacity (NFCC), which must be at least equal to the ABC to be bid, calculated as follows:

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

The values of the domestic bidder’s current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR.

For purposes of computing the foreign bidders’ NFCC, the value of the current assets and current liabilities shall be based on their audited financial statements prepared in accordance with international financial reporting standards.

If the prospective bidder opts to submit a committed Line of Credit, it must be at least equal to ten percent (10%) of the ABC to be bid. If issued by a foreign universal or commercial bank, it shall be confirmed or authenticated by a local universal or commercial bank.

6. Bidder’s Responsibilities

- 6.1. The Bidder or its duly authorized representative shall submit a sworn statement in the form prescribed in Section VIII. Bidding Forms as required in **ITB** Clause 12.1(b)(iii).
- 6.2. The Bidder is responsible for the following:
- (a) Having taken steps to carefully examine all of the Bidding Documents;

- (b) Having acknowledged all conditions, local or otherwise, affecting the implementation of the contract;
- (c) Having made an estimate of the facilities available and needed for the contract to be bid, if any;
- (d) Having complied with its responsibility to inquire or secure Supplemental/Bid Bulletin(s) as provided under **ITB** Clause 10.4.
- (e) Ensuring that it is not “blacklisted” or barred from bidding by the GOP or any of its agencies, offices, corporations, or LGUs, including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the GPPB;
- (f) Ensuring that 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;
- (g) Authorizing the HoPE or its duly authorized representative/s to verify all the documents submitted;
- (h) Ensuring that the signatory is the duly authorized representative of the Bidder, and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the Bidder in the bidding, with the duly notarized Secretary’s Certificate attesting to such fact, if the Bidder is a corporation, partnership, cooperative, or joint venture;
- (i) Complying with the disclosure provision under Section 47 of RA 9184 and its IRR in relation to other provisions of RA 3019;
- (j) Complying with existing labor laws and standards, in the case of procurement of services; Moreover, bidder undertakes to:
 - (i) Ensure the entitlement of workers to wages, hours of work, safety and health and other prevailing conditions of work as established by national laws, rules and regulations; or collective bargaining agreement; or arbitration award, if and when applicable.

In case there is a finding by the Procuring Entity or the DOLE of underpayment or non-payment of workers’ wage and wage-related benefits, bidder agrees that the performance security or portion of the contract amount shall be withheld in favor of the complaining workers pursuant to appropriate provisions of Republic Act No. 9184 without prejudice to the institution of appropriate actions under the Labor Code, as amended, and other social legislations.

- (ii) Comply with occupational safety and health standards and to correct deficiencies, if any.

In case of imminent danger, injury or death of the worker, bidder undertakes to suspend contract implementation pending clearance to proceed from the DOLE Regional Office and to comply with Work Stoppage Order; and

- (iii) Inform the workers of their conditions of work, labor clauses under the contract specifying wages, hours of work and other benefits under prevailing national laws, rules and regulations; or collective bargaining agreement; or arbitration award, if and when applicable,

through posting in two (2) conspicuous places in the establishment's premises; and

- (k) Ensuring that it 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.

Failure to observe any of the above responsibilities shall be at the risk of the Bidder concerned.

- 6.3. The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Documents.
- 6.4. It shall be the sole responsibility of the Bidder to determine and to satisfy itself by such means as it considers necessary or desirable as to all matters pertaining to the contract to be bid, including: (a) the location and the nature of this Project; (b) climatic conditions; (c) transportation facilities; and (d) other factors that may affect the cost, duration, and execution or implementation of this Project.
- 6.5. The Procuring Entity shall not assume any responsibility regarding erroneous interpretations or conclusions by the prospective or eligible bidder out of the data furnished by the procuring entity. However, the Procuring Entity shall ensure that all information in the Bidding Documents, including bid/supplemental bid bulletin/s issued, are correct and consistent.
- 6.6. Before submitting their bids, the Bidder is deemed to have become familiar with all existing laws, decrees, ordinances, acts and regulations of the Philippines which may affect this Project in any way.
- 6.7. The Bidder shall bear all costs associated with the preparation and submission of his bid, and the Procuring Entity will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 6.8. The Bidder should note that the Procuring Entity will accept bids only from those that have paid the applicable fee for the Bidding Documents at the office indicated in the Invitation to Bid.

7. Origin of Goods

Unless otherwise indicated in the **BDS**, there is no restriction on the origin of goods other than those prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, subject to **ITB** Clause 27.1.

8. Subcontracts

- 8.1. Unless otherwise specified in the **BDS**, the Bidder may subcontract portions of the Goods to an extent as may be approved by the Procuring Entity and stated in the **BDS**. However, subcontracting of any portion shall not relieve the Bidder from any liability or obligation that may arise from the contract for this Project.
- 8.2. Subcontractors must submit the documentary requirements under **ITB** Clause 12 and comply with the eligibility criteria specified in the **BDS**. In the event that any subcontractor is found by the Procuring Entity to be ineligible, the subcontracting of such portion of the Goods shall be disallowed.
- 8.3. The Bidder may identify the subcontractor to whom a portion of the Goods will be subcontracted at any stage of the bidding process or during contract implementation. If the Bidder opts to disclose the name of the subcontractor during

bid submission, the Bidder shall include the required documents as part of the technical component of its bid.

B. Contents of Bidding Documents

9. Pre-Bid Conference

- 9.1. (a) If so specified in the **BDS**, a pre-bid conference shall be held at the venue and on the date indicated therein, to clarify and address the Bidders' questions on the technical and financial components of this Project.

(b) The pre-bid conference shall be held at least twelve (12) calendar days before the deadline for the submission and receipt of bids, but not earlier than seven (7) calendar days from the posting of the invitation to bid/bidding documents in the PhilGEPS website. If the Procuring Entity determines that, by reason of the method, nature, or complexity of the contract to be bid, or when international participation will be more advantageous to the GOP, a longer period for the preparation of bids is necessary, the pre-bid conference shall be held at least thirty (30) calendar days before the deadline for the submission and receipt of bids, as specified in the **BDS**.
- 9.2. Bidders are encouraged to attend the pre-bid conference to ensure that they fully understand the Procuring Entity's requirements. Non-attendance of the Bidder will in no way prejudice its bid; however, the Bidder is expected to know the changes and/or amendments to the Bidding Documents as recorded in the minutes of the pre-bid conference and the Supplemental/Bid Bulletin. The minutes of the pre-bid conference shall be recorded and prepared not later than five (5) calendar days after the pre-bid conference. The minutes shall be made available to prospective bidders not later than five (5) days upon written request.
- 9.3. Decisions of the BAC amending any provision of the bidding documents shall be issued in writing through a Supplemental/Bid Bulletin at least seven (7) calendar days before the deadline for the submission and receipt of bids.

10. Clarification and Amendment of Bidding Documents

- 10.1. Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such request must be in writing and submitted to the Procuring Entity at the address indicated in the **BDS** at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.
- 10.2. The BAC shall respond to the said request by issuing a Supplemental/Bid Bulletin, to be made available to all those who have properly secured the Bidding Documents, at least seven (7) calendar days before the deadline for the submission and receipt of Bids.
- 10.3. Supplemental/Bid Bulletins may also be issued upon the Procuring Entity's initiative for purposes of clarifying or modifying any provision of the Bidding Documents not later than seven (7) calendar days before the deadline for the submission and receipt of Bids. Any modification to the Bidding Documents shall be identified as an amendment.
- 10.4. Any Supplemental/Bid Bulletin issued by the BAC shall also be posted in the PhilGEPS and the website of the Procuring Entity concerned, if available, and at any conspicuous place in the premises of the Procuring Entity concerned. It shall be the responsibility of all Bidders who have properly secured the Bidding Documents to inquire and secure Supplemental/Bid Bulletins that may be issued by the BAC. However, Bidders who have submitted bids before the issuance of the

Supplemental/Bid Bulletin must be informed and allowed to modify or withdraw their bids in accordance with **ITB** Clause 23.

C. Preparation of Bids

11. Language of Bids

The eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be in English. If the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, it must be accompanied by a translation of the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and 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. The English translation shall govern, for purposes of interpretation of the bid.

12. Documents Comprising the Bid: Eligibility and Technical Components

12.1. Unless otherwise indicated in the **BDS**, the first envelope shall contain the following eligibility and technical documents:

(a) Eligibility Documents –

Class “A” Documents:

- (i) PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR. For procurement to be performed overseas, it shall be subject to the Guidelines to be issued by the GPPB.
- (ii) Statement of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; and

Statement of the Bidder's SLCC similar to the contract to be bid, in accordance with ITB Clause 5.4, within the relevant period as provided in the **BDS**.

The two statements required shall indicate for each contract the following:

- (ii.1) name of the contract;
- (ii.2) date of the contract;
- (ii.3) contract duration;
- (ii.4) owner's name and address;
- (ii.5) kinds of Goods;
- (ii.6) For Statement of Ongoing Contracts - amount of contract and value of outstanding contracts;
- (ii.7) For Statement of SLCC - amount of completed contracts, adjusted by the Bidder to current prices using PSA's

consumer price index, if necessary for the purpose of meeting the SLCC requirement;

(ii.8) date of delivery; and

(ii.9) end user's acceptance or official receipt(s) or sales invoice issued for the contract, if completed, which shall be attached to the statements.

(iii) NFCC computation in accordance with ITB Clause 5.5 or a committed Line of Credit from a universal or commercial bank.

Class "B" Document:

(iv) If applicable, the Joint Venture Agreement (JVA) in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners in accordance with Section 23.1(b) of the IRR.

(b) Technical Documents –

(i) Bid security in accordance with **ITB** Clause 18. If the Bidder opts to submit the bid security in the form of:

(i.1) a bank draft/guarantee or an irrevocable letter of credit issued by a foreign bank, it shall be accompanied by a confirmation from a Universal or Commercial Bank; or

(i.2) a surety bond, it shall be accompanied by a certification by the Insurance Commission that the surety or insurance company is authorized to issue such instruments;

(ii) Conformity with technical specifications, as enumerated and specified in Sections VI and VII of the Bidding Documents; and

(iii) Sworn statement in accordance with Section 25.3 of the IRR of RA 9184 and using the form prescribed in Section VIII. Bidding Forms.

(iv) For foreign bidders claiming eligibility by reason of their country's extension of reciprocal rights to Filipinos, a certification from the relevant government office of their country stating that Filipinos are allowed to participate in their government procurement activities for the same item or product.

13. Documents Comprising the Bid: Financial Component

13.1. The financial component of the bid shall contain the following:

(a) Financial Bid Form, which includes bid prices and the applicable Price Schedules, in accordance with **ITB** Clauses 15.1 and 15.4;

(b) If the Bidder claims preference as a Domestic Bidder, a certification from the DTI issued in accordance with **ITB** Clause 27, unless otherwise provided in the **BDS**; and

(c) Any other document related to the financial component of the bid as stated in the **BDS**.

13.2. (a) Unless otherwise stated in the **BDS**, all bids that exceed the ABC shall not be accepted.

- (b) Unless otherwise indicated in the **BDS**, for foreign-funded procurement, a ceiling may be applied to bid prices provided the following conditions are met:
 - (i) Bidding Documents are obtainable free of charge on a freely accessible website. If payment of Bidding Documents is required by the procuring entity, payment could be made upon the submission of bids.
 - (ii) The procuring entity has procedures in place to ensure that the ABC is based on recent estimates made by the responsible unit of the procuring entity and that the estimates reflect the quality, supervision and risk and inflationary factors, as well as prevailing market prices, associated with the types of works or goods to be procured.
 - (iii) The procuring entity has trained cost estimators on estimating prices and analyzing bid variances.
 - (iv) The procuring entity has established a system to monitor and report bid prices relative to ABC and engineer's/procuring entity's estimate.
 - (v) The procuring entity has established a monitoring and evaluation system for contract implementation to provide a feedback on actual total costs of goods and works.

14. Alternative Bids

- 14.1 Alternative Bids shall be rejected. For this purpose, alternative bid is an offer made by a Bidder in addition or as a substitute to its original bid which may be included as part of its original bid or submitted separately therewith for purposes of bidding.

A bid with options is considered an alternative bid regardless of whether said bid proposal is contained in a single envelope or submitted in two (2) or more separate bid envelopes.

- 14.2 Each Bidder shall submit only one Bid, either individually or as a partner in a JV. A Bidder who submits or participates in more than one bid (other than as a subcontractor if a subcontractor is permitted to participate in more than one bid) will cause all the proposals with the Bidder's participation to be disqualified. This shall be without prejudice to any applicable criminal, civil and administrative penalties that may be imposed upon the persons and entities concerned.

15. Bid Prices

- 15.1. The Bidder shall complete the appropriate Schedule of Prices included herein, stating the unit prices, total price per item, the total amount and the expected countries of origin of the Goods to be supplied under this Project.
- 15.2. The Bidder shall fill in rates and prices for all items of the Goods described in the Schedule of Prices. Bids not addressing or providing all of the required items in the Bidding Documents including, where applicable, Schedule of Prices, 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 zero (0) or a dash (-) for the said item would mean that it is being offered for free to the Government, except those required by law or regulations to be accomplished.
- 15.3. The terms Ex Works (EXW), Cost, Insurance and Freight (CIF), Cost and Insurance Paid to (CIP), Delivered Duty Paid (DDP), and other trade terms used to describe the obligations of the parties, shall be governed by the rules prescribed in the current

edition of the International Commercial Terms (INCOTERMS) published by the International Chamber of Commerce, Paris.

- 15.4. 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 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, listed in the **BDS**.
 - (c) For Services, based on the form which may be prescribed by the Procuring Entity, in accordance with existing laws, rules and regulations
- 15.5. Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation or price escalation on any account. A bid submitted with an adjustable price quotation shall be treated as non-responsive and shall be rejected, pursuant to **ITB** Clause 24.

All bid prices for the given scope of work in the contract as awarded shall be considered as fixed prices, and therefore not subject to price escalation during contract implementation, except under extraordinary circumstances. Upon the recommendation of the Procuring Entity, price escalation may be allowed in extraordinary circumstances as may be determined by the National Economic and Development Authority in accordance with the Civil Code of the Philippines, and upon approval by the GPPB. Nevertheless, in cases where the cost of the awarded contract is affected by any applicable new laws, ordinances, regulations, or other acts of the GOP, promulgated after the date of bid opening, a contract price adjustment shall be made or appropriate relief shall be applied on a no loss-no gain basis.

16. Bid Currencies

- 16.1. Prices shall be quoted in the following currencies:
- (a) For Goods that the Bidder will supply from within the Philippines, the prices shall be quoted in Philippine Pesos.
 - (b) For Goods that the Bidder will supply from outside the Philippines, the prices may be quoted in the currency(ies) stated in the **BDS**. 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 *Bangko Sentral ng Pilipinas* (BSP) reference rate bulletin on the day of the bid opening.

- 16.2. If so allowed in accordance with **ITB** Clause 16.1, the Procuring Entity for purposes of bid evaluation and comparing the bid prices will convert the amounts in various currencies in which the bid price is expressed to Philippine Pesos at the foregoing exchange rates.
- 16.3. Unless otherwise specified in the **BDS**, payment of the contract price shall be made in Philippine Pesos.

17. Bid Validity

- 17.1. Bids shall remain valid for the period specified in the **BDS** which shall not exceed one hundred twenty (120) calendar days from the date of the opening of bids.
- 17.2. In exceptional circumstances, prior to the expiration of the bid validity period, the Procuring Entity may request Bidders to extend the period of validity of their bids. The request and the responses shall be made in writing. The bid security described in **ITB** Clause 18 should also be extended corresponding to the extension of the bid validity period at the least. A Bidder may refuse the request without forfeiting its bid security, but his bid shall no longer be considered for further evaluation and award. A Bidder granting the request shall not be required or permitted to modify its bid.

18. Bid Security

- 18.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount stated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the following schedule:

Form of Bid Security	Amount of Bid Security (Not Less than the Percentage of the ABC)
(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Two percent (2%)
(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	
(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Five percent (5%)

The Bid Securing Declaration mentioned above is an undertaking which states, among others, that the Bidder shall enter into contract with the procuring entity and furnish the performance security required under **ITB** Clause 33.2, within ten (10) calendar days from receipt of the Notice of Award, and commits to pay the corresponding amount as fine, and be suspended for a period of time from being

qualified to participate in any government procurement activity in the event it violates any of the conditions stated therein as provided in the guidelines issued by the GPPB.

- 18.2. The bid security should be valid for the period specified in the **BDS**. Any bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.
- 18.3. No bid securities shall be returned to Bidders after the opening of bids and before contract signing, except to those that failed or declared as post-disqualified, upon submission of a written waiver of their right to file a request for reconsideration and/or protest, or upon the lapse of the reglementary period to file a request for reconsideration or protest. Without prejudice on its forfeiture, bid securities shall be returned only after the Bidder with the Lowest Calculated Responsive Bid (LCRB) has signed the contract and furnished the performance security, but in no case later than the expiration of the bid security validity period indicated in ITB Clause 18.2.
- 18.4. Upon signing and execution of the contract pursuant to ITB Clause 32, and the posting of the performance security pursuant to ITB Clause 33, the successful Bidder's bid security will be discharged, but in no case later than the bid security validity period as indicated in the ITB Clause 18.2.
- 18.5. The bid security may be forfeited:
 - (a) if a Bidder:
 - (i) withdraws its bid during the period of bid validity specified in **ITB** Clause 17;
 - (ii) does not accept the correction of errors pursuant to **ITB** Clause 28.3(b);
 - (iii) has a finding against the veracity of any of the documents submitted as stated in **ITB** Clause 29.2;
 - (iv) submission of eligibility requirements containing false information or falsified documents;
 - (v) submission of bids that contain false information or falsified documents, or the concealment of such information in the bids in order to influence the outcome of eligibility screening or any other stage of the public bidding;
 - (vi) allowing the use of one's name, or using the name of another for purposes of public bidding;
 - (vii) withdrawal of a bid, or refusal to accept an award, or enter into contract with the Government without justifiable cause, after the Bidder had been adjudged as having submitted the LCRB;
 - (viii) refusal or failure to post the required performance security within the prescribed time;
 - (ix) refusal to clarify or validate in writing its bid during post-qualification within a period of seven (7) calendar days from receipt of the request for clarification;
 - (x) any documented attempt by a Bidder to unduly influence the outcome of the bidding in his favor;

- (xi) failure of the potential joint venture partners to enter into the joint venture after the bid is declared successful; or
 - (xii) all other acts that tend to defeat the purpose of the competitive bidding, such as habitually withdrawing from bidding, submitting late Bids or patently insufficient bid, for at least three (3) times within a year, except for valid reasons.
- (b) if the successful Bidder:
- (i) fails to sign the contract in accordance with **ITB** Clause 32; or
 - (ii) fails to furnish performance security in accordance with **ITB** Clause 33.

19. Format and Signing of Bids

- 19.1. Bidders shall submit their bids through their duly authorized representative using the appropriate forms provided in Section VIII. Bidding Forms on or before the deadline specified in the **ITB** Clauses 21 in two (2) separate sealed bid envelopes, and which shall be submitted simultaneously. The first shall contain the technical component of the bid, including the eligibility requirements under **ITB** Clause 12.1, and the second shall contain the financial component of the bid. This shall also be observed for each lot in the case of lot procurement.
- 19.2. Forms as mentioned in **ITB** Clause 19.1 must be completed without any alterations to their format, and no substitute form shall be accepted. All blank spaces shall be filled in with the information requested.
- 19.3. The Bidder shall prepare and submit an original of the first and second envelopes as described in **ITB** Clauses 12 and 13. In addition, the Bidder shall submit copies of the first and second envelopes. In the event of any discrepancy between the original and the copies, the original shall prevail.
- 19.4. Each and every page of the Bid Form, including the Schedule of Prices, under Section VIII hereof, shall be signed by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the bid.
- 19.5. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the Bidder.

20. Sealing and Marking of Bids

- 20.1. Bidders shall enclose their original eligibility and technical documents described in **ITB** Clause 12 in one sealed envelope marked “ORIGINAL - TECHNICAL COMPONENT”, and the original of their financial component in another sealed envelope marked “ORIGINAL - FINANCIAL COMPONENT”, sealing them all in an outer envelope marked “ORIGINAL BID”.
- 20.2. Each copy of the first and second envelopes shall be similarly sealed duly marking the inner envelopes as “COPY NO. ___ - TECHNICAL COMPONENT” and “COPY NO. ___ – FINANCIAL COMPONENT” and the outer envelope as “COPY NO. ___”, respectively. These envelopes containing the original and the copies shall then be enclosed in one single envelope.
- 20.3. The original and the number of copies of the Bid as indicated in the **BDS** shall be typed or written in ink and shall be signed by the Bidder or its duly authorized representative/s.

- 20.4. All envelopes shall:
- (a) contain the name of the contract to be bid in capital letters;
 - (b) bear the name and address of the Bidder in capital letters;
 - (c) be addressed to the Procuring Entity's BAC in accordance with **ITB** Clause 21;
 - (d) bear the specific identification of this bidding process indicated in the **ITB** Clause 1.10; and
 - (e) bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of bids, in accordance with **ITB** Clause 21.
- 20.5. Bid envelopes that are not properly sealed and marked, as required in the bidding documents, shall not be rejected, but the Bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC or the Procuring Entity shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or for its premature opening.

D. Submission and Opening of Bids

21. Deadline for Submission of Bids

Bids must be received by the Procuring Entity's BAC at the address and on or before the date and time indicated in the **BDS**. In case the deadline for submission of bids fall on a non-working day duly declared by the president, governor or mayor or other government official authorized to make such declaration, the deadline shall be the next working day.

22. Late Bids

Any bid submitted after the deadline for submission and receipt of bids prescribed by the Procuring Entity, pursuant to **ITB** Clause 21, shall be declared "Late" and shall not be accepted by the Procuring Entity. The BAC shall record in the minutes of bid submission and opening, the Bidder's name, its representative and the time the late bid was submitted.

23. Modification and Withdrawal of Bids

23.1. The Bidder may modify its bid after it has been submitted; provided that the modification is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of bids. The Bidder shall not be allowed to retrieve its original bid, but shall be allowed to submit another bid equally sealed and properly identified in accordance with **ITB** Clause 20, linked to its original bid marked as "TECHNICAL MODIFICATION" or "FINANCIAL MODIFICATION" and stamped "received" by the BAC. Bid modifications received after the applicable deadline shall not be considered and shall be returned to the Bidder unopened.

23.2. A Bidder may, through a Letter of Withdrawal, withdraw its bid after it has been submitted, for valid and justifiable reason; provided that the Letter of Withdrawal is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of bids. The Letter of Withdrawal must be executed by the duly authorized representative of the Bidder identified in the Omnibus Sworn Statement, a copy of which should be attached to the letter.

23.3. Bids requested to be withdrawn in accordance with **ITB** Clause 23.1 shall be returned unopened to the Bidders. A Bidder, who has acquired the bidding documents, may also express its intention not to participate in the bidding through

a letter which should reach and be stamped by the BAC before the deadline for submission and receipt of bids. A Bidder that withdraws its bid shall not be permitted to submit another bid, directly or indirectly, for the same contract.

- 23.4. No bid may be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Financial Bid Form. Withdrawal of a bid during this interval shall result in the forfeiture of the Bidder's bid security, pursuant to **ITB** Clause 18.5, and the imposition of administrative, civil and criminal sanctions as prescribed by RA 9184 and its IRR.

24. Opening and Preliminary Examination of Bids

- 24.1. The BAC shall open the bids in public, immediately after the deadline for the submission and receipt of bids, as specified in the **BDS**. In case the Bids cannot be opened as scheduled due to justifiable reasons, the BAC shall take custody of the Bids submitted and reschedule the opening of Bids on the next working day or at the soonest possible time through the issuance of a Notice of Postponement to be posted in the PhilGEPS website and the website of the Procuring Entity concerned.
- 24.2. Unless otherwise specified in the **BDS**, the BAC shall open the first bid envelopes and determine each Bidder's compliance with the documents prescribed in ITB Clause 12, using a non-discretionary "pass/fail" criterion. If a Bidder submits the required document, it shall be rated "passed" for that particular requirement. In this regard, bids that fail to include any requirement or are incomplete or patently insufficient shall be considered as "failed". Otherwise, the BAC shall rate the said first bid envelope as "passed".
- 24.3. Unless otherwise specified in the **BDS**, immediately after determining compliance with the requirements in the first envelope, the BAC shall forthwith open the second bid envelope of each remaining eligible bidder whose first bid envelope was rated "passed". The second envelope of each complying bidder shall be opened within the same day. In case one or more of the requirements in the second envelope of a particular bid is missing, incomplete or patently insufficient, and/or if the submitted total bid price exceeds the ABC unless otherwise provided in **ITB** Clause 13.2, the BAC shall rate the bid concerned as "failed". Only bids that are determined to contain all the bid requirements for both components shall be rated "passed" and shall immediately be considered for evaluation and comparison.
- 24.4. Letters of Withdrawal shall be read out and recorded during bid opening, and the envelope containing the corresponding withdrawn bid shall be returned to the Bidder unopened.
- 24.5. All members of the BAC who are present during bid opening shall initial every page of the original copies of all bids received and opened.
- 24.6. In the case of an eligible foreign bidder as described in ITB Clause 5, the following Class "A" Documents may be substituted with the appropriate equivalent documents, if any, issued by the country of the foreign Bidder concerned, which shall likewise be uploaded and maintained in the PhilGEPS in accordance with Section 8.5.2 of the IRR:
- (a) Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives;
 - (b) Mayor's/Business permit issued by the local government where the principal place of business of the bidder is located; and

- (c) Audited Financial Statements showing, among others, the prospective bidder's total and current assets and liabilities stamped "received" by the Bureau of Internal Revenue or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two years from the date of bid submission.
- 24.7. Each partner of a joint venture agreement shall likewise submit the requirements in ITB Clause 12.1(a)(i). Submission of documents required under ITB Clauses 12.1(a)(ii) to 12.1(a)(iii) by any of the joint venture partners constitutes compliance.
- 24.8. The Procuring Entity shall prepare the minutes of the proceedings of the bid opening that shall include, as a minimum: (a) names of Bidders, their bid price (per lot, if applicable, and/or including discount, if any), bid security, findings of preliminary examination, and whether there is a withdrawal or modification; and (b) attendance sheet. The BAC members shall sign the abstract of bids as read.
- 24.9. The bidders or their duly authorized representatives may attend the opening of bids. The BAC shall ensure the integrity, security, and confidentiality of all submitted bids. The Abstract of Bids as read and the minutes of the bid opening shall be made available to the public upon written request and payment of a specified fee to recover cost of materials.
- 24.10. To ensure transparency and accurate representation of the bid submission, the BAC Secretariat shall notify in writing all bidders whose bids it has received through its PhilGEPS-registered physical address or official e-mail address. The notice shall be issued within seven (7) calendar days from the date of the bid opening.

E. Evaluation and Comparison of Bids

25. Process to be Confidential

- 25.1. Members of the BAC, including its staff and personnel, as well as its Secretariat and TWG, are prohibited from making or accepting any kind of communication with any bidder regarding the evaluation of their bids until the issuance of the Notice of Award, unless otherwise allowed in the case of ITB Clause 26.
- 25.2. Any effort by a bidder to influence the Procuring Entity in the Procuring Entity's decision in respect of bid evaluation, bid comparison or contract award will result in the rejection of the Bidder's bid.

26. Clarification of Bids

To assist in the evaluation, comparison, and post-qualification of the bids, the Procuring Entity may ask in writing any Bidder for a clarification of its bid. All responses to requests for clarification shall be in writing. Any clarification submitted by a Bidder in respect to its bid and that is not in response to a request by the Procuring Entity shall not be considered.

27. Domestic Preference

- 27.1. Unless otherwise stated in the **BDS**, the Procuring Entity will grant a margin of preference for the purpose of comparison of bids in accordance with the following:
 - (a) The preference shall be applied when the lowest Foreign Bid is lower than the lowest bid offered by a Domestic Bidder.
 - (b) For evaluation purposes, the lowest Foreign Bid shall be increased by fifteen percent (15%).

- (c) In the event that the lowest bid offered by a Domestic Bidder does not exceed the lowest Foreign Bid as increased, then the Procuring Entity shall award the contract to the Domestic Bidder at the amount of the lowest Foreign Bid.
 - (d) If the Domestic Bidder refuses to accept the award of contract at the amount of the Foreign Bid within two (2) calendar days from receipt of written advice from the BAC, the Procuring Entity shall award to the bidder offering the Foreign Bid, subject to post-qualification and submission of all the documentary requirements under these Bidding Documents.
- 27.2. A Bidder may be granted preference as a Domestic Bidder subject to the certification from the DTI that the Bidder is offering unmanufactured articles, materials or supplies of the growth or production of the Philippines, or manufactured articles, materials, or supplies manufactured or to be manufactured in the Philippines substantially from articles, materials, or supplies of the growth, production, or manufacture, as the case may be, of the Philippines.

28. Detailed Evaluation and Comparison of Bids

- 28.1. The Procuring Entity will undertake the detailed evaluation and comparison of bids which have passed the opening and preliminary examination of bids, pursuant to ITB Clause 24, in order to determine the Lowest Calculated Bid.
- 28.2. The Lowest Calculated Bid shall be determined in two steps:
- (a) The detailed evaluation of the financial component of the bids, to establish the correct calculated prices of the bids; and
 - (b) The ranking of the total bid prices as so calculated from the lowest to the highest. The bid with the lowest price shall be identified as the Lowest Calculated Bid.
- 28.3. 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 following in the evaluation of bids:
- (a) Completeness of the bid. Unless the **BDS** allows partial bids, bids not addressing or providing all of the required items in the Schedule of Requirements including, where applicable, Schedule of Prices, 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 zero (0) or a dash (-) for the said item would mean that it is being offered for free to the Procuring Entity, except those required by law or regulations to be provided for; and
 - (b) Arithmetical corrections. Consider computational errors and omissions to enable proper comparison of all eligible bids. It may also consider bid modifications. Any adjustment shall be calculated in monetary terms to determine the calculated prices.
- 28.4. Based on the detailed evaluation of bids, those that comply with the above-mentioned requirements shall be ranked in the ascending order of their total calculated bid prices, as evaluated and corrected for computational errors, discounts and other modifications, to identify the Lowest Calculated Bid. Total calculated bid prices, as evaluated and corrected for computational errors, discounts and other modifications, which exceed the ABC shall not be considered, unless otherwise indicated in the **BDS**.

- 28.5. The Procuring Entity's evaluation of bids shall be based on the bid price quoted in the Bid Form, which includes the Schedule of Prices.
- 28.6. Bids shall be evaluated on an equal footing to ensure fair competition. For this purpose, all bidders shall be required to include in their bids the cost of all taxes, such as, but not limited to, value added tax (VAT), income tax, local taxes, and other fiscal levies and duties which shall be itemized in the bid form and reflected in the detailed estimates. Such bids, including said taxes, shall be the basis for bid evaluation and comparison.
- 28.7. If so indicated pursuant to ITB Clause 1.2, Bids are being invited for individual lots or for any combination thereof, provided that all Bids and combinations of Bids shall be received by the same deadline and opened and evaluated simultaneously so as to determine the Bid or combination of Bids offering the lowest calculated cost to the Procuring Entity. Bid prices quoted shall correspond to all items specified for each lot and to all quantities specified for each item of a lot. Bid Security as required by **ITB** Clause 18 shall be submitted for each contract (lot) separately. The basis for evaluation of lots is specified in BDS Clause 28.3.

29. Post-Qualification

- 29.1. The BAC shall determine to its satisfaction whether the Bidder that is evaluated as having submitted the Lowest Calculated Bid complies with and is responsive to all the requirements and conditions specified in ITB Clauses 5, 12, and 13.
- 29.2. 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**.

Failure to submit any of the post-qualification requirements on time, or a finding against the veracity thereof, shall disqualify the bidder for award. Provided in the event that a finding against the veracity of any of the documents submitted is made, it shall cause the forfeiture of the bid security in accordance with Section 69 of the IRR of RA 9184.
- 29.3. The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted pursuant to ITB Clauses 12 and 13, as well as other information as the Procuring Entity deems necessary and appropriate, using a non-discretionary "pass/fail" criterion, which shall be completed within a period of twelve (12) calendar days.
- 29.4. If the BAC determines that the Bidder with the Lowest Calculated Bid passes all the criteria for post-qualification, it shall declare the said bid as the LCRB, and recommend to the HoPE the award of contract to the said Bidder at its submitted price or its calculated bid price, whichever is lower.
- 29.5. A negative determination shall result in rejection of the Bidder's Bid, in which event the Procuring Entity shall proceed to the next Lowest Calculated Bid with a fresh period to make a similar determination of that Bidder's capabilities to perform satisfactorily. If the second Bidder, however, fails the post qualification, the procedure for post qualification shall be repeated for the Bidder with the next Lowest Calculated Bid, and so on until the LCRB is determined for recommendation for contract award.
- 29.6. Within a period not exceeding fifteen (15) calendar days from the determination by the BAC of the LCRB and the recommendation to award the contract, the HoPE or

his duly authorized representative shall approve or disapprove the said recommendation.

- 29.7. In the event of disapproval, which shall be based on valid, reasonable, and justifiable grounds as provided for under Section 41 of the IRR of RA 9184, the HoPE shall notify the BAC and the Bidder in writing of such decision and the grounds for it. When applicable, the BAC shall conduct a post-qualification of the Bidder with the next Lowest Calculated Bid. A request for reconsideration may be filed by the bidder with the HoPE in accordance with Section 37.1.3 of the IRR of RA 9184.

30. Reservation Clause

- 30.1. Notwithstanding the eligibility or post-qualification of a Bidder, the Procuring Entity concerned reserves the right to review its qualifications at any stage of the procurement process if it has reasonable grounds to believe that a misrepresentation has been made by the said Bidder, or that there has been a change in the Bidder's capability to undertake the project from the time it submitted its eligibility requirements. Should such review uncover any misrepresentation made in the eligibility and bidding requirements, statements or documents, or any changes in the situation of the Bidder which will affect its capability to undertake the project so that it fails the preset eligibility or bid evaluation criteria, the Procuring Entity shall consider the said Bidder as ineligible and shall disqualify it from submitting a bid or from obtaining an award or contract.
- 30.2. Based on the following grounds, the Procuring Entity reserves the right to reject any and all bids, declare a Failure of Bidding at any time prior to the contract award, or not to award the contract, without thereby incurring any liability, and make no assurance that a contract shall be entered into as a result of the bidding:
- (a) If there is *prima facie* evidence of collusion between appropriate public officers or employees of the Procuring Entity, or between the BAC and any of the Bidders, or if the collusion is between or among the bidders themselves, or between a Bidder and a third party, including any act which restricts, suppresses or nullifies or tends to restrict, suppress or nullify competition;
 - (b) If the Procuring Entity's BAC is found to have failed in following the prescribed bidding procedures; or
 - (c) For any justifiable and reasonable ground where the award of the contract will not redound to the benefit of the GOP as follows:
 - (i) If the physical and economic conditions have significantly changed so as to render the project no longer economically, financially or technically feasible as determined by the HoPE;
 - (ii) If the project is no longer necessary as determined by the HoPE; and
 - (iii) If the source of funds for the project has been withheld or reduced through no fault of the Procuring Entity.
- 30.3. In addition, the Procuring Entity may likewise declare a failure of bidding when:
- (a) No bids are received;
 - (b) All prospective Bidders are declared ineligible;

- (c) All bids fail to comply with all the bid requirements or fail post-qualification; or
- (d) The bidder with the LCRB refuses, without justifiable cause to accept the award of contract, and no award is made in accordance with Section 40 of the IRR of RA 9184.

F. Award of Contract

31. Contract Award

- 31.1. Subject to **ITB** Clause 29, the HoPE or its duly authorized representative shall award the contract to the Bidder whose bid has been determined to be the LCRB.
- 31.2. Prior to the expiration of the period of bid validity, the Procuring Entity shall notify the successful Bidder in writing that its bid has been accepted, through a Notice of Award duly received by the Bidder or its representative personally or sent by registered mail or electronically, receipt of which must be confirmed in writing within two (2) days by the Bidder with the LCRB and submitted personally or sent by registered mail or electronically to the Procuring Entity.
- 31.3. Notwithstanding the issuance of the Notice of Award, award of contract shall be subject to the following conditions:
 - (a) Submission of valid JVA, if applicable, within ten (10) calendar days from receipt of the Notice of Award;
 - (b) Posting of the performance security in accordance with **ITB** Clause 33;
 - (c) Signing of the contract as provided in **ITB** Clause 32; and
 - (d) Approval by higher authority, if required, as provided in Section 37.3 of the IRR of RA 9184.
- 31.4. At the time of contract award, the Procuring Entity shall not increase or decrease the quantity of goods originally specified in Section VI. Schedule of Requirements.

32. Signing of the Contract

- 32.1. At the same time as the Procuring Entity notifies the successful Bidder that its bid has been accepted, the Procuring Entity shall send the Contract Form to the Bidder, which contract has been provided in the Bidding Documents, incorporating therein all agreements between the parties.
- 32.2. Within ten (10) calendar days from receipt of the Notice of Award, the successful Bidder shall post the required performance security, sign and date the contract and return it to the Procuring Entity.
- 32.3. The Procuring Entity shall enter into contract with the successful Bidder within the same ten (10) calendar day period provided that all the documentary requirements are complied with.
- 32.4. The following documents shall form part of the contract:
 - (a) Contract Agreement;
 - (b) Bidding Documents;

- (c) Winning bidder's bid, including the Technical and Financial Proposals, and all other documents/statements submitted (e.g., bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
- (d) Performance Security;
- (e) Notice of Award of Contract; and
- (f) Other contract documents that may be required by existing laws and/or specified in the **BDS**.

33. Performance Security

33.1. To guarantee the faithful performance by the winning Bidder of its obligations under the contract, it shall post a performance security within a maximum period of ten (10) calendar days from the receipt of the Notice of Award from the Procuring Entity and in no case later than the signing of the contract.

33.2. The Performance Security shall be denominated in Philippine Pesos and posted in favor of the Procuring Entity in an amount not less than the percentage of the total contract price in accordance with the following schedule:

Form of Performance Security	Amount of Performance Security (Not less than the Percentage of the Total Contract Price)
(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Five percent (5%)
(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	
(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%)

33.3. Failure of the successful Bidder to comply with the above-mentioned requirement shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security, in which event the Procuring Entity shall have a fresh period to initiate and complete the post qualification of the second Lowest Calculated Bid. The procedure shall be repeated until the LCRB is identified and selected for recommendation of contract award. However if no Bidder passed post-qualification, the BAC shall declare the bidding a failure and conduct a re-bidding with re-advertisement, if necessary.

34. Notice to Proceed

Within seven (7) calendar days from the date of approval of the contract by the appropriate government approving authority, the Procuring Entity shall issue the Notice to Proceed

(NTP) together with a copy or copies of the approved contract to the successful Bidder. All notices called for by the terms of the contract shall be effective only at the time of receipt thereof by the successful Bidder.

35. Protest Mechanism

Decisions of the procuring entity at any stage of the procurement process may be questioned in accordance with Section 55 of the IRR of RA 9184.

Section III. Bid Data Sheet

ITB Clause													
1.1	The Procuring Entity is SOCIAL SECURITY SYSTEM .												
1.10	<p>The name of the Contract is <i>ONE (1) YEAR CONTRACT FOR SECURITY SERVICES: SSS MAIN, POEA, LIVELIHOOD and EDSA LOT, AND NCR PROPERTIES</i>.</p> <p>The identification number of the Contract is <i>[insert identification number of the contract as provided in the Invitation to Bid]</i>.</p> <p>The lot(s) and reference is/are:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="width: 15%;">Lot Number</th> <th style="width: 55%;">Reference</th> <th style="width: 30%;">Number of Guards</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">LOT 1</td> <td>SSS MAIN, POEA, LIVELIHOOD and EDSA LOT</td> <td style="text-align: center;">111</td> </tr> <tr> <td style="text-align: center;">LOT 2</td> <td>SSS NCR PROPERTIES</td> <td style="text-align: center;">64</td> </tr> </tbody> </table> <p>(See Annex “A” and “A.1” with sub-markings re Manloading Schedule per Lot)</p>	Lot Number	Reference	Number of Guards	LOT 1	SSS MAIN, POEA, LIVELIHOOD and EDSA LOT	111	LOT 2	SSS NCR PROPERTIES	64			
Lot Number	Reference	Number of Guards											
LOT 1	SSS MAIN, POEA, LIVELIHOOD and EDSA LOT	111											
LOT 2	SSS NCR PROPERTIES	64											
2	<p>The Funding Source is:</p> <p>The Government of the Philippines (GOP) through the <i>following SSS Corporate Operating Budget for Maintenance/Repairs – Building – Security Services and Investment Income</i> in the amount of as provided below:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="width: 10%;">LOT No.</th> <th style="width: 50%;">REFERENCE</th> <th style="width: 40%;">ABC PER YEAR</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>SSS MAIN, POEA, LIVELIHOOD and EDSA LOT</td> <td style="text-align: right;">Php 40,068,990.00</td> </tr> <tr> <td style="text-align: center;">2</td> <td>SSS NCR PROPERTIES</td> <td style="text-align: right;">Php 29,171,025.00</td> </tr> <tr> <td></td> <td style="text-align: center;">TOTAL</td> <td style="text-align: right;">Php 69,240,015.00</td> </tr> </tbody> </table> <p>The name of the Project is: <i>ONE (1) YEAR CONTRACT FOR SECURITY SERVICES: SSS MAIN, POEA, LIVELIHOOD and EDSA LOT, AND NCR PROPERTIES</i></p>	LOT No.	REFERENCE	ABC PER YEAR	1	SSS MAIN, POEA, LIVELIHOOD and EDSA LOT	Php 40,068,990.00	2	SSS NCR PROPERTIES	Php 29,171,025.00		TOTAL	Php 69,240,015.00
LOT No.	REFERENCE	ABC PER YEAR											
1	SSS MAIN, POEA, LIVELIHOOD and EDSA LOT	Php 40,068,990.00											
2	SSS NCR PROPERTIES	Php 29,171,025.00											
	TOTAL	Php 69,240,015.00											
3.1	No further instructions.												
5.1	The Bidder should not have any pending case filed against the SSS, its employees and officials.												
5.2	Foreign bidders, except those falling under ITB Clause 5.2(b), may not participate in this Project.												
5.4	The Bidder must have completed, within the last five (5) years prior to the submission and opening of bids, a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC per lot.												

	<p>Ex: If submission date is December 31, 2018, the completed single contract must be within December 15, 2013 to December 31, 2018.</p> <p>For this purpose, similar contracts shall refer to Security Contract.</p>
7	No further instructions.
8.1	Subcontracting is not allowed.
8.2	Not applicable.
9.1	The SOCIAL SECURITY SYSTEM will hold a pre-bid conference for this Project as indicated in the Advertisement.
10.1	<p>The Procuring Entity's address is:</p> <p><i>The Chairperson</i> <i>BIDS AND AWARDS COMMITTEE</i> <i>2nd Floor, SSS Main Building</i> <i>East Avenue, Diliman, Quezon City</i> <i>Tel No: (632)922-2991, 922-1070, 920-6401 loc.5491</i> <i>E-mail: bac@sss.gov.ph</i> <i>Facsimile number: (632) 924-7380</i> <i>Website: http://www.sss.gov.ph</i></p>
12.1(a)	<p><i>First Envelope:</i></p> <p>(i) PhilGEPS Certificate of Registration and membership in accordance with Section 8.5.2 of the Revised IRR of RA 9184. For procurement to be performed overseas, it shall be subject to the Guidelines to be issued by the GPPB.</p> <p>(ii) Statement of all its ongoing government and private contracts including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid within the period of (5) years. (Form No. 4) The statement shall include, for each contract, the following:</p> <p>(ii.1) name of the contract;</p> <p>(ii.2) date of the contract;</p> <p>(ii.3) contract duration;</p> <p>(ii.4) owner's name and address;</p> <p>(ii.5) kinds of Goods;</p> <p>(ii.6) amount of contract and value of outstanding contracts;</p> <p>(ii.7) date of delivery; and</p> <p>(ii.8) end user's acceptance or official receipt(s) or sales invoice issued for the contract, if completed, which shall be attached to the statements.</p> <p>(ii.9) Duly notarized certification from ALL CLIENTS of SATISFACTORY RATINGS</p>

(iii) Statement of Single Largest Completed Contract similar to the project to be bid equivalent to at least 50% of the ABC per lot. (Form No. 4)

LOT No.	REFERENCE	ABC PER YEAR
1	SSS MAIN, POEA, LIVELIHOOD and EDSA LOT	Php 40,068,990.00
2	SSS NCR PROPERTIES	Php 29,171,025.00

(iv) NFCC computation in accordance with ITB Clause 5.5 or a committed Line of Credit from a universal or commercial bank; (Form No. 5)

(v) JVA or the Duly Notarized Statement in accordance with Section 23.1 (b) of the 2016 Revised IRR of RA9184, if applicable

(vi) Bid Securing Declaration or any form of Bid Security in the amount stated in the BDS, which shall be not less than the percentage of the ABC in accordance with the following schedule:

Form of Bid Security	Amount of Bid Security (Not less than the Percentage of the ABC)
Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Two percent (2%) or Lot 1 - Php 801,379.80 Lot 2 - Php 583,420.50
Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	
Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Five percent (5%) or Lot 1 - Php 2,003,449.50 Lot 2 - Php 1,458,551.25

* Bank issued securities must be issued by a universal/commercial bank.

* Surety Bonds must be accompanied by a certification from Insurance Commission that issuer is authorized to issue such security.

* Bid Securing Declaration must be notarized by a duly commissioned Notary Public. (Form No. 6)

(vii) Technical Proposal/Specifications

(a) Statement of Compliance with the Technical Specifications, as enumerated and specified in Sections VI (Schedule of Requirements) and VII (Technical Specifications) of the Bidding Documents;

	<p>(viii) Omnibus Sworn Statement (Form No. 7)</p> <p>(a) Sworn statement by the Bidder or its duly authorized representative in accordance with Section 25.3 of RA 9184 and its 2016 Revised IRR notarized by a duly commissioned Notary Public.</p> <p>(i) Statement attesting to the Bidder’s responsibilities pursuant to ITB Clause 6.</p> <p>(ii) That it is not “blacklisted” or barred from bidding the GOP or any of its agencies, offices, corporations or LGUs, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the GPPB;</p> <p>(iii) That each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;</p> <p>(iv) That it authorizes the SOCIAL SECURITY SYSTEM or its duly authorized representative(s) to verify all the documents submitted;</p> <p>(v) That the signatory is the duly authorized representative of the Bidder, and granted full power and authority to do, execute, and perform any and all acts necessary and/or to represent the Bidder in the bidding;</p> <p>(vi) That it complies with the disclosure provision under Section 47 of RA 9184 in relation to other provisions of RA 3019; and</p> <p>(vii) That it complies with existing labor laws and standards. The winning bidder/supplier shall also:</p> <p>a. Comply with the provisions of the Social Security Law (Republic Act No. 1161, as amended) and all labor and social legislations, rules and regulations,</p> <p>b. SSS has the option to deduct from the contract price any delinquency amount due to SSS.</p> <p>(viii) That it did not give or pay, directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel, or representative of the government in relation to any procurement project or activity.</p>
12.1(a)(ii)	The bidder’s SLCC similar to the contract to be bid should have been completed within <i>the last five (5) years</i> prior to the deadline for the submission and receipt of bids.

13.1(a)	<p><i>Second Envelope</i></p> <p>Financial Proposal</p> <ol style="list-style-type: none"> 1. Bid Breakdown (Form No. 1 – 1.1) 2. Cost Proposal (Form No. 2 – 2.1) 3. Detailed Costing per Lot (Form No. 3 – 3.1) 						
13.1(b)	No further instructions.						
13.1(c)	No additional requirements.						
13.2	<p>The ABC are as follows:</p> <p>Lot 1 - Php 40,068,990.00</p> <p>Lot 2 - Php 29,171,025.00</p> <p>Any bid with a financial component exceeding this amount shall not be accepted.</p> <p>The Administrative Fee shall not be less than 20% of the Total Contract Cost for the following:</p> <ol style="list-style-type: none"> a) Total Amount Due to Guard; b) Total Amount Due to Government. <p>Example of Computation: <u>Administrative Fee</u></p> <p style="text-align: center;">Total Contract Cost</p> <p style="text-align: center;">= 20.00000000% (eight decimal places)</p>						
15.4(a)(iv)	No incidental services are required.						
15.4(b)(i)	Not applicable.						
15.4(b)(ii)	No incidental services are required.						
16.1(b)	The Bid prices for Goods supplied from outside of the Philippines shall be quoted in Philippine Pesos.						
16.3	Not applicable.						
17.1	Bids will be valid for one hundred twenty (120) calendar days reckoned from the date of the submission and opening of bids.						
18.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ol style="list-style-type: none"> 1. The amount of not less than 2% per ABC of the following lot/s: <table border="1" data-bbox="472 2038 1442 2178" style="margin-left: 40px;"> <tr> <td style="width: 20%;">Lot 1</td> <td style="width: 60%;">Php 801,379.80</td> <td style="width: 20%;"></td> </tr> <tr> <td>Lot 2</td> <td>Php 583,420.50</td> <td></td> </tr> </table> <p>if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p>	Lot 1	Php 801,379.80		Lot 2	Php 583,420.50	
Lot 1	Php 801,379.80						
Lot 2	Php 583,420.50						

	2. The amount of not less than 5% per ABC of the following lot/s:							
	<table border="1"> <tr> <td>Lot 1</td> <td>Php 2,003,449.50</td> <td>Php 00</td> </tr> <tr> <td>Lot 2</td> <td>Php 1,458,551.25</td> <td>Php 00</td> </tr> </table>	Lot 1	Php 2,003,449.50	Php 00	Lot 2	Php 1,458,551.25	Php 00	
Lot 1	Php 2,003,449.50	Php 00						
Lot 2	Php 1,458,551.25	Php 00						
	if bid security is in Surety Bond.							
18.2	The bid security shall be valid for one hundred twenty (120) calendar days reckoned from the date of the submission and opening of bids.							
20.3	Each Bidder shall submit five (5) sets. 1. One (1) Envelope marked ORIGINAL; and 2. Four (4) Envelopes marked COPY NO. ____ .							
21	The address for submission of bids is the Social Security System's: BIDS AND AWARDS COMMITTEE <i>Green Room, 12TH Floor, SSS Main Building</i> <i>East Avenue, Diliman, Quezon City</i> The deadline for submission of bids is indicated in the Bid Bulletin.							
24.1	The place of bid opening is the Social Security System's: BIDS AND AWARDS COMMITTEE <i>Green Room, 12TH Floor, SSS Main Building</i> <i>East Avenue, Diliman, Quezon City</i> The date and time of bid opening is indicated in the Bid Bulletin.							
24.2	No further instructions.							
24.3	No further instructions.							
27.1	No further instructions.							
28.3 (a)	Grouping and Evaluation of Lots – Partial bids are allowed. All Goods are grouped in lots listed below. Bidders shall have the option of submitting a proposal on any or all lots and evaluation and contract award will be undertaken on a per lot basis. Lots shall not be divided further into sub-lots for the purpose of bidding, evaluation, and contract award. Lot 1 - SSS MAIN, POEA, LIVELIHOOD and EDSA LOT Lot 2 - SSS NCR PROPERTIES In all cases, the NFCC computation, if applicable, must be sufficient for all the lots or contracts to be awarded to the Bidder.							
28.4	No further instructions.							

29.2	<p>The bidder with the lowest calculated bid as evaluated shall submit within non-extendible five (5) calendar days upon written notice the following documentary requirements:</p> <ol style="list-style-type: none"> 1. Latest income tax return corresponding to the Audited Financial Statements submitted, filed electronically (EFPS); 2. Quarterly VAT (business tax returns) per Revenue Regulations 3-2005 for the last six (6) months filed electronically (EFPS); and 3. Other Technical Requirements: <ol style="list-style-type: none"> a) List of its existing licensed firearms, vehicle, communication and other support equipment with complete documentation (see Annex “B” and “B.1” as reference). In case of unavailability/insufficiency of equipage, submit a sworn statement that it has the financial capacity to acquire the equipment and devices and undertakes to acquire the same upon receipt of the notice of award and shall have all the equipment and devices upon the first day of deployment. (No form supplied) b) List of all trainings, seminars, proficiency tests or examinations conducted for its Security Guards for the last six (6) months prior to bidding. c) Copy of Quarterly Collection List (SSS- Form R3) of the 300 Licensed Guards reported to the SSS within the last semester prior to bidding duly received by the SSS Branch. (April 2018 to September 2018) d) Proposed Comprehensive Security Plan for the particular Lot/s per attached Form No. 8 to 8.1: Lot 1 - SSS MAIN, POEA, LIVELIHOOD and EDSA LOT Lot 2 - SSS NCR PROPERTIES e) Affidavit of No Pending/Pending Case. (Form No. 9/9.1) f) Affidavit of Decided Cases together with Case Summary.(Form No. 10 and 10.1) g) Certificate of No Pending Case from NLRC / DOLE.
29.4	<p>Tie Breaking Rule – In case the Lowest Calculated Bid results to a tie between two or more bidders, they shall all be subjected to post qualification. If there shall still be a tie, it shall be recommended to the BAC to break the tie using the following rule:</p> <p>If two bidders are determined and declared as the LCB, they shall be required to submit the additional requirements for purposes of post qualification. In the event of tie after the post qualification, the tie will be broken through a “toss coin” / “flip a coin” method. The bidder whose choice comes out which is either HEAD or TAIL shall be considered as Lowest Calculated and Responsive Bidder (LCRB).</p> <p>If more than two bidders are determined and declared as the LCB, they shall be required to submit the additional requirements for purposes of post qualification. In the event of tie after the post qualification, the tie will be broken using the “draw lots” method applying the following procedure:</p> <ol style="list-style-type: none"> 1) In an empty box, there will be placed numbered “Ping Pong” balls corresponding to the number of the tied bidders. If there are three (3) tied bidders, there will be three balls which will be numbered one to three. If there are more, the numbers will be adjusted accordingly; 2) The drawing of lots shall be done alphabetically using the registered trade name of the bidder. In case of any disagreement among the bidders,

	<p>the same shall be resolved by the BAC whose decision shall be final and unappealable;</p> <p>3) After the tied bidders have each picked a ball, the BAC Secretariat shall record the result and ranked the tied bidders 1 to 3 or 1 to 4, as the case may be. The bidder who drew ball number 1 shall be ranked first and declared as the winner of the draw and will be declared as the Lowest Calculated and Responsive Bidder (LCRB) and the contract will be awarded to it.</p>
32.4(f)	<p><i>Additional contract documents relevant to the Project that must be submitted as an attachment to the approved contract/agreement:</i></p> <ol style="list-style-type: none"> 1. Security Management Plan signed by the authorized representative of the WINNING BIDDER/s, including the following details: <ol style="list-style-type: none"> a. Organization; b. Recruitment and Selection of Guards; c. Training Programs; d. Compensation and Benefits; e. Personnel Discipline and Procedure; f. Emergency Procedures; g. Performance Evaluation; and h. Inspection Activities. 2. The WINNING BIDDER shall execute an undertaking to inform the Security Guards that the SSS shall not be held liable for any and/or all forms of financial assistance to their employees over and above expressly stipulated in the Agreement (Form No. 11). 3. The WINNING BIDDER shall execute a sworn statement, attesting to its undertaking and commitment to fulfill and comply with the warranties and guarantees. (No form supplied) 4. The WINNING BIDDER shall execute a sworn statement that at no point has it given anything to any official and employee of the SSS in the course of obtaining the approval of the Security Package and Protective Services of this Agreement. (No form supplied) 5. The WINNING BIDDER shall execute an undertaking to disclose under oath any and/or all deduction/s made, over and above those required by law, to their security personnel (Form No. 12).

Section IV. General Conditions of Contract

1. Definitions

1.1. In this Contract, the following terms shall be interpreted as indicated:

- (a) “The Contract” means the agreement entered into between the Procuring Entity and the Supplier, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- (b) “The Contract Price” means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations.
- (c) “The Goods” means all of the supplies, equipment, machinery, spare parts, other materials and/or general support services which the Supplier is required to provide to the Procuring Entity under the Contract.
- (d) “The Services” means those services ancillary to the supply of the Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Supplier covered under the Contract.
- (e) “GCC” means the General Conditions of Contract contained in this Section.
- (f) “SCC” means the Special Conditions of Contract.
- (g) “The Procuring Entity” means the organization purchasing the Goods, as named in the **SCC**.
- (h) “The Procuring Entity’s country” is the Philippines.
- (i) “The Supplier” means the individual contractor, manufacturer distributor, or firm supplying/manufacturing the Goods and Services under this Contract and named in the **SCC**.
- (j) The “Funding Source” means the organization named in the **SCC**.
- (k) “The Project Site,” where applicable, means the place or places named in the **SCC**.
- (l) “Day” means calendar day.
- (m) The “Effective Date” of the contract will be the date of signing the contract, however the Supplier shall commence performance of its obligations only upon receipt of the Notice to Proceed and copy of the approved contract.
- (n) “Verified Report” refers to the report submitted by the Implementing Unit to the HoPE setting forth its findings as to the existence of grounds or causes for termination and explicitly stating its recommendation for the issuance of a Notice to Terminate.

2. Corrupt, Fraudulent, Collusive, and Coercive Practices

2.1. Unless otherwise provided in the **SCC**, the Procuring Entity as well as the bidders, contractors, or suppliers shall observe the highest standard of ethics during the

procurement and execution of this Contract. In pursuance of this policy, the Procuring Entity:

- (a) defines, for the purposes of this provision, the terms set forth below as follows:
 - (i) "corrupt practice" means behavior on the part of officials in the public or private sectors by which they improperly and unlawfully enrich themselves, others, or induce others to do so, by misusing the position in which they are placed, and it includes the offering, giving, receiving, or soliciting of anything of value to influence the action of any such official in the procurement process or in contract execution; entering, on behalf of the Government, into any contract or transaction manifestly and grossly disadvantageous to the same, whether or not the public officer profited or will profit thereby, and similar acts as provided in Republic Act 3019.
 - (ii) "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring Entity, and includes collusive practices among Bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the Procuring Entity of the benefits of free and open competition.
 - (iii) "collusive practices" means a scheme or arrangement between two or more Bidders, with or without the knowledge of the Procuring Entity, designed to establish bid prices at artificial, non-competitive levels.
 - (iv) "coercive practices" means harming or threatening to harm, directly or indirectly, persons, or their property to influence their participation in a procurement process, or affect the execution of a contract;
 - (v) "obstructive practice" is
 - (aa) deliberately destroying, falsifying, altering or concealing of evidence material to an administrative proceedings or investigation or making false statements to investigators in order to materially impede an administrative proceedings or investigation of the Procuring Entity or any foreign government/foreign or international financing institution into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the administrative proceedings or investigation or from pursuing such proceedings or investigation; or
 - (bb) acts intended to materially impede the exercise of the inspection and audit rights of the Procuring Entity or any foreign government/foreign or international financing institution herein.
- (b) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in any of the practices mentioned in this Clause for purposes of competing for the contract.

- 2.2. Further the Funding Source, Borrower or Procuring Entity, as appropriate, will seek to impose the maximum civil, administrative and/or criminal penalties available under the applicable law on individuals and organizations deemed to be involved with any of the practices mentioned in **GCC** Clause 2.1(a).

3. Inspection and Audit by the Funding Source

The Supplier shall permit the Funding Source to inspect the Supplier's accounts and records relating to the performance of the Supplier and to have them audited by auditors appointed by the Funding Source, if so required by the Funding Source.

4. Governing Law and Language

- 4.1. This Contract shall be interpreted in accordance with the laws of the Republic of the Philippines.
- 4.2. This Contract has been executed in the English language, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract. All correspondence and other documents pertaining to this Contract exchanged by the parties shall be written in English.

5. Notices

- 5.1. Any notice, request, or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice, request, or consent shall be deemed to have been given or made when received by the concerned party, either in person or through an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, telex, telegram, or facsimile to such Party at the address specified in the **SCC**, which shall be effective when delivered and duly received or on the notice's effective date, whichever is later.
- 5.2. A Party may change its address for notice hereunder by giving the other Party notice of such change pursuant to the provisions listed in the **SCC** for **GCC** Clause 5.1.

6. Scope of Contract

- 6.1. The Goods and Related Services to be provided shall be as specified in Section VI. Schedule of Requirements.
- 6.2. 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. Any additional requirements for the completion of this Contract shall be provided in the **SCC**.

7. Subcontracting

- 7.1. Subcontracting of any portion of the Goods, if allowed in the **BDS**, does not relieve the Supplier of any liability or obligation under this Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants or workmen.
- 7.2. If subcontracting is allowed, the Supplier may identify its subcontractor during contract implementation. Subcontractors disclosed and identified during the bidding may be changed during the implementation of this Contract. In either case, subcontractors must submit the documentary requirements under **ITB** Clause 12 and comply with the eligibility criteria specified in the **BDS**. In the event that any

subcontractor is found by the Procuring Entity to be ineligible, the subcontracting of such portion of the Goods shall be disallowed.

8. Procuring Entity's Responsibilities

- 8.1. Whenever the performance of the obligations in this Contract requires that the Supplier obtain permits, approvals, import, and other licenses from local public authorities, the Procuring Entity shall, if so needed by the Supplier, make its best effort to assist the Supplier in complying with such requirements in a timely and expeditious manner.
- 8.2. The Procuring Entity shall pay all costs involved in the performance of its responsibilities in accordance with **GCC** Clause 6.

9. Prices

- 9.1. For the given scope of work in this Contract as awarded, all bid prices are considered fixed prices, and therefore not subject to price escalation during contract implementation, except under extraordinary circumstances and upon prior approval of the GPPB in accordance with Section 61 of R.A. 9184 and its IRR or except as provided in this Clause.
- 9.2. Prices charged by the Supplier for Goods delivered and/or services performed under this Contract shall not vary from the prices quoted by the Supplier in its bid, with the exception of any change in price resulting from a Change Order issued in accordance with **GCC** Clause 29.

10. Payment

- 10.1. Payments shall be made only upon a certification by the HoPE to the effect that the Goods have been rendered or delivered in accordance with the terms of this Contract and have been duly inspected and accepted. Except with the prior approval of the President no payment shall be made for services not yet rendered or for supplies and materials not yet delivered under this Contract. At least one percent (1%) but shall not exceed five percent (5%) of the amount of each payment shall be retained by the Procuring Entity to cover the Supplier's warranty obligations under this Contract as described in **GCC** Clause 17.
- 10.2. The Supplier's request(s) for payment shall be made to the Procuring Entity in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and/or Services performed, and by documents submitted pursuant to the **SCC** provision for **GCC** Clause 6.12, and upon fulfillment of other obligations stipulated in this Contract.
- 10.3. Pursuant to **GCC** Clause 10.2, payments shall be made promptly by the Procuring Entity, but in no case later than sixty (60) days after submission of an invoice or claim by the Supplier. Payments shall be in accordance with the schedule stated in the **SCC**.
- 10.4. Unless otherwise provided in the **SCC**, the currency in which payment is made to the Supplier under this Contract shall be in Philippine Pesos.
- 10.5. Unless otherwise provided in the **SCC**, payments using Letter of Credit (LC), in accordance with the Guidelines issued by the GPPB, is allowed. For this purpose, the amount of provisional sum is indicated in the **SCC**. All charges for the opening of the LC and/or incidental expenses thereto shall be for the account of the Supplier.

11. Advance Payment and Terms of Payment

- 11.1. Advance payment shall be made only after prior approval of the President, and shall not exceed fifteen percent (15%) of the Contract amount, unless otherwise directed by the President or in cases allowed under Annex “D” of RA 9184.
- 11.2. All progress payments shall first be charged against the advance payment until the latter has been fully exhausted.
- 11.3. For Goods supplied from abroad, unless otherwise indicated in the **SCC**, the terms of payment shall be as follows:
 - (a) On Contract Signature: Fifteen Percent (15%) of the Contract Price shall be paid within sixty (60) days from signing of the Contract and upon submission of a claim and a bank guarantee for the equivalent amount valid until the Goods are delivered and in the form provided in Section VIII. Bidding Forms.
 - (b) On Delivery: Sixty-five percent (65%) of the Contract Price shall be paid to the Supplier within sixty (60) days after the date of receipt of the Goods and upon submission of the documents (i) through (vi) specified in the SCC provision on Delivery and Documents.
 - (c) On Acceptance: The remaining twenty percent (20%) of the Contract Price shall be paid to the Supplier within sixty (60) days after the date of submission of the acceptance and inspection certificate for the respective delivery issued by the Procuring Entity’s authorized representative. In the event that no inspection or acceptance certificate is issued by the Procuring Entity’s authorized representative within forty five (45) days of the date shown on the delivery receipt, the Supplier shall have the right to claim payment of the remaining twenty percent (20%) subject to the Procuring Entity’s own verification of the reason(s) for the failure to issue documents (vii) and (viii) as described in the SCC provision on Delivery and Documents.

12. Taxes and Duties

The Supplier, whether local or foreign, shall be entirely responsible for all the necessary taxes, stamp duties, license fees, and other such levies imposed for the completion of this Contract.

13. Performance Security

- 13.1. Within ten (10) calendar days from receipt of the Notice of Award 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 the **ITB** Clause 33.2.
- 13.2. The performance security posted in favor of the Procuring Entity shall be forfeited in the event it is established that the winning bidder is in default in any of its obligations under the contract.
- 13.3. The performance security shall remain valid until issuance by the Procuring Entity of the Certificate of Final Acceptance.
- 13.4. The performance security may be released by the Procuring Entity and returned to the Supplier after the issuance of the Certificate of Final Acceptance subject to the following conditions:

- (a) There are no pending claims against the Supplier or the surety company filed by the Procuring Entity;
 - (b) The Supplier has no pending claims for labor and materials filed against it; and
 - (c) Other terms specified in the **SCC**.
- 13.5. In case of a reduction of the contract value, the Procuring Entity shall allow a proportional reduction in the original performance security, provided that any such reduction is more than ten percent (10%) and that the aggregate of such reductions is not more than fifty percent (50%) of the original performance security.

14. Use of Contract Documents and Information

- 14.1. The Supplier shall not, except for purposes of performing the obligations in this Contract, without the Procuring Entity's prior written consent, disclose this Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Procuring Entity. Any such disclosure shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.
- 14.2. Any document, other than this Contract itself, enumerated in **GCC** Clause 14.1 shall remain the property of the Procuring Entity and shall be returned (all copies) to the Procuring Entity on completion of the Supplier's performance under this Contract if so required by the Procuring Entity.

15. Standards

The Goods provided under this Contract shall conform to the standards mentioned in the Section VII. Technical Specifications; and, when no applicable standard is mentioned, to the authoritative standards appropriate to the Goods' country of origin. Such standards shall be the latest issued by the institution concerned.

16. Inspection and Tests

- 16.1. The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to the Procuring Entity. The **SCC** and 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.
- 16.2. If applicable, the inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery, and/or at the goods' final destination. If conducted on the premises of the Supplier or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring Entity. The Supplier shall provide the Procuring Entity with results of such inspections and tests.
- 16.3. The Procuring Entity or its designated representative shall be entitled to attend the tests and/or inspections referred to in this Clause provided that the Procuring Entity shall bear all of its own costs and expenses incurred in connection with such attendance including, but not limited to, all traveling and board and lodging expenses.

- 16.4. The Procuring Entity may reject any Goods or any part thereof that fail to pass any test and/or inspection or do not conform to the specifications. The Supplier shall either rectify or replace such rejected Goods or parts thereof or make alterations necessary to meet the specifications at no cost to the Procuring Entity, and shall repeat the test and/or inspection, at no cost to the Procuring Entity, upon giving a notice pursuant to **GCC** Clause 5.
- 16.5. The Supplier agrees that neither the execution of a test and/or inspection of the Goods or any part thereof, nor the attendance by the Procuring Entity or its representative, shall release the Supplier from any warranties or other obligations under this Contract.

17. Warranty

- 17.1. The Supplier warrants that the Goods supplied under the Contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials, except when the technical specifications required by the Procuring Entity provides otherwise.
- 17.2. The Supplier further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials, or workmanship or from any act or omission of the Supplier that may develop under normal use of the supplied Goods in the conditions prevailing in the country of final destination.
- 17.3. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier for a minimum period specified in the **SCC**. The obligation for the warranty shall be covered by, at the Supplier's option, either retention money in an amount equivalent to at least one percent (1%) but shall not exceed five percent (5%) of every progress payment, or a special bank guarantee equivalent to at least one percent (1%) but shall not exceed five percent (5%) of the total Contract Price or other such amount if so specified in the **SCC**. The said amounts shall only be released after the lapse of the warranty period specified in the **SCC**; provided, however, that the Supplies delivered are free from patent and latent defects and all the conditions imposed under this Contract have been fully met.
- 17.4. 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, within the period specified in the **SCC** and with all reasonable speed, repair or replace the defective Goods or parts thereof, without cost to the Procuring Entity.
- 17.5. If the Supplier, having been notified, fails to remedy the defect(s) within the period specified in **GCC** Clause 17.4, the Procuring Entity may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Procuring Entity may have against the Supplier under the Contract and under the applicable law.

18. Delays in the Supplier's Performance

- 18.1. Delivery of the Goods and/or performance of Services shall be made by the Supplier in accordance with the time schedule prescribed by the Procuring Entity in Section VI. Schedule of Requirements.
- 18.2. If at any time during the performance of this Contract, the Supplier or its Subcontractor(s) should encounter conditions impeding timely delivery of the Goods and/or performance of Services, the Supplier shall promptly notify the Procuring Entity in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, and upon

causes provided for under **GCC** Clause 22, the Procuring Entity shall evaluate the situation and may extend the Supplier's time for performance, in which case the extension shall be ratified by the parties by amendment of Contract.

- 18.3. Except as provided under **GCC** Clause 22, a delay by the Supplier in the performance of its obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to **GCC** Clause 19, unless an extension of time is agreed upon pursuant to **GCC** Clause 29 without the application of liquidated damages.

19. Liquidated Damages

Subject to **GCC** Clauses 18 and 22, if the Supplier fails to satisfactorily deliver any or all of the Goods and/or to perform the Services within the period(s) specified in this Contract inclusive of duly granted time extensions if any, the Procuring Entity shall, without prejudice to its other remedies under this Contract and under the applicable law, deduct from the Contract Price, as liquidated damages, the applicable rate of one tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay until actual delivery or performance. The maximum deduction shall be ten percent (10%) of the amount of contract. Once the maximum is reached, the Procuring Entity may rescind or terminate the Contract pursuant to **GCC** Clause 23, without prejudice to other courses of action and remedies open to it.

20. Settlement of Disputes

- 20.1. If any dispute or difference of any kind whatsoever shall arise between the Procuring Entity and the Supplier in connection with or arising out of this Contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 20.2. If after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Procuring Entity or the Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given.
- 20.3. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under this Contract.
- 20.4. In the case of a dispute between the Procuring Entity and the Supplier, the dispute shall be resolved in accordance with Republic Act 9285 ("R.A. 9285"), otherwise known as the "Alternative Dispute Resolution Act of 2004."
- 20.5. Notwithstanding any reference to arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and the Procuring Entity shall pay the Supplier any monies due the Supplier.

21. Liability of the Supplier

- 21.1. The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines, subject to additional provisions, if any, set forth in the **SCC**.
- 21.2. Except in cases of criminal negligence or willful misconduct, and in the case of infringement of patent rights, if applicable, the aggregate liability of the Supplier

to the Procuring Entity shall not exceed the total Contract Price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

22. Force Majeure

- 22.1. The Supplier shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that the Supplier's delay in performance or other failure to perform its obligations under the Contract is the result of a force majeure.
- 22.2. For purposes of this Contract the terms "force majeure" and "fortuitous event" may be used interchangeably. In this regard, a fortuitous event or *force majeure* shall be interpreted to mean an event which the Supplier could not have foreseen, or which though foreseen, was inevitable. It shall not include ordinary unfavorable weather conditions; and any other cause the effects of which could have been avoided with the exercise of reasonable diligence by the Supplier. Such events may include, but not limited to, acts of the Procuring Entity in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- 22.3. If a *force majeure* situation arises, the Supplier shall promptly notify the Procuring Entity in writing of such condition and the cause thereof. Unless otherwise directed by the Procuring Entity in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the *force majeure*.

23. Termination for Default

- 23.1. The Procuring Entity shall terminate this Contract for default when any of the following conditions attends its implementation:
 - (a) Outside of *force majeure*, the Supplier fails to deliver or perform any or all of the Goods within the period(s) specified in the contract, or within any extension thereof granted by the Procuring Entity pursuant to a request made by the Supplier prior to the delay, and such failure amounts to at least ten percent (10%) of the contract price;
 - (b) As a result of *force majeure*, the Supplier is unable to deliver or perform any or all of the Goods, amounting to at least ten percent (10%) of the contract price, for a period of not less than sixty (60) calendar days after receipt of the notice from the Procuring Entity stating that the circumstance of force majeure is deemed to have ceased; or
 - (c) The Supplier fails to perform any other obligation under the Contract.
- 23.2. In the event the Procuring Entity terminates this Contract in whole or in part, for any of the reasons provided under GCC Clauses 23 to 26, the Procuring Entity may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Procuring Entity for any excess costs for such similar Goods or Services. However, the Supplier shall continue performance of this Contract to the extent not terminated.
- 23.3. In case the delay in the delivery of the Goods and/or performance of the Services exceeds a time duration equivalent to ten percent (10%) of the specified contract time plus any time extension duly granted to the Supplier, the Procuring Entity may terminate this Contract, forfeit the Supplier's performance security and award the same to a qualified Supplier.

24. Termination for Insolvency

The Procuring Entity shall terminate this Contract if the Supplier is declared bankrupt or insolvent as determined with finality by a court of competent jurisdiction. In this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Procuring Entity and/or the Supplier.

25. Termination for Convenience

25.1. The Procuring Entity may terminate this Contract, in whole or in part, at any time for its convenience. The HoPE may terminate a contract for the convenience of the Government if he has determined the existence of conditions that make Project Implementation economically, financially or technically impractical and/or unnecessary, such as, but not limited to, fortuitous event(s) or changes in law and national government policies.

25.2. The Goods that have been delivered and/or performed or are ready for delivery or performance within thirty (30) calendar days after the Supplier's receipt of Notice to Terminate shall be accepted by the Procuring Entity at the contract terms and prices. For Goods not yet performed and/or ready for delivery, the Procuring Entity may elect:

- (a) to have any portion delivered and/or performed and paid at the contract terms and prices; and/or
- (b) to cancel the remainder and pay to the Supplier an agreed amount for partially completed and/or performed goods and for materials and parts previously procured by the Supplier.

25.3. If the Supplier suffers loss in its initial performance of the terminated contract, such as purchase of raw materials for goods specially manufactured for the Procuring Entity which cannot be sold in open market, it shall be allowed to recover partially from this Contract, on a *quantum meruit* basis. Before recovery may be made, the fact of loss must be established under oath by the Supplier to the satisfaction of the Procuring Entity before recovery may be made.

26. Termination for Unlawful Acts

26.1. The Procuring Entity may terminate this Contract in case it is determined *prima facie* that the Supplier has engaged, before or during the implementation of this Contract, in unlawful deeds and behaviors relative to contract acquisition and implementation. Unlawful acts include, but are not limited to, the following:

- (a) Corrupt, fraudulent, and coercive practices as defined in **ITB** Clause 3.1(a);
- (b) Drawing up or using forged documents;
- (c) Using adulterated materials, means or methods, or engaging in production contrary to rules of science or the trade; and
- (d) Any other act analogous to the foregoing.

27. Procedures for Termination of Contracts

27.1. The following provisions shall govern the procedures for termination of this Contract:

- (a) Upon receipt of a written report of acts or causes which may constitute ground(s) for termination as aforementioned, or upon its own initiative, the Implementing Unit shall, within a period of seven (7) calendar days, verify the existence of such ground(s) and cause the execution of a Verified Report, with all relevant evidence attached;
- (b) Upon recommendation by the Implementing Unit, the HoPE shall terminate this Contract only by a written notice to the Supplier conveying the termination of this Contract. The notice shall state:
 - (i) that this Contract is being terminated for any of the ground(s) aforementioned, and a statement of the acts that constitute the ground(s) constituting the same;
 - (ii) the extent of termination, whether in whole or in part;
 - (iii) an instruction to the Supplier to show cause as to why this Contract should not be terminated; and
 - (iv) special instructions of the Procuring Entity, if any.
- (c) The Notice to Terminate shall be accompanied by a copy of the Verified Report;
- (d) Within a period of seven (7) calendar days from receipt of the Notice of Termination, the Supplier shall submit to the HoPE a verified position paper stating why this Contract should not be terminated. If the Supplier fails to show cause after the lapse of the seven (7) day period, either by inaction or by default, the HoPE shall issue an order terminating this Contract;
- (e) The Procuring Entity may, at any time before receipt of the Supplier's verified position paper described in item (d) above withdraw the Notice to Terminate if it is determined that certain items or works subject of the notice had been completed, delivered, or performed before the Supplier's receipt of the notice;
- (f) Within a non-extendible period of ten (10) calendar days from receipt of the verified position paper, the HoPE shall decide whether or not to terminate this Contract. It shall serve a written notice to the Supplier of its decision and, unless otherwise provided, this Contract is deemed terminated from receipt of the Supplier of the notice of decision. The termination shall only be based on the ground(s) stated in the Notice to Terminate;
- (g) The HoPE may create a Contract Termination Review Committee (CTRC) to assist him in the discharge of this function. All decisions recommended by the CTRC shall be subject to the approval of the HoPE; and
- (h) The Supplier must serve a written notice to the Procuring Entity of its intention to terminate the contract at least thirty (30) calendar days before its intended termination. The Contract is deemed terminated if it is not resumed in thirty (30) calendar days after the receipt of such notice by the Procuring Entity.

28. Assignment of Rights

The Supplier shall not assign his rights or obligations under this Contract, in whole or in part, except with the Procuring Entity's prior written consent.

29. Contract Amendment

Subject to applicable laws, no variation in or modification of the terms of this Contract shall be made except by written amendment signed by the parties.

30. Application

These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of this Contract.

Section V. Special Conditions of Contract

GCC Clause										
1.1(g)	The Procuring Entity is SOCIAL SECURITY SYSTEM .									
1.1(i)	The Supplier is <i>[to be inserted at the time of contract award]</i> .									
1.1(j)	<p>The Funding Source is</p> <p>The Government of the Philippines (GOP) through the <i>following SSS Corporate Operating Budget for Maintenance/Repairs – Building – Security Services and Investment Income</i> in the amount of as provided below:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">LOT No.</th> <th style="text-align: center;">REFERENCE</th> <th style="text-align: center;">ABC PER YEAR</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>SSS MAIN, POEA, LIVELIHOOD and EDSA LOT</td> <td style="text-align: right;">Php 40,068,990.00</td> </tr> <tr> <td style="text-align: center;">2</td> <td>SSS NCR PROPERTIES</td> <td style="text-align: right;">Php 29,171,025.00</td> </tr> </tbody> </table>	LOT No.	REFERENCE	ABC PER YEAR	1	SSS MAIN, POEA, LIVELIHOOD and EDSA LOT	Php 40,068,990.00	2	SSS NCR PROPERTIES	Php 29,171,025.00
LOT No.	REFERENCE	ABC PER YEAR								
1	SSS MAIN, POEA, LIVELIHOOD and EDSA LOT	Php 40,068,990.00								
2	SSS NCR PROPERTIES	Php 29,171,025.00								
1.1(k)	The Project sites are defined in Section VI. Schedule of Requirements.									
2.1	No further instructions.									
5.1	<p>The SOCIAL SECURITY SYSTEM's address for Notices is:</p> <p>THE CHAIRPERSON BIDS AND AWARDS COMMITTEE <i>2nd Floor, SSS Main Building East Avenue, Diliman, Quezon City Tel. No. (632) 922-2991; 922-1070; 920-6401 local 5491 Email: bac@sss.gov.ph Facsimile number: (632) 924-7380 Website: http://www.sss.gov.ph</i></p> <p>The Supplier's address for Notices refers to winning bidder.</p>									
6.12	<p>1. The WINNING BIDDER shall provide the Security Package and Protective Services as follows:</p> <p>(a) To protect and safeguard the SSS's premises, equipment, assets, and other properties.</p> <p>(b) To secure and protect the SSS's buildings and offices, including:</p> <p>(i) those properties located elsewhere which the SSS may at any time request the WINNING BIDDER to guard and protect,</p> <p>(ii) those properties for which the SSS is accountable, and;</p> <p>(iii) those movable properties and assets found therein and its immediate premises from damage or loss due to theft, pilferage, robbery, malicious mischief, vandalism, arson, trespass and other unlawful and destructive acts,</p>									

	<p>intentional or unintentional, including those that may be committed by the SSS employees.</p> <p>(c) To safeguard and protect the SSS officials, employees, service bureau personnel, clients, visitors or guests, contractors, as well as the persons of its officers, employees, guests, clients and visitors by whomsoever it may be committed, from assault, bodily harm or threat upon their person.</p> <p>(d) To enforce the SSS's policies, rules and regulations relative to the maintenance of safety and security.</p> <p>(e) The WINNING BIDDER shall faithfully comply with all relevant 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, Philippine Health Insurance Fund and Home Development Mutual Fund.</p> <p>Detailed Duties and Responsibilities of the Security Officers and personnel (see Annex "C")</p> <p>2. The WINNING BIDDER shall provide security personnel who are duly licensed and possess the minimum qualifications as follows:</p> <p>A. SECURITY OFFICERS (Area Supervisor, Detachment Commander, Assistant Commander, Head/Roving Guard, Officer Investigator and Day/Night Shift-in-Charge)</p> <ol style="list-style-type: none"> a. Must be a Filipino citizen; b. Must be a graduate of at least a 4-Year Course or must have gained at least five (5) years experience as Security Officer; c. Preferably 5'4" (male) and 5'2" (female) in height; d. Must be of good moral character and reputation; e. Must not have been convicted of a criminal offense; f. Must be physically, medically, and mentally fit; g. Must not be less than 30 and have not reached the age of 60; h. Must have been duly screened, cleared and licensed by the PNP-SIOSA as security officer; i. Must have been processed, screened and thoroughly trained and instructed as to his duties, functions and responsibilities by the WINNING BIDDER; and j. Must be a registered SSS member.
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B. SECURITY GUARDS:

- a. Must be a Filipino citizen;
- b. Must have earned 72 units in college or have completed vocational course or Grade 12, or have gained at least three (3) years experience as Security Guard;
- c. Preferably 5'4" (male) and 5'2" (female) in height;
- d. Must be of good moral character and reputation;
- e. Must not have been convicted of a criminal offense;
- f. Must be physically, medically, and mentally fit;
- g. Must not be less than 21 and have not reached the age of 60;
- h. Must have been duly screened, cleared and licensed by the PNP-SOSIA;
- i. Must have been processed, screened and thoroughly trained and instructed as to his duties, functions and responsibilities by the WINNING BIDDER; and
- j. Must be a registered SSS member.

The above security personnel shall undergo and pass the required selection and screening process by the Security Department prior to posting.

- 3. The WINNING BIDDER shall, at its own expense, provide Area Supervisor who shall perform his duties and responsibilities from Mondays to Fridays from 8:00 am to 5: 00 pm.

AREA SUPERVISOR - Duties and Responsibilities (See Annex "D")

- 4. The WINNING BIDDER, if requested by the Department Head and approved by the Security Department, shall assign Lady Guard/s.
- 5. Prior to the assignment of the security personnel, the WINNING BIDDER shall submit to SSS the medical certificates issued by Department of Health (DOH) accredited Hospital (including drug and neuro-psychological test results) and clearances from the Philippine National Police, the National Bureau of Investigation, the Barangay of such personnel's designated residence, latest Security Agency Employer & assignment, and such other certificates and clearances evidencing the assigned personnel's qualifications.

In addition, the SSS must require, the WINNING BIDDER, to submit its security personnel to annual medical examination, neuro-psychological and drug test or on the spot medical examination in a reputable medical facility of its own choice, the result of which shall be submitted to SSS.

The SSS may request the WINNING BIDDER to conduct, at its own expense on the spot drug testing of its security personnel.

6. The WINNING BIDDER shall assign to SSS at all times only security personnel of utmost competence, efficiency, honesty, diligence and integrity and ensure the efficient and proper performance by its area supervisors, security guards and other security personnel of their respective duties and responsibilities.

7. The WINNING BIDDER shall assign and post security personnel wearing the prescribed and proper uniforms with identification cards and equipped with appropriate firearms, supplies and paraphernalia as well as communications and security devices.

In addition, the WINNING BIDDER shall, at its own expense, and upon request of the SSS, provide an appropriate special weapon/s and/or security gadget/s in areas declared to be a “hot spot” or under high security risk or on special occasions, to secure the protection and safety of high official and guests.

8. The WINNING BIDDER shall strictly observe the regular rotation of security personnel.

9. The WINNING BIDDER shall make available at all times qualified and duly accepted relievers and/or replacements who will take over the post of its regular personnel in case of unscheduled absences and/or tardiness to ensure the continuous and uninterrupted delivery of the Security Package and Protective Services which the WINNING BIDDER shall immediately dispatch without any delay. The WINNING BIDDER’s assigned area supervisor/s shall ensure that such replacements are forthwith made:

Lot 1 - at least ten (10) relievers

Lot 2 - at least five (5) relievers

10. The WINNING BIDDER shall, within twenty-four (24) upon receipt of the written request by SSS, increase and decrease the number of the assigned security personnel. Requests for additional security personnel aside from the regulars on duty and/or security beyond the regular hours shall be subject to prior approval by the Security Office and with the corresponding approval of its budget.

11. The WINNING BIDDER shall ensure that its assigned guards shall perform only functions related to the Security Package and Protective Services above-described. The WINNING BIDDER shall be directly and solely liable for any deviation therefrom or the assigned guards' performance of unauthorized or unrelated functions and duties.

12. The WINNING BIDDER shall keep and maintain peace and order in the Security Site as well as keep off all loiterers, vagrants, peddlers, and persons who do not have any official business/transaction with the SSS and its offices from entering the Security Site.

13. The WINNING BIDDER shall protect the SSS, its guests, clients, officers and employees, from acts of vandalism and/or physical

	<p>harm committed by the SSS's own personnel, strangers, third persons, or the WINNING BIDDER's own employees.</p> <p>14. The WINNING BIDDER shall provide, on its own account and at its own expense, round-the-clock supervision and additional services such as routine inspection of the guard service, investigation of irregularities, and other special services, with the express understanding and agreement that such additional services shall in no way interfere with the affairs, operations, and activities of the SSS.</p> <p>15. The WINNING BIDDER shall conduct, at no extra cost to the SSS and upon the latter's request, a security survey/plan of the Security Site, undertake background investigation of the SSS personnel, and recommend measures to improve the SSS security system and procedures.</p> <p>16. The WINNING BIDDER shall, at its own expense, provide a continuing and special (Task Force) training/proficiency programs/seminar courses for its assigned security personnel on Emergency Preparedness Plan such as but not limited to tellering security, bomb threat, gun safety/handling, first aid, earthquake drill, fire and other fortuitous events or as required by the SSS, and submit the certificates of training to SSS Security Department.</p> <p>17. The WINNING BIDDER shall fairly compensate the injured security personnel or the legal heirs/beneficiaries of the deceased security personnel, when injury or death occurred while in the performance of their assigned duties and responsibilities</p> <p>18. The WINNING BIDDER shall submit its security personnel to inspection or examination by the concerned SSS Department Head/Administrative personnel during their tour of duty.</p> <p>19. The WINNING BIDDER shall make available, at any time, for inspection or review by the concerned Division, its firearms, security and safety devices, communication and transportation equipment, as well or requested records and documents. Likewise, the SSS Internal Audit Service may also conduct inspection or audit of the same upon proper and prior coordination with the Security Office. Refusal by its Area Supervisor, Head/Roving Officer or any security personnel to cooperate with the inspection or audit shall be a ground for the termination/cancellation of this Agreement, without prejudice to the imposition of monetary penalties under GCC Clause 21.1, and blacklisting of the WINNING BIDDER from the SSS future service providers bidding.</p> <p>20. On or before the 10th day of the following month, the WINNING BIDDER shall turn over to SSS Security Department all the documents and logbooks used in the recording of the transactions and activities of the SSS, as well as the unclaimed lost and found items for the month. Failure to comply shall be a ground for blacklisting of the WINNING BIDDER from the SSS future service providers bidding.</p> <p>21. The WINNING BIDDER shall perform such other duties as are required of security guard agencies under government rules and</p>
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	<p>regulations, and those which may, from time to time, or on special occasions, be requested by the SSS to be performed.</p> <p>22. The WINNING BIDDER shall report all its employees to the SSS for coverage and their contribution as well as all amortization for salary/education/calamity and other SSS loans shall be updated. Failure to comply during contract award or implementation shall be a ground for cancellation/termination of the Agreement.</p> <p>Further, the WINNING BIDDER shall ensure the enrollment of all its security personnel to the SSS Unified Multipurpose Identification (UMID) System.</p> <p>23. Should the WINNING BIDDER fail to comply with its obligations under the SS Law, as amended, and/or above-enumerated laws and other related pertinent statutes, the SSS shall have the option to either rescind the Agreement or deduct from the service fee any amount due and demandable from the WINNING BIDDER for its obligations to the SSS, including interest and penalties, if any. This option is without prejudice to the right of the SSS to forfeit the bond filed by the WINNING BIDDER, as well as to avail of other remedies provided for by law.</p> <p>24. All obligations under the provisions of the above-enumerated laws, other related pertinent statutes and existing SSS internal Rules and Regulations presently in force and effect shall be complied with and strictly observed.</p> <p>25. The WINNING BIDDER shall execute a sworn statement, before the SSS pays the consideration or part thereof under the Agreement, that the WINNING BIDDER shall submit a true copy of its payrolls signed by its workers assigned to perform the SERVICES or any proof thereof every time that the consideration is paid by the SSS.</p> <p>26. It is expressly and manifestly understood and agreed upon that the assigned security personnel of the WINNING BIDDER are not employees of the SSS. Neither is there an employee-employer relationship between the SSS and the WINNING BIDDER.</p> <p>27. The WINNING BIDDER shall not assign or sub-contract the performance of the SERVICES subject of the Agreement or any part thereof without the prior written conformity of the SSS.</p> <p>28. The WINNING BIDDER shall, in addition to Number 7 hereof, provide K-9 sniffing dog/s with handler as requested by SSS Security Department.</p> <p>29. The WINNING BIDDER shall provide serviceable vehicle (AUV) and motorcycle, both not older than 2016 model, per lot.</p> <p>30. The WINNING BIDDER shall immediately restore/repair/replace/pay any loss/es or damage/s caused to the SSS-owned properties/security site pending investigation by the WINNING BIDDER and validated by the Security Office.</p> <p>31. The WINNING BIDDER shall make all payments of salaries/compensation to Security Guards and other security</p>
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personnel through Automated Telling Machine (ATM) and shall ensure that corresponding payslip/s be issued to security personnel reflecting salaries/compensation and all deductions.

32. The WINNING BIDDER shall establish a retirement plan for the payment of the retirement benefits of its Security Personnel in accordance with DOLE Order No. 150-16 dated February 9, 2016 in relation to R.A. 7641.
33. The WINNING BIDDER shall execute an undertaking to inform the Security Guards that the SSS shall not be held liable for any and/or all forms of financial assistance to their employees over and above expressly stipulated in the Agreement (**Form No. 11**).
34. For billing purposes, ensuring proper tax treatment and accounting method for reporting income, the WINNING BIDDER, shall prepare and submit the herein prescribed Cost Breakdown Computation indicating therein the applicable period.(See Annex "E")

WARRANTIES of the WINNING BIDDER during the effectivity of the Agreement:

1. All its licenses, certificates of registrations, permits and clearances from national and local government agencies/units (Securities and Exchange Commission (SEC), Department of Labor and Employment (DOLE), Philippine National Police (PNP) and Mayor's Office) to operate as Security Agency shall remain valid and subsisting.
2. It shall, as employer of the service personnel/Security Guards, comply with all its obligations under existing laws and their implementing rules and regulations on the payment of minimum wage, overtime pay, five-day incentive pay, paternity leave and other labor related benefits as well as remittances or payment of the appropriate amount or contributions/payment (Retirement pay, SSS, EC, Pag-IBIG, Philhealth and taxes) with concerned government agencies/offices.
3. It shall continue to possess substantial capital and investment, such as but not limited to skilled, qualified and licensed security guards, trained manpower, independent office, firearms and ammunition, equipment, supplies, materials, uniforms, and other paraphernalia which it has and will directly and actually use in the conduct of its operations, and shall undertake its business on its own account and responsibility.
4. It shall maintain its good standing as an independent business enterprise and as a qualified and competent security agency, financially capable of rendering to the public all the services herein contracted, and shall, obtain all necessary licenses, permits, authorizations and registrations, and comply with all laws, ordinances, and regulations required of all similar agencies.

5. As proof of its financial capacity, the WINNING BIDDER shall submit its audited financial statements and income tax returns to the SSS when the latter so requests.
6. Upon written request of the SSS, submit within five (5) calendar days such sworn statements, papers, documents or information pertaining to the compliance by the WINNING BIDDER of its warranties and guarantees.
7. The WINNING BIDDER shall execute a sworn statement that at no point has it given anything to any official and employee of the SSS in the course of obtaining the approval of the Security Package and Protective Services of the Agreement.
8. The WINNING BIDDER shall commit or undertake to disclose under oath any and/or all deduction/s made, over and above those required by law, to their security personnel. (Form No. 12).
9. If the SSS has any reason to believe that the WINNING BIDDER has failed to comply with any of the foregoing warranties and guarantees, or if it believes that the WINNING BIDDER has failed to comply with any law, rule or regulation governing or regulating its employment relationship with its assigned personnel, the SSS may then notify the WINNING BIDDER accordingly, and should the latter refuse or fail to present satisfactory proof to the contrary within five (5) calendar days from its receipt of such notice from the SSS, the SSS shall have the right to immediately terminate the Agreement, without prejudice to any other remedies available to the SSS under the law and the Agreement. Provided, that any misrepresentation or violation by the WINNING BIDDER of any of the above warranties and guarantees, or any of the terms and conditions of the Agreement, shall constitute sufficient basis to terminate the Agreement without need of prior notice.
10. Any and all damages, losses, liabilities, obligations and claims, monetary or otherwise, that may result, arise and accrue from any violation by the WINNING BIDDER of its warranties and guarantees, and the terms and conditions of the Agreement shall be for the WINNING BIDDER's sole account.
11. The WINNING BIDDER shall hold the SSS free and harmless from any liability therefore; provided, that if the SSS shall be charged and be held liable therefore, the WINNING BIDDER shall defend the SSS before any agency, office, tribunal or court, and shall assume such liability principally and directly for the benefit of the SSS. If for any reason, the SSS is made to pay such damages, losses, liabilities, obligations and claims, the WINNING BIDDER shall reimburse the SSS for any and all payments that it may make, as well as all expenses and costs, including but not limited to litigation expenses and legal fees, that may be incurred by the SSS in connection therewith. The SSS may, at its sole option, deduct all such payments from any amount that may be due to the WINNING BIDDER hereunder until they shall have been paid in full.

	<p>12. The WINNING BIDDER shall maintain a satisfactory level of performance throughout the term of the Agreement based on a prescribed set of performance criteria.</p> <p>The performance criteria to be applied shall include, among others, the following:</p> <ol style="list-style-type: none"> a. Quality of service delivered; b. Time management; c. Management and suitability of personnel; d. Contract administration and management; e. Provision of regular progress report; and f. Compliance with SSS instructions and policies. <p>The SSS Security Department shall conduct a semi-annual assessment or evaluation of the compliance of the WINNING BIDDER. (See Annex “F” for detailed performance evaluation criteria).</p> <p>Based on its assessment, the SSS may terminate the Agreement for failure by the WINNING BIDDER to perform its obligations, among other grounds of pre-termination provided under Section IV, item 25 of the General Conditions of Contract subject to the procedures prescribed under GPPB Res. No. 018-2004 dated 22 December 2004.</p>				
10.4	Not applicable.				
10.5	Payment using LC is not allowed.				
11.3	The terms of payment shall be on a monthly basis.				
13.4(c)	The Performance Security shall likewise be renewed under the same terms and conditions herein stipulated on a month-to-month basis in the event that the WINNING BIDDER continues to render the Security Package and Protective Services with the consent of SSS after the expiration of the Agreement.				
16.1	The inspections and tests that will be conducted, in the presence and under the supervision of the Security Department, pertain to the WINNING BIDDER’s owned equipment (licensed firearms, communication equipment, registered motor vehicles and security equipment and devices) as part of Post-qualification process.				
17.3	Not Applicable.				
17.4	Not Applicable.				
21.1	<p>The WINNING BIDDER shall be penalized by the concerned Division/SSS Security Department for violations committed in the Contract Implementation under the following Schedule of Offenses:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">WINNING BIDDER’s VIOLATION</th> <th style="text-align: center;">PENALTY</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">a) WINNING BIDDER has issued ammunition short of the requirement as per Contract or defective “dud” bullets.</td> <td style="padding: 5px;">Deduction from the billing of P20.00 per bullet per day</td> </tr> </tbody> </table>	WINNING BIDDER’s VIOLATION	PENALTY	a) WINNING BIDDER has issued ammunition short of the requirement as per Contract or defective “dud” bullets.	Deduction from the billing of P20.00 per bullet per day
WINNING BIDDER’s VIOLATION	PENALTY				
a) WINNING BIDDER has issued ammunition short of the requirement as per Contract or defective “dud” bullets.	Deduction from the billing of P20.00 per bullet per day				

b) WINNING BIDDER has not issued any magazine/holders for extra ammunition.	Deduction from the billing of P200.00 per incident per day
c) WINNING BIDDER has not issued radio equipment or short of the number as per Agreement or issued item is unserviceable.	Deduction from the billing of P200.00 per lacking, unserviceable, defective or unusable equipment (per equipment per day)
d) WINNING BIDDER has not issued the required equipment as per Agreement, such as but not limited to metal detectors, watchman clock, licensed handheld radio transceivers, licensed radio base with repeater and other accessories, bullhorns, flashlights, night stick, etc. or has issued one but unserviceable and/ or defective/ unusable.	Deduction from the billing of P200.00 per lacking, unserviceable, defective or unusable equipment (per equipment per day)
e) WINNING BIDDER has not provided the service vehicle as per Agreement, or service vehicle is unserviceable.	Deduction from the billing of P1,000.00 per incident per day

The **SSS Security Department** shall, likewise, impose on the WINNING BIDDER penalties for offenses or violations committed by its service personnel/guard, without prejudice to penalties as may be imposed by PNP-SOSIA, as follows:

LIGHT OFFENSES- deduction from the billing of P200.00 per incident for first offense; P300.00 per incident for the second offense; and removal of the guard from SSS for the third offense; upon the WINNING BIDDER's receipt of the SSS' written notice.

- a. Security Guard caught reading newspapers, comics and other reading materials while on duty (except memoranda coming from SSS).
- b. Security Guard caught eating/ texting in post while on duty.
- c. Security Guard with non-regulation haircut, wearing beard/ moustache or in improper uniform, non-wearing of ID or un-shined buckles, badges, or shoes.

LESS GRAVE OFFENSES –deduction from the billing of P200.00 per incident for first offense; and removal of the security personnel from SSS for the second offense, upon the WINNING BIDDER's receipt of the SSS' written notice.

	<ul style="list-style-type: none"> a. Security Guard caught smoking while on duty. b. Reporting late for duty or formation, or absent without due notice. c. Security Guard engaged in prolonged or unnecessary phone or actual conversation with visitors/ employees while on duty. d. Shift duty in excess of twelve (12) hours without permission from the SSS. e. Shift duty of less than the minimum eight (8) hours. f. Rest day of less than twenty four (24) hours. g. Straight duty of more than twelve (12) hours. h. Head Guard and/or Night Shift Duty Officer not conducting guard mounting for the incoming guards. <p>GRAVE OFFENSES- deduction from the billing of P300.00 per incident and removal of the security personnel from SSS upon the WINNING BIDDER's receipt of the SSS' written notice.</p> <ul style="list-style-type: none"> a. Abandonment of Post of Security Guard. b. Posted Security Guard found drunk; drinking alcoholic beverages or under the influence of intoxicating liquor or found in possession of or under the influence of alcohol or taking prohibited drugs. c. Providing confidential information to unauthorized persons. d. Security Guard firing his firearm indiscriminately whether or not in connection with the performance of his duty. e. Posted Security Guard found allowing others to hold or tinker with his firearm. f. Security Guard apprehended for scandal, or disorderly conduct within the premises of the installation or being incorrigible or defiant. g. Security Guard engaging in mulcting or extortion activities. h. Displaying discourtesy or rude manner while in the performance of duty or not rendering appropriate respect and courtesy to any person. i. Posted Security Guard not carrying his current Private Security License and Firearm License. j. Security Guard found sleeping while on duty or during RED ALERT. <p>Head Guard and other Security personnel tolerating the violation of SSS rules and regulations by the guards or not reporting such violation to the SSS.</p>
25	<p>Term of the Agreement</p> <ul style="list-style-type: none"> 1. The term of the Agreement shall be for a period of THREE (3) YEARS. 2. The SSS may at any time pre-terminate the Agreement with or without any reason by giving a sixty (60)-day prior written notice of termination to the other party. No court action or order shall be necessary to effect such pre-termination or rescission. 3. In case the WINNING BIDDER continues to render the SERVICES with the consent of SSS after the expiration of the

	<p>Agreement, said extension shall be understood as running from month to month under the same terms and conditions herein stipulated, and may be terminated by SSS by a written notice served upon the AGENCY at least thirty (30) days prior to the date of termination or extended by the parties under the same terms and conditions herein stipulated.</p>
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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.

DESCRIPTION	QUANTITY	DELIVERED, WEEKS/MONTHS
1. Provide security personnel to the following areas		
Lot 1 – SSS MAIN, POEA, LIVELIHOOD and EDSA LOT	111	Upon turn-over
Lot 2 – SSS NCR PROPERTIES	64	Upon turn-over
2. Provide Equipment and Devices (See Annexes “B” and “B.1”)		Upon turn-over

Section VII. Technical Specifications

Bidders must state in the Statement of Compliance below 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 Bidders 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 provisions of **ITB** Clause 3.1(a)(ii) and/or **GCC** Clause 2.1(a)(ii).

CRITERIA 1 – EFFECTIVE SERVICE

Item	Specification/Scope of Work Requirements	Statement of Compliance
1.a.	<p>The BIDDER must signify his conformity to the scope of services and methodologies, manpower complement and deployment and standard tools and equipment prescribed by the SSS.</p> <ul style="list-style-type: none"> • To provide security and protective services at the Main Office and NCR properties including all SSS officials, employees, guest and transacting members for a period of one (1) year with the following requirements; <p style="padding-left: 40px;">Lot 1 – SSS MAIN, POEA, LIVELIHOOD</p> <p style="padding-left: 80px;">and EDSA LOT</p> <p style="padding-left: 80px;">No. of guards - 111</p> <p style="padding-left: 40px;">Lot 2 – SSS NCR Properties</p> <p style="padding-left: 80px;">No. of guards – 64</p> <ul style="list-style-type: none"> • K-9 Sniffing Dog (as requested by the Division/Branch/SSS Security Department) 	
1.b	<p>The BIDDER must provide the following firearms, ammunition, vehicles, communication and other support equipment specified under Annex “B” and “B.1” or submit a sworn statement that it has the financial capacity to acquire such equipment and devices for the Project.</p>	
1.c	<p>The BIDDER must submit a sworn statement (See Form No. 14) that it has adequate and relevant training/proficiency programs/seminars for its Security Guards, and that all employee/Security Guards hired and deployed in their respective area of assignments have been well trained.</p> <ul style="list-style-type: none"> • Trainings/Programs/Seminar Courses 	

CRITERIA 2 – TRACK RECORDS

Item	Specification/Scope of Work Requirements	Statement of Compliance
2.a.	With at least five (5) years experience in engaging as security service provider prior to the deadline of the submission and opening of bid.	
2.b.	Must have at least one (1) licensed firearm for every two (2) guards.	
2.c.	With at least one (1) communication device for every guard during his tour of duty (handheld radio).	
2.d.	With at least 300 licensed Security Guards duly reported to the SSS with contributions paid for the last semester prior to bidding.	
2.e.	<p>Recruits must have passed/complied with the following in accordance with Republic Act No. 5487;</p> <ul style="list-style-type: none"> a) drug and alcohol test – must be accredited of DOH b) neuro-psycho test – must be accredited of DOH c) basic gun safety and proficiency test d) at least a high school graduate e) must have no criminal record 	
2.f.	Completeness of uniforms and other paraphernalia	
2.g.	With at least a satisfactory rating from all its clients for the past five (5) years	
2.h.	No record of any suspension, contract violation, disciplinary action, or violation of labor laws, rules and regulations that could be taken against the BIDDER/s.	

Section VIII. Bidding Forms

Bid Form

LOT NO. 1 – SSS MAIN, POEA, LIVELIHOOD and EDSA Lot

Date: _____
 Invitation to Bid¹ N^o: _____

To: SOCIAL SECURITY SYSTEM

Gentlemen and/or Ladies:

Having examined the Bidding Documents including 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 Bidding Documents for the sum of *[total Bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in **BDS** provision for **ITB** Clause 17.1 and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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:²

Name and address of agent	Amount and Currency	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 as per **ITB** Clause 5 of the Bidding Documents.

We likewise certify/confirm that the undersigned, *[for sole proprietorships, insert: as the owner and sole proprietor or authorized representative of Name of Bidder, has the full power and authority to participate, submit the bid, and to sign and execute the ensuing contract, on the latter's behalf for the Name of Project of the Name of the Procuring Entity]* *[for partnerships,*

¹ If ADB, JICA and WB funded projects, use IFB.
² Applicable only if the Funding Source is the ADB, JICA or WB.

corporations, cooperatives, or joint ventures, insert: is granted full power and authority by the Name of Bidder, to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf for Name of Project of the Name of the Procuring Entity].

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.

Dated this _____ day of _____ 20_____.

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

Bid Form
LOT NO. 2 – SSS NCR PROPERTIES

Date: _____
 Invitation to Bid¹ N°: _____

To: SOCIAL SECURITY SYSTEM

Gentlemen and/or Ladies:

Having examined the Bidding Documents including 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 Bidding Documents for the sum of *[total Bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in **BDS** provision for **ITB** Clause 17.1 and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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:³

Name and address of agent	Amount and Currency	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 as per **ITB** Clause 5 of the Bidding Documents.

We likewise certify/confirm that the undersigned, *[for sole proprietorships, insert: as the owner and sole proprietor or authorized representative of Name of Bidder, has the full power and authority to participate, submit the bid, and to sign and execute the ensuing contract, on the latter’s behalf for the Name of Project of the Name of the Procuring Entity]* *[for partnerships, corporations, cooperatives, or joint ventures, insert: is granted full power and authority by the*

³ Applicable only if the Funding Source is the ADB, JICA or WB.

Name of Bidder, to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf for Name of Project of the Name of the Procuring Entity].

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.

Dated this _____ day of _____ 20_____.

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

2019 PROPOSED BUDGET - SECURITY SERVICES

FORM No. 2

SSS MAIN OFFICE

BRANCH	Total Number of Guards	Contract Price	Number of Months	Total Manhours			Rate per Hour			Proposed
				Regular (8) hours	Overtime not to exceed (4) hours	Night Differential (10pm to 6am)	Regular (8) hours	Overtime not to exceed 4 hours	Night Differential (10pm to 6am)	Budget
				A	B	C	D	E	F	G
							(A*B/365/8)	(A*B/365/4)	(A*B/365/8)	(C*F) / (D*G) / (E*F)
MAIN OFFICE	86	-	12	170,790			-			-
		-	12		60,369			-		-
		-	12			53,866			-	
POEA	3	-	12	5,008			-			-
		-	12		3,442			-		-
		-	12			2,920			-	
LIVELIHOOD	2	-	12	3,336			-			-
		-	12		2,088			-		-
		-	12			2,088			-	
EDSA LOT	18	-	12	36,663			-			-
		-	12		10,954			-		-
		-	12			14,233			-	
PCEO ESCORT	2	-	12	5,008			-			-
		-	12		416			-		-
		-	12			0			-	
TOTAL	111			220,805	77,269	73,107				-

*Example : $10,000 * 12 / 365 / 8 = 41.09589041$

Submitted by: _____
 Bidder/Authorized Representative
 (Signature over printed name)

Agency:
 Address:
 Date:

SSS NCR PROPERTIES

BRANCH	Total Number of Guards	Contract Price	Number of Months	Total Manhours			Rate per Hour			Proposed
				Regular (8) hours	Overtime not to exceed (4) hours	Night Differential (10pm to 6am)	Regular (8) hours	Overtime not to exceed 4 hours	Night Differential (10pm to 6am)	Budget
				A	B	C	D	E	F (A*B/365/8)	G (A*B/365/4)
BAGBAG	6	-	12	8,760			-			-
		-	12		8,760			-		-
		-	12			8,760			-	-
CYBERONE TOWER	2	-	12	2,920			-			-
		-	12		2,920			-		-
		-	12			2,920			-	-
FCA LOT 7	4	-	12	5,840			-			-
		-	12		5,840			-		-
		-	12			5,840			-	-
GREENMEADOWS	2	-	12	2,920			-			-
		-	12		2,920			-		-
		-	12			2,920			-	-
HK SUN PLAZA	26	-	12	40,880			-			-
		-	12		37,960			-		-
		-	12			35,040			-	-
MAKATI BUILDING	20	-	12	40,888			-			-
		-	12		20,130			-		-
		-	12			14,600			-	-
URDANETA VILLAGE	4	-	12	5,840			-			-
		-	12		5,840			-		-
		-	12			5,840			-	-
TOTAL	64			108,048	84,370	70,080				-

Example : $10,000 * 12 / 365 / 8 = 41.09589041$

Submitted by: _____

Bidder/Authorized Representative
(Signature over printed name)

Agency:
Address:

Date:

SSS MAIN OFFICE												
OFFICE	MAIN			POEA			LIVELIHOOD					
Total Number of Guards (Existing)	111			86			3			2		
	Regular (8) hours	Overtime not to exceed (4) hours	Night Differential (10pm to 6am)	Regular (8) hours	Overtime not to exceed (4) hours	Night Differential (10pm to 6am)	Regular (8) hours	Overtime not to exceed (4) hours	Night Differential (10pm to 6am)	Regular (8) hours	Overtime not to exceed (4) hours	Night Differential (10pm to 6am)
Number of Days per Year	393.50											
New Daily Wage	(DW)			502.00	502.00	502.00	502.00	502.00	502.00	502.00	502.00	502.00
COLA Rates				10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00
Wage Order No.				NCR-21b			NCR-21b			NCR-21b		
Effectivity of WO				Oct. 5, 2017			Oct. 5, 2017			Oct. 5, 2017		
I Amount Directly to Guard												
Equivalent Monthly Rate	(EMR=DW x # of days per year / 12)			16,461.42		16,461.42	16,461.42		16,461.42	16,461.42		16,461.42
Night Differential Pay	(EMR x 10% x 3/3)			-		1,646.14	-		1,646.14	-		1,646.14
13th Month Pay	(DW x 365 / 12 / 12)			1,272.43		1,272.43	1,272.43		1,272.43	1,272.43		1,272.43
5-Day Service Incentive	(DW x 5 / 12)			209.17		209.17	209.17		209.17	209.17		209.17
COLA	(COLA rate x 377 / 12)			314.17		314.17	314.17		314.17	314.17		314.17
Overtime 7 Days												
Rate per Hour (RPH) (DW/8)				62.75			62.75			62.75		
Regular days (62.75*125%*298*4) RPH				93,497.50			93,497.50			93,497.50		
Regular Holidays (62.75*260%*12*4) RPH				7,831.20			7,831.20			7,831.20		
Rest Days/Sundays (62.75*169%*52*4) RPH				22,057.88			22,057.88			22,057.88		
Special Days (62.75*195%*3*4) RPH				1,468.35			1,468.35			1,468.35		
Total				124,854.93			124,854.93			124,854.93		
Overtime pay (4) hours/day (Total/12)				10,404.58			10,404.58			10,404.58		
Total Amount Due to Guard				18,257.19	10,404.58	19,903.33	18,257.19	10,404.58	19,903.33	18,257.19	10,404.58	19,903.33
II Amount Due to Government Agencies in favor of Guards												
(ER Share in Contribution-Based on 1, Net of 13th Month Pay)												
Retirement Pay (R.A. 7641) (DW x 22.5 / 12)				941.25		941.25	941.25		941.25	941.25		941.25
SSS				1,178.70		1,178.70	1,178.70		1,178.70	1,178.70		1,178.70
Philhealth				226.34		226.34	226.34		226.34	226.34		226.34
State Insurance Fund				30.00		30.00	30.00		30.00	30.00		30.00
Pag-ibig Fund				100.00		100.00	100.00		100.00	100.00		100.00
Total Amount Due to Government				2,476.29		2,476.29	2,476.29		2,476.29	2,476.29		2,476.29
III TOTAL AMOUNT TO GUARD & GOVERNMENT/TOTAL CONTRACT COST				20,733.48	10,404.58	22,379.62	20,733.48	10,404.58	22,379.62	20,733.48	10,404.58	22,379.62
IV Administrative Fee	III x 20%											
V Total Service Costs	(III + IV)											
VI VAT	IV Admin Fee x 12%											
VII Total Contract Price/Billing Rate per Month of Guard	(V + VI)											
VIII Contract Rate per Hour	(VII x 12 / 365 / 8 / 12 or 4)											

SSS MAIN OFFICE								
OFFICE			EDSA LOT			PCEO ESCORT		
Total Number of Guards (Existing)		111	18			2		
			Regular (8) hours	Overtime not to exceed (4) hours	Night Differential (10pm to 6am)	Regular (8) hours	Overtime not to exceed (4) hours	Night Differential (10pm to 6am)
Number of Days per Year		393.50						
New Daily Wage		(DW)	502.00	502.00	502.00	502.00	502.00	502.00
COLA Rates			10.00	10.00	10.00	10.00	10.00	10.00
Wage Order No.			NCR-21b			NCR-21b		
Effectivity of WO			Oct. 5, 2017			Oct. 5, 2017		
I Amount Directly to Guard								
Equivalent Monthly Rate		(EMR=DW x # of days per year / 12)	16,461.42		16,461.42	16,461.42		16,461.42
Night Differential Pay		(EMR x 10% x 3/3)	-		1,646.14	-		1,646.14
13th Month Pay		(DW x 365 / 12 / 12)	1,272.43		1,272.43	1,272.43		1,272.43
5-Day Service Incentive		(DW x 5 / 12)	209.17		209.17	209.17		209.17
COLA		(COLA rate x 377 / 12)	314.17		314.17	314.17		314.17
Overtime 7 Days								
Rate per Hour (RPH) (DW/8)				62.75			62.75	
Regular days (62.75*125%*298*4) RPH				93,497.50			93,497.50	
Regular Holidays (62.75*260%*12*4) RPH				7,831.20			7,831.20	
Rest Days/Sundays (62.75*169%*52*4) RPH				22,057.88			22,057.88	
Special Days (62.75*195%*3*4) RPH				1,468.35			1,468.35	
Total				124,854.93			124,854.93	
Overtime pay (4) hours/day (Total/12)				10,404.58			10,404.58	
Total Amount Due to Guard			18,257.19	10,404.58	19,903.33	18,257.19	10,404.58	19,903.33
II Amount Due to Government Agencies in favor of Guards								
(ER Share in Contribution-Based on 1, Net of 13th Month Pay)								
Retirement Pay (R.A. 7641) (DW x 22.5 / 12)			941.25		941.25	941.25		941.25
SSS			1,178.70		1,178.70	1,178.70		1,178.70
Philhealth			226.34		226.34	226.34		226.34
State Insurance Fund			30.00		30.00	30.00		30.00
Pag-ibig Fund			100.00		100.00	100.00		100.00
Total Amount Due to Government			2,476.29		2,476.29	2,476.29		2,476.29
III TOTAL AMOUNT TO GUARD & GOVERNMENT/TOTAL CONTRACT COST			20,733.48	10,404.58	22,379.62	20,733.48	10,404.58	22,379.62
IV Administrative Fee		III x 20%						
V Total Service Costs		(III + IV)						
VI VAT		IV Admin Fee x 12%						
VII Total Contract Price/Billing Rate per Month of Guard		(V + VI)						
VIII Contract Rate per Hour		(VII x 12 / 365 / 8 / 12 or 4)						

SSS NCR PROPERTIES												
OFFICE	BAGBAG			CYBERONE TOWER			FCA LOT 7					
Total Number of Guards (Existing)	64			6			2			4		
	Regular (8) hours	Overtime not to exceed (4) hours	Night Differential (10pm to 6am)	Regular (8) hours	Overtime not to exceed (4) hours	Night Differential (10pm to 6am)	Regular (8) hours	Overtime not to exceed (4) hours	Night Differential (10pm to 6am)	Regular (8) hours	Overtime not to exceed (4) hours	Night Differential (10pm to 6am)
Number of Days per Year	393.50											
New Daily Wage	(DW)			502.00	502.00	502.00	502.00	502.00	502.00	502.00	502.00	502.00
COLA Rates				10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00
Wage Order No.				NCR-21b			NCR-21b			NCR-21b		
Effectivity of WO				Oct. 5, 2017			Oct. 5, 2017			Oct. 5, 2017		
I Amount Directly to Guard												
Equivalent Monthly Rate	(EMR=DW x # of days per year / 12)			16,461.42		16,461.42	16,461.42		16,461.42	16,461.42		16,461.42
Night Differential Pay	(EMR x 10% x 1/3)			-		1,646.14	-		1,646.14	-		1,646.14
13th Month Pay	(DW x 365 / 12 / 12)			1,272.43		1,272.43	1,272.43		1,272.43	1,272.43		1,272.43
5-Day Service Incentive	(DW x 5 / 12)			209.17		209.17	209.17		209.17	209.17		209.17
COLA	(COLA rate x 377 / 12)			314.17		314.17	314.17		314.17	314.17		314.17
Overtime 7 Days												
Rate per Hour (RPH) (DW/8)				62.75			62.75			62.75		
Regular days (62.75*125%*298*4) RPH				93,497.50			93,497.50			93,497.50		
Regular Holidays (62.75*260%*12*4) RPH				7,831.20			7,831.20			7,831.20		
Rest Days/Sundays (62.75*169%*52*4) RPH				22,057.88			22,057.88			22,057.88		
Special Days (62.75*195%*3*4) RPH				1,468.35			1,468.35			1,468.35		
Total				124,854.93			124,854.93			124,854.93		
Overtime pay (4) hours/day (Total/12)				10,404.58			10,404.58			10,404.58		
Total Amount Due to Guard				18,257.19	10,404.58	19,903.33	18,257.19	10,404.58	19,903.33	18,257.19	10,404.58	19,903.33
II Amount Due to Government Agencies in favor of Guards (ER Share in Contribution-Based on 1, Net of 13th Month Pay)												
Retirement Pay (R.A. 7641) (DW x 22.5 / 12)				941.25		941.25	941.25		941.25	941.25		941.25
SSS				1,178.70		1,178.70	1,178.70		1,178.70	1,178.70		1,178.70
Philhealth				226.34		226.34	226.34		226.34	226.34		226.34
State Insurance Fund				30.00		30.00	30.00		30.00	30.00		30.00
Pag-ibig Fund				100.00		100.00	100.00		100.00	100.00		100.00
Total Amount Due to Government				2,476.29		2,476.29	2,476.29		2,476.29	2,476.29		2,476.29
III TOTAL AMOUNT TO GUARD & GOVERNMENT/TOTAL CONTRACT COST				20,733.48	10,404.58	22,379.62	20,733.48	10,404.58	22,379.62	20,733.48	10,404.58	22,379.62
IV Administrative Fee	III x 20%											
V Total Service Costs	(III + IV)											
VI VAT	IV Admin Fee x 12%											
VII Total Contract Price/Billing Rate per Month of Guard	(V + VI)											
VIII Contract Rate per Hour	(VII x 12 / 365 / 8 / 12 or 4)											

SSS NCR PROPERTIES								
OFFICE			GREENMEADOWS			HK SUN PLAZA		
Total Number of Guards (Existing)			64			26		
			Regular (8) hours	Overtime not to exceed (4) hours	Night Differential (10pm to 6am)	Regular (8) hours	Overtime not to exceed (4) hours	Night Differential (10pm to 6am)
Number of Days per Year			393.50					
New Daily Wage (DW)			502.00			502.00		
COLA Rates			10.00			10.00		
Wage Order No.			NCR-21b			NCR-21b		
Effectivity of WO			Oct. 5, 2017			Oct. 5, 2017		
I Amount Directly to Guard								
Equivalent Monthly Rate (EMR=DW x # of days per year / 12)			16,461.42			16,461.42		
Night Differential Pay (EMR x 10% x 1/3)			-			1,646.14		
13th Month Pay (DW x 365 / 12 / 12)			1,272.43			1,272.43		
5-Day Service Incentive (DW x 5 / 12)			209.17			209.17		
COLA (COLA rate x 377 / 12)			314.17			314.17		
Overtime 7 Days								
Rate per Hour (RPH) (DW/8)						62.75		
Regular days (62.75*125%*298*4) RPH						93,497.50		
Regular Holidays (62.75*260%*12*4) RPH						7,831.20		
Rest Days/Sundays (62.75*169%*52*4) RPH						22,057.88		
Special Days (62.75*195%*3*4) RPH						1,468.35		
Total						124,854.93		
Overtime pay (4) hours/day (Total/12)						10,404.58		
Total Amount Due to Guard			18,257.19			18,257.19		
II Amount Due to Government Agencies in favor of Guards (ER Share in Contribution-Based on 1, Net of 13th Month Pay)								
Retirement Pay (R.A. 7641) (DW x 22.5 / 12)			941.25			941.25		
SSS			1,178.70			1,178.70		
Philhealth			226.34			226.34		
State Insurance Fund			30.00			30.00		
Pag-ibig Fund			100.00			100.00		
Total Amount Due to Government			2,476.29			2,476.29		
III TOTAL AMOUNT TO GUARD & GOVERNMENT/TOTAL CONTRACT COST			20,733.48			20,733.48		
IV Administrative Fee (III x 20%)								
V Total Service Costs (III + IV)								
VI VAT (IV Admin Fee x 12%)								
VII Total Contract Price/Billing Rate per Month of Guard (V + VI)								
VIII Contract Rate per Hour (VII x 12 / 365 / 8 / 12 or 4)								

SSS NCR PROPERTIES								
OFFICE			MAKATI BUILDING			URDANETA VILLAGE		
Total Number of Guards (Existing)			64	20		4		
			Regular (8) hours	Overtime not to exceed (4) hours	Night Differential (10pm to 6am)	Regular (8) hours	Overtime not to exceed (4) hours	Night Differential (10pm to 6am)
Number of Days per Year			393.50					
New Daily Wage (DW)			502.00	502.00	502.00	502.00	502.00	502.00
COLA Rates			10.00	10.00	10.00	10.00	10.00	10.00
Wage Order No.			NCR-21b			NCR-21b		
Effectivity of WO			Oct. 5, 2017			Oct. 5, 2017		
I	Amount Directly to Guard							
	Equivalent Monthly Rate (EMR=DW x # of days per year / 12)		16,461.42		16,461.42	16,461.42		16,461.42
	Night Differential Pay (EMR x 10% x 1/3)		-		1,646.14	-		1,646.14
	13th Month Pay (DW x 365 / 12 / 12)		1,272.43		1,272.43	1,272.43		1,272.43
	5-Day Service Incentive (DW x 5 / 12)		209.17		209.17	209.17		209.17
	COLA (COLA rate x 377 / 12)		314.17		314.17	314.17		314.17
	Overtime 7 Days							
	Rate per Hour (RPH) (DW/8)			62.75			62.75	
	Regular days (62.75*125%*298*4) RPH			93,497.50			93,497.50	
	Regular Holidays (62.75*260%*12*4) RPH			7,831.20			7,831.20	
	Rest Days/Sundays (62.75*169%*52*4) RPH			22,057.88			22,057.88	
	Special Days (62.75*195%*3*4) RPH			1,468.35			1,468.35	
	Total			124,854.93			124,854.93	
	Overtime pay (4) hours/day (Total/12)			10,404.58			10,404.58	
	Total Amount Due to Guard		18,257.19	10,404.58	19,903.33	18,257.19	10,404.58	19,903.33
II	Amount Due to Government Agencies in favor of Guards (ER Share in Contribution-Based on 1, Net of 13th Month Pay)							
	Retirement Pay (R.A. 7641) (DW x 22.5 / 12)		941.25		941.25	941.25		941.25
	SSS		1,178.70		1,178.70	1,178.70		1,178.70
	Philhealth		226.34		226.34	226.34		226.34
	State Insurance Fund		30.00		30.00	30.00		30.00
	Pag-ibig Fund		100.00		100.00	100.00		100.00
	Total Amount Due to Government		2,476.29		2,476.29	2,476.29		2,476.29
III	TOTAL AMOUNT TO GUARD & GOVERNMENT/TOTAL CONTRACT COST		20,733.48	10,404.58	22,379.62	20,733.48	10,404.58	22,379.62
IV	Administrative Fee III x 20%							
V	Total Service Costs (III + IV)							
VI	VAT IV Admin Fee x 12%							
VII	Total Contract Price/Billing Rate per Month of Guard (V + VI)							
VIII	Contract Rate per Hour (VII x 12 / 365 / 8 / 12 or 4)							

3 of 3

STATEMENT OF ON-GOING GOVERNMENT AND PRIVATE CONTRACTS WITH ATTACHED SUPPORTING DOCUMENTS (i.e. P.O/CONTRACTS)

NAME OF CONTRACT	DATE AND STATUS OF CONTRACT	KINDS OF GOODS	VALUE OF OUTSTANDING CONTRACT	CONTACT PERSON & CONTACT NO.

STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT SIMILAR TO THE PROJECT TO BE BID EQUIVALENT TO AT LEAST 50% OF THE ABC

NAME OF CONTRACT	KINDS OF GOODS	AMOUNT OF CONTRACT	CONTACT PERSON & CONTACT NO.

Formula in the Computation of NFCC

NAME OF PROJECT

NAME OF COMPANY

NFCC = 15 (Current Assets – Current Liabilities) – Value of All Outstanding Works under On-going Contracts including Awarded Contracts yet to be started)

YEAR	CURRENT ASSETS	CURRENT LIABILITIES
TOTAL		

Value of Outstanding Works under On-going Contracts:

CONTRACT DESCRIPTION	TOTAL CONTRACT AMOUNT AT AWARD	PERCENTAGE OF PLANNED AND ACTUAL ACCOMPLISHMENT	ESTIMATED COMPLETION TIME
TOTAL			

Use additional sheet/s, if necessary

FORMULA:

$$15 \left(\frac{\text{Current Assets}}{\text{Current Assets}} - \frac{\text{Current Liabilities}}{\text{Current Liabilities}} \right) - \frac{\text{Total Outstanding Works}}{\text{Total Outstanding Works}} = \frac{\text{NFCC}}{\text{NFCC}}$$

P _____
NFCC

Prepared and Submitted by:

Signature over Printed Name

BID SECURING DECLARATION FORM

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

X-----X

BID SECURING DECLARATION
Invitation to Bid: [Insert Reference number]

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

I/We⁴, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
 - (a) Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - (b) I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;
 - (c) I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

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

[Insert NAME OF BIDDER'S AUTHORIZED REPRESENTATIVE]
[Insert Signatory's Legal Capacity]
Affiant

⁴ Select one and delete the other. Adopt the same instruction for similar terms throughout the document.

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

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

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ *[date issued]*, *[place issued]*

IBP No. _____ *[date issued]*, *[place issued]*

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

Omnibus Sworn Statement

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;

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

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

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

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

If a partnership or cooperative: None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee

(BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

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

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

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

Bidder's Representative/Authorized Signatory

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

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

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ *[date issued]*, *[place issued]*

IBP No. _____ *[date issued]*, *[place issued]*

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

* This form will not apply for WB funded projects.

**PROPOSED SECURITY PLAN FOR
Lot 1 – SSS MAIN, POEA, LIVELIHOOD and EDSA LOT**

PROJECT : BIDDING FOR SECURITY SERVICES

NAME OF SECURITY AGENCY

1) Number of Guards :

BRANCH	Number of Guards

2) Security and equipment devices:

3) Training Program for Security Guards to be hired and deployed

4) Compensation and Benefits for Security Guards

5) Methodology

**PROPOSED SECURITY PLAN FOR
Lot 2 – SSS NCR PROPERTIES**

PROJECT : BIDDING FOR SECURITY SERVICES

NAME OF SECURITY AGENCY

1) Number of Guards :

BRANCH	Number of Guards

2) Security and equipment devices:

3) Training Program for Security Guards to be hired and deployed

4) Compensation and Benefits for Security Guards

5) Methodology

Republic of the Philippines)
_____ City, Metro Manila) S.S.

AFFIDAVIT OF NO PENDING CASE

I, _____, of legal age, Filipino, married/single and with residence and postal address at _____, after having been duly sworn on oath in accordance with law, hereby depose and state;

- 1. That I am the _____ (Position), of the _____ (Agency);
- 2. That pursuant to Resolution No. _____, dated _____, of the Board of _____ of the Agency, I have been authorized to sign, execute and deliver this document for and in its behalf;
- 3. That our Agency HAS NO PENDING CASE before any Court, Commission, Agency and/or Tribunal;
- 4. That I am executing this affidavit to attest to the truth of the foregoing facts, to support our bid to provide security services to the Social Security System and for whatever legal purposes this may serve.

FURTHER AFFIANT SAYETH NAUGHT.

IN TRUTH WHEREOF, I have hereunto set my hand below, this _____ day of _____ 20____, at _____.

Affiant

SUBSCRIBED AND SWORN to before me, a Notary Public for the City of *[insert name of City]*, this _____ day of _____ 20____, affiant exhibiting to me his/her ID _____, issued on _____ at _____, Philippines.

NOTARY PUBLIC

Doc No. :
Page No. :
Book No. :
Series of :

Republic of the Philippines)
_____ City, Metro Manila) S.S.

AFFIDAVIT OF PENDING CASES

I, _____, of legal age, Filipino, married/single and with residence and postal address at _____, after having been duly sworn on oath in accordance with law, hereby depose and state;

1. That I am the _____ (Position), of the _____ (Agency);
2. That pursuant to Resolution No. _____, dated _____, of the Board of _____ of the Agency, I have been authorized to sign, execute and deliver this document for and in its behalf;
3. That the following is the list of **ALL** the **PENDING CASES** of our Agency:

Title of the Case	Case No.	Court/Tribunal/Commission
1.		
2.		
3.		
4.		
5.		
6.		
7.		

(Attach an extra sheet if necessary)

4. That I am executing this affidavit to attest to the truth of the foregoing facts, to support our bid to provide security services to the Social Security System and for whatever legal purposes this may serve.

FURTHER AFFIANT SAYETH NAUGHT.

IN TRUTH WHEREOF, I have hereunto set my hand below, this _____ day of _____ 20____, at _____.

Affiant

SUBSCRIBED AND SWORN to before me, a Notary Public for the City of [insert name of City], this _____ day of _____ 20____, affiant exhibiting to me his/her ID _____, issued on _____ at _____, Philippines.

Doc No. :
Page No. :
Book No. :
Series of :

Republic of the Philippines)
_____ City, Metro Manila) S.S.

AFFIDAVIT OF DECIDED CASES

I, _____, of legal age, Filipino, married/single and with residence and postal address at _____, after having been duly sworn on oath in accordance with law, hereby depose and state;

1. That I am the _____ (Position), of the _____ (Agency);
2. That pursuant to Resolution No. _____, dated _____, of the Board of _____ of the Agency, I have been authorized to sign, execute and deliver this document for and in its behalf;
3. That the following is the list of **ALL** the **DECIDED CASES** involving our Agency within the last three (3) years:

1.	2.	3.	4.	5.	6.
Title of the Case	Case No.	Court/Tribunal/Commission			
1.					
2.					
3.					
4.					
5.					
6.					

(Attach an extra sheet if necessary)

4. That I am executing this affidavit to attest to the truth of the foregoing facts, to support our bid to provide security services to the Social Security System and for whatever legal purposes this may serve.

FURTHER AFFIANT SAYETH NAUGHT.

IN TRUTH WHEREOF, I have hereunto set my hand below, this _____ day of _____ 20____, at _____.

Affiant

SUBSCRIBED AND SWORN to before me, a Notary Public for and in Quezon City, by Affiant exhibiting to me his/her ID _____, issued at _____, on _____, on the date and place first above written.

Doc No. :
Page No. :
Book No. :
Series of :

CASE SUMMARY

Title of the Case: _____

Case Number: _____

This is to CERTIFY that the following is a true, correct and accurate SUMMARY of the above-stated case which is now PENDING before _____

(Name of Branch of Court, Commission, Agency and/or Tribunal handling the case, e.g. NLRC Branch XXII, RTC Q.C. Branch 38)

Nature: _____
_____ (e.g. Illegal Dismissal)

Date Filed: _____

Monetary Consideration Prayed For:

_____ (P_____)

Number of Complainants: _____

Current Status of the Case: _____

(e.g. For Hearing, For Submission of Memoranda, For Resolution)

IN TRUTH WHEREOF, I have hereunto set my hand below, this _____ day of _____ 20____, at _____.

Position

SUBSCRIBED AND SWORN to before me, a Notary Public for and in _____, on the date and place first above written.

Notary Public

VERIFICATION

The Undersigned, being the _____ (Position, e.g. Clerk of Court) of the _____ (Name of Branch of Court, Commission, Agency and/or Tribunal handling the case, e.g. NLRC Branch XXII, RTC Q.C. Branch 38), hereby CONFIRM and AFFIRM the truth, correctness and accuracy of the foregoing summary.

IN TRUTH WHEREOF, I have hereunto set my hand below, this _____ day of _____ 20____, at _____.

Name/Position

Republic of the Philippines)
_____ City, Metro Manila) S.S.

UNDERTAKING
(Pursuant to SSC Res. No. 1175-A-s.2011 dtd. 7 Dec.2011)

I, _____, of legal age, Filipino, married/single, and with residence and postal address at _____, after having been duly sworn to in accordance with law, hereby depose and say:

1. THAT I am the _____ (Position/Designation in the Company) of _____ (Name of Agency);

2. THAT pursuant to, or by virtue of, Board Resolution No. _____ dated _____ of our Agency, I have been authorized to sign, execute and deliver this specific Undertaking for and in its behalf;

3. THAT our Agency, as the contracted security service provider of the client **SOCIAL SECURITY SYSTEM (SSS)**, acknowledges the fact that all Security Guards/Personnel to be hired and assigned to the client SSS are its employees and that no employer-employee relationship exist between the client SSS and our said Security Guards/Personnel;

4. THAT consistent with the foregoing acknowledgment, our Agency hereby UNDERTAKES to inform our employee-guards that the client SSS shall not extend any and/or all forms of financial assistance to our said employee-guards over and above those expressly stipulated or allowed under the Contract;

5. THAT our Agency do further UNDERTAKES to exert all efforts legally possible to release, discharge and hold free the client SSS, its officers, agents and employees, for any responsibility of whatsoever nature and kind of any and/or all claim arising from the employment of our said Security Guards and other security personnel assigned to the client SSS save those herein mentioned;

6. THAT I am executing this document/instrument primarily to comply with the requirements of the client SSS, further, to attest to the truth and veracity of the foregoing statements, and finally, for all legal intents and purposes it may serve.

FURTHER AFFIANT SAYETH NAUGHT.

IN TRUTH WHEREOF, I have hereunto set my hand this ___ day of _____, 20 ___, in _____ City.

Affiant

SUBSCRIBED AND SWORN to before me, a Notary Public for and in _____ City, this ___ day of _____ 20 __ in _____ City, herein affiant exhibiting to me his/her CTC No. _____ issued on _____ at _____.

Doc. No. ____; Page No. ____;
Book No. ____; Series of 20__.

Notary Public

Republic of the Philippines)
_____ City, Metro Manila) S.S.

**UNDERTAKING
(re Disclosure on Deductions)**

I, _____, of legal age, Filipino, married/single, and with residence and postal address at _____, after having been duly sworn to in accordance with law, hereby depose and say:

1. THAT I am the _____ (Position/Designation in the Company) of _____ (Name of Agency);
2. THAT pursuant to, or by virtue of, Board Resolution No. _____ dated _____ of our Agency, I have been authorized to sign, execute and deliver this specific Undertaking for and in its behalf;
3. THAT our Agency, as the contracted security service provider of the client **SOCIAL SECURITY SYSTEM (SSS)**, recognizes its legal obligation to comply with any and/or all laws, ordinances, rules and regulations appertaining to the right of all Security Guards/Personnel to be hired and assigned to the client SSS as its employees against unfair and exploitative labor practices;
4. THAT consistent with the foregoing recognition, our Agency hereby UNDERTAKES to inform our employee-guards and other security personnel assigned to the client SSS of the nature/kind of any and/or all monetary deductions on their regular pay, and have the same reflected on their respective payslips which shall be given to the respective security personnel;
5. THAT our Agency further UNDERTAKES to notify the client SSS on the month on which said deduction/s were effected, as to its nature/kind, so it may determine if the same is fair and reasonable;
6. THAT I am executing this document/instrument primarily to comply with the requirements of the client SSS, further, to attest to the truth and veracity of the foregoing statements, and finally, for all legal intents and purposes it may serve.

FURTHER AFFIANT SAYETH NAUGHT.

IN TRUTH WHEREOF, I have hereunto set my hand this ___ day of _____, 20 ___, in _____ City.

Affiant

SUBSCRIBED AND SWORN to before me, a Notary Public for and in _____ City, this ___ day of _____ 20__ in _____ City, affiant exhibiting to me his/her ID _____ issued on _____ at _____.

Doc. No. ____;
Page No. ____;
Book No. ____;
Series of 20__.

Notary Public

**TECHNICAL WORKING GROUP
BIDDING FOR SECURITY SERVICES**

Date

A U T H O R I Z A T I O N

The Officials Concerned:

This is to authorize the bearer _____, a representative of _____ to conduct a site/ocular inspection of all areas in your office premises, which will be covered by a contract for security services.

Please extend the necessary assistance and cooperation to the bearer for his/her full assessment of the premises relative to the preparation of the proposed security plan.

NICODEMUS L. DE GUZMAN
Chairperson
Technical Working Group
SSS MAIN AND NCR PROPERTIES

CERTIFICATE OF SITE INSPECTION

This is to certify that _____, a representative of _____ has visited and inspected this office and its premises.

	Office/Branch and Address	Certifying Official	Signature	Date
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				

SWORN STATEMENT

I, _____, of legal age, Filipino, married/single, and with residence and postal address at _____, after having been duly sworn to in accordance with law, hereby depose and say:

1. THAT I am the _____ (Position/Designation) of _____ (Name of Company/Agency);

2. THAT pursuant to, or by virtue of, Board Resolution No. _____ and/or Secretary's Certificate dated ____/____/____ of our afore-named Company/Agency, I have been authorized to sign, execute and deliver this instrument/document, among others, for and in its behalf;

3. THAT our said Company/Agency, as a bidder-participant in the procurement of security services for the **SOCIAL SECURITY SYSTEM (SSS)**, recognizes its legal obligation to comply with any and/or all laws, ordinances, rules and regulations as regards the required adequate and relevant trainings, proficiencies, seminars and programs, provided to, and undergone by, all its employee Security Guards/Personnel that may be hired, deployed and assigned to its clients;

4. THAT consistent with the foregoing recognition, our Company/Agency, thru the undersigned as an agent, do hereby declare as true and correct the foregoing fact in compliance with the bidding requirements set forth under the Bid Tender Documents for the purpose of the afore-mentioned procurement for security services in the SSS;

5. THAT I am executing this document/instrument primarily to comply with the bidding requirements of the SSS, further, to attest to the truth and veracity of the foregoing statements, and finally, for all legal intents and purposes it may serve.

FURTHER AFFIANT SAYETH NAUGHT.

IN TRUTH WHEREOF, I have hereunto set my hand this ____ day of _____, 20 ____, in _____ City.

Affiant

SUBSCRIBED AND SWORN to before me, a Notary Public for and in _____ City, this ____ day of _____ 20__ in _____ City, affiant exhibiting to me his/her ID _____ issued on _____ in _____ with _____ ID Card bearing his/her photograph and signature as competent evidence of his/her identity.

Doc. No. ____;
Page No. ____;
Book No. ____;
Series of 2013 .

Notary Public

Republic of the Philippines)
_____ City, Metro Manila) S.S.

UNDERTAKING

I, _____, of legal age, Filipino, married/single and with residence and postal address at _____, after having been duly sworn on oath in accordance with law, hereby depose and state;

- 1. That I am the _____ (Position), of the _____ (Agency);
- 2. That pursuant to Resolution No. _____, dated _____, of the Board of _____ the Agency, I have been authorized to sign, execute and deliver this Undertaking for and in its behalf;
- 3. That our Agency is a participant/bidder to the Invitation to Bid extended by the Social Security System (SSS);
- 4. That our Agency hereby UNDERTAKES to render the SSS, its officials and its employees free from any and all liability if ultimately we will not be declared winners in the bidding process that we are herein participating;
- 5. That our Agency UNDERTAKES to exert its effort and influence to render the SSS, its officials and its employees free from any and all liability arising from the due execution of the bidding process;
- 6. That I am executing this Undertaking freely and voluntarily and without receiving or expecting to receive any wrongful and/or illegal consideration from anybody;
- 7. That I am executing this affidavit to attest to the truth of the foregoing facts, to support our bid to provide security services to the SSS and for whatever legal purposes this may serve.

FURTHER AFFIANT SAYETH NAUGHT.

IN TRUTH WHEREOF, I have hereunto set my hand below, this _____ day of _____ 20____, at _____.

Affiant

SUBSCRIBED AND SWORN to before me, a Notary Public for and in Quezon City, by Affiant exhibiting to me his/her ID _____, issued at _____, on _____, on the date and place first above written.

Doc No. :
Page No. :
Book No. :
Series of :

Annexes

ANNEX "B"

POST AND EQUIPAGE							
Area	Required No. of Guards and Man-hour						Required Firearm / Equipment / Supplies & Materials
	Mon-Fri		Saturday		Sunday		
Main Building	1st shift	54	1st shift	27	1st shift	18	<ul style="list-style-type: none"> • 43 pcs. 9mm. pistol; • 688 rds. 9mm ammo full metal jacket; • 11 pcs 12 GA semi-auto pump action shotgun; • 132 rds 12 GA ammo OO BUCKSHOT; • 60 handheld radio transceivers with individual spare battery and individual chargers with base/repeaters; • 86 heavy duty flashlights; • 86 teargas; • 86 handcuffs • 86 raincoats; • 86 pairs rainboots; • 86 reflectorized traffic vest; • 86 rattan batons; • 86 first aid kits; • 86 security guard handbook/tickler; • 2 bullhorn; • 4 metal detector; • 20 anti-riot helmet • 20 anti-riot shield • 1 Service Vehicle • 1 digital camera w/ memory card • 1 computer • 2 ostrich mirror • 32 Gates/Doors/Parking/Corridors CCTV cameras • 4 CCTV Monitor • Necessary office supplies.
	2nd shift	13	2nd shift	16	2nd shift	10	
	3rd shift	19	3rd shift	18	3rd shift	19	
	Total no of SG	86	Total no of SG	61	Total no of SG	47	
	1st shift	581	1st shift	248	1st shift	176	
	2nd shift	104	2nd shift	128	2nd shift	80	
	3rd shift	208	3rd shift	176	3rd shift	188	
	Total manhour	893	Total manhour	552	Total manhour	444	
EDSA lot	1st shift	10	1st shift	6	1st shift	6	<ul style="list-style-type: none"> • 3 pcs. 9mm. pistol; • 64 rds. 9mm ammo full metal jacket; • 7 pcs 12 GA semi-auto pump action shotgun; • 84 rds 12 GA ammo OO BUCKSHOT; • 6 handheld radio transceivers with individual chargers with base/repeaters; • 6 Spare Batteries; • 18 heavy duty flashlights; • 18 teargas; • 18 handcuffs • 18 raincoats; • 18 pairs rainboots; • 18 reflectorized traffic vest; • 18 rattan batons; • 18 first aid kits; • 18 security guard handbook/tickler; • 1 bullhorn; • 1 ostrich mirror • 16 Entrance and exit gates/garage/etc CCTV cameras • 1 CCTV Monitor • Necessary office supplies.
	2nd shift	3	2nd shift	4	2nd shift	4	
	3rd shift	5	3rd shift	6	3rd shift	6	
	Total no of SG	18	Total no of SG	16	Total no of SG	16	
	1st shift	106	1st shift	60	1st shift	60	
	2nd shift	24	2nd shift	32	2nd shift	32	
	3rd shift	48	3rd shift	56	3rd shift	56	
	Total manhour	178	Total manhour	148	Total manhour	148	

Livelihood	1st shift	1	1st shift	1	1st shift	1	<ul style="list-style-type: none"> • 1 pcs. 9mm. pistol; • 16 rds. 9mm ammo full metal jacket; • 1 handheld radio transceivers with individual spare battery and individual chargers with base/repeaters; • 2 heavy duty flashlights; • 2 teargas; • 2 handcuffs • 2 raincoats; • 2 pairs rainboots; • 2 reflectorized traffic vest; • 2 rattan batons; • 2 first aid kits; • 2 security guard handbook/tickler; • 1 bullhorn; • 1 metal detector; • 1 ostrich mirror • Necessary office supplies.
	2nd shift	0	2nd shift	1	2nd shift	0	
	3rd shift	1	3rd shift	0	3rd shift	0	
	Total no of SG	2	Total no of SG	2	Total no of SG	1	
	1st shift	12	1st shift	8	1st shift	8	
	2nd shift	0	2nd shift	8	2nd shift	0	
	3rd shift	12	3rd shift	0	3rd shift	0	
	Total manhour	24	Total manhour	16	Total manhour	8	
Escort	1st shift	1	1st shift	1	1st shift	1	<ul style="list-style-type: none"> • 1 pcs. 9mm. pistol; • 16 rds. 9mm ammo full metal jacket; • 1 handheld radio transceivers with individual spare battery and individual chargers with base/repeaters; • 2 heavy duty flashlights; • 2 teargas; • 2 handcuffs • 2 raincoats; • 2 pairs rainboots; • 2 reflectorized traffic vest; • 2 rattan batons; • 2 first aid kits; • 2 security guard handbook/tickler; • Necessary office supplies.
	2nd shift	1	2nd shift	0	2nd shift	0	
	3rd shift	0	3rd shift	0	3rd shift	0	
	Total no of SG	2	Total no of SG	1	Total no of SG	1	
	1st shift	8	1st shift	12	1st shift	12	
	2nd shift	8	2nd shift	0	2nd shift	0	
	3rd shift	0	3rd shift	0	3rd shift	0	
	Total manhour	16	Total manhour	12	Total manhour	12	
POEA	1st shift	2	1st shift	1	1st shift	1	<ul style="list-style-type: none"> • 2 pcs. 9mm. pistol; • 32 rds. 9mm ammo full metal jacket; • 2 handheld radio transceivers with individual spare battery and individual chargers with base/repeaters; • 3 heavy duty flashlights; • 3 teargas; • 3 handcuffs • 3 raincoats; • 3 pairs rainboots; • 3 reflectorized traffic vest; • 3 rattan batons; • 3 first aid kits; • 3 security guard handbook/tickler; • 1 bullhorn; • 1 metal detector; • Necessary office supplies.
	2nd shift	0	2nd shift	0	2nd shift	0	
	3rd shift	1	3rd shift	1	3rd shift	1	
	Total no of SG	3	Total no of SG	2	Total no of SG	2	
	1st shift	22	1st shift	12	1st shift	12	
	2nd shift	0	2nd shift	0	2nd shift	0	
	3rd shift	12	3rd shift	12	3rd shift	12	
	Total manhour	34	Total manhour	24	Total manhour	24	

POST AND EQUIPAGE							
Property	Required No. of Guards and Man-hour						Required Firearm / Equipment / Supplies & Materials
	Mon-Fri		Saturday		Sunday		
Makati Bldg	1st shift	13	1st shift	10	1st shift	9	<ul style="list-style-type: none"> • 10 pcs. 9mm. pistol; • 160 rds. 9mm ammo full metal jacket; • 3 pcs 12 GA semi-auto pump action shotgun; • 36 rds 12 GA ammo OO BUCKSHOT; • 13 handheld radio transceivers with individual chargers with base/repeaters; • 13 Spare Batteries; • 20 heavy duty flashlights; • 20 teargas; • 20 handcuffs • 20 raincoats; • 20 pairs rainboots; • 20 reflectorized traffic vest; • 20 rattan batons; • 20 first aid kits; • 20 18 security guard handbook/tickler; • 2 bullhorn; • 2 metal detector; • 10 anti-riot helmet • 10 anti-riot shield • 1 digital camera w/ memory card • 1 computer • 1 ostrich mirror • Necessary office supplies.
	2nd shift	2	2nd shift	2	2nd shift	2	
	3rd shift	5	3rd shift	5	3rd shift	5	
	Total no of SG	20	Total no of SG	17	Total no of SG	16	
	1st shift	142	1st shift	108	1st shift	100	
	2nd shift	16	2nd shift	16	2nd shift	16	
	3rd shift	60	3rd shift	60	3rd shift	60	
	Total manhour	218	Total manhour	184	Total manhour	176	
Bagbag	1st shift	3	1st shift	3	1st shift	3	<ul style="list-style-type: none"> • 3 pcs 12 GA semi-auto pump action shotgun; • 36 rds 12 GA ammo OO BUCKSHOT; • 3 handheld radio transceivers with individual chargers with base/repeaters; • 3 Spare Batteries; • 6 heavy duty flashlights; • 6 teargas; • 6 handcuffs • 6 raincoats; • 6 pairs rainboots; • 6 reflectorized traffic vest; • 6 rattan batons; • 6 first aid kits; • 6 security guard handbook/tickler; • 1 bullhorn; • 1 metal detector; • 2 ostrich mirror • Necessary office supplies.
	2nd shift	0	2nd shift	0	2nd shift	0	
	3rd shift	3	3rd shift	3	3rd shift	3	
	Total no of SG	6	Total no of SG	6	Total no of SG	6	
	1st shift	36	1st shift	36	1st shift	36	
	2nd shift	0	2nd shift	0	2nd shift	0	
	3rd shift	36	3rd shift	36	3rd shift	36	
	Total manhour	72	Total manhour	72	Total manhour	72	

FCA Lot 7	1st shift	2	1st shift	2	1st shift	2	<ul style="list-style-type: none"> • 4 pcs 12 GA semi-auto pump action shotgun; • 48 rds 12 GA ammo OO BUCKSHOT; • 2 handheld radio transceivers with individual chargers with base/repeaters; • 2 Spare Batteries; • 4 heavy duty flashlights; • 4 teargas; • 4 handcuffs • 4 raincoats; • 4 pairs rainboots; • 4 reflectorized traffic vest; • 4 rattan batons; • 4 first aid kits; • 4 security guard handbook/tickler; • 1 bullhorn; • Necessary office supplies.
	2nd shift	0	2nd shift	0	2nd shift	0	
	3rd shift	2	3rd shift	2	3rd shift	2	
	Total no of SG	4	Total no of SG	4	Total no of SG	4	
	1st shift	24	1st shift	24	1st shift	24	
	2nd shift	0	2nd shift	0	2nd shift	0	
	3rd shift	24	3rd shift	24	3rd shift	24	
	Total manhour	48	Total manhour	48	Total manhour	48	
HK Sun Plaza	1st shift	14	1st shift	14	1st shift	14	<ul style="list-style-type: none"> • 5 pcs. 9mm. pistol; • 80 rds. 9mm ammo full metal jacket; • 9 pcs 12 GA semi-auto pump action shotgun; • 108 rds 12 GA ammo OO BUCKSHOT; • 14 handheld radio transceivers with individual chargers with base/repeaters; • 14 Spare Batteries; • 26 heavy duty flashlights; • 26 teargas; • 26 handcuffs • 26 raincoats; • 26 pairs rainboots; • 26 reflectorized traffic vest; • 26 rattan batons; • 26 first aid kits; • 26 security guard handbook/tickler; • 1 bullhorn; • 2 metal detector; • 20 anti-riot helmet • 20 anti-riot shield • 1 service vehicle • 1 digital camera w/ memory card • 1 computer • 2 ostrich mirror • Necessary office supplies.
	2nd shift	0	2nd shift	0	2nd shift	0	
	3rd shift	12	3rd shift	12	3rd shift	12	
	Total no of SG	26	Total no of SG	26	Total no of SG	26	
	1st shift	168	1st shift	168	1st shift	168	
	2nd shift	0	2nd shift	0	2nd shift	0	
	3rd shift	144	3rd shift	144	3rd shift	144	
	Total manhour	312	Total manhour	312	Total manhour	312	

Urdaneta	1st shift	2	1st shift	2	1st shift	2	<ul style="list-style-type: none"> • 2 pcs 12 GA semi-auto pump action shotgun; • 24 rds 12 GA ammo OO BUCKSHOT; • 2 handheld radio transceivers with individual chargers with base/repeaters; • 2 Spare Batteries; • 4 heavy duty flashlights; • 4 teargas; • 4 handcuffs • 4 raincoats; • 4 pairs rainboots; • 4 reflectorized traffic vest; • 4 rattan batons; • 4 first aid kits; • 4 security guard handbook/tickler; • 1 bullhorn; • Necessary office supplies.
	2nd shift	0	2nd shift	0	2nd shift	0	
	3rd shift	2	3rd shift	2	3rd shift	2	
	Total no of SG	4	Total no of SG	4	Total no of SG	4	
	1st shift	24	1st shift	24	1st shift	24	
	2nd shift	0	2nd shift	0	2nd shift	0	
	3rd shift	24	3rd shift	24	3rd shift	24	
	Total manhour	48	Total manhour	48	Total manhour	48	
Cyber One Tower	1st shift	1	1st shift	1	1st shift	1	<ul style="list-style-type: none"> • 1 pcs 12 GA semi-auto pump action shotgun; • 12 rds 12 GA ammo OO BUCKSHOT; • 2 heavy duty flashlights; • 2 teargas; • 2 handcuffs • 2 raincoats; • 2 pairs rainboots; • 2 reflectorized traffic vest; • 2 rattan batons; • 2 first aid kits; • 2 security guard handbook/tickler; • 1 bullhorn; • Necessary office supplies.
	2nd shift	0	2nd shift	0	2nd shift	0	
	3rd shift	1	3rd shift	1	3rd shift	1	
	Total no of SG	2	Total no of SG	2	Total no of SG	2	
	1st shift	12	1st shift	12	1st shift	12	
	2nd shift	0	2nd shift	0	2nd shift	0	
	3rd shift	12	3rd shift	12	3rd shift	12	
	Total manhour	24	Total manhour	24	Total manhour	24	
Greenmeadows	1st shift	1	1st shift	1	1st shift	1	<ul style="list-style-type: none"> • 1 pcs 12 GA semi-auto pump action shotgun; • 12 rds 12 GA ammo OO BUCKSHOT; • 2 heavy duty flashlights; • 2 teargas; • 2 handcuffs • 2 raincoats; • 2 pairs rainboots; • 2 reflectorized traffic vest; • 2 rattan batons; • 2 first aid kits; • 2 security guard handbook/tickler; • 1 bullhorn; • Necessary office supplies.
	2nd shift	0	2nd shift	0	2nd shift	0	
	3rd shift	1	3rd shift	1	3rd shift	1	
	Total no of SG	2	Total no of SG	2	Total no of SG	2	
	1st shift	12	1st shift	12	1st shift	12	
	2nd shift	0	2nd shift	0	2nd shift	0	
	3rd shift	12	3rd shift	12	3rd shift	12	
	Total manhour	24	Total manhour	24	Total manhour	24	

Detachment Commander – is the overall commanding officer who is directly responsible for the administrative control and supervision over the security personnel assigned at security site and act as lead investigator of the security provider.

Duties and Responsibilities:

- Develops plans, programs, projects and activities related to security.
- Recommends safety measures to improve SSS security system and procedures.
- Monitors compliance of policies, rules and regulations being implemented by the system and the security agency.
- Facilitates the conduct of continuing and special training programs/seminar courses for the assigned security personnel on teller security, bomb threat, first aid, earthquake drill, fire and other events or as required by SSS.
- Implements emergency and disaster preparedness plan.
- Coordinates with other law enforcement agencies on security-related matters.
- Ensures that the standard/required man-hour and man-loading are being strictly observed.
- Dispatches qualified relievers and/or replacements without any delay.
- Ensures that required security equipment such as firearms, communications, paraphernalia and supplies and other safety tools requested by the client are being provided.
- Confirms reports, memoranda, correspondences and other communications relative to security operation.
- Ensures the safety of the SSS President while inside the SSS premises.
- Delegates Security Guards who have passed the required selection and screening process by the SSS Security Department.
- Attends coordination meeting with SSS organic office personnel and/or any other dialogue with SSS officials and employees.
- Performs other duties as directed by SSS.

Assistant Detachment Commander/ Investigation Officer - is the second in command who is directly responsible for the administrative control and supervision over the security personnel assigned at security sites and act as lead investigator of the security provider during night duty.

Duties and Responsibilities:

- Assists in the development of plans, programs, projects and activities related to security. Recommends safety measures to improve the security system and procedure.
- Ensures compliance to policies, rules and regulations being implemented by the System and the Agency.
- Assists in the conduct of continuing and special training programs/seminar courses for its assigned security personnel on teller security, bomb threat, first aid, earthquake drill, fire and other events or as required by SSS
- Assists in the implementation of emergency and disaster preparedness plan.
- Validates reports, memoranda, correspondences and other communications relative to security operation.
- Trains and educates security personnel on disaster preparedness plan.
- Performs other administrative functions such as preparation of Duty Detail Orders, Authority to Carry Firearms, and confirmation of daily guard detail and security personnel's leave of absent.
- Performs other duties as may be directed by the Security Department.
- Briefs of Security personnel prior to their tour of duty.
- Attends to exceptions, violations or infringements of security personnel.
- Investigates damages, losses, liabilities, obligations and claims the may result, arise and accrue in the delivery of the Security Package and Protective Services
- Prepares reports, memoranda, correspondences and other communications relative to security operation.
- Performs other duties as directed by SSS and security officer to be performed.

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Shift-In-Charge – is the person in charge primarily for the preparation of the daily guard detail. He is called the Manning Officer of the agency.

DUTIES AND RESPONSIBILITIES:

- Conducts daily rank inspection prior to the deployment of Security Personnel.
- Ensures that the standard/required man-hour and man-loading are being strictly observed.
- Monitors entries in security guard time cards
- Recommends approval of the leave of absence of the security.
- Prepares all pertinent documents relative to security service billings.
- Performs other duties as may be directed by the Security Department.
- Gives instructions to monitor alertness/vigilance of security personnel.
- Performs other duties as directed by SSS and security officer to be performed.

CCTV Operator – is the person responsible for CCTV real-time monitoring.

Duties and Responsibilities

- Monitors real-time images and footages of all CCTV cameras on a daily basis.
- Prepares reports, memoranda, correspondences and other communications on cases regarding incidents and system issue related to the monitoring of CCTV and submits the same to the Lead Investigator.
- Conduct of spot inspection through CCTV real-time images and footages.

Property Custodian – is the safe keeper of the security agency

Duties and Responsibilities

- Safe keeps the security equipment and issues the same to assigned security personnel.
- Safe keeps lost and found items.
- Trains and educates security personnel with the proper handling of Firearms.
- Maintains a systematic and orderly file of records, reports and other reference materials.
- Prepares reports, memoranda, correspondences and other communications on cases involving losses of security equipment and submits the same to the Lead Investigator.
- Acts as reliever to designated post during their personal necessities.
- Performs other duties as directed by SSS and security officer to be performed.

Roving Officer - is the person in command for the supervision over the security personnel assigned at security site and acts as Intelligence Office.

Duties and Responsibilities:

- Supervise entrance/exit doors and department/offices security personnel assigned at security site.
- Attends to complaints and conducts investigation thereon.
- Conducts roving inspection inside the security site and prepare reports of all incidents occurring within the premises to the Head Guard for immediate action & disposition.
- Supervise in maintaining a recording system of all parked vehicles.
- Assist in the smooth flow of traffic especially during rush-hour.
- Act as a reliever to posted guards during their personal necessities.
- Performs other duties as directed by SSS and security officer to be performed.

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Parking Officer – is the person in command for the supervision over the security personnel assigned at perimeter (gate and parking) guards inside security site compound.

Duties and Responsibilities:

- Supervises the perimeter (gate and parking) guards on duty.
- Regulates the flow of traffic and strictly implements the security site house rules of traffic.
- Prepares reports, memoranda, correspondences and other communications on cases involving any form of traffic/vehicular accidents and submit the same to the Lead Investigator.
- Trains and educates parking guards on the security site parking rules and regulations.
- Assist in the smooth flow of traffic especially during rush-hour.
- Act as reliever to designated post during their personal necessities.
- Performs other duties as directed by SSS and security officer to be performed.

Floors/Department/Office Guards – the last security stronghold where the highest degree of protection is demanded and enforced.

Duties and Responsibilities:

- Implements the “NO ID, NO ENTRY” policy for SSS personnel.
- Enforces Personnel Security Control Measure Procedure on the use of prescribed uniform.
- Observes Visitors Security Control Measure Procedure by categorizing all incoming visitors under two (2) classifications: private visitors of employees and visitors transacting official business.
- Monitors/informs the Detachment Security Department in cases of presence of watch listed or suspicious persons.
- Observes Material Security Control Measure Procedure by ensuring that all persons going out with materials, equipment and such all other properties belonging to the System are covered by proper gate/equipment pass duly signed by the authorized signatories.
- Implement house rules on vending.
- Conducts routinely inspection within the area of responsibility.
- Assists in the implementation of the Disaster Preparedness Plan.
- Performs other duties as directed by SSS and security officer to be performed.

Escort –is responsible for the safety and security of the principal.

DUTIES AND RESPONSIBILITIES

- Protect the life of the principal by any means necessary.
- Recommends safety measures to improve security procedures.
- Coordinates with other law enforcement agencies on security-related matters.
- Reports any and all work-related security incidents.
- Performs other duties as directed by SSS and security officer to be performed.

Head Guard (HG) – is directly responsible for the operation, administration and management of the security site.

DUTIES AND RESPONSIBILITIES

- Exercises general administrative control and supervision on all security personnel.
- Implements client and agency existing security policies, rules and regulations.
- Formulates plans, research and studies on improving and upgrading security service.
- Prepares reports and communications addressed to the Security Department, Security Personnel Violation Report (VR) and Memos to security personnel.
- Classifies reports and maintains orderly files of records and other documents.
- Prepares the daily activity report during the entire twenty-four (24) hours security operation.
- Preparation of security guard duty detail.
- Conduct of daily guard mounting on all incoming security personnel.
- Conduct of routine inspection of all posted security personnel.
- Inspects of security guard's time card.
- Preparation of security guard justification on overtime work or additional man-hour service.
- Performs other duties as directed by SSS and security officer to be performed.

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Main Door Guard - is the vanguard in the second line of defense that screens and filtrate personnel, properties and equipment passing through the offices.

DUTIES AND RESPONSIBILITIES

- Implements the “**NO ID, NO ENTRY**” policy for regular and casual’s employees.
- Maintains a separate one-way passage for all incoming and outgoing person.
- Inspects all persons entering with bag, packages, parcels and such other containers and ensure that no deadly weapons, explosives and its components and such harmful materials are brought inside the building.
- Conducts body search and issue/retrieve deposit slip to persons carrying firearms with proper documents. Individuals found in possession of any deadly weapon and harmful materials should be immediately turned-over to the Detachment Security Office for proper investigation.
- Monitors/informs the Detachment Security Office on the presence of suspicious persons or those whose names appearing on the “Watch List” entering the building.
- Ensures that all persons going out with materials, equipment and such all other properties belonging to the System shall be covered with a proper gate/equipment pass duly signed by the authorized signatory.
- Prohibits unauthorized vendors from entering the building.
- Prevents unauthorized persons from entering the premises during emergency situations.
- Assists in the implementation of the Disaster Preparedness Plan.
- Performs other duties as directed by SSS and security officer to be performed.

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Main Door Assist (LG) – assist and screens transacting members/visitors at the main entrance door especially the women/ladies entering the branch.

DUTIES AND RESPONSIBILITIES

- Implements the “**NO ID, NO ENTRY**” policy for regular and casual employees.
- Maintains a separate one-way passage for all incoming and outgoing person.
- Inspects all persons entering with bag, packages, parcels and such other containers and ensure that no deadly weapons, explosives and its components and such harmful materials are brought inside the building.
- Conducts body search and issue/retrieve deposit slip to persons carrying firearms with proper documents. Individuals found in possession of any deadly weapon and harmful materials should be immediately turned-over to the Detachment Security Office for proper investigation.
- Monitors/informs the Detachment Security Office on the presence of suspicious persons or those whose names appearing on the “Watch List” entering the building.
- Ensures that all persons going out with materials, equipment and such all other properties belonging to the System shall be covered with a proper gate/equipment pass duly signed by the authorized signatory.
- Prohibits unauthorized vendors from entering the building.
- Prevents unauthorized persons from entering the premises during emergency situations.
- Assists in the implementation of the Disaster Preparedness Plan.
- Performs other duties as directed by SSS and security officer to be performed.

Building Roving Guard – is responsible for the overall physical security and safety of the entire building.

DUTIES AND RESPONSIBILITIES

- Conducts inspection of inside the SSS branch and prepared reports of all incidents occurring within the premises to the Head Guard for immediate action & disposition.
- Attends to complaints and conducts investigation thereon.
- Acts as reliever to posted guards during their personal necessities.
- Assists in the control of members gaining access inside office premises especially during busy hours.
- Extends necessary assistance to SSS Officials visitors, guest and members.
- Assists in the smooth flow of traffic especially during rush-hours if there's no perimeter guards.
- Performs other duties as directed by SSS and security officer to be performed.

Teller Guard – is responsible for physical security and safety of the teller's area.

DUTIES AND RESPONSIBILITIES

- Prepares reports of all incidents occurring within the premises to the Head Guard for immediate action & disposition.
- Attends to complaints and conducts investigation thereon.
- Assists in the control of members gaining access at the teller section especially during busy hours.
- Extends necessary assistance to SSS Officials visitors, guest and members.
- Performs other duties as directed by SSS and security officer to be performed.

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Member Services Section Area Guard – is responsible for physical security and safety of the MSS area.

DUTIES AND RESPONSIBILITIES

- Conducts inspection of SSS perimeter and prepared reports of all incidents occurring within the premises to the Head Guard for immediate action & disposition.
- Attends to complaints and conducts investigation thereon.
- Assists in the control of members gaining access at the MSS area especially during busy hours.
- Extends necessary assistance to SSS Official's visitors, guest and members.
- Assists in the smooth flow of traffic especially during rush-hours.
- Performs other duties as directed by SSS and security officer to be performed.

Parking Guard – is the one accountable for the orderly parking and safety of vehicle inside the Office premises.

DUTIES AND RESPONSIBILITIES

- Regulates the flow of traffic and coordinate properly with the Entrance/Exit guards as to the conditions of the parking status.
- Directs properly inspected vehicle to the designated parking area.
- Logs down the plate number, description and time-in of the vehicles entering the premises. Monitors/records parked vehicles left with open doors, lights, switched on, etc., and possibly locate the owner or driver and inform them of the status.
- Reports immediately cases of vehicles collision or any form of traffic accident and preserve the area for proper investigation
- Implements House Rule on Parking/Overnight Parking.
- Performs other duties as directed by SSS and security officer to be performed.

Perimeter Entrance/Exit Guard – is considered as the first line of defense, acting as beacon at the outside peripheral of the office.

DUTIES AND RESPONSIBILITIES

- Ensures the smooth flow of vehicle traffic at the point of ingress and egress for incoming and outgoing vehicles, clearing driveways of all kinds of obstructions during designated time.
- Inspects incoming vehicles of any harmful equipment, devices or explosives fatal with under mirror bomb detector, opens the compartment and ensure that no harmful materials, explosives and/or its components, deadly weapons, etc. are brought inside the premises.
- Issues/retrieves car stickers to privately – owned vehicles.
- Directs properly any inspected vehicle to the designated parking area or when parking area is already full install immediately the “FULL PARKING’ sign and direct incoming vehicle to look for a parking space outside.
- Logs down the plate number, description and time-in of the vehicles entering the premises.
- Monitors/Inspects the perimeter areas for persons or objects left behind and other things that may cause suspicious.
- Regulates the smooth flow of traffic
- Casts away vendors vending at the perimeter area.
- Prevents unauthorized persons from entering the premises during emergency situation
- Performs other duties as directed by SSS and security officer to be performed.

AREA SUPERVISOR – the overall supervisor directly responsible for the entire operation, administration and management of the Agency in the Security Sites.

DUTIES AND RESPONSIBILITIES

GENERAL:

12. Exercises general administrative control and supervision over security personnel assigned in the Security Sites.
13. Implements and monitors compliance of policies, rules and regulations of SSS and his Agency.
14. Recommends and develops plans, programs, projects and activities related to security.

SPECIFIC:

1. Prepares reports, memoranda and other communications addressed to the SSS and his Agency.
2. Conducts routine inspection and guard mounting of all posted security personnel within the Security Sites.
3. Prepares, issues and renews duty detail orders, authority to carry firearms, radio equipment (Radio Land Mobile Certificate) and other security equipment/gadgets.
4. Prepares, maintains and distributes Agency firearms and ammunitions, radios and other equipment.
5. Monitors, checks and gathers the attendance of security personnel, their security detail, detachment man-hour and manpower complement and their summaries.
6. Conducts security survey/evaluation of Security Sites and prepares justification for extra services rendered by security personnel.
7. Gathers, collates and evaluates information relative to security operation and assists in the implementation of emergency and disaster preparedness plan.
8. Attends to complaints and conducts investigation relative to the security and protective services being rendered by the Agency.
9. Screens and recommends security personnel to be assigned to SSS and ensures their immediate replacement when required by SSS.
10. Facilitates and assists in the conduct of training and retraining and in ensuring the security knowledge and skills enhancement of security personnel.
11. Performs other duties as may be directed by the SSS Security Department.

Annex "E"

SAMPLE FORMAT

BRANCH _____

TOTAL NO. OF HOURS RENDERED × RATE PER HOUR = GROSS AMOUNT

*(TI)**(RI)**(GI)*

COST BREAKDOWN

DETAILED COSTINGS	RATE PER	ROUND	TOTAL NO.	AMOUNT
	HOUR		OF HOURS	PAYABLE
	B= (A×12/ 365/8)	OFF	RENDERED	D= (B1×C)
		<i>(RI)</i>	<i>(TI)</i>	<i>(GI)</i>
A	B	B1	C	D
AMOUNT DUE TO GUARDS and				
GOVERNMENT =	-			-
AGENCY FEE =	-			-
12% VAT =	-			-
	-			-
AGENCY FEE- P --- -				
Expanded Withholding Tax (2%) =	-			-
Final Withholding VAT (5%) =	-			-
	TOTAL TAXES		-----	-
	NET AMOUNT		-----	-


SAMPLE COMPUTATION

SSS Cebu Branch

6,408 × **59.02** = **378,200.16**
(TI) *(RI)* *(GI)*

COST BREAKDOWN

DETAILED COSTINGS	RATE PER	ROUND	TOTAL NO.	AMOUNT	
	HOUR		OF HOURS	PAYABLE	
	B= (A×12/ 365/8)	OFF	RENDERED	D= (B1×C)	
		<i>(RI)</i>	<i>(TI)</i>	<i>(GI)</i>	
A	B	B1	C	D	
AMOUNT DUE TO GUARDS and					
GOVERNMENT =	12,295.21	50.528	50.53	6,408	323,796.24
AGENCY FEE =	1,844.28	7.579	7.58	6,408	48,572.64
12% VAT =	221.31	0.909	0.91	6,408	5,831.28
	14,360.80	59.017	59.02		378,200.16
AGENCY FEE-					
	48,572.64				
Expanded Withholding Tax (2%) =	971.45				
Final Withholding VAT (5%) =	2,428.63				
	TOTAL TAXES		-----	3,400.08	
	NET AMOUNT		-----	374,800.08	

SECURITY DEPARTMENT FORM NO. _____ (Revised 2015) Control No. _____		
 <p>Republic of the Philippines SOCIAL SECURITY SYSTEM ADMINISTRATION GROUP SECURITY DEPARTMENT RATING FORM FOR THE SERVICE PROVIDER</p>		
SECURITY SERVICE PROVIDER PERFORMANCE EVALUATION SHEET		
Contractor:	Security Sites:	Month:
STANDARD		RATING
QUALITY OF SERVICE DELIVERED		REMARKS
SECURITY PERSONNEL		
1. Compliance with the required number of security personnel and manhour. (see <i>Summary of Manpower and Manhour</i>)		
2. Maintain at least one (1) Division Commander who shall act as the overall supervisor (for SSS Division only)		
3. Assign qualified, well-trained and experienced security personnel		
<ul style="list-style-type: none"> • Duly licensed and possess the minimum qualifications as Security Officers and Guards. • Pass the required selection and screening process by the SSS prior to posting and submit appropriate certificates and clearances • Of utmost competence, efficiency, honesty, diligence and integrity. 		
SECURITY SUPPORT EQUIPMENT		
1. Compliance of the list of requirements and Summary of Firearms, Vehicle & Other Support Equipment (see <i>List of Requirements and Summary of Firearms, Vehicle and Other Support Equipment</i>)		
<ul style="list-style-type: none"> • Provide serviceable motor vehicle (AUV-not older than 2016 model) • Provide K-9 sniffing dog/s (upon request) • Equip security personnel with appropriate firearms, supplies and paraphernalia as well as communications and security devices. • Issue prescribed uniform and proper identification cards to security personnel. 		
SECURITY OPERATION		
1. Ensure security personnel to keep and maintain peace and order in the Security Site.		
2. Ensure security personnel to prevent all loiterers, vagrants, peddlers and persons who do not have any official business/transaction with SSS from entering and loitering.		
3. Ensure security personnel to protect SSS, its guest, clients, officers, and employees from physical harm or injury committed by SSS' own personnel, Strangers, third persons or the Agency's own employees including damages that may be incurred or sustained to the properties of SSS.		
4. Required security personnel to perform only functions related to the Security Package and Protective Services.		
5. Perform other duties as required of security guard agencies under government rules and regulations and those which may, from time to time, or on special occasions, be requested by the SSS to be performed.		
TIME MANAGEMENT		
1. Guarantee the continuous and uninterrupted rendition of the Security Services		
<ul style="list-style-type: none"> • Immediate investigation of any irregularities and other allied services. • Immediately dispatch restore/repair/replace/pay any loss/es or damage/s caused to the SSS-owned properties/security site pending investigation by the Agency and Validated by the SSS Security Department. • Immediately dispatch qualified and duly accepted relievers and/or replacements without any delay. 		

MANAGEMENT AND SUITABILITY OF PERSONNEL		
1. Ensure the efficient and proper performance by its supervisor, security guards and other security personnel of their respective duties and responsibilities.		
<ul style="list-style-type: none"> • Provide round-the-clock supervision and additional services such as routine inspection of the guard service 		
<ul style="list-style-type: none"> • Submit security personnel for inspection or examination by the concerned SSS Administrative personnel during their tour of duty 		
<ul style="list-style-type: none"> • Submit security personnel to periodic or on the spot medical examination (<i>upon request</i>) 		
<ul style="list-style-type: none"> • Conduct a continuing and special training programs/seminar courses for its assigned security personnel (<i>upon request</i>) 		
CONTRACT ADMINISTRATION AND MANAGEMENT		
1. Comply faithfully with all the rights and benefits of the security personnel under the Labor Code and other relevant laws, rules and regulations.		
<ul style="list-style-type: none"> • Compensate security personnel based on minimum wage overtime pay, holiday pay, sick/vacation leave pay, five (5) day service incentive leave, paternity/maternity leave, thirteenth-month pay, separation pay and other labor related benefits 		
<ul style="list-style-type: none"> • Remit/Pay appropriate amount or contributions/payment to concerned government agencies/offices (Retirement Pay, SSS, EC, Pag-ibig Fund, Philhealth and taxes due) 		
<ul style="list-style-type: none"> • Compensate fairly the injured security personnel or the legal heirs/beneficiaries of the deceased security personnel, when injury or death occurred while in the performance of their assigned duties and responsibilities. 		
OTHER OBLIGATIONS		
<ul style="list-style-type: none"> • Availability of an agent or representative of the agency to deal or transact with the SSS on all matters pertinent the Agency obligations. 		
<ul style="list-style-type: none"> • Post-Performance Security and Surety Bond. 		
<ul style="list-style-type: none"> • Submit semi-monthly billings containing corresponding documents within seven (7) days from the cut-off date 		
<ul style="list-style-type: none"> • Reflect Cost Breakdown Format in the semi-monthly billing 		
<ul style="list-style-type: none"> • Make all payments of salaries/compensation to Security Guard and other security personnel through Automates Teller Machine (ATM) 		
<ul style="list-style-type: none"> • Conduct security survey/plan of the security site, background investigation of System's personnel and recommend measures to improve system and procedures 		
<ul style="list-style-type: none"> • Observe other related pertinent statues and existing SSS internal rules and regulations presently in force and effect. 		
PROVISION OF REGULAR PROGRESS REPORT		
<ul style="list-style-type: none"> • Submit Agency's financial settlements and income tax returns to SSS as often as the latter so requests. 		
<ul style="list-style-type: none"> • Submit sworn statements, paper, documents or information pertaining to Agency compliance of its warranties and guarantees within five (5) calendar days upon written request of SSS 		
<ul style="list-style-type: none"> • Provide other regular progress report relative to Security Package and Protective Services 		
Indicate the rating opposite the applicable scope of service assigned of security service provider. Write "NA" if not applicable		
5 – Excellent	Much more than the standard at all levels (quality, quantity, time, results, etc)	
4 – Very Satisfactory	More than the standard.	
3 – Moderately Satisfactory	Met the standard.	
2 – Needs Improvement	Less than the standard.	
1 - Poor	Much less than the standard.	
Prepared By:	Reviewed/Evaluated by:	
Approved by:		

Note:

1. This form shall be used as reference on Service Provider Evaluation.
2. To be filled-up this form as needed.
3. To be accomplished by Security Evaluator.
4. To be submitted to their respective Office Head.

ANNEX "G"		
	LOT 1	ADDRESS
1	SSS MAIN BUILDING	SSS BUILDING, EAST AVENUE, DILIMAN, QUEZON CITY
2	EDSA LOT	EDSA CORNER EAST AVENUE, DILIMAN, QUEZON CITY
3	LIVELIHOOD	EDSA CORNER EAST AVENUE, DILIMAN, QUEZON CITY
4	POEA	POEA BUILDING, BALIKMANGGAGAWA, EDSA CORNER ORTIGAS AVENUE, MANDALUYONG CITY
	LOT 2	ADDRESS
1	MAKATI BUILDING	AYALA AVENUE CORNER V.A. RUFINO STREET, MAKATI CITY
2	BAGBAG	QUIRINO HIGHWAY CORNER SEMINARY ROAD, QUEZON CITY
3	FCA LOT 7	BAY BOULEVARD, PASAY CITY
4	HK SUN PLAZA	8001 ROXAS BOULEVARD, PASAY CITY
5	URDANETA	CASA REAL, REAL STREET, URDANETA VILLAGE, MAKATI CITY
6	CYBER ONE TOWER	CYBER ONE BUILDING, EASTWOOD AVENUE, BAGUMBAYAN QUEZON CITY
7	GREENMEADOWS	TEMPLE DRIVE CORNER GREENMEADOWS AVENUE, BARAGANY UGONG NORTE, MURPHY DISTRICT, QUEZON CITY