



OFFICIAL BIDDING DOCUMENTS (OBD)

NOTE: This OBD is compliant with the Philippine Bidding Documents (Goods)
6th Edition as of July 2020 prepared by GPPB.

Some minor changes have been made to suit the requirements of the

Development Academy of the Philippines (DAP)

as the Procuring Entity

for

**“ONE (1) LOT SECURITY SERVICES FOR DAP FACILITIES
IN PASIG CITY AND TAGAYTAY CITY”**

**with Approved Budget for the Contract of P7,500,000.00
Invitation to Bid No.: IB22-400818-05**

DAP Bldg., San Miguel Avenue, Pasig City 1600

P.O. Box 12788, Ortigas Center, Pasig City 1600

Telephone: (632) 8631 0921 loc. 133

website: <http://www.dap.edu.ph>

email address of BAC Secretariat: **dapbacsec@dap.edu.ph**

Preface

These Philippine Bidding Documents (PBDs) for the procurement of Goods through Competitive Bidding have been prepared by the Government of the Philippines for use by any branch, constitutional commission or office, agency, department, bureau, office, or instrumentality of the Government of the Philippines, National Government Agencies, including Government-Owned and/or Controlled Corporations, Government Financing Institutions, State Universities and Colleges, and Local Government Unit. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations of Republic Act No.9184.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract or Framework Agreement, as the case may be; (ii) the eligibility requirements of Bidders; (iii) the expected contract or Framework Agreement duration, the estimated quantity in the case of procurement of goods, delivery schedule and/or time frame; and (iv) the obligations, duties, and/or functions of the winning bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Goods to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the “*name of the Procuring Entity*” and “*address for bid submission*,” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.

- d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.
- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract respectively).
- f. For guidelines on the use of Bidding Forms and the procurement of Foreign- Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

TABLE OF CONTENTS

GLOSSARY OF ACRONYMS, TERMS, AND ABBREVIATIONS	6
SECTION I. INVITATION TO BID	9
SECTION II. INSTRUCTIONS TO BIDDERS	12
1. Scope of Bid	12
2. Funding Information	12
3. Bidding Requirements.....	12
4. Corrupt, Fraudulent, Collusive, and Coercive Practices	12
5. Eligible Bidders	12
6. Origin of Goods	13
7. Subcontracts.....	13
8. Pre-Bid Conference.....	13
9. Clarification and Amendment of Bidding Documents	13
10. Documents comprising the Bid: Eligibility and Technical Components	13
11. Documents comprising the Bid: Financial Component.....	14
12. Bid Prices.....	14
13. Bid and Payment Currencies	14
14. Bid Security	15
15. Sealing and Marking of Bids.....	15
16. Deadline for Submission of Bids.....	15
17. Opening and Preliminary Examination of Bids	15
18. Domestic Preference	16
19. Detailed Evaluation and Comparison of Bids.....	16
20. Post-Qualification	16
21. Signing of the Contract	16
SECTION III. BID DATA SHEET	17
SECTION IV. GENERAL CONDITIONS OF CONTRACT	20
1. Scope of Contract.....	20
2. Advance Payment and Terms of Payment	20
3. Performance Security	20
4. Inspection and Tests.....	20
5. Warranty	21
6. Liability of the Supplier	21
SECTION V. SPECIAL CONDITIONS OF CONTRACT	22
SECTION VI. SCHEDULE OF REQUIREMENTS	23

SECTION VII. TECHNICAL SPECIFICATIONS	24
SECTION VIII. BID DOCUMENT CHECKLIST	25
SECTION IX. BIDDING FORMS.....	29
SECTION X. FILENAMES	80

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



development academy of the philippines

BIDS & AWARDS COMMITTEE per SO#2022-042 dated April 26, 2022

INVITATION TO BID

for

“ONE (1) LOT SECURITY SERVICES FOR DAP FACILITIES IN PASIG CITY AND TAGAYTAY CITY”

per Invitation to Bid No.: IB22-400818-05

1. The **Development Academy of the Philippines (DAP)** intends to apply the sum of **SEVEN MILLION FIVE HUNDRED PESOS ONLY (P7,500,000.00)** being the Approved Budget for the Contract (ABC) from its **Corporate Operating Budget for FY2022** for “ONE (1) LOT SECURITY SERVICES FOR DAP FACILITIES IN PASIG CITY AND TAGAYTAY CITY” per Invitation to Bid No.: **IB22-400818-05**. **Bids received in excess of the ABC shall be automatically rejected at bid opening.**
2. The **DAP** now invites bids for the above Project. Delivery of the Services is required for Twelve (12) months after the receipt of the Notice to Proceed. **Bidders should have completed, within the last five (5) years, at least two (2) similar contracts and the aggregate contract amounts should be equivalent to at least fifty percent (50%) of the ABC; and that the largest of these similar contracts must be equivalent to at least twenty-five percent (25%) of the ABC for this 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 5183.

4. The Prospective Bidders may obtain further information about the Bid Documents thru this email dapbacsec@dap.edu.ph from Monday to Friday, 9:00AM to 4:30PM.
5. A complete set of electronic Official Bidding Documents (OBD) and the Bidding Forms may be acquired by interested Bidders on **25 August 2022 (Thu) to 23 September 2022 (Fri)** from 09:00AM to 04:30PM, for a non-refundable OBD fee of **SEVEN THOUSAND**

PESOS (P7,000.00), pursuant to the latest Guidelines issued by the GPPB.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the DAP. In order for bidders to participate, they shall pay the cost of the OBD not later than the scheduled Submission and Opening of the e-Bids.

6. Interested bidders must make payment to:

Account Name:	Development Academy of the Philippines
Account Number:	0671-0105-40
Bank:	Landbank of the Philippines
Branch of Account:	Pasig Capitol Branch

A copy of proof of payment must be emailed to DAP's Finance Department at: cashtreasury@dap.edu.ph and copy furnish dapbacsec@dap.edu.ph for the issuance of Official Receipt (OR) and the BAC Secretariat will provide assistance to the On-line Bidder for the creation of "**bidms account**" and dedicated site in the bidms.dap.edu.ph.

7. The DAP will hold a Pre-Bid Conference on **06 September 2022 (Tue), 10:00AM** via Google Meet Platform which shall be opened to all interested Bidders upon formal request through the BAC Secretariat. Requests shall be coursed through email at dapbacsec@dap.edu.ph and an invitation link will be then provided for at most three (3) email addresses per On-line Bidder.
8. In compliance with GPPB Resolutions Nos. 09-2020 and 12-2020, all Electronic-Bids must be duly received by the Bids and Awards Committee (BAC) Secretariat, through the designated "**bidms account**" on or before **27 September 2022 (Tue)** and not later than **09:30AM**. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14. **LATE BIDS SHALL NOT BE ACCEPTED.**
9. Bid opening shall be on **27 September 2022 (Tue), 10:00AM** via Google Meet Platform. Electronic-bids will be opened in the presence of the bidders' authorized representative/s who are authorized to attend the proceedings, as evidenced by the Bidders' Notarized Letter of Authorization (LOA). The **Authorized Representative** is a person who has been authorized by the company's owner, board, or management, and via a notarized document, to represent the company, to ask questions, answer questions, and make decisions on behalf of the company during the bid opening.
10. The **DAP** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time in accordance with the provisions of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

RODEL DV. CASTILLO

Acting Director, BAC Secretariat Division

Development Academy of the Philippines

3F DAP Bldg., San Miguel Avenue, Pasig City 1600

P.O. Box 12788 Ortigas Center, Pasig City 1600 Philippines

Telephone No. : (632) 8631-0921 loc. 133

BAC Secretariat email : dapbacsec@dap.edu.ph
Website address : <http://www.dap.edu.ph>

12. You may visit the following websites:

For downloading of Official Bidding Documents: <https://www.dap.edu.ph/invitation-to-bid/>
For online bid submission: <http://bidms.dap.edu.ph/page/>

Issued this 25th day of August 2022 (Thu).

For the DAP Bids and Awards Committee 2:

- original signed -

ALAN S. CAJES
Chairperson, BAC 2

>> Nothing Follows <<

SECTION II. INSTRUCTIONS TO BIDDERS

1. Scope of Bid

The Procuring Entity, Development Academy of the Philippines wishes to receive Bids for the **“ONE (1) LOT SECURITY SERVICES FOR DAP FACILITIES IN PASIG CITY AND TAGAYTAY CITY” with identification number IB22-400818-05.**

The Procurement Project is composed of a single lot, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1 The GOP through the source of funding as indicated below for year 2022 in the amount of **SEVEN MILLION FIVE HUNDRED THOUSAND PESOS (P7,500,000.00).**

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

3. Bidding Requirements

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

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

5. Eligible Bidders

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

- 5.2. Foreign ownership limited to those allowed under the rules may participate in this Project.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, Bidders must have completed, within the last five (5) years, at least two (2) similar contracts and the aggregate amounts should be equivalent to at least fifty percent (50%) of the ABC, and that the largest of these similar contracts must be equivalent to at least twenty-five percent (25%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No.9184.

6. Origin of Goods

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

7. Subcontracts

7.1. The 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 **through videoconferencing/webcasting** as indicated in paragraph 7 of the **IB**.

9. Clarification and Amendment of Bidding Documents

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

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1 The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2 The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within **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 e.
 - b. For Goods offered from abroad:
 - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
 - ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

13. Bid and Payment Currencies

- 13.1 For Goods that the Bidder will supply from outside the Philippines, the bid

prices may be quoted in the local currency or tradable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.

13.2 Payment of the contract price shall be made in **Philippine Pesos**.

14. Bid Security

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

14.2 The Bid and bid security shall be valid for 120 calendar days. 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 8 of the **ITB**.

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 **ITB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

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

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

18. Domestic Preference

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

19. Detailed Evaluation and Comparison of Bids

- 19.1 The Procuring 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 15 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 several items that shall be awarded as one contract.
- 19.5 Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

- 20.1 Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, that it is one of the eligible bidders who have submitted bids that are found to be technically and financially compliant, 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

ITB Clause	Details of BID DATA SHEET
5.3 Eligible Bidders	<p>For this purpose, contracts similar to the Project shall be:</p> <ol style="list-style-type: none"> a. Procurement of security services. b. The Bidder must have completed, within the last five (5) years, at least two (2) similar contracts and the aggregate amounts should be equivalent to at least fifty percent (50%) of the ABC, and that the largest of these similar contracts must be equivalent to at least twenty-five percent (25%) of the ABC.
7.1 Subcontracts	Subcontracting is not allowed.
10.1 Documents comprising the Bid: Eligibility and Technical Components	<p>Bidders shall submit the following <u>ELIGIBILITY & TECHNICAL DOCUMENTS</u>:</p> <ol style="list-style-type: none"> 1. Valid PhilGEPS Certificate of Registration under <u>PLATINUM CATEGORY</u> with the current and updated copy of the documents as follows: <ol style="list-style-type: none"> 1.1. Photocopy of Registration Certificate from SEC, DTI, or CDA, whichever is applicable; 1.2. Photocopy of valid Mayor's/ Business Permit or its Equivalent Document; 1.3. Photocopy of valid Tax Clearance Certificate for FY2021 or FY2022 issued by the Bureau of Internal Revenue (BIR); 1.4. Photocopy of Audited Financial Statements for FY2020 and FY2021 showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, or <i>in accordance to the Revenue Memorandum Circular 49-2020 re: Providing Additional Options in the Acceptance and Processing of the Filed 2019 Income Tax Returns and Its Required Attachments and Providing Guidelines Thereon</i>, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission and signed by bidder's Certified Public Accountant; 2. 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. Submit accomplished FORM 6: STATEMENT OF ALL ONGOING CONTRACTS INCLUDING AWARDED BUT NOT YET STARTED; 3. Statement of its completed contract, in accordance with BDS clause 5.3, similar to the contract to be bid and supported by a Certificate of Completion or Final Acceptance or any supporting

ITB Clause	Details of BID DATA SHEET
	<p>proof of documents to the Final Acceptance of the project (e.g. Official Receipt or Sales Invoice) issued by the project owner. Submit accomplished FORM 7: STATEMENT OF BIDDER’S COMPLETED CONTRACT;</p> <ol style="list-style-type: none"> 4. NFCC computation of at least equal to the ABC in accordance with ITB Clause 5.4. Submit accomplished FORM 8: NET FINANCIAL CONTRACTING CAPACITY (NFCC); 5. Joint Venture Agreement (JVA), if applicable. Submit requirements as required by Section 23.1 (b) for Goods. If not applicable, the bidder must indicate in writing that they will not be partaking in a Joint Venture for this project; 6. Bid Security in accordance with BDS Clause 14.1; 7. Duly Notarized Omnibus Sworn Statement (please refer to FORM 5: OMNIBUS SWORN STATEMENT); 8. Conformity with the Technical Specifications - Bidders must state on the statement of compliance column whether the Bidder will “Comply” or “Not Comply” on the stated requirements. Submit accomplished FORM 9. CONFORMITY WITH THE TECHNICAL SPECIFICATIONS; 9. The Proposed Building Safety and Security Plan -Part I for DAP Pasig written in bidder’s letter head. Refer to FORM 10. BSSP PART-1 FOR DAP-PASIG; 10. The Proposed Building Safety and Security Plan -Part II for DAPCC Tagaytay written in bidder’s letter head. Refer to FORM 11. BSSP PART-2 FOR DAPCC-TAGAYTAY; 11. Certificate of Site Inspection duly signed by Director of GSD or duly authorized representative, DAP Pasig City; 12. Certificate of Site Inspection duly signed by Acting Director of DAPCC or duly authorized representative, Tagaytay City 13. Valid PNP-Supervisory Office for Security and Investigation Agencies (SOSIA) License; and 14. Valid PNP-Firearms and Explosive Division (FED) License.
<p>11.1 Documents comprising the Bid: Financial Component</p>	<p>Bidders shall submit the following FINANCIAL DOCUMENTS:</p> <ol style="list-style-type: none"> 1. Financial Bid Form or “F01” – duly signed and accomplished by the bidder. (please refer to FORM 1: FINANCIAL BID FORM); and 2. Price Schedule or “F02” – duly signed and accomplished by the bidder. (please refer to FORM 2: PRICE SCHEDULE).
<p>13 Bid and Payment Currencies</p>	<p>The price of the Goods shall be quoted in Philippine Peso.</p>

ITB Clause	Details of BID DATA SHEET
<p>14.1 Bid Security</p>	<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 ONE HUNDRED FIFTY THOUSAND PESOS (P150,000.00) or 2% of the ABC, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b The amount of not less than THREE HUNDRED SEVENTY-FIVE THOUSAND PESOS (P375,000.00) or 5% of the ABC, if bid security is in Surety Bond.
<p>19.3 Detailed Evaluation and Comparison of Bids</p>	<p>No further instructions.</p>
<p>20.1 Post Qualification</p>	<p>No further instructions.</p>
<p>21.1 Signing of the Contract</p>	<p>No further instructions.</p>

SECTION IV. GENERAL CONDITIONS OF CONTRACT

1. Scope of Contract

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

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or 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 prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.

4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications **at no extra cost to the Procuring Entity** in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section IV (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

GCC Clause	Details of SPECIAL CONDITIONS OF CONTRACT
1 Scope of Contract	<p>Delivery of the services shall be made by the Supplier in accordance with the terms specified in Section VI. Schedule of Requirements, subject to the following conditions:</p> <ol style="list-style-type: none"> 1. Duration of the contract to be bid, shall be no more than three (3) years; 2. The Approved Budget for the Contract (ABC) for the first year only; 3. The Procuring Entity or the Authorized representative shall conduct Annual Review on the performance of the contracted Security Agency; and 4. Based on its assessment, the procuring entity may pre-terminate the contract for failure by the service provider/contractor to perform its obligations thereon following the procedure prescribed under the Guidelines on Termination of Contracts issued by the Government Procurement Policy Board under Resolution No.018-2004 dated 22 December 2004. <p>For purposes of this Clause the DAP's Representative/s at the Project Site is:</p> <p style="text-align: center;">NELSON L. CASALAN Director, General Services Division, DAP, Pasig City</p> <p style="text-align: center;"><i>or,</i></p> <p style="text-align: center;">PAG-ASA L. DOGELIO Acting Resident Director, DAPCC, Tagaytay City</p>
2.2 Advance Payment and Terms of Payment	<p>Payments shall be made only upon certification by the DAP President, or by the Senior Vice-President for Services as indorsed by DAP's Chief Operating Security Officer effect that the Goods have been rendered or delivered in accordance with the terms of this Contract. Except with the prior approval of the DAP President or by the Senior Vice-President for Services, no payment shall be made for services not yet.</p>
4 Inspection and Test	<p>DAP reserves the right to inspect and witness any security procedure that will ensure the quality-integrity of the SERVICES being offered.</p>

SECTION VI. SCHEDULE OF REQUIREMENTS

Actual dates of delivery and/or completion should be reckoned from date of Supplier's receipt of Notice-to-Proceed from DAP. The winning Supplier shall comply and deliver all the requirements for the Project in accordance with the schedule as stated below.

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

Item Number	Description	Quantity	Unit	Delivered, Weeks/Months
1 Lot	Security Services for DAP Pasig and DAPCC Tagaytay, inclusive of but not limited to: <ul style="list-style-type: none"> a. Seven (7) security guards for DAP Pasig; b. Nine (9) security guards for DAPCC Tagaytay; c. Security guards shall render twelve (12) hours per shift for seven (7) days a week; and d. Includes all accessories, equipment/supplies requirements indicated in the Technical Specifications and the Building Security and Safety Plan (BSSP) Part I and II. 	1	Lot	Delivery of the services is required for twelve (12) months and shall commence after signing/conforming with the contract and Notice to Proceed (NTP).

SECTION VII. TECHNICAL SPECIFICATIONS

Instructions: 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.

Item	Minimum and Essential Specifications	Statement of Compliance
1	<p>Bidder shall have the following qualification of the company:</p> <p>Years of experience. In continuous operation for at least ten (10) years in the business (to be supported by License to Operate or a Certification issued by Supervisory Office for Security and Investigation Agencies of the PNP that will prove the number of years in the operation.</p>	
2	<p>Security Services for DAP-Pasig and DAPCC-Tagaytay shall be inclusive of, but not limited to:</p> <ul style="list-style-type: none"> a. Seven (7) security guards for DAP Pasig; b. Nine (9) security guards for DAPCC Tagaytay; c. Security guards shall render twelve (12) hours per shift for seven (7) days a week. 	
3	<p>Duly accomplished Building Safety and Security Plan (BSSP) Part I and Part II, refer to Forms 10 and 11.</p>	

I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

SIGNATURE OF THE AUTHORIZED REPRESENTATIVE	
NAME OF THE AUTHORIZED REPRESENTATIVE	
POSITION TITLE OF SIGNATORY:	
NAME OF FIRM\BIDDER:	
POSTAL ADDRESS:	
TELEPHONE NUMBER:	
EMAIL ADDRESS:	
DATE SIGNED:	

SECTION VIII. BID DOCUMENT CHECKLIST

BID DOCUMENT CHECKLIST No. 1: ELIGIBILITY AND TECHNICAL DOCUMENTS

01. All submissions of the Bidder must clearly indicate the paper the document number. For example, photocopy of valid PhilGEPS registration papers (i.e., 5pcs) of "Bidder Corporation", **Technical Component** should be marked "E01~1", "E01~2", "E01~3", "E01~4", and "E01~5" OR "T01~1", "T01~2", "T01~3", "T01~4", and "T01~5".
02. On this checklist, the column "As Checked" shall be marked ...
- ✓ "PASSED" to indicate that said document was available; or
 - ✓ "FAILED" when the document listed is not available in the bid proposal submitted; or
 - ✓ "NO NEED" if the item in the checklist will not be appropriate
03. *At any stage of the procurement process, a proposal may still be declared "not eligible" if the contents/substance of the document are missing, or its found inappropriate or does not comply with the given requirements for this transaction.*

Bidding No.	IB22-400818-05	Total ABC:	P7,500,000.00
Particulars:	"ONE (1) LOT SECURITY SERVICES FOR DAP FACILITIES IN PASIG CITY AND TAGAYTAY CITY"		
Venue of Bid Opening	Via Google Meet Platform	DATE & TIME of Bid Opening	27 September 2022 (Tue) at 10:00AM

BIDDER'S INFORMATION	<i>COMPANY NAME:</i>
	<i>COMPANY HEAD OFFICE MAILING ADDRESS:</i>
	<i>COMPANY WEBSITE OR EMAIL ADDRESS:</i>
Representative attending the Bidding:	<i>NAME OF THE COMPANY REPRESENTATIVE:</i>
	<i>POSITION TITLE OF THE COMPANY REPRESENTATIVE:</i>
JV Info:	<i>IS THE BIDDER INTO JOINT VENTURE AGREEMENT WITH ANOTHER ENTITY/IES? YES /NO</i>

CLASS "A" ELIGIBILITY DOCUMENTS	mark	As Checked
1. Valid PhilGEPS Certificate of Registration (Platinum Membership), with the current and updated copy of the documents as follows, per BDS Clause 10.1, item no. 1.	E01	<input type="checkbox"/> Passed <input type="checkbox"/> Failed
1.1. Photocopy of Registration Certificate from SEC, DTI, or CDA, whichever is applicable;	E02	<input type="checkbox"/> Passed <input type="checkbox"/> Failed
1.2. Photocopy of valid Mayor's/ Business Permit or its Equivalent Document;	E03	<input type="checkbox"/> Passed <input type="checkbox"/> Failed
1.3. Photocopy of valid Tax Clearance Certificate for FY2021 or FY2022 issued by the Bureau of Internal Revenue (BIR);	E04	<input type="checkbox"/> Passed <input type="checkbox"/> Failed

CLASS "A" ELIGIBILITY DOCUMENTS		mark	As Checked
1.4. Photocopy of Audited Financial Statements for FY2020 and FY2021 showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, or <i>in accordance to the Revenue Memorandum Circular 49-2020 re: Providing Additional Options in the Acceptance and Processing of the Filed 2019 Income Tax Returns and Its Required Attachments and Providing Guidelines Thereon</i> , for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission and signed by bidder's Certified Public Accountant.	E05	<input type="checkbox"/> Passed <input type="checkbox"/> Failed	
2. Statement of Bidder's all 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. The statement shall include, for each contract the following: a. Name of the Contract; b. Duration of the Contract; c. Amount of Contract and Value of Outstanding Contracts; d. End user's Certificate of Acceptance and Conformity; and e. Whenever available, provide end user's evaluation of at least satisfactory rating.	E06	<input type="checkbox"/> Passed <input type="checkbox"/> Failed	
3. Statement of the Bidder's completed similar contract/s within the last 5 years , at least two (2) similar contracts and the aggregate amounts should be equivalent to at least fifty percent (50%) of the ABC, and that the largest of these similar contracts must be equivalent to at least twenty-five percent (25%) of the ABC, in accordance with BDS Clause 5.3.	E07	<input type="checkbox"/> Passed <input type="checkbox"/> Failed	
4. NFCC computation of at least equal to the ABC per BDS Clause 10.1, item no. 4.	E08	<input type="checkbox"/> Passed <input type="checkbox"/> Failed	
CLASS "B" ELIGIBILITY DOCUMENTS			
5. <i>If applicable</i> , valid 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, shall be included in the bid. <i>If not applicable</i> , the Bidder is still required to issue a Statement, written in its letterhead, clearly indicating that the Bidder will not enter into any JVA for this Project or just put N/A.	E09	<input type="checkbox"/> Passed <input type="checkbox"/> Failed <input type="checkbox"/> N/A	
TECHNICAL DOCUMENTS		Mark	As Checked
1. Bid security in any of the prescribed forms in accordance with BDS Clause 14.1.	T01	<input type="checkbox"/> Passed <input type="checkbox"/> Failed	
2. Duly Notarized Omnibus Sworn Statement (OSS) per BDS	T02	<input type="checkbox"/> Passed	

TECHNICAL DOCUMENTS	Mark	As Checked
<p>Clause 10.1, item no. 7, with the attached duly notarized copy of:</p> <p>a. Secretary's Certificate in case of a corporation, partnership, or cooperative; or</p> <p>b. 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.</p>		<input type="checkbox"/> Failed
3. Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after- sales/parts, if applicable as per BDS Clause 10.1, item no. 8 .	T03	<input type="checkbox"/> Passed <input type="checkbox"/> Failed
4. The Proposed Building Safety and Security Plan -Part I for DAP Pasig per BDS Clause 10.1, item no. 9 .	T04	<input type="checkbox"/> Passed <input type="checkbox"/> Failed
5. The Proposed Building Safety and Security Plan -Part II for DAPCC Tagaytay per BDS Clause 10.1, item no. 10 .	T05	<input type="checkbox"/> Passed <input type="checkbox"/> Failed
6. Certificate of Site Inspection for DAP Pasig per BDS Clause 10.1, item no. 11 .	T06	<input type="checkbox"/> Passed <input type="checkbox"/> Failed
7. Certificate of Site Inspection DAPCC Tagaytay per BDS Clause 10.1, item no. 12 .	T07	<input type="checkbox"/> Passed <input type="checkbox"/> Failed
8. Valid PNP-Supervisory Office for Security and Investigation Agencies (SOSIA) License per BDS Clause 10.1, item no. 13 .	T08	<input type="checkbox"/> Passed <input type="checkbox"/> Failed
9. Valid PNP-Firearms and Explosive Division (FED) License per BDS Clause 10.1, item no. 14 .	T09	<input type="checkbox"/> Passed <input type="checkbox"/> Failed

END OF ELIGIBILITY AND TECHNICAL DOCUMENTS CHECKLIST

BAC's Remarks:	<input type="checkbox"/> PASSED	<input type="checkbox"/> FAILED	<input type="checkbox"/> FOR RECONSIDERATION
-----------------------	--	--	---

CHECKED BY:	ENDORSED BY:	DOCUMENTS RECEIVED BY:
WALFRED D. PATAYAN TWG Chairperson	ALAN S. CAJES BAC Chairperson	RODEL DV. CASTILLO BAC Secretariat Division, Acting Director

BID DOCUMENT CHECKLIST No.2: FINANCIAL DOCUMENTS

01. All submissions of the Bidder must clearly indicate the paper the document number. For example, Financial Component (i.e., 4pcs) should be marked **"F01~1"**, **"F01~2"**.
02. On this checklist; the column "As Checked" shall be marked ...
 - ✓ **"PASSED"** to indicate that said document was available; or
 - ✓ **"FAILED"** when the document listed is not available in the bid proposal submitted; or
03. *At any stage of the procurement process, a proposal may still be declared "not eligible" if the contents/substance of the document are missing, or its found inappropriate or does not comply with the given requirements for this transaction.*

Bidding No.	IB22-400818-05	Total ABC:	P7,500,000.00
Particulars:	"ONE (1) LOT SECURITY SERVICES FOR DAP FACILITIES IN PASIG CITY AND TAGAYTAY CITY"		
Venue of Bid Opening	Via Google Meet Platform	DATE & TIME of Bid Opening	27 September 2022 (Tue) at 10:00AM

BIDDER'S INFORMATION	<i>COMPANY NAME:</i>	
	<i>COMPANY HEAD OFFICE MAILING ADDRESS:</i>	
	<i>COMPANY WEBSITE OR EMAIL ADDRESS:</i>	
Representative attending the Bidding:	<i>NAME OF THE COMPANY REPRESENTATIVE:</i>	
	<i>POSITION TITLE OF THE COMPANY REPRESENTATIVE:</i>	
JV Info:	<i>IS THE BIDDER INTO JOINT VENTURE AGREEMENT WITH ANOTHER ENTITY/IES?</i> YES /NO	

FINANCIAL DOCUMENTS	Mark	As Checked
1. Original of duly signed and accomplished Financial Bid Form, per BDS Clause 11.1, item no. 1.	F01	<input type="checkbox"/> Passed <input type="checkbox"/> Failed
2. Original of duly signed and accomplished Price Schedule(s), per BDS Clause 11.1, item no. 2.	F02	<input type="checkbox"/> Passed <input type="checkbox"/> Failed

END OF FINANCIAL DOCUMENTS CHECKLIST

BAC's Remarks:	<input type="checkbox"/> PASSED	<input type="checkbox"/> FAILED	<input type="checkbox"/> FOR RECONSIDERATION
----------------	--	--	---

CHECKED BY: WALFRED D. PATAYAN TWG Chairperson	ENDORSED BY: ALAN S. CAJES BAC Chairperson	DOCUMENTS RECEIVED BY: RODEL DV. CASTILLO BAC Secretariat Division, Acting Director
--	--	---

SECTION IX. BIDDING FORMS

TABLE OF CONTENTS

Form 1: FINANCIAL BID FORM.....	31
Form 2: PRICE SCHEDULE.....	33
Form 3: BID SECURING DECLARATION.....	35
Form 4: CONTRACT AGREEMENT FORM	37
Form 5: OMNIBUS SWORN STATEMENT.....	39
Form 6: STATEMENT OF ALL ONGOING CONTRACTS.....	43
Form 7: STATEMENT OF BIDDER'S SIMILAR COMPLETED CONTRACTS.....	43
Form 8: NET FINANCIAL CONTRACTING CAPACITY.....	44
Form 9: CONFORMITY WITH TECHNICAL SPECIFICATIONS	46
Form 10: BSSP PART-1 FOR DAP-PASIG.....	48
Form 11: BSSP PART-2 FOR DAPCC-TAGAYTAY.....	64
Form 12: SITE INSPECTION CERTIFICATE FOR DAP-PASIG.....	79
Form 13: SITE INSPECTION CERTIFICATE FOR DAPCC-TAGAYTAY.....	80

Bidder's LETTERHEAD

FORM 1: FINANCIAL BID FORM

INSTRUCTIONS to BIDDERS:

01. THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD, SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE FINANCIAL DOCUMENTS MARKED AS "F01";
02. THE SIGNED COPY OF THIS DOCUMENT (IN PDF OR JPEG FORMAT) MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE CONTAINED IN THE SUBMITTED ELECTRONIC BID; AND,
03. THE FILENAME STRUCTURE SHOULD BE "FOI_XXX=FINANCIAL_BID_FORM=<BIDDERNAME>".

BID FORM

Issued by the GPPB through GPPB Resolution 16-2020, dated 16 September 2020

Date: _____

Invitation to Bid No.: **IB22-400818-05**

BIDS & AWARDS COMMITTEE

Development Academy of the Philippines

3F, DAP Bldg., San Miguel Avenue, Pasig City 1600

P.O. Box 12788 Ortigas Center, Pasig City 1600 Philippines

Telephone: (632) 8631-0921 loc. 133

BAC Secretariat email: dapbacsec@dap.edu.ph

Website address: <http://www.dap.edu.ph>

Having examined the Bidding Documents, including the Supplemental or Bid Bulletin Numbers [*insert numbers*], the receipt of which is hereby duly acknowledge, we undersigned, offer to supply, install and deliver for the Contract: **"ONE (1) LOT SECURITY SERVICES FOR DAP FACILITIES IN PASIG CITY AND TAGAYTAY CITY"** with the said OBDs for the sum of: [*insert Total Bid amount in words* _____ *and in figures Php* _____] or the total calculated bid price as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties, which are itemized herein or in the Price Schedules.

If our Bid is accepted, we undertake:

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

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 below¹:

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

NOTE: 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 or any Bid you may receive.

We certify/confirm that we complied with the eligibility requirements pursuant to the OBD.

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

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

	Yours sincerely,
SIGNATURE OF THE AUTHORIZED REPRESENTATIVE	
NAME OF THE AUTHORIZED REPRESENTATIVE	
POSITION TITLE OF SIGNATORY:	
NAME OF FIRM\BIDDER:	
POSTAL ADDRESS:	
TELEPHONE NUMBER:	
EMAIL ADDRESS:	

¹Applicable only if the Funding Source is the ADB, JICA or WB.

Bidder's LETTERHEAD

FORM 2: PRICE SHEDULE (AS PER GPPB RESOLUTION NO. 16-2020)

INSTRUCTIONS to BIDDERS:

- 01.** THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD, SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE FINANCIAL DOCUMENTS MARKED AS "F02";
- 02.** THE SIGNED COPY OF THIS DOCUMENT (IN PDF OR JPEG FORMAT) **MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE CONTAINED IN THE SUBMITTED ELECTRONIC BID;**
- 03.** DO NOT LEAVE BLANK CELLS. KINDLY PUT **N/A** IF "NOT APPLICABLE";
- 04.** KINDLY USE ADDITIONAL SHEETS IF NECESSARY; AND
- 05.** THE FILENAME STRUCTURE SHOULD BE "**F02_XXX=PRICE_SCHEDULE=<BIDDERNAME>**".

FOR GOODS OFFERED FROM WITHIN THE PHILIPPINES

Name of Bidder: _____

Page ___ of ___.

Invitation to Bid Number: **IB22-400818-05**

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

	Yours sincerely,
SIGNATURE OF THE AUTHORIZED REPRESENTATIVE	
NAME OF THE AUTHORIZED REPRESENTATIVE	
POSITION TITLE OF SIGNATORY:	
NAME OF FIRM\BIDDER:	
POSTAL ADDRESS:	
TELEPHONE NUMBER:	
EMAIL ADDRESS:	

FOR GOODS OFFERED FROM ABROAD

Name of Bidder: _____

Page ___ of ___.

Invitation to Bid Number: **IB22-400818-05**

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

	Yours sincerely,
<i>SIGNATURE OF THE AUTHORIZED REPRESENTATIVE</i>	
NAME OF THE AUTHORIZED REPRESENTATIVE	
POSITION TITLE OF SIGNATORY:	
NAME OF FIRM\BIDDER:	
POSTAL ADDRESS:	
TELEPHONE NUMBER:	
EMAIL ADDRESS:	

Bidder's LETTERHEAD

FORM 3: BID SECURING DECLARATION

INSTRUCTIONS to BIDDERS:

01. THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD, SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE TECHNICAL DOCUMENTS MARKED AS "T01";
02. THE SIGNED COPY OF THIS DOCUMENT (IN PDF OR JPEG FORMAT) MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE CONTAINED IN THE SUBMITTED ELECTRONIC BID;
03. THE FILENAME STRUCTURE SHOULD BE "TOI_XXX=BID SECURING DECLARATION=<BIDDERNAME>".

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

BID-SECURING DECLARATION

Invitation to Bid No. IB22-400818-05

To: **Development Academy of the Philippines**
dapbacsec@dap.edu.ph

I/We², the undersigned, declare that:

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

² **Select one and delete the other.** Adopt the same instruction for similar terms throughout the document.

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]*.

	AFFIANT
SIGNATURE OF THE AUTHORIZED REPRESENTATIVE	
NAME OF THE AUTHORIZED REPRESENTATIVE	
POSITION TITLE OF SIGNATORY:	
NAME OF FIRM\BIDDER:	
POSTAL ADDRESS:	
TELEPHONE NUMBER:	
EMAIL ADDRESS:	

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 two (2) government identification cards used]*, with his/her photograph and signature appearing thereon, with 1st ID No. _____ issued on _____ at _____ and 2nd ID 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 _____

FORM 4: CONTRACT AGREEMENT FORM

CONTRACT AGREEMENT

Invitation to Bid No. IB22-400818-05

THIS AGREEMENT made the _____ day of _____ 20____ between Development Academy of the Philippines hereinafter called “DAP” of the one part and *[name of Supplier]* of *[city and country of Supplier]* (hereinafter called “the Supplier”) of the other part:

WHEREAS the Entity invited Bids for certain goods and ancillary services, viz., “**ONE (1) LOT SECURITY SERVICES FOR DAP FACILITIES IN PASIG CITY AND TAGAYTAY CITY**” and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of *[contract price in words and figures]* (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - 2.1. The Official Bidding Documents (OBDs) including its sections as follows:
 - a. Schedule of Requirements;
 - b. Technical Specifications;
 - c. Instruction to Bidders;
 - d. Bid Data Sheet;
 - e. General and Special Conditions of Contract;
 - f. Supplemental or Bid Bulletins, if any
 - 2.2. Winning bidder’s bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;
 - 2.3. Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents 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;
 - 2.4. Performance Security;
 - 2.5. Notice of Award of Contract and the Bidder’s conforme thereto; and
 - 2.6. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract**

documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.

3. In consideration for the sum of [total contract price in words and figures] or such other sums as may be ascertained, [Named of the bidder] agrees to [state the object of the contract] in accordance with his/her/its Bid.

4. The **DAP** agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

<i>for the Development Academy of the Philippines (“DAP”):</i>	<i>for the {name of the Firm of the Winning Bidder} (“SUPPLIER”):</i>
Atty. ENGELBERT C. CARONAN, JR., MNSA <i>President and CEO</i>	name of Authorized Representative. <i>position-title of “Supplier”</i>
witnesses	
Witness1 of DAP <i>position-title of “DAP’s Witness1”</i>	Witness1 of the Bidder <i>position-title of “Supplier’s Witness1”</i>
Witness2 of DAP <i>position-title of “DAP’s Witness2”</i>	Witness2 of the Bidder <i>position-title of “Supplier’s Witness2”</i>

REMINDER: [Addendum showing the corrections, if any, made during the bid evaluation and/or negotiation should be attached to this Contract]

Bidder's LETTERHEAD

FORM 5: OMNIBUS SWORN STATEMENT

INSTRUCTIONS to BIDDERS:

01. THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD, SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE TECHNICAL DOCUMENTS MARKED AS "T02";
02. THE SIGNED COPY OF THIS DOCUMENT (IN PDF OR JPEG FORMAT) MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE CONTAINED IN THE SUBMITTED ELECTRONIC BID; AND
03. THE FILENAME STRUCTURE SHOULD BE "T02_XXX=OMNIBUS SWORN STATEMENT=<BIDDERNAME>".

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

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 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, 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 **"ONE (1) LOT SECURITY SERVICES FOR DAP FACILITIES IN PASIG CITY AND TAGAYTAY CITY"** of the *Development Academy of the Philippines*, as shown in the attached duly notarized _____ Special _____ Power _____ of _____ Attorney;

"[If a sole proprietorship:] As 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 **"ONE (1) LOT SECURITY SERVICES FOR DAP FACILITIES IN PASIG CITY AND TAGAYTAY CITY"**, 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 the “**ONE (1) LOT SECURITY SERVICES FOR DAP FACILITIES IN PASIG CITY AND TAGAYTAY CITY**” and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary’s Certificate issued by the corporation or the members of the joint venture)]*;

3. *[Name of Bidder]* is not “blacklisted” or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting**;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* is authorizing the Head of the **Development Academy of the Philippines** or its duly authorized representative(s) to verify all the documents submitted;
6. **Select one, delete the rest:**

[If a sole proprietorship:] I am not related by consanguinity or affinity up to the third civil degree to the Head of the **Development Academy of the Philippines**, 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;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related by consanguinity or affinity up to the third civil degree to the Head of the **Development Academy of the Philippines**, 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;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related by consanguinity or affinity up to the third civil degree to the Head of the **Development Academy of the Philippines**, 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;

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 examined all of the Bidding Documents;

- b) Acknowledged 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) Inquired or secured Supplemental/Bid Bulletin(s) issued for the **“ONE (1) LOT SECURITY SERVICES FOR DAP FACILITIES IN PASIG CITY AND TAGAYTAY CITY”**.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

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

	AFFIANT
SIGNATURE OF THE AUTHORIZED REPRESENTATIVE	
NAME OF THE AUTHORIZED REPRESENTATIVE	
POSITION TITLE OF SIGNATORY:	
NAME OF FIRM\BIDDER:	
POSTAL ADDRESS:	
TELEPHONE NUMBER:	
EMAIL ADDRESS:	

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 two (2) government identification cards used]*, with his/her photograph and signature appearing thereon, with 1st ID No. _____ issued on _____ at _____ and 2nd ID 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 _____

Bidder's LETTERHEAD

FORM 6: STATEMENT OF ALL ONGOING CONTRACTS INCLUDING CONTRACTS AWARDED BUT NOT YET STARTED

INSTRUCTIONS to BIDDERS:

01. THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD, SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE ELIGIBILITY DOCUMENTS MARKED AS "E06";
02. IF THERE IS NO ONGOING INCLUDING AWARDED BUT NOT YET STARTED GOVERNMENT OR PRIVATE CONTRACTS, STATE "NONE", OR EQUIVALENT TERM;
03. THE TOTAL AMOUNT OF THE ONGOING AND AWARDED BUT NOT YET STARTED CONTRACTS SHOULD BE CONSISTENT WITH THOSE FIGURES USED IN THE NET FINANCIAL CONTRACTING CAPACITY (NFCC);
04. THE SIGNED COPY OF THIS DOCUMENT (IN PDF OR JPEG FORMAT) MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE CONTAINED IN THE SUBMITTED ELECTRONIC BID; AND
03. THE FILENAME STRUCTURE SHOULD BE "E06_XXX=ALL_ONGOING_CONTRACTS=<BIDDERNAME>".

Note: Excel file marked as "E06" will be provided through email, which forms part of the OBD bought by the Bidder.

Bidder's LETTERHEAD

FORM 7: STATEMENT OF BIDDER'S COMPLETED CONTRACT

INSTRUCTIONS to BIDDERS:

01. THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD, SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE TECHNICAL DOCUMENTS MARKED AS "E07";
02. ATTACHED PHOTOCOPY OF CERTIFICATE OF FINAL ACCEPTANCE OR OFFICIAL RECEIPT ISSUED (OR) TO THE PROCURING ENTITY OR ANY EQUIVALENT DOCUMENT WITH INDICATED AMOUNT;
03. THE TOTAL AMOUNT OF THE COMPLETED CONTRACT/S SHOULD BE EQUIVALENT TO AT LEAST FIFTY PERCENT (50%) OF THE ABC;
04. THE SIGNED COPY OF THIS DOCUMENT (IN PDF OR JPEG FORMAT) MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE CONTAINED IN THE SUBMITTED ELECTRONIC BID; AND
05. THE FILENAME STRUCTURE SHOULD BE "E07_XXX=COMPLETED_CONTRACTS=<BIDDERNAME>".

Note: Excel file marked as "E07" will be provided in email, which forms part of the OBD bought by the Bidder.

Bidder's LETTERHEAD

FORM 8: NET FINANCIAL CONTRACTING CAPACITY

INSTRUCTIONS to BIDDERS:

- 01.** THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD, SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE ELIGIBILITY DOCUMENTS MARKED AS "E08";
- 02.** THE SIGNED COPY OF THIS DOCUMENT (IN PDF OR JPEG FORMAT) **MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE CONTAINED IN THE SUBMITTED ELECTRONIC BID**; AND
- 03.** THE FILENAME STRUCTURE SHOULD BE "E08_XXX=NFCC=<BIDDERNAME>".

NET FINANCIAL CONTRACTING CAPACITY

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

	Particulars	FY2021
1	Total Assets	
2	Current Assets	
3	Total Liabilities	
4	Current Liabilities	
5	Net Worth (1-3)	
6	Net Working Capital (2-4)	

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

NFCC = [(current asset minus current liabilities) (**15**)] minus [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.

	Particulars	Source Document	Amount
1	Current Assets	Balance Sheet Audited FS (2021)	
2	Minus: Current Liabilities	Balance Sheet Audited FS (2021)	
3	Net Current Assets =		
4	Multiplied by 15		
5	Sub-Total =		
6	Minus: Value of Outstanding Contracts	Eligibility Document "E06"	
7	NFCC		

Herewith attached are certified true copies of the Income Tax Return (*filed through the Electronic Filing and Payments System (EFPS)*) and Audited Financial Statement: stamped "RECEIVED" by the BIR or BIR authorized collecting agent for the immediately preceding

year.

<i>SIGNATURE OF THE AUTHORIZED REPRESENTATIVE</i>	
NAME OF THE AUTHORIZED REPRESENTATIVE	
POSITION TITLE OF SIGNATORY:	
NAME OF FIRM\BIDDER:	
POSTAL ADDRESS:	
TELEPHONE NUMBER:	
EMAIL ADDRESS:	

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

Bidder's LETTERHEAD

FORM 9: CONFORMITY WITH THE TECHNICAL SPECIFICATIONS

INSTRUCTIONS to BIDDERS:

- 01.** THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD, SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE TECHNICAL DOCUMENTS MARKED AS "T03";
- 02.** THE SIGNED COPY OF THIS DOCUMENT (IN PDF OR JPEG FORMAT) MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE CONTAINED IN THE SUBMITTED ELECTRONIC BID; AND
- 03.** THE FILENAME STRUCTURE SHOULD BE "T03_XXX=CONFORMITY WITH TECH-SPECS=<BIDDERNAME>".

CONFORMITY WITH THE TECHNICAL SPECIFICATIONS

Item	Minimum and Essential Specifications	Statement of Compliance
1	<p>Bidder shall have the following qualification of the company:</p> <p>Years of experience. In continuous operation for at least ten (10) years in the business, to be supported by License to Operate or a Certification issued by Supervisory Office for Security and Investigation Agencies of the PNP that will prove the number of years in the operation.</p>	<p>Instructions: <i>Bidders must state here either "WILL COMPLY" or "Will 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.</i></p>
2	<p>Security Services for DAP-Pasig and DAPCC-Tagaytay shall be inclusive of, but not limited to:</p> <ul style="list-style-type: none"> a. Seven (7) security guards for DAP Pasig; b. Nine (9) security guards for DAPCC Tagaytay; c. Security guards shall render twelve (12) hours per shift for seven (7) days a week. 	
3	<p>Duly accomplished Building Safety and Security Plan (BSSP), refer to Forms 5 and 6.</p>	

I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct, otherwise, of found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

SIGNATURE OF THE AUTHORIZED REPRESENTATIVE

NAME OF THE AUTHORIZED REPRESENTATIVE	
POSITION TITLE OF SIGNATORY:	
NAME OF FIRM\BIDDER:	
POSTAL ADDRESS:	
TELEPHONE NUMBER:	
EMAIL ADDRESS:	
DATE SIGNED:	

Bidder's LETTERHEAD

FORM 10: BSSP PART-I FOR DAP-PASIG

INSTRUCTIONS to BIDDERS:

01. THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD, SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE TECHNICAL DOCUMENTS MARKED AS "T04";
02. THE SIGNED COPY OF THIS DOCUMENT (IN PDF OR JPEG FORMAT) MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE CONTAINED IN THE SUBMITTED ELECTRONIC BID; AND
03. THE FILENAME STRUCTURE SHOULD BE "T04_XXX=BSSP_PART-I_DAP-PSG=<BIDDERNAME>".

BUILDING SAFETY & SECURITY PLAN: PART 1

DAP Building, Pasig City

TECHNICAL PROPOSAL	
<i>Name of the BIDDER \Supplier</i>	
<i>Complete Mailing Address</i>	.
	.
	.
<i>Telephone Numbers & email address</i>	.
	.
<i>Name of the BIDDER \Bidder \Owner:</i>	
<i>Total Number of Proposed Security Personnel that will be deployed in DAP-premises</i>	<i>Date Proposed:</i>

1) REFERENCES:

The BIDDER's Proposed Plan for DAP should be based on the info data culled from the conducted site visits as well as from these materials provided by the concerned site director:

- a) Vicinity Map;
- b) Typical floor lay-outs & basement parking plan; and,
- c) Pro-forma Contract.

2) PHYSICAL DESCRIPTION:

- a) DAP Pasig is the building that houses the main offices of the Development Academy of the Philippines (DAP). It is a six-storey split-type building with a typical floor area of 430 sqm for its lower wings and 630 sqm for its upper wings, with a penthouse and central machine rooms at its roof deck, and with a single basement. There are also non-DAP offices occupants of the building, and some of its conference facilities is also open to public for conducting conferences, workshops and seminars to different

government agencies and private companies. The building also as a penthouse, central machine rooms at the roof deck, and a single basement;

- b) DAP Pasig has a 1,030 sqm concrete multi-purpose court that serves as the DAP's additional parking area for its guests and employees situated between San Miguel Avenue (front) and Gold Loop Drive (rear) in Ortigas Commercial /Business Center, Pasig City it is in between a much taller building (Jollibee Building Centre) and a much shorter building (Silver Tree Building) the houses one of the AMA schools;

3) STATEMENT OF BIDDER'S PROPOSAL:

a) PERIMETER SECURITY

i. Perimeter Fence

DESCRIPTION AS OF JUNE 2022

(01) The building proper is enclosed with a decorative steel fence. The multi-purpose court is surrounded with cyclone wire which runs along San Miguel Avenue and Gold Loop Drive. A guardhouse is located along Gold Loop Drive and serves as the checkpoint for vehicles entering the building's basement and multi-purpose court;

(02) Definition – Perimeter barriers are used to define the physical limits of an installation, activity or area. Barriers restrict, channel or impede access and are fully integrated to form a continuous obstacle around the installation. They are designed to deter the worst-case threat. The barriers should be focused on providing assets with an acceptable level of protection against a threat.

(03) **ADDITIONAL INFO SUPPLIED BY THE INTERESTED BIDDER (STATE "NONE" IF BIDDER HAS NO ADDITIONAL INFO/DATA):**

(a)

(b)

(04) **BIDDER'S RECOMMENDATIONS (Perimeter Security):**

(a)

(b)

ii. Gates/Doors/Entrances & Exits

DESCRIPTION AS OF JUNE 2022

(01) **DAP Pasig has a four (4) gates:**

(a) Door #1 is located along San Miguel Avenue (front);

(b) Door #2 is located at the back of the building along Gold Loop Drive;

(c) Door #3 is located at the back of the building along Gold Loop Drive and serves as the entrance door to the basement and multi-purpose court; and,

(d) Door #4 is located at the back of the building along Gold Loop Drive and serves as the exit doors from the basement.

- (02) Doors #1 and #2 are regularly used from Mondays thru Fridays at 0600H to 2000H. these are swing-type doors made of glass and aluminum;
- (03) There are security guards posted at the main lobby of the building,
- (04) A security guard posted at the rear door to conduct orderly vehicular traffic at the driveway.
- (05) Main entrance and rear lobby entrance shall be equipped with walk- thru metal detector.
- (06) Main entrance and rear lobby entrance shall be equipped with No contact Thermal complete set K3X Voice activated infrared thermometer.
- (07) Shall have 7 dedicated radio transceiver for the DAP operations.
- (08) Shall have 1 official cellular phone stationed at the main gate.
- (09) Shall have 1 base radio stationed at the main gate channeled to DAP Pasig.

(10) ADDITIONAL INFO SUPPLIED BY THE INTERESTED BIDDER (STATE "NONE" IF BIDDER HAS NO ADDITIONAL INFO/DATA):

- (a)
- (b)

(11) Minimum Expectations from the Interested Bidder (Gates/Doors/Entrances & Exits):

- (a) Hour of Operation and Manning -All gates posted with security personnel shall be manned and operated according to the prescribed guidelines regarding hours and operation, set by DAP;
- (b) Security Requirement: All security personnel posted on all gates shall be equipped with ballpen, wristwatch, firearm (*Caliber.38 revolver with ammo, and where applicable 12 gauge shotgun with spare ammunition*), nightstick, portable radio transceiver, whistle, flashlight, emergency lamp, handcuffs, traffic vest, metal detector, under chassis inspection mirror, raincoat, and umbrella;
- (c) Lock Security and Key Control -All perimeter gates should be manned and locked during off-hours of operation;

(d) ADDITIONAL SUGGESTION/S SUPPLIED BY THE INTERESTED BIDDER (STATE "NONE" IF BIDDER HAS NO ADDITIONAL INFO/DATA):

- ❖
 - ❖
- NOTE: ...continue the enumeration as necessary...**

iii. Protective Lighting (PL):

- (01) PL provides a means of continuing illumination during the hour of darkness, a degree of protection approximating daylight hours. It serves as a deterrent to intruders and assists the security force. It also serves as an essential element of an integrated physical security program. The general principle of PL should

enable the security personnel to see without being seen, with adequate and even levels of light over bordering areas where possible directed to glare in the eyes of the intruder.

- (02) Security lighting enables guard-force personnel to observe activities around or inside a facility while minimizing their presence. An adequate level of illumination for all approaches to an installation will not discourage unauthorized entry; however, adequate lighting improves the ability of security personnel to assess visually and intervene on attempts at unauthorized entry. Lighting is used with other security measures (such as fixed security posts or patrols, and fences) and should never be used alone.

DESCRIPTION AS OF JUNE 2022

- ❖ There are areas that are either totally without light or dimly illuminated with lighting fixtures;
- ❖ Storage areas, motor pool and basement parking are dimly illuminated
- ❖ Common areas such as hallways and lobbies of the building are adequately equipped with fluorescent and rechargeable emergency lights;

(03) ADDITIONAL INFO SUPPLIED BY THE INTERESTED BIDDER (STATE "NONE" IF BIDDER HAS NO ADDITIONAL INFO/DATA):

(a)

(b)

(04) Minimum Expectations for the Interested Bidder (Protective LightinG):

- (a) Use and Control - Lighting fixtures on storage areas and motor pool garages at basement parking area should be installed to provide a means of continuing, during hours of darkness, a degree of security deterrence and protection;
- (b) Vehicle entrance to basement parking should be illuminated to facilitate the complete inspection of passenger cars, trucks, and freight cars as well as their contents and passengers;
- (c) Gate houses at parking lot entrance should have a low level of interior illumination, enabling gate keepers to see approaching pedestrians and vehicles; and,
- (d) Inspection- Periodic inspection shall be conducted by the security personnel at the above-mentioned areas to check the service ability of the lighting facilities and regular reports shall be submitted in cases of abnormal or unusual performance of security lighting.

(e)

(f)

NOTE: ...continue the enumeration as necessary...

b) PERSONNEL, VISITORS, GUESTS AND VEHICLE SECURITY

i. Personnel

DESCRIPTION AS OF JUNE 2022

- ❖ All DAP-Pasig employees have been issued electronic access ID card. Guests are issued visitor's ID and the security guard on-duty takes note of the place/office where the guests plan to go to.
- ❖ There's a further need to ensure consistent compliance to wearing electronic access ID card especially among DAP staffs and officers

(01) ADDITIONAL INFO SUPPLIED BY THE INTERESTED BIDDER (STATE "NONE" IF BIDDER HAS NO ADDITIONAL INFO/DATA):

- (a)
- (b)

(02) Minimum Expectations from the Interested Bidder (Personnel):

- (a) While conducting roving patrols, security personnel should challenge unknown or suspicious personnel to identify themselves with a photo ID card. The following specifics apply;
 - ❖ All DAP employees should be required to show and wear employee electronic access ID card prior to entry;
 - ❖ All DAP employees may be frisked upon reasonable grounds (for deadly weapons, explosive materials, toxic substances, illegal drugs, contraband items and harmful materials).
 - ❖ Any form of breach of DAP rules and regulations should be reported to the proper authorities. DAP Security personnel are obliged to detect and prevent them from happening.
 - ❖ No entry shall be allowed to restricted areas without a legitimate purpose or authority duly supported with relevant documents or passes provided by the DAP;
 - ❖ No entry after normal office hours, including Saturdays, Sundays and Holidays unless there is presentation of proper authorization;

(b) ADDITIONAL SUGGESTION/S SUPPLIED BY THE INTERESTED BIDDER (STATE "NONE" IF BIDDER HAS NO ADDITIONAL INFO/DATA):

- ❖
- ❖

NOTE: ...continue the enumeration as necessary...

ii. Visitors and Guests

DESCRIPTION AS OF JUNE 2022

- (01) Visitors and guests are requested to fill-up an online self-declaration form prior to their visit to the Dap and other tenant offices. Health protocols are conducted by the guard-on-duty before allowing the visitor to enter the DAP building. The person or office to be visited are notified by the lobby guard of the arrival of their visitor/s and the latter are issued visitor's access cards and

the security guard on-duty takes note of the place/office where the guests went.

- (02) There is a need to strengthen the SOPs for visitors accessing the parking spaces of the multi-purpose court. Employees avail the limited parking space on a first come, first serve basis among the entitled personnel. From time to time, there are also transient guests/visitors who would want to use the parking spaces
- (03) The DAP administration is informed of the incoming/outgoing VIP guests on a need-to-know basis only;

(04) ADDITIONAL INFO SUPPLIED BY THE INTERESTED BIDDER (STATE "NONE" IF BIDDER HAS NO ADDITIONAL INFO/DATA):

(a)

(b)

(05) Minimum Expectations from the Interested Bidder (Visitors & Guests):

- (a) Improvement of the existing procedures is waiting considering the limited number of security duty-guards and the unpredictable influx of guests and employees;
- (b) While conducting roving patrols, security personnel should challenge unknown or suspicious personnel to identify themselves with a photo I.D. card. The following specifics apply;
- (c) All visitors and guests are required to show and wear photo ID prior to entry;
- (d) All visitors and guests should be monitored and frisked for deadly weapons, explosive materials, toxic substances, illegal drugs, contraband items and harmful materials upon reasonable grounds for suspicions and shall cause the arrest of perpetrators;
- (e) While on the facility, all visitors and guests should wear and possess valid identification and present it upon request by security personnel. No entry shall be allowed to restricted areas without a legitimate purpose or authority duly supported with relevant documents or passes provided by the DAP;
- (f) No entry after normal office hours, including Saturdays, Sundays and Holidays unless there is presentation of proper authorization;
- (g) The facility should have a verification process to ensure that visitors and guests entering the building have a valid purpose for their visit;
- (h) All visitors and guests are not allowed entry into restricted areas. In general , entry into restricted areas is strictly controlled even if the visitor or guest possesses valid pass, provided such entry is supported with proper documentation justifying entry;
- (i) All visitors and guests are not allowed to loiter in the premises after conduct of business;
- (j) The DAP has a policy of "Total Gun Ban". All firearms must be deposited at

the entrance with the security guard. Deposit slips will be issued for each firearm. Exceptions to this policy include law enforcement personnel with Mission Orders and bodyguards of high-ranking government officials and foreign dignitaries;

- (k) Taking of photos and video are not allowed within the DAP facilities. Exceptions are granted to holders of written approval from the DAPCC Manager or from the appropriate DAP authorities;

(l) ADDITIONAL SUGGESTION/S SUPPLIED BY THE INTERESTED BIDDER
(STATE "NONE" IF BIDDER HAS NO ADDITIONAL INFO/DATA):

❖
❖
NOTE: ...continue the enumeration as necessary...

iii. Vehicles

DESCRIPTION AS OF JUNE 2022

- (01) The duty-guard at the basement does not inspecting vehicles coming in and out of the building basement. His duty is to perform personnel and access control on the basement stairway leading to the main building entry and to monitor and guide vehicles to park at their assigned parking slots; All DAP vehicles have official slot assignments at the basement parking;
- (02) All DAP vehicles are assigned parking slots at the basement parking. Some DAP officers and staffs as well as DAP tenants are also given basement parking slots based from a basement parking plan from the building administrator. Some parking slots are also assigned to tenants. All DAP personnel with motorcycles are parked at a designated parking area. One slot near the basement stairway to assigned for cargo delivery trucks;
- (03) There is a need to improve the manner of enforcement to avoid confusion and disagreement between the basement duty-guard and the visitor/employee insisting to avail the limited parking spaces;
- (04) Scrap building materials and furniture from the building renovation are stored on some of the available parking slots and these materials pose a fire hazard and building safety risks;
- (05) A manual boom barrier is installed at the entrance ramp to the basement parking area. It is operated by the parking lot gatekeeper to restrict and allow entry of authorized vehicles to the basement parking area.

(06) ADDITIONAL INFO SUPPLIED BY THE INTERESTED BIDDER (STATE "NONE" IF BIDDER HAS NO ADDITIONAL INFO/DATA):

- (a)
- (b)

(07) Minimum Expectations from the Interested Bidder (Vehicles):

- (a) A proposal for vehicle access control to include the establishment of

designated parking areas away from restricted areas. Where practicable, establish exclusionary zones to protect the building and other potential high value targets. The following guidelines apply:

- ❖ Policy on Search of Vehicles – All vehicles entering or leaving facilities should be subject to search by security personnel. Search should include cargoes/materials, boxes/compartments and under chassis for possible hidden contrabands and stolen items;
 - ❖ Vehicles approved for entry onto facilities should be controlled regarding their destination and parking;
 - ❖ Parking within the facility should be tightly restricted and should be authorized by a strictly enforced gate pass and/or decal system;
 - ❖ Parking for employees, contractors and visitors should be restricted to designated areas;
 - ❖ Parking for vehicles authorized on facility grounds should be restricted to DAP authority and government vehicles;
 - ❖ Temporary permits or passes should be issued to vendors and visitors for parking in designated controlled areas;
 - ❖ Parking should not obstruct passageways to allow rapid movement of vehicles in case of emergency;
 - ❖ A designated truck holding area should be established to accommodate trucks loaded with cargoes/materials;
 - ❖ Only authorized and duly appointed drivers are allowed to operate DAP owned vehicles. Use of these vehicles should be properly logged and issued with appropriate trip tickets;
 - ❖ No overnight parking for non-DAP vehicles;
- (b) Control of Entrances into Restricted Areas – The security guards shall direct and regulate all entries of vehicles into restricted areas in accordance with the existing guidelines provided by the DAP. In general, entry into restricted areas will be strictly controlled even if the operator of the vehicle possesses valid vehicle pass or sticker.
- (c) Vehicle Registration – Security personnel shall register the arrival and departure of all DAP and non-DAP vehicles into a logbook in accordance with existing vehicle registration guidelines provided by the DAP. In general, all vehicles issued with temporary permits or passes should register their vehicle at the appropriate vehicle access point;

**(d) ADDITIONAL SUGGESTION/S SUPPLIED BY THE INTERESTED BIDDER
(STATE "NONE" IF BIDDER HAS NO ADDITIONAL INFO/DATA):**

- ❖
- ❖

NOTE: ...continue the enumeration as necessary...

c) **BUILDING SECURITY**

i. **Fire Protection**

DESCRIPTION AS OF JUNE 2022

- (01) DAP Pasig has a 75hp standby fire-pump that will supply water to all dry standby-pipes in case of emergency. The building also has a fire-alarm system and the control panel of this alarm system are located right beside the main lobby guard at ground floor;
- (02) There are several appropriate fire-extinguishers strategically placed throughout the building;
- (03) An active Emergency Disaster Team / Fire Brigade is to be re-organized;
- (04) There is also need to regularize disaster preparedness drills to enable the staffs and concerned security personnel to cope with unexpected emergencies;

(05) ADDITIONAL INFO SUPPLIED BY THE INTERESTED BIDDER (STATE "NONE" IF BIDDER HAS NO ADDITIONAL INFO/DATA):

- (a)
- (b)

(06) Minimum Expectations from the Interested Bidder (Fire Protection):

- (a) The DAP security personnel should know the conditions, locations and status of fire extinguishers, fire hydrants, water supplies, hoses, fire exits, electrical control switches and alarm systems. Security personnel are required to be familiar with the operation of fire extinguishers and water hoses;
- (b) All DAP security personnel are required to report any fire hazard, inadequate water supply, fire-fighting equipment and defective fire exits to the DAP Security Coordinator;
- (c) In case of fire, DAP security personnel should assist all employees and disabled persons in exiting the building. If these persons are unable to use the stairs, assist them to a stairwell where they will remain. Notify the duly designated Public Safety officers on the scene where these persons are located;
- (d) In case of fire, DAP security personnel should assist in clearing the driveways of blocked vehicles and equipment; and assist in the evacuation of records, documents and equipment;
- (e) The BIDDER has devised and published a disaster preparedness program covering fire, hazardous materials, earthquake, typhoon and other natural disaster, bomb threat, hostage situation, trespassing, accidents, civil disturbances and chemical and biological agent threat. Copies should be provided upon request.

(f) ADDITIONAL SUGGESTION/S SUPPLIED BY THE INTERESTED BIDDER

(STATE "NONE" IF BIDDER HAS NO ADDITIONAL INFO/DATA):



NOTE: ...continue the enumeration as necessary...

ii. **Security Camera System (SCS)**

DESCRIPTION AS OF JUNE 2022

(01) At present, DAP-Pasig has a Closed Circuit Television (CCTV) or SCS installed in its premises with 24 CCTV color cameras covering the following areas;

SCS Monitoring	6th Floor President's Office Lobby
Camera No. 1	Basement Stairs
Camera No. 2	San Miguel Gate and Left Wing Fire Exit
Camera No. 3	Ground Floor Lobby and Stairs
Camera No. 4	2nd Floor Stairs
Camera No. 5	3rd Floor Stairs
Camera No. 6	4th Floor Stairs
Camera No. 7	5th Floor Stairs
Camera No. 8	6th Floor Stairs
Camera No. 9	OD Hall
Camera No. 10	Basement MV Pool Office
Camera No. 11	Basement Parking A
Camera No. 12	Elevator A
Camera No. 13	Elevator B
Camera No. 14	Rear Entrance
Camera No. 15	Right Wing Fire Exit
Camera no. 16	Back Door Lobby
Camera No. 17	Cashier Area 3rd Floor
Camera No. 18	3rd Floor front Elevator
Camera No. 19	6th Floor front Elevator
Camera No. 20	6th Floor Open Area
Camera No. 21	Machine Room
Camera No. 22	Basement Parking B
Camera No. 23	Basement Engineering Office
Camera No. 24	Basement Entrance
Camera No. 25	Basement Exit
Camera No. 26	Entance to Basement/MPC along Goldloop
Camera No. 27	MPC Open Area
Camera No. 28	San Miguel Ave. North bound
Camera No. 29	San Miguel Ave. South bound
Camera No. 30	Floor 5B IT Server room
Camera No. 31	Basement Exit along Goldloop

(02) DAP-Pasig sees the general purpose of the CCTV/SCS is to prevent crimes, pilferages, losses, or/and related acts of disorder. SCS or CCTV is hoped to be specifically helpful for the following reasons:

- (a) Deterrence – potential burglars and thieves may see the camera and decide that an establishment in question is too much of a risk and therefore not a good target;

- (b) Prosecution – thieves may be caught on camera and this can help catch and prosecute them;
- (c) Fear reduction – if everyone knows that there is a camera, they may feel safer, thus preventing potential criminals from attacking; and,
- (d) Monitoring and intervention – if there is a security guard monitoring the area through CCTV system, he or she may act on any suspicious behavior and thus prevent a crime from occurring.

4) SECURITY GUARD FORCE:

DESCRIPTION AS OF JUNE 2022

- a) DAP has presently engaged the services of Star Special Corporate Security Management, Inc (SSCSMI) with the following deployment:

POST	Tour-of-Duty	No. of Guards
Officer-in-Charge/VIP Escort	7AM – 7PM	1
Shift-in-Charge/Roving/Main Lobby Guard	7PM – 7AM	1
Main Lobby Lady Guard	7AM – 7PM	1
San Miguel Gate	7AM – 7PM	1
Basement Guard	7AM – 7PM	1
Basement Guard	7PM – 7AM	1
Rear Entrance	7AM – 7PM	1
		7

- b) Posts defined above must be manned at all times;
- c) Critical areas have to be identified, and continuous improvement of communication should always be sought to ensure that prompt attention is given to all concerned;
- d) Security lapses should be prevented at all times;
- e) The usual guard mounting and regular briefing of the guards before assumption of duties and responsibilities is a must.

f) ADDITIONAL INFO SUPPLIED BY THE INTERESTED BIDDER (STATE "NONE" IF BIDDER HAS NO ADDITIONAL INFO/DATA):

- i.
- ii.

g) Minimum Expectations from the Interested Bidder (Security Guard Post):

- i. Before being permitted to act as a guard, watchman, armed response person, or other member of the security detachment, such individuals should have been trained, equipped, licensed and qualified to perform each assigned security-related job task or duty in accordance with the PNP SAGSD approved training and

qualifications plan; AND,

- ii. Appropriate personnel should have been trained to respond to safeguard incidents as outlined in the security plan, the contingency plan, and as specified in the detailed procedures.
- iii. POST DUTIES & RESPONSIBILITIES OF SECURITY PERSONNEL

A. Post:	Main Lobby Guard	Number:	2
Tour-of-Duty:	0700H~1900H : 1900H~0700H	Days of the Week:	Mon~Sun
Duties & Responsibilities:			
1) To monitor all DAP employees, contractors and visitors and frisk for deadly weapons, explosive materials, toxic substances, illegal drugs, contraband items and harmful materials upon reasonable grounds for suspicions and shall cause the arrest of perpetrators.			
2) To strictly enforce the "NO ID, NO ENTRY" policy.			
3) No entry shall be allowed after normal office hours, including Saturdays, Sundays and Holidays unless presentation of proper authorization.			
4) To maintain and update a guard's logbook and records in said logbook in chronological order all events and passages of DAP employees, guests, and visitors.			
5) To exercise tact and courtesy at all times to all DAP officials, staff, employees and visitors.			
6) To inspect all bags, packages, and other belongings of all DAP employees, staff, guests and visitors requesting to enter the DAP facility.			
7) To implement the DAP policies and house rules on personnel and material access			
8) To provide security assistance as may be required or directed to him by the DAP Security Coordinator and provide assistance to DAP employees and visitors as may be requested			
9) Night shift lobby guard will also serve as the roving guard			
<p>✓ ADDITIONAL SUGGESTION/S SUPPLIED BY THE INTERESTED BIDDER (STATE "NONE" IF BIDDER HAS NO ADDITIONAL INFO/DATA):</p> <p>a.</p> <p>b.</p> <p>NOTE:...<i>continue the enumeration as necessary...</i></p>			
B. Post:	Basement Guard	Number:	2
Tour-of-Duty:	0700H~1900H : 1900H~0700H	Days of the Week:	Mon~Sun
Duties & Responsibilities:			
1) To monitor all DAP employees, contractors and visitors and frisk for deadly			

B. Post: Basement Guard	Number: 2
Tour-of-Duty: 0700H~1900H : 1900H~0700H	Days of the Week: Mon~Sun
Duties & Responsibilities:	
weapons, explosive materials, toxic substances, illegal drugs, contraband items and harmful materials upon reasonable grounds for suspicions and shall cause the arrest of perpetrators;	
2) To strictly enforce the "NO ID, NO ENTRY" policy;	
3) No entry shall be allowed after normal office hours, including Saturdays, Sundays and Holidays unless presentation of proper authorization;	
4) To maintain and update a guard's logbook and records in said logbook in chronological order all events and passages of DAP employees, guests, and visitors;	
5) To exercise tact and courtesy at all times to all DAP officials, staff, employees and visitors;	
6) To inspect all bags, packages, and other belongings of all DAP employees, staff, guests and visitors requesting to enter the DAP facility;	
7) To monitor the vehicles, lighting facilities and equipment installed and stored within his area of responsibility;	
8) To effectively control the flow of traffic and direct vehicles to park properly in their designated areas;	
9) To implement the DAP policies and house rules on vehicle, personnel and material access;	
10) To provide security assistance as may be required or directed to him by the DAP Security Coordinator and provide assistance to DAP employees and visitors as may be requested;	
<p>✓ ADDITIONAL SUGGESTION/S SUPPLIED BY THE INTERESTED BIDDER (STATE "NONE" IF BIDDER HAS NO ADDITIONAL INFO/DATA):</p> <p>a)</p> <p>b)</p> <p>NOTE:...<i>continue the enumeration as necessary...</i></p>	
C. Post: Rear Entrance Guard	Number: 1
Tour-of-Duty: 0700H~1900H	Days of the Week: Mon~Sun
Duties & Responsibilities:	
1) To strictly enforce the "NO ID, NO ENTRY" policy.	
2) No entry shall be allowed after normal office hours, including Saturdays, Sundays and Holidays unless presentation of proper authorization.	
3) To exercise tact and courtesy at all times to all DAP officials, staff, employees	

C.	Post: Rear Entrance Guard	Number: 1
	Tour-of-Duty: 0700H~1900H	Days of the Week: Mon~Sun
Duties & Responsibilities:		
and visitors.		
4) To effectively control the flow of traffic and direct vehicles to park properly in their designated areas;		
5) To implement the DAP policies and house rules on vehicle, personnel and material access;		
6) To provide security assistance as may be required or directed to him by the DAP Security Coordinator and provide assistance to DAP employees;		
✓ ADDITIONAL SUGGESTION/S SUPPLIED BY THE INTERESTED BIDDER (STATE "NONE" IF BIDDER HAS NO ADDITIONAL INFO/DATA): a) b) NOTE:...continue the enumeration as necessary...		

D.	Post: San Miguel Gate Guard	Number: 1
	Tour-of-Duty: 0700H~1900H	Days of the Week: Mon~Sat
Duties & Responsibilities:		
1) To monitor all DAP employees, contractors and visitors and frisk for deadly weapons, explosive materials, toxic substances, illegal drugs, contraband items and harmful materials upon reasonable grounds for suspicions and shall cause the arrest of perpetrators;		
2) To strictly enforce the "NO ID, NO ENTRY" policy;		
3) No entry shall be allowed after normal office hours, including Saturdays, Sundays and Holidays unless presentation of proper authorization;		
4) To exercise tact and courtesy at all times to all DAP officials, staff, employees and visitors;		
5) To effectively control the flow of traffic and direct vehicles to park properly in their designated areas;		
6) To implement the DAP policies and house rules on personnel and material access;		
7) To provide security assistance as may be required or directed to him by the DAP Security Coordinator and provide assistance to DAP employees;		
✓ ADDITIONAL SUGGESTION/S SUPPLIED BY THE INTERESTED BIDDER (STATE "NONE" IF BIDDER HAS NO ADDITIONAL INFO/DATA): a)		

D.	Post: San Miguel Gate Guard	Number: 1
	Tour-of-Duty: 0700H~1900H	Days of the Week: Mon~Sat
Duties & Responsibilities:		
b) NOTE:... <i>continue the enumeration as necessary...</i>		
F.	Post: Officer-in-Charge	Number: 1
	Tour-of-Duty: 0700H~1900H	Days of the Week: Mon~Sat
Duties & Responsibilities:		
1) To take charge of the general supervision and administrative functions and strict disciplinary actions for the Security Detachment;		
2) To provide consultation and maintain constant coordination and cooperation with DAP on security matters;		
3) To maintain roster of the Security Detachment;		
4) To implement DAP security policies, procedures, directives and/or instructions;		
5) To develop and prescribe security reaction drills in response to calls for assistance and in case of fire, natural calamities and other emergencies;		
6) To review the security guard's reports and logbooks;		
7) To authenticate guard detail and prepare and submit monthly summary of security related incidents;		
8) To conduct and coordinate investigation and proper disposition of security related incidents;		
9) To act on all guard delinquency reports submitted as prescribed and to maintain records of offenses recommended for disciplinary action;		
10) To continuously study and analyze processing and procedures at gates and security related incidents and to recommend corrective measures as the case maybe;		
11) To conduct regular inspection of stations of the physical security infrastructures and security guard performance and secure the upkeep of security equipments and security guard barracks/outpost;		
12) To recommend to the DAP Security Coordinator the posting of security, safety and traffic signs;		
13) To identify and recommend to the DAP the need and improvement of security lighting system especially on the perimeter of building facilities;		
14) To identify fire hazard and recommend to the DAP Security Coordinator safety measures;		
15) To regularly inspect and monitor the conditions, locations and status of fire		

F.	Post: Officer-in-Charge	Number: 1
	Tour-of-Duty: 0700H~1900H	Days of the Week: Mon~Sat
Duties & Responsibilities:		
<p>extinguishers, fire hydrants, water supplies, hoses, fire exits, electrical control switches and alarm systems; and to recommend to the DAP Security Coordinator maintenance, improvement and safety fire measures as well as the formation of fire brigades and the conduct of fire drills;</p>		
<p>16) To act as link-up and develop procedures for cooperation and mutual assistance with the nearest Philippine National Police stations for the security of life and property;</p>		
<p>17) To provide close-in security to DAP officials as may be directed to him by the DAP Security Coordinator;</p>		
<p>18) To provide security assistance as may be required or directed to him by the DAP Security Coordinator and provide assistance to DAP employees and visitors as may be requested;</p>		
<p>19) To perform other duties not contradictory to his job as security officer as may be directed by the Agency or DAP;</p>		
<p>✓ ADDITIONAL SUGGESTION/S SUPPLIED BY THE INTERESTED BIDDER (STATE "NONE" IF BIDDER HAS NO ADDITIONAL INFO/DATA):</p> <p>a)</p> <p>b)</p> <p>NOTE:...continue the enumeration as necessary....</p>		

Bidder's LETTERHEAD

FORM 11: BSSP PART-II FOR DAPCC-TAGAYTAY

INSTRUCTIONS to BIDDERS:

- 01.** THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD, SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE TECHNICAL DOCUMENTS MARKED AS "T05";
- 02.** THE SIGNED COPY OF THIS DOCUMENT (IN PDF OR JPEG FORMAT) **MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE CONTAINED IN THE SUBMITTED ELECTRONIC BID**; AND
- 03.** THE FILENAME STRUCTURE SHOULD BE "T05_XXX=BSSP_PART-2_DAPCC-TGY=<BIDDERNAME>".

Building Safety & Security Plan: Part 2 DAP Conference Center, Tagaytay City

TECHNICAL PROPOSAL	
<i>Name of the BIDDER/Supplier</i>	
<i>Complete Mailing Address</i>	
<i>Telephone Numbers & E-mail Address</i>	. .
<i>Name of the BIDDER /Bidder /Owner</i>	
<i>Total Number of Proposed Security Personnel that will be deployed in DAP premises</i>	<i>Date Proposed:</i>

1) REFERENCES:

The BIDDER's proposed Plan should be based on the info data culled from these materials:

- a) Vicinity Map
- b) Locator Chart of the building and auxiliary facilities inside DAPCC

2) PHYSICAL DESCRIPTION:

DAPCC is the original training facility of the Academy where conferences, workshops and seminars of different government agencies and private companies are conducted. Its buildings are laid-out on a land area of 4.08 hectares (*approximately*) situated along the National Road leading to People's Park and via Calamba road, Laguna, and is just across the Picnic Grove of Tagaytay City.

- a) DAPCC, as a training venue, is composed of the following:
 - i. Main building which houses the...
 - (01) four (4) multi-level conference rooms that can accommodate 50-65 persons per room;

- (02) four (4) flat-flexible conference rooms that can accommodate 30-40 persons per room;
- (03) six (6) workshop rooms;
- (04) program office (workshop rooms 1&2);
- (05) business center (internet, reproduction);
- (06) faculty rooms/secretariat rooms, prayer room;
- (07) workshop area restrooms;
- (08) upper lobby restrooms;
- (09) executive office;
- (10) facilities marketing and sales office;
- (11) auditorium that can accommodate 300-800 persons;
- (12) little theater/multi-purpose hall that can accommodate 150-200 persons; (temporary closed)
- (13) DAP Shoppe including samut-sari souvenir shoppe;
- (14) front office;
- (15) DAPCC offices;
- (16) cashier's office;
- (17) main electrical and mechanical room; and
- (18) lower lobby restrooms
- (19) PABX Room

The DAPCC Tagaytay has more or less 54 regular and 80 non-plantilla based personnel.

- b) Dormitory Building that houses...
 - i. lodging facilities at the 3rd floor, 36 guest rooms and two (2) including stockrooms and sub-electrical room;
 - ii. lodging facilities at the 2nd floor, 36 guest rooms, Including housekeeping office, sub-electrical room and stockroom;
 - iii. lodging facilities at the basement floor, 18 guest rooms including housekeeping stockrooms, sub-electrical room, mini-gym, game room, clinic, bakeshop and restroom (Staff Rooms);
 - iv. dining hall A & B at the ground floor that can accommodate 100 – 400 persons including waiters station, stockroom and restroom;
 - v. main kitchen with stockrooms, offices, cold storage facilities and restroom;
- c) Nine (9) fully-furnished cottages are located at the northeastern part of the compound that can accommodate 4-10 persons per cottage;
- d) Engineering building including generator set room, carpentry, stockroom, and office;

- e) Utility Center including Laundry Room, Waiter’s Quarters, Landscaper’s Quarters and Storage Room;
- f) Staff lounge;
- g) The facility has a large parking area fronting the lower lobby facing Mendoza Street and parking area in front of the flag poles;
- h) DAPCC is bounded by the following:
 - i. North Western Area – vacant lot, Mendoza’s property;
 - ii. North Eastern Area – residential area, Luna’s property;
 - iii. South Western Area – National Road, Picnic Grove, Botanical garden;
 - iv. South Western Area – vacant lot, Mendoza’s property.
- i) In case of emergencies, DAPCC can avail the immediate assistance of the following:

Nature of Emergency		Name & Address	Approximate Distance
a	Police	PNP-PCP station, Brgy. Sungay, Tagaytay City &	150m
		Tagaytay Police Headquarters, Tagaytay City	6-7km
b	Fire	Tagaytay Fire Station, Tagaytay City	6-7km
c	Hospital	Ospital ng Tagaytay, Tagaytay City	6-7km
		Tagaytay Hospital and Medical Center	4-5km

- j) DAPCC is accessible to the public either through private cars or through Public Utility Jeeps and tricycles plying Crossing ng Silang East to People’s Park via the National Road.

k) ADDITIONAL INFO SUPPLIED BY THE INTERESTED BIDDER (STATE “NONE” IF BIDDER HAS NO ADDITIONAL INFO/DATA):

- i.
- ii. .

l) Minimum Expectations from the Interested Bidder (DAPCC, training venue):

- i.
- ii. .

3) STATEMENT OF BIDDER’S RECOMMENDATIONS:

The building proper is enclosed with decorative steel fence.

a) PERIMETER SECURITY

i. Perimeter Fence

DESCRIPTION AS OF JUNE 2022

- (01) **DAPCC** is enclosed with a perimeter fence. However, the fence at the northwestern area of the compound where the security barracks and sewage

treatment plant are located adjacent to the learning and leisure park and has an approximate height of 5 to 7 feet only;

- (02) The northeastern perimeter fence starting at the back of cottage#5 to cottage#9 is also approximately 4 to 7 feet. Said fence is adjacent to the residential, hotel area and vacant lot;
- (03) There is a gate at the southwestern area of the compound where a dormitory access door on the left wing going to the parking area is located;

(04) ADDITIONAL INFO SUPPLIED BY THE INTERESTED BIDDER (STATE "NONE" IF BIDDER HAS NO ADDITIONAL INFO/DATA):

- (a)
- (b)

(05) Minimum Expectations from the Interested Bidder (Perimeter Security):

- (a) The Security Agency must submit security plan to ensure that no intruders will enter the perimeter;
- (b) All perimeter fences, gates and signs shall be periodically inspected for security breach and its service abilities properly maintained. Inspection of Areas of Responsibilities (AOR) and posted guards shall periodically be conducted by BIDDER representative or Security Detachment Commander particularly at nighttime at least once a week.

(c) ADDITIONAL SUGGESTION/S SUPPLIED BY THE INTERESTED BIDDER (STATE "NONE" IF BIDDER HAS NO ADDITIONAL INFO/DATA):

❖
❖
NOTE: *continue the enumeration as necessary...*

ii. Gates/Doors/Entrances & Exits

DESCRIPTION AS OF JUNE 2022

- (01) DAPCC has three (3) gates:
 - (a) Gate 1 – is located along the National Road (east wing) and it is being utilized as ingress and egress of all vehicles. It is a swing-type made of steel with sub-gate entrance occasionally used by personnel & visitors;
 - (b) Gate 2 – is located at the National Road (west wing). This gate is temporarily closed; and
 - (c) Gate 3 – is located along northwestern portion of the compound and it is a swing-type steel made gate. It is also temporarily closed.
- (02) DAPCC has the following doors/entrances/exits:
 - (a) Door 1/ Lower Lobby (main entrance) – located at the southwestern part of the main building;

- (b) Door 2/ Upper Lobby (secondary entrance for walk-in/differently-abled) – located at the center of the main building;
- (c) Door 3/ Access door to Barbecue Plaza and Parking Area – located at the hallway in between the Conference building and the dormitory;
- (d) Door 4/ Access door – located at the Ground Floor, left wing of the dormitory building at the Dining B going to Barbecue Plaza and Parking Area;
- (e) Door 5/ Access door – located at the Ground Floor, right wing of the dormitory from Dining A area to the Cottages, northeastern part of the compound;
- (f) Door 6/ Fire Exit – located at the basement near clinic, left side of the dormitory going to the Parking Area and Deltan Garden;
- (g) Door 7/ Access Door – located at the back of the dormitory going to the maintenance area, laundry, staff lounge and learning and leisure Park;
- (h) Door 8 / Fire Exit – located at the Dormitory Basement right wing going to Cottages;
- (i) Door 9/ Emergency Exit – located at the DAPCC Offices (lower lobby) going to barbecue plaza;
- (j) Door 10/ Access Door – located near DAP Shoppe, entrance going to heliport /roof deck;
- (k) Door 11/ Access Door – located inside the auditorium balcony going to roof deck;
- (l) Door 12/ Access Door - located at 3rd floor east (right) wing fire exit leading to overhead tank;
- (m) Door 13/ Access Door – located at 3rd floor west (left) wing fire exit leading to roof deck.
 - **NOTE:** Lobby/doors 1 & 2 are being utilized 24 hours daily as entry/exit by visitors and guests.

(03) ADDITIONAL INFO SUPPLIED BY THE INTERESTED BIDDER (STATE "NONE" IF BIDDER HAS NO ADDITIONAL INFO/DATA):

- (a)
- (b) .

(04) Minimum Expectations from the Interested Bidder (Gates/Doors/Entrances & Exits):

- (a) Hour of Operation and Manning - All gates posted with security personnel shall be manned and operated according to the prescribed guidelines regarding hours and operation, and manning requirements provided by the DAP Security Coordinator;
- (b) Security Requirement - Security personnel posted on all gates shall be equipped with firearms (Caliber 9mm pistol or where applicable 12-gauge

shotgun with spare ammunition), first aid kit, nightstick, portable radio transceiver, whistle, flashlight, emergency lamp, handcuff, traffic vest/reflectORIZED gloves, metal detector, under chassis inspection mirror, raincoat, and umbrella, record books;

- (c) Lock Security and Key Control - All perimeter gates should be manned and locked during off-hours of operation.
- (d) Lower Lobby and Upper Lobby shall be equipped with walk- thru metal detector.
- (e) Lower Lobby, Upper lobby, Parking Area and Main Gate shall be equipped with No Contact Thermal complete set K3X Voice activated infrared thermometer.
- (f) Shall have 7 dedicated radio transceiver for the DAP operations.
- (g) Shall have 1 official cellular phone stationed at the main gate.
- (h) Shall have 1 base radio stationed at the main gate channeled to DAP Pasig.

(i) **ADDITIONAL SUGGESTION/S SUPPLIED BY THE INTERESTED BIDDER (STATE "NONE" IF BIDDER HAS NO ADDITIONAL INFO/DATA):**

❖
❖
NOTE: *continue the enumeration as necessary...*

b) OUTDOOR LIGHTING (OL):

DESCRIPTION AS OF JUNE 2022

- i. The DAPCC has existing perimeter and street lights;

(01) **ADDITIONAL INFO SUPPLIED BY THE INTERESTED BIDDER (STATE "NONE" IF BIDDER HAS NO ADDITIONAL INFO/DATA):**

- (a)
- (b) .

(02) **Minimum Expectations from the Interested Bidder (OUTDOOR LIGHTING):**

- (a)
- (b) .

c) PERSONNEL, VISITORS, GUESTS & VEHICLE SECURITY

i. Personnel

DESCRIPTION AS OF JUNE 2022

- (01) All DAPCC employees have been issued Academy IDs; and,
- (02) Employees enter and exit through the main gate.

(03) **ADDITIONAL INFO SUPPLIED BY THE INTERESTED BIDDER (STATE "NONE" IF**

BIDDER HAS NO ADDITIONAL INFO/DATA):

- (a)
- (b)

(04) Minimum Expectations from the Interested Bidder (Personnel):

- (a) Security Agency must submit procedures for implementation on how to check ingress/egress of personnel as well as inspection of personal belongings.

(b) ADDITIONAL SUGGESTION/S SUPPLIED BY THE INTERESTED BIDDER (STATE "NONE" IF BIDDER HAS NO ADDITIONAL INFO/DATA):



NOTE: *continue the enumeration as necessary...*

ii. Visitors and Guests

DESCRIPTION AS OF JUNE 2022

- (01) All visitors and guest enter and exit through the main gate.
- (02) All visitors will secure a visitor pass in exchange of a valid I.D. at the main gate before entering the building and this to be signed by a person whom he/she transact business. Return the visitor pass to the gate guard before she/he leaves the main gate.

(03) ADDITIONAL INFO SUPPLIED BY THE INTERESTED BIDDER (STATE "NONE" IF BIDDER HAS NO ADDITIONAL INFO/DATA):

- (a)
- (b)

(04) Minimum Expectations from the Interested Bidder (Visitors & Guests):

- (a) Security Agency to submit procedural guidelines on how to handle incoming and outgoing of visitors and guests.

(b) ADDITIONAL SUGGESTION/S SUPPLIED BY THE INTERESTED BIDDER (STATE "NONE" IF BIDDER HAS NO ADDITIONAL INFO/DATA):



NOTE: *continue the enumeration as necessary...*

iii. Vehicles

DESCRIPTION AS OF JUNE 2022

- (01) All vehicles enter and exit through the main gate.
- (02) All visitors' / guest vehicle will be issued a vehicle car pass in exchange of a

valid I.D.

(03) Conduct random inspection to all incoming and outgoing vehicles.

(04) ADDITIONAL INFO SUPPLIED BY THE INTERESTED BIDDER (STATE "NONE" IF BIDDER HAS NO ADDITIONAL INFO/DATA):

(a)

(b)

(05) Minimum Expectations from the Interested Bidder (Vehicles):

(a) Security Agency must submit procedure on entrance and exit of the vehicles;

(b) Security Agency must submit guidelines on vehicles entering or leaving the facilities.

(c) ADDITIONAL SUGGESTION/S SUPPLIED BY THE INTERESTED BIDDER (STATE "NONE" IF BIDDER HAS NO ADDITIONAL INFO/DATA):

❖

❖

NOTE: *continue the enumeration as necessary...*

b) BUILDING SECURITY:

i. Fire Protection

DESCRIPTION AS OF JUNE 2022

(01) DAPCC has several fire extinguishers strategically installed in several places;

(02) DAPCC has several fire exit signages strategically installed in several exit doors; and,

(03) DAPCC has fire alarm system at the dormitory rooms, dining hall, function rooms and kitchen area.

(04) DAPCC has fire suppression installed at the kitchen hood.

(05) ADDITIONAL INFO SUPPLIED BY THE INTERESTED BIDDER (STATE "NONE" IF BIDDER HAS NO ADDITIONAL INFO/DATA):

(a)

(b)

(06) Minimum Expectations from the Interested Bidder (Fire Protection):

(a) The DAPCC security personnel should know the conditions, locations and status of fire extinguishers, fire hydrants, water supplies, hoses, fire exits, electrical control switches and alarm systems. Security personnel are required to be familiar with the operation of fire extinguishers and water hoses;

(b) All DAPCC security personnel are required to report any fire hazard,

inadequate water supply, firefighting equipment and defective fire exits to the DAP Security Coordinator;

- (c) In case of fire, DAPCC security personnel should assist all employees and differently-abled persons in exiting the building. If these persons are unable to use the stairs, assist them to a stairwell where they will remain. Notify the duly designated Public Safety Officers on the scene where these persons are located;
- (d) In case of fire, DAPCC security personnel should assist in clearing the driveways of blocked vehicles and equipment; and assist in the evacuation of records, documents and equipment;
- (e) The BIDDER has to submit a disaster preparedness program covering fire, hazardous materials, earthquake, typhoon and other natural disaster, bomb threat, hostage situation, trespassing, accidents, civil disturbances and chemical and biological agent threat. Copies should be provided upon request.
- (f) All DAPCC security personnel should know how to operate fire extinguisher.

(g) **ADDITIONAL SUGGESTION/S SUPPLIED BY THE INTERESTED BIDDER (STATE "NONE" IF BIDDER HAS NO ADDITIONAL INFO/DATA):**

❖
❖
NOTE: *continue the enumeration as necessary....*

ii. Security Camera System (SCS)

DESCRIPTION AS OF JUNE 2022

(01) At present, DAP-Pasig has a Closed Circuit Television (CCTV) or SCS installed in its premises with 47 CCTV color cameras covering the following areas;

SCS Monitoring	PABX Room/ Cottage 5 Electrical room
Camera No. 1	Main Gate
Camera No. 2	Lower Lobby Driveway
Camera No. 3	Lower Lobby
Camera No. 4	Auditorium
Camera No. 5	Upper Lobby
Camera No. 6	Upper Lobby Left
Camera No. 7	O.P Hallway
Camera No. 8	Conf. 6 Hallway
Camera No. 9	Workshop Hallway Front Men C.R.
Camera No. 10	Workshop Hallway front Ladies C.R.
Camera No. 11	Conference room 4 hallway
Camera No. 12	Front Desk
Camera No. 13	Connecting Hallway
Camera No. 14	3 rd flr. Left wing end hallway
Camera No. 15	3 rd flr. Left wing hallway front of RFS stk. rm
Camera No. 16	3 rd flr. Right wing end hallway

Camera No. 17	3 rd flr. Right wing hallway front of room 301
Camera No. 18	2 nd flr. Left wing end hallway
Camera No. 19	2 nd flr. Left wing hallway front RFS office
Camera No. 20	2 nd flr. Right wing end hallway
Camera No. 21	2 nd flr. Right wing hallway front room 201
Camera No. 22	Basement Lobby
Camera No. 23	Basement Left hallway near 107
Camera No. 24	Basement Left Fire exit door
Camera No. 25	Basement Right wing hallway near 101
Camera No. 26	Engr. Pathway
Camera No. 27	Main Parking A
Camera No. 28	Kitchen
Camera No. 29	Dining Hall B
Camera No. 30	Dining Hall A
Camera No. 31	Kitchen Front Door
Camera No. 32	Gate 3
Camera No. 33	Art Gallery Hallway
Camera No. 34	PABX
Camera No. 35	Inside Art Gallery 1
Camera No. 36	Inside Art Gallery 2
Camera No. 37	Inside Art Gallery 3
Camera No. 38	Cash Office Hallway
Camera No. 39	Dining Lobby
Camera No. 40	Main Gate A
Camera No. 41	Main Gate B
Camera No. 42	Cottage 2
Camera No. 43	Cottage 2A
Camera No. 44	Back of Cottage 5
Camera No. 45	Infront of Cottage 5
Camera No. 46	Left side of RFS stockroom
Camera No. 47	Left side of Villa 9

4) SECURITY GUARD FORCE

DESCRIPTION AS OF JUNE 2022

- a) DAPCC has presently engaged the services of a Security Agency with the following deployment:

POST	Tour-of-Duty	No. of Guards
❖ Main Gate	7AM – 7PM	2
	7PM – 7AM	1
❖ Upper Lobby Door	7AM – 7PM	1
	7PM – 7AM	1
❖ Parking Area	7AM – 7PM	1
	7 PM – 7 AM	1
❖ Officer-in-Charge	7AM - 7PM	1
❖ Lower Lobby Door	7AM – 7PM	1
Total		9

- b) The number of guards presently deployed is insufficient to man the center;

- c) Critical areas have to be identified, and continuous improvement of communication should always be sought to ensure that prompt attention is given to all concern;
- d) Security lapses should be prevented at all times;
- e) The usual guard mounting and regular briefing of the guards before assumption of duties and responsibilities is a must.

f) ADDITIONAL INFO SUPPLIED BY THE INTERESTED BIDDER (STATE "NONE" IF BIDDER HAS NO ADDITIONAL INFO/DATA):

- i.
- ii.

g) Minimum Expectations from the Interested Bidder (Security Guard Force):

- i. Before being permitted to act as a guard, watchman, armed response person, or other members of the security detachment, such individuals should have been trained, equipped, licensed and qualified to perform each assigned security-related job task or duty in accordance with the PNP SAGSD approved training and qualifications plan;
- ii. Appropriate personnel should have been trained to respond to safeguards incidents as outlined in the security plan, the contingency plan, and as specified in the detailed procedures.
- iii. POST DUTIES & RESPONSIBILITIES OF SECURITY PERSONNEL

A. Post:	Officer-in-Charge	Number:	1
Tour-of-Duty:	0700H~1900H	Days of the Week:	Mon-Sun
Duties & Responsibilities:			
1) To take charge of the general supervision and administrative functions and strict disciplinary actions for the Security Detachment;			
2) To provide consultation and maintain constant coordination and cooperation with DAPCC on security matters;			
3) To maintain roster of the Security Detachment;			
4) To implement DAPCC security policies, procedures, directives and/or instructions;			
5) To develop and prescribe security reaction drills in response to calls for assistance and in case of fire, natural calamities and other emergencies;			
6) To review the security guard's reports and logbooks;			
7) To authenticate guard detail and prepare and submit monthly summary of security related incidents;			
8) To conduct and coordinate investigation and proper disposition of security related incidents;			
9) To act on all guard delinquency reports submitted as prescribed and to			

	maintain records of offenses recommended for disciplinary action;
10)	To continuously study and analyze processing and procedures at gates and security related incidents and to recommend corrective measures as the case maybe;
11)	To conduct regular inspection of stations of the physical security infrastructures and security guard performance and ensure the upkeep of security equipment and security guard barracks/outpost;
12)	To recommend to the DAP Security Coordinator the posting of security, safety and traffic signs;
13)	To identify and recommend to the DAPCC the need and improvement of security lighting system especially on the perimeter of building facilities;
14)	To identify fire hazard and recommend to the DAP Security Coordinator safety measures;
15)	To regularly inspect and monitor the conditions, locations and status of fire extinguishers, fire hydrants, water supplies, hoses, fire exits, electrical control switches and alarm systems; and to recommend to the DAP Security Coordinator maintenance, improvement and safety fire measures as well as the formation of fire brigades and the conduct of fire drills;
16)	To act as link-up and develop procedures for cooperation and mutual assistance with the nearest Philippine National Police stations for the security of life and property;
17)	To provide close-in security to DAP officials as may be directed by the DAP Security Coordinator;
18)	To provide security assistance as may be required or directed by the DAP Security Coordinator or DAPCC Director and provide assistance to DAPCC employees and visitors as may be requested;
19)	To perform other duties not contradictory to his job as Security Officer as may be directed by the BIDDER or DAP.

ADDITIONAL SUGGESTION/S SUPPLIED BY THE INTERESTED BIDDER (STATE "NONE" IF BIDDER HAS NO ADDITIONAL INFO/DATA):

a)

b)

NOTE:...*continue the enumeration as necessary...*

B. Post:	Main Gate Guards	Number:	2 day shift
			1 night shift
Tour-of-Duty:	24 hours operation	Days of the Week:	Mon-Sun

Duties & Responsibilities:

- 1) To monitor all DAPCC employees, guests and visitors and frisk for deadly

weapons, explosive materials, toxic substances, illegal drugs, contraband items and harmful materials upon reasonable grounds for suspicions and shall cause the arrest of perpetrators;
2) To strictly enforce the “NO ID, NO ENTRY” policy;
3) To maintain and update a guard’s logbook and records in said logbook in chronological order all events and passages of DAPCC employees, guests, visitors and vehicles;
4) To exercise tact and courtesy at all times to all DAPCC officials, staff, employees and visitors;
5) To inspect all bags, packages, and other belongings of all DAPCC employees, staff, guests and visitors entering/leaving the DAPCC facility;
6) To monitor the vehicles, lighting facilities and equipment installed and stored within his area of responsibility;
7) To effectively control the flow of traffic and direct vehicles to park properly in their designated areas;
8) To implement DAP Policies and House Rules on vehicle, personnel and material access (gatepass);
9) To provide security assistance as may be required or directed to him by the DAPCC Director and provide assistance to DAP employees and visitors as may be requested.
ADDITIONAL SUGGESTION/S SUPPLIED BY THE INTERESTED BIDDER (STATE “NONE” IF BIDDER HAS NO ADDITIONAL INFO/DATA): a) b) NOTE:...continue the enumeration as necessary...

C. Post: Upper Lobby Guard	Number: 1 per shift
Tour-of-Duty: 0700H~1900H : 1900H~0700H	Days of the Week: Mon-Sun
Duties & Responsibilities:	
1) To monitor all DAPCC employees, guests and visitors and frisk for deadly weapons, explosive materials, toxic substances, illegal drugs, contraband items and harmful materials upon reasonable grounds for suspicions and shall cause the arrest of perpetrators;	
2) To maintain and update a guard’s logbook and records in said logbook in chronological order all events and passages of DAPCC employees, guests, visitors and vehicles;	
3) To exercise tact and courtesy at all times to all DAPCC officials, staff, employees and visitors;	

4)	To inspect all bags, packages, and other belongings of all DAPCC employees, staff, guests and visitors entering/leaving the DAPCC facility;
5)	To monitor the vehicles, lighting facilities and equipment installed and stored within his area of responsibility;
6)	To effectively control the flow of traffic and direct vehicles to park properly in their designated areas;
7)	To implement DAP Policies and House Rules on Vehicle, personnel and material access;
8)	To provide security assistance as may be required or directed to him by the DAPCC Director and provide assistance to DAP employees and visitors as may be requested.
ADDITIONAL SUGGESTION/S SUPPLIED BY THE INTERESTED BIDDER (STATE "NONE" IF BIDDER HAS NO ADDITIONAL INFO/DATA):	
a)	
b)	
NOTE:...continue the enumeration as necessary...	

D. Post:	Lower Lobby	Number:	1 day shift
Tour-of-Duty:	0700H~1900H	Days of the Week:	Mon-Sun

Duties & Responsibilities:

1)	To monitor all DAPCC employees, guests and visitors and frisk for deadly weapons, explosive materials, toxic substances, illegal drugs, contraband items and harmful materials upon reasonable grounds for suspicions and shall cause the arrest of perpetrators;
2)	To maintain and update a guard's logbook and records in said logbook in chronological order all events and findings;
3)	To exercise tact and courtesy at all times to all DAPCC officials, staff, employees and visitors;
4)	To monitor the vehicles, lighting facilities and equipment installed and stored within his area of responsibility;
5)	To effectively control the flow of traffic and direct vehicles to park properly in their designated areas;
6)	To implement DAP Policies and House Rules on Vehicle, personnel and material access;
7)	To provide security assistance as may be required or directed to him by the DAPCC Director and provide assistance to DAP employees and visitors as may be requested.

ADDITIONAL SUGGESTION/S SUPPLIED BY THE INTERESTED BIDDER (STATE "NONE" IF BIDDER HAS NO ADDITIONAL INFO/DATA):

c)

d)

NOTE:...*continue the enumeration as necessary...*

E.	Post: Parking Area	Number:	1 per shift
-----------	---------------------------	----------------	-------------

Tour-of-Duty:	0700H – 1900H 1900H – 0700H	Days of the Week:	Mon-Sun
----------------------	--------------------------------	--------------------------	---------

Duties & Responsibilities:

- 1) To conduct regular inspection of stations of the physical security infrastructures;
- 2) If equipped with a Watchman Clock, to conduct regular inspection of key stations;
- 3) To ensure and enforce that all lights are switched off and all electrical equipment and appliances are unplugged when all DAPCC employees are out after business hours;
- 4) To regularly inspect and monitor the conditions, locations and status of fire extinguishers, fire hydrants, water supplies, hoses, fire exits, electrical control switches and alarm systems; and to recommend to the Officer-in-Charge maintenance, improvement and safety fire measures;
- 5) To implement DAP Policies and House Rules on Vehicle, personnel and material access;
- 6) To provide security assistance as may be required or directed to him by the DAPCC Director and provide assistance to DAP employees and visitors as may be requested.

✓ **ADDITIONAL SUGGESTION/S SUPPLIED BY THE INTERESTED BIDDER (STATE "NONE" IF BIDDER HAS NO ADDITIONAL INFO/DATA):**

e)

f)

NOTE:...*continue the enumeration as necessary...*

Bidder's LETTERHEAD

FORM 12: SITE INSPECTION CERTIFICATE FOR DAP-PASIG

INSTRUCTIONS to BIDDERS:

- 01.** THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD, SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE TECHNICAL DOCUMENTS MARKED AS "T06";
- 02.** THE SIGNED COPY OF THIS DOCUMENT (IN PDF OR JPEG FORMAT) **MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE CONTAINED IN THE SUBMITTED ELECTRONIC BID; AND**
- 03.** THE FILENAME STRUCTURE SHOULD BE "**TO6_XXX=CERTIFICATE_SITE_INSPECTION_DAP-PSG=<BIDDERNAME>**".

CERTIFICATE OF SITE INSPECTION	
in	
DAP Pasig City	
Bidding No.: IB22-400818-05	Total ABC: P7,500,000.<u>00</u>
Project: "ONE (1) LOT SECURITY SERVICES FOR DAP FACILITIES IN PASIG AND TAGAYTAY CITY"	
Bidder's Name	
Bidder's Rep.#1 Name /Position	
Bidder's Rep.#2 Name / Position	
DAP's Rep during the Tour	
Date of Inspection:	Duration/Time of Inspection:
This is to certify that we have adequately toured the DAP-Pasig City facilities and was able to get enough indo/data pertaining to the above stated Project.	This is to certify that the above named Bidder's Rep's had indeed visited/site inspected the DAP-Pasig City facilities in reference to the above stated Project.
By Bidder's Authorized Signatory:	By:
Signature: _____	Signature: _____
Name: _____	Name: NELSON L. CASALAN
Position Title: _____	Position Title: Director, GSD, DAP Pasig

Bidder's LETTERHEAD

FORM 13: SITE INSPECTION CERTIFICATE FOR DAPCC-TAGAYTAY

INSTRUCTIONS to BIDDERS:

- 01.** THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD, SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE TECHNICAL DOCUMENTS MARKED AS "T07";
- 02.** THE SIGNED COPY OF THIS DOCUMENT (IN PDF OR JPEG FORMAT) MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE CONTAINED IN THE SUBMITTED ELECTRONIC BID; AND
- 03.** THE FILENAME STRUCTURE SHOULD BE "T07_XXX=CERTIFICATE SITE INSPECTION DAPCC-TGY=<BIDDERNAME>".

<p>CERTIFICATE OF SITE INSPECTION in DAP Conference Center, Tagaytay City</p>

Bidding No.: IB22-400818-05	Total ABC: P7,500,000.⁰⁰
Project: “ONE (1) LOT SECURITY SERVICES FOR DAP FACILITIES IN PASIG AND TAGAYTAY CITY”	
Bidder's Name	
Bidder's Rep.#1 Name /Position	
Bidder's Rep.#2 Name / Position	
DAP's Rep during the Tour	
Date of Inspection:	Duration/Time of Inspection:
<p>This is to certify that we have adequately toured the DAPCC-Tagaytay facilities and was able to get enough info/data pertaining to the above stated Project.</p> <p>By Bidder's Authorized Signatory:</p> <p>Signature: _____</p> <p>Name: _____</p> <p>Position Title: _____</p>	<p>This is to certify that the above named Bidder's Rep's had indeed visited/site inspected the DAPCC-Tagaytay facilities in reference to the above stated Project.</p> <p>By:</p> <p>Signature: _____</p> <p>Name: PAG-ASA L. DOGELIO</p> <p>Position Title: Resident Director, DAPCC</p>

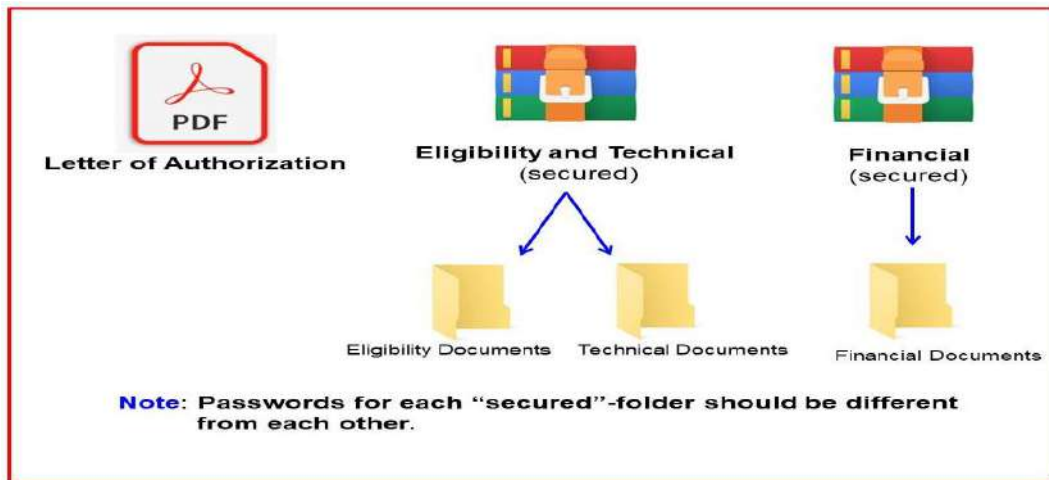
SECTION X. FILENAMES

Notes to the Bidders:

This Section of the OBD provides the information necessary for interested Bidders to prepare responsive bids, in accordance with the requirements of DAP.

The tendered Bid shall be assessed on the basis of what is deemed advantageous to DAP, in particular, and to the Government, in general before an award will be served.

This Section contains provisions that are to be used unchanged. For illustration purposes, the following shall be packaged as follows:



Below are information and step-by-step guide in preparing the FILENAMES acceptable to DAP:

1. The submitted secured [zip.file](#)-bid must be certified by the Bidder as the faithful electronic copies of the submitted requirements.
2. The Bidder certifies that all of the electronic files with suffix should contain the Technical and Financial Components of the Bid. The e-files that can be found in the said
3. **<BidderName>** had been diligently and carefully examined;
4. The Bidder must ensure that each file is inspected, and the files enumerated here below are saved and uploaded in the designated bidms.dap.edu.ph account of the Bidder.

FILENAME		Filetype
N	<p>INSTRUCTIONS: * The structure of the "final-filename" followed the file structure below. The first 3 characters of the filename refers to the document-tag;</p> <p>* The "_XXX" represents the page-number of the file (if in jpg-format), or the last page-number if the file is in pdf-format. In case there is only one page, "_XXX" will be "_000"; and,</p> <p>* The suffix "<BidderName>" was replaced by the Company Name of the Bidder.</p>	
01	<p>LOA_XXX=signed_Letter_of_Authorization=<BidderName></p> <p>INSTRUCTIONS: The duly adjusted/filled-out, printed, and signed LOA should be placed prior to the Opening of the secured zip-file bid. The LOA</p>	Pdf, or jpg, or word

	<i>can be read without opening any part of the submitted bid.</i>	
I. ELIGIBILITY DOCUMENTS		
02	E01_XXX=PhilGEPS_REGISTRATION=<BidderName>	pdf or jpg
03	E02_XXX=SEC-DTI-CDA =<BidderName>	pdf or jpg
04	E03_XXX=MAYOR-BUSINESS_PERMIT=<BidderName>	pdf or jpg
05	E04_XXX=TAX_CLEARANCE=<BidderName>	pdf or jpg
06	E05_XXX=AFS_FY2021-OR-FY2022=<BidderName>	pdf or jpg
07	E06_XXX=EXCEL_ALL_ONGOING_CONTRACTS=<BidderName>	EXCEL
08	E06_XXX=IMAGE_ALL_ONGOING_CONTRACTS=<BidderName>	pdf or jpg
09	E07_XXX=EXCEL_COMPLETED_CONTRACT= <BidderName>	EXCEL
10	E07_XXX=IMAGE_COMPLETED_CONTRACT=<BidderName>	pdf or jpg
11	E08_XXX= NFCC=<BidderName>	pdf or jpg
12	E09_XXX=VALID_JVA=<BidderName>	pdf or jpg
<p>INSTRUCTIONS: <i>If applicable, valid 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, shall be included in the bid.</i></p> <p><i>If not applicable, the Bidder is still required to issue a Statement, written in its letterhead, clearly indicating that the Bidder will not enter into any JVA for this Project or just put N/A.</i></p>		
II. TECHNICAL DOCUMENTS		
13	T01_XXX=BID_SECURITY=<BidderName>	pdf or jpg
14	T02_XXX=OMNIBUS_SWORN_STATEMENT =<BidderName>	pdf or jpg
15	T03_XXX=CONFORMITY_TECHNICAL_SPECIFICATIONS=<BidderName>	pdf or jpg
16	T04_XXX=BSSP_PART-1_DAP-PASIG =<BidderName>	pdf or jpg
17	T05_XXX=BSSP_PART-2_DAPCC-TAGAYTAY =<BidderName>	pdf or jpg
18	T06_XXX=CERTIFICATE_SITE-INSPECTION_DAP-PSG =<BidderName>	pdf or jpg
19	T07_XXX= CERTIFICATE_SITE-INSPECTION_DAPCC-TGY=<BidderName>	pdf or jpg
20	T08_XXX=PNP_SOSIA_LICENSE=<BidderName>	pdf or jpg
21	T09_XXX=PNP_FED_LICENSE=<BidderName>	pdf or jpg
III. FINANCIAL COMPONENTS		
22	F01_XXX=FINANCIAL_BID_FORM=<BidderName>	pdf or jpg
23	F02_XXX=PRICE_SCHEDULE=<BidderName>	pdf or jpg



development academy of the philippines

BIDS & AWARDS COMMITTEE per SO#2022-042 dated April 26, 2022

**NOTHING
FOLLOWS**

DAP Bldg., San Miguel Avenue, Pasig City 1600
P.O. Box 12788, Ortigas Center, Pasig City 1600

Telephone: (632) 8631 0921 loc. 133

website: <http://www.dap.edu.ph>

email address of BAC Secretariat: **dapbacsec@dap.edu.ph**