



REPUBLIC OF THE PHILIPPINES
Department of Budget and Management
REGIONAL OFFICE 12

BIDS AND AWARDS COMMITTEE

BIDDING DOCUMENTS

Name of Project: Provision of Security Services for the period January to November 2025 and Janitorial Services for the period January to December 2025

Location : DEPARTMENT OF BUDGET AND
MANAGEMENT Regional Office 12
Barangay Morales, Koronadal City

ABC : Lot 1-Security Services for the Period
January to November 2025 – P 707,764.92

Lot 2-Janitorial Services for the Period
January to December 2025 - P 1,078,320.96

Sixth Edition

July 2020

Table of Contents

Glossary of Acronyms, Terms, and Abbreviations	4
Section I. Invitation to Bid.....	7
Section II. Instructions to Bidders.....	11
1. Scope of Bid	12
2. Funding Information.....	12
3. Bidding Requirements	12
4. Corrupt, Fraudulent, Collusive, and Coercive Practices.....	13
5. Eligible Bidders.....	13
6. Origin of Goods	14
7. Subcontracts	14
8. Pre-Bid Conference	15
9. Clarification and Amendment of Bidding Documents	15
10. Documents comprising the Bid: Eligibility and Technical Components	15
11. Documents comprising the Bid: Financial Component	16
12. Bid Prices	16
13. Bid and Payment Currencies	17
14. Bid Security	17
15. Sealing and Marking of Bids	18
16. Deadline for Submission of Bids	18
17. Opening and Preliminary Examination of Bids	18
18. Domestic Preference	19
19. Detailed Evaluation and Comparison of Bids	19
20. Post-Qualification	20
21. Signing of the Contract	20
Section III. Bid Data Sheet	22
Section IV. General Conditions of Contract	24
1. Scope of Contract	25
2. Advance Payment and Terms of Payment	25
3. Performance Security	25
4. Inspection and Tests	26
5. Warranty	26
6. Liability of the Supplier	26
Section V. Special Conditions of Contract	27
Section VI. Schedule of Requirements	32
Section VII. Technical Specifications	34
Section VIII. Checklist of Technical and Financial Documents	37

Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

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

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

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

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

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

CDA - Cooperative Development Authority.

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

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

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

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

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

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

GFI – Government Financial Institution.

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

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

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

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

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

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

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

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

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

UN – United Nations.

Section I. Invitation to Bid



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
REGION XII

**INVITATION TO BID FOR PROVISION OF SECURITY SERVICES
FOR THE PERIOD JANUARY TO NOVEMBER 2025 AND
JANITORIAL SERVICES FOR THE PERIOD JANUARY TO
DECEMBER 2025**
(Project Identification No. DBM12-2024-11-01)

1. The **Department of Budget and Management Regional Office 12 (DBM RO12)**, through the **FY 2025 National Expenditure Program (NEP)** intends to apply the sum of **One Million Seven Hundred Eighty-Six Thousand Eighty-Five Pesos and 88/100 Only (P 1,786,085.88)** being the Approved Budget for the Contract (ABC) corresponding to the **total cost** of each item to be bid out, and the following **Item Numbers 1 and 2** being the ABC to payments under the contract for each item. Bids received in excess of the ABC shall be automatically rejected at bid opening.

Item No.	Particulars	ABC per Item
1	Provision of Security Services	P 707,764.92
2	Provision of Janitorial Services	P 1,078,320.96
	TOTAL	<u>P 1,786,085.88</u>

2. The **DBM RO12** now invites bids for the above Procurement Project. Deployment of security and janitorial personnel is required **within 10 calendar days** upon receipt of notice from the DBM RO12. Bidders should have completed, **within five (5) years** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

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

4. Prospective Bidders may obtain further information from **DBM RO12 BAC Secretariat** and inspect the Bidding Documents at the address given below during **office hours 8:00 AM to 5:00 PM from Monday to Friday**.
5. A complete set of Bidding Documents may be acquired for **free** by interested Bidders on **November 19, 2024**, from the given address and website(s) below.
6. The **DBM RO12** will hold a Pre-Bid Conference on **November 27, 2024, 9:00 AM** at the **Executive Room, Ground Floor, DBM XII Compound, Barangay Morales, Koronadal City** and through video conferencing or webcasting via **Microsoft Teams** <https://tinyurl.com/mynvujay> which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **December 9, 2024, 9:00 AM**. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 14**.
9. Bid opening shall be on **December 9, 2024, 10:00 AM** at the given address below and/or via **Microsoft Teams** <https://tinyurl.com/mynvujay>. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. **May we also direct you to Section VII Technical Specifications on the daily rates used for security guards and janitors, page 28 for Lot 1- Provision of Security Services for the period January to November 2025 and page 30 for Lot 2-Provision of Janitorial Services for the period January to December 2025.**
11. To facilitate the immediate implementation of the procurement of this Project, the DBM XII shall proceed with the conduct of **Early Procurement Activities (EPA)**, pursuant to Section 7.6 of the 2016 Revised IRR of RA 9184, Section 21 of the General Provisions of the FY 2024 National Expenditure Program (NEP) and the Government Procurement Policy Board (GPPB) Resolution No. 14-2019 dated July 17, 2019.
12. The **DBM RO12** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
13. For further information, please refer to:

Mr. PAUL NELSON D. MAPA
Department of Budget and Management
Regional Office 12
Barangay Morales, Koronadal City
dbm_ro12@dbm.gov.ph
Tel No. 083-2289788
Fax No. 083-2285546

14. You may visit the following websites for downloading of bidding documents:

ps-philgeps.gov.ph - Website of the Philippine Government Electronic Procurement System (PhiGEPS)

dbm.gov.ph – Website of the Department of Budget and Management

19 November 2024



Recoverable Signature

X 

Signed by: Arlyn B. Adajar

ARLYN B. ADAJAR, CPA

Vice Chairperson, Bids and Awards Committee

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, **Department of Budget and Management Regional Office 12** wishes to receive Bids for the **Provision of Security Services for the period January to November 2025 and Janitorial Services for the period January to December 2025**, with identification number **DBM12-PB-2024-11-01**.

The Procurement Project (referred to herein as “Project”) is composed of **two (2) lots (Lot 1-Security Services and Lot 2- Janitorial Services)**, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for **CY 2025** in the amount of **One Million Seven Hundred Eighty-Six Thousand Eighty-Five Pesos and 88/100 Only (P 1,786,085.88)**.

2.2. The source of funding is **the NGA, FY 2025 National Expenditure Program**.

3. Bidding Requirements

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

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

5. Eligible Bidders

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

- 5.2. Foreign ownership limited to those allowed under the rules may participate in this Project.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to: **The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.**
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

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

7. Subcontracts

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

The Procuring Entity has prescribed that **subcontracting is not allowed**.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

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

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within **five (5) years** prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must

be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

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

12. Bid Prices

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

- ii. The price of other (incidental) services, if any, as listed in the **BDS**.

13. Bid and Payment Currencies

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

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration¹ or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid **until March 21, 2025, or for 120 calendar days from the Bid Opening**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

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

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

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

16. Deadline for Submission of Bids

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

17. Opening and Preliminary Examination of Bids

- 17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present

¹ In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

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

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

18. Domestic Preference

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

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 14 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded **as one project having two (2) lots, which shall be awarded as separate contracts per lot.**
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid,

the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

21. Signing of the Contract

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

Section III. Bid Data Sheet

Bid Data Sheet

ITB Clause	
5.3	For this purpose, contracts similar to the Project refer to janitorial and security services and completed within five (5) years prior to the deadline for the submission and receipt of bids.
7.1	Subcontracting is not allowed.
12	No further instructions
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ul style="list-style-type: none"> a. The amount of not less than <u>P 14,155.30</u> (Lot 1-Security Services for the period January to November 2025) and <u>P 21,566.42</u> (Lot 2-Janitorial Services for the period January to December 2025), if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than <u>P 35,388.25</u> (Lot 1-Security Services for the period January to November 2024) and <u>P 53,916.05</u> (Lot 2-Janitorial Services for the period January to December 2025), if bid security is in Surety Bond.
19.3	<p>The ABC for each lot is:</p> <p>Lot 1 Provision of Security Services for the period January to November 2025 – SEVEN HUNDRED SEVEN THOUSAND SEVEN HUNDRED SIXTY-FOUR PESOS AND 92/100 ONLY (P 707,764.92).</p> <p>Lot 2 Provision of Janitorial Services for the period January to December 2025- ONE MILLION SEVENTY-EIGHT THOUSAND THREE HUNDRED TWENTY PESOS AND 96/100 ONLY (P 1,078,320.96)</p>
20.2	<p>Additional appropriate licenses, permits and documents to be submitted:</p> <ul style="list-style-type: none"> ✓ Valid PNP Private Security Agency (PSA) Regular License to Operate (For Lot 1 Only – Security Services), Bureau of Internal Revenue (BIR) Registration Certificate which contains the Taxpayer's Identification Number (TIN) and DOLE Certificate of Registration ✓ Latest Income Tax Returns (ITR) are those covering the immediately preceding year while latest Business Tax Returns (BTR) are those filed within the last six (6) months preceding the date of bid submission; ✓ Mayor's Permit and; ✓ Audited Financial Statement.
21.2	No additional requirement.

Section IV. General Conditions of Contract

1. Scope of Contract

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

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

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

2. Advance Payment and Terms of Payment

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

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

3. Performance Security

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

4. Inspection and Tests

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

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

5. Warranty

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

6. Liability of the Supplier

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

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

Section V. Special Conditions of Contract

Special Conditions of Contract

GCC Clause	
1	<p>Delivery and Documents –</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site are Mr. Paul Nelson D. Mapa – Acting Supply Officer.</p> <p>Incidental Services –</p> <p>No further instructions.</p> <p>Spare Parts –</p> <p>No further instructions.</p> <p>Packaging –</p> <p>No further instructions.</p> <p>Transporation –</p> <p>No further instructions.</p> <p>Intellectual Property Rights –</p> <p>No further instructions.</p> <p>Regular and Recurring Services –</p> <p>The contract shall be subject to a renewal whereby the performance evaluation of the service provider shall be conducted in accordance with Section VII. Technical specifications.</p>
2.2	<p>Payment Terms</p> <p>a. The Contractor shall submit, along with the monthly billing statement, a certified true copy of duly accomplished payroll sheet, receipts, prescribed remittance reports stamped received by SSS, PhilHealth, Pag-IBIG, and ECC premiums of the security and janitorial personnel assigned to the DBM RO12.</p> <p>b. The Contractor in the performance of its services shall secure, maintain at its own expense all registration, licenses or permits required by law, and shall</p>

	comply with all pertinent rules and regulations. The Contractor's personnel shall take all necessary precautions for the safety of all persons and properties at or near their area of work and shall comply with the standards and established safety regulations, rules and practices.
4	No further instructions.

Section VI. Schedule of Requirements

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

LOT 1 – Provision of Security Services for the period January to November 2025

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
	The Contractor shall provide the following manpower, tools and equipment, subject to random inspection of authorized DBM RO12 official/representative:			The DBM RO12 shall notify the winning bidder of the start of the services. Notice shall be issued within 10 calendar days prior to deployment of janitors.
1	Security Guards	3	3	
2	Service Firearms:			
	One (1) units licensed cal. 45/38 or 9mm pistol with 14 live ammunitions	1	1	
3	Camera	1	1	
4	Flashlights with batteries	2	2	
5	Night Stick	2	2	
6	Handcuffs	2	2	
7	Medical Kit	2	2	
8	Rain Coat	2	2	
9	Rain Boots	2	2	
10	Umbrella	2	2	
11	Whistle	2	2	
12	Two-way radio	2	2	

*The DBM RO12 may increase or decrease the number of Security Guards as may be necessary and reserves the right to increase, reduce, or limit the scope of the Contractor.

** The period for the performance of the obligations under the Contract shall not be beyond the validity of the corresponding appropriations for the Project.

I hereby certify to comply and deliver all the above requirements.

Name of Company/Bidder

Signature Over Printed Name of Representative

Date

LOT 2 – Provision of Janitorial Services for the period January to December 2025

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
	The Contractor shall provide the following manpower, cleaning tools and equipment, subject to random inspection of authorized DBM official/representative:			The DBM RO12 shall notify the winning bidder of the start of the services. Notice shall be issued within 10 calendar days prior to deployment of janitors.
1	Janitors	6	6	
	Cleaning Equipment			
2	Floor Polisher	1 unit	1 unit	
3	Vacuum Cleaner	1 unit	1 unit	
4	Floor Warning Sign	2 units	2 units	
5	Wheel Borrow	1 unit	1 unit	
6	Rake	2 units	2 units	
7	Gardener Trimming Scissors	1 unit	1 unit	
8	Sickle Garden Tool	2 units	2 units	
9	Shovel	2 units	2 units	

*The DBM RO12 may increase or decrease the number of Janitorial Personnel as may be necessary and reserves the right to increase, reduce, or limit the scope of the Contractor.

** The period for the performance of the obligations under the Contract shall not be beyond the validity of the corresponding appropriations for the Project.

I hereby certify to comply and deliver all the above requirements.

Name of Company/Bidder

Signature Over Printed Name of Representative

Date

Section VII. Technical Specifications

Technical Specifications

LOT 1 – Provision of Security Services for the period January to November 2025

Item	Specification	Statement of Compliance
	<p>Required Number of Security Guards & Deployment Schedule:</p> <p>a. One (1) Security Guard per shift to include Saturdays, Sundays and Legal Holidays or a total of three (3) security guards for three (3) shift as follows: 6:00AM - 2:00PM 2:00PM - 10:00PM 10:00PM - 6:00AM</p> <p>b. Required company experience is at least Two (2) years. The security agency shall assign to the client uniformed and adequately trained security personnel with duly licensed firearms & sufficient ammunitions at all times during the duty with adequate licenses and permits from appropriate government agencies and fully equipped with supplies necessary for the successful implementation of the job. The Contractor shall submit to DBM RO12 the employee file of each security guards.</p> <p>c. The security guard should be paid by the contracting agency not lower than the P430.00 per day, incentive, night differential, uniform allowance and COLA as prescribed by law.</p> <p>d. The management of DBM 12 shall be given full discretion in the selection of personnel to serve as security guards.</p> <p>e. Well-established company organizational set-up.</p> <p>f. With sufficient number of company personnel and equipment to perform the contract.</p> <p>g. With established company security plan to execute the contract.</p> <p>Performance Review and Assessment</p>	<p><i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>

	<p>The Contractor shall maintain a satisfactory level of performance throughout the term of the contract based on the following set of performance criteria (based on the guidelines on renewal):</p> <p>I. Conformity to Technical Requirement; II. Timeliness in the Delivery of Services; III. Behavior of Personnel (Courteous, Professional and Knowledgeable); IV. Response to Complaints; V. Compliance with DBM RO12 policies for such services.</p> <p>The criteria above shall be used to assess semi-annually the level of performance of the Security Agency and its Security Personnel as basis of continuity or renewal of the Contract.</p>	
--	--	--

I hereby certify to comply and deliver all the above requirements.

Name of Company/Bidder

Signature Over Printed Name of Representative

Date

LOT 2 – Provision of Janitorial Services for the period January to December 2025

Item	Specification	Statement of Compliance
	<p>Required Number of Janitorial Personnel & Deployment Schedule:</p> <p>a. The six (6) deployed personnel shall work eight (8) hours a day, five (5) days a week from Monday to Friday. However, the personnel may be requested to provide assistance outside the regular working hours or during weekends or holidays upon the written approval of the Regional Director or duly authorized representative.</p> <p>b. Required company experience is at least Two (2) years. The Contractor shall submit to DBM RO12 the employee file of each janitorial personnel.</p> <p>c. The six (6) janitors should be paid by the contracting agency not lower than the minimum wage per day, uniform allowance and cola as prescribed by law.</p> <p><u>Three (3) janitors are paid using the daily rate of P 430.00 while the other four (3) janitors are paid using daily rate of P 500.00.</u></p> <p>d. The Housekeeping Plan must be tailored fit for the service requirements of the DBM 12. The Contractor shall state/enumerate the specific methodology to be employed for the execution of the Housekeeping Plan. The Housekeeping Plan should accordingly be made part of the Contractor’s submission.</p> <p>e. Daily Housekeeping Responsibilities-including but not limited to the following areas: (i) common office area; (ii) conference rooms; (iii) hallways/corridors; (iv) stairways; (v) pantry; (vi) restrooms; (vii) storage rooms, lawns, and fields.</p> <p>Weekly Maintenance- general cleaning of all areas every Friday. Miscellaneous services to be performed whenever required such as provide logistical assistance during meetings</p>	<p><i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>

	<p>and conferences, haul/move office furniture, fixtures and equipment, messengerial and errand work, make available at all times relievers and/or replacements to ensure continuous and uninterrupted services in case of absence of the, janitor regularly assigned to each area of responsibility, exercise the necessary supervisory work.</p> <p>f. The management of DBM 12 shall be given full discretion in the selection of personnel to serve as janitors.</p> <p>g. Well-established company organizational set-up.</p> <p>h. With sufficient number of company personnel and equipment to perform the contract.</p> <p>Performance Review and Assessment</p> <p>The Contractor shall maintain a satisfactory level of performance throughout the term of the contract based on the following set of performance criteria (based on the guidelines on renewal):</p> <p>I. Conformity to Technical Requirement; II. Timeliness in the Delivery of Services; III. Behavior of Personnel (Courteous, Professional and Knowledgeable); IV. Response to Complaints; V. Compliance with DBM RO12 policies for such services.</p> <p>The criteria above shall be used to assess semi-annually the level of performance of the agency and its Janitorial Personnel as basis of continuity or renewal of the Contract.</p>	
--	---	--

I hereby certify to comply and deliver all the above requirements.

Name of Company/Bidder

Signature Over Printed Name of Representative

Date

Section VIII. Checklist of Technical and Financial Documents

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

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

Technical Documents

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

Financial Documents

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

Class “B” Documents

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

II. FINANCIAL COMPONENT ENVELOPE

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

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

- ☐ (k) [For foreign bidders claiming by reason of their country’s extension of reciprocal rights to Filipinos] Certification from the relevant government office of their country stating that Filipinos are allowed to participate in

- government procurement activities for the same item or product.
- ☐ (1) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

Republic of the Philippines



Government Procurement Policy Board