

# PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

# Procurement of GOODS

Government of the Republic of the Philippines

## *Procurement for the Provision of Security Services*

*Approved Budget for the Contract (ABC): P6,096,579.47*

PHILGEPS Posting: February 23, 2023

Pre-bid Conference: March 3, 2023 (Friday) @ 9:00AM

Opening of Bids: March 15, 2023 (Wednesday) @ 9:05AM

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# *Glossary of Acronyms, Terms, and Abbreviations*

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

**BAC** – Bids and Awards Committee.

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

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

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

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

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

**CDA** - Cooperative Development Authority.

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

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

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

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

**EXW** – Ex works.

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

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

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

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

**GFI** – Government Financial Institution.

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

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

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

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

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

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

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

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

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

**UN** – United Nations.

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

Republic of the Philippines  
Department of Health  
Regional Office 02  
**REGION II TRAUMA AND MEDICAL CENTER**



ISO 9001:2015 Certified

## **INVITATION TO BID**

### ***Procurement for the Provision of Security Services***

1. The ***Region II Trauma and Medical Center (R2TMC)***, through the ***2023 Hospital GAA and Income*** intends to apply the sum of ***Six Million Ninety-Six Thousand Five Hundred Seventy-Nine Pesos & 47/100 (P6,096,579.47)*** being the ABC to payments under the contract for the ***Procurement for the Provision of Security Services with Identification No. R2TMC-BAC3-2023-13***. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The ***Region II Trauma and Medical Center (R2TMC)***, now invites bids for the ***Provision of Security Services that will satisfy two 12-hour duties/shifts: Thirteen (13) Licensed Security Guards during day time (8AM to 8PM) and Seven (7) Licensed Security Guards during night time (8PM to 8AM), 24/7 a month***. Delivery of the Services is required ***from April 1, 2023 – December 31, 2023, nine (9) months contract***. Bidders should have completed, within 5 years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
  - a. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.
4. Prospective Bidders may obtain further information from ***Region II Trauma and Medical Center Bids and Awards Committee Office*** and inspect the Bidding Documents at the address given below from ***8:00 o'clock in the morning to 5:00 o'clock in the afternoon***.
5. A complete set of Bidding Documents may be acquired by interested Bidders on ***February 23, 2023 to March 15, 2023*** from the given address and website(s) below and ***upon payment of the applicable fee of Ten Thousand Pesos (P10,000.00) only for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB as***

***presented in the table below.*** The Procuring Entity shall allow the bidder to present its proof of payment for the fees ***through electronic means or by presenting the official receipt in person.***

Bank-to-bank payment of bidding documents is allowed provided that deposit be made through the Savings Deposit Account of R2TMC with Landbank of the Philippines (LBP) with the following details:

- i. Savings Account Name: Region II Trauma and Medical Center
- ii. Account Number: No. 0432-1032-18
- iii. Branch: LBP-Solano, Nueva Vizcaya Branch

Please take a screenshot/scanned copy of the successful transaction made and email the same to [bacr2tmc@gmail.com](mailto:bacr2tmc@gmail.com) with the following details as enumerated below before soft copies of the bidding documents will be sent to your respective company email addresses:

- i. Full Name, Order number (ex. Juan Dela Cruz, Order#123)
- ii. Company Name
- iii. Contact Number of Official Representative
- iv. Amount Paid
- v. Bank Name and Branch where Payment was Deposited
- vi. Date and Time of Payment

6. The ***Region II Trauma and Medical Center (R2TMC)*** will hold a Pre-Bid Conference on ***March 3, 2023 at 9:00AM*** through a ***hybrid meeting (combination of video conferencing via zoom platform and physical attendance)*** with details below which shall be open to prospective bidders.

*Join Zoom Meeting*

*<https://zoom.us/j/93594354054?pwd=NjdwbW9GYXZzV28zNXEwTGw1ZG1XZz09>*

*Meeting ID: 935 9435 4054*

*Passcode: 821327*

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before ***March 15, 2023 at 9:00AM***. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on ***March 15, 2023 at 9:05AM*** through ***hybrid meeting (combination of video conferencing via zoom platform and physical attendance)***. ***For participants who wish to join via zoom platform, same link as mentioned above will be used.*** Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The ***Region II Trauma and Medical Center (R2TMC)*** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.



11. For further information, please refer to:

BAC Secretariat  
Procurement/BAC Office  
Region II Trauma and Medical Center, Brgy. Magsaysay  
Bayombong, Nueva Vizcaya  
Telephone No: (078)-805-3561 loc. 2218  
Mobile No.: 0917-100-2071 / 0917-146-5893  
Email address: bacr2tmc@gmail.com

You may visit the R2TMC website for downloading of Bidding Documents:  
*R2TMC.doh.gov.ph*

12. Interested bidders shall drop their bid documents at a place and time as earlier stated in a marked, sealed envelope, addressed to:

**DANILO ANTONIO A. ALEJANDRO, MD, FPPS**  
BAC 3 Chairperson  
Infrastructure & Consultancy/Outsource  
Procurement/BAC Office  
Region II Trauma and Medical Center, Brgy. Magsaysay  
Bayombong, Nueva Vizcaya  
Telephone No: (078)-805-3561 loc. 2218  
Mobile No.: 0917-100-2071 / 0917-146-5893  
Email address: bacr2tmc@gmail.com

**DANILO ANTONIO A. ALEJANDRO, MD, FPPS**  
BAC 3 Chairperson  
Infrastructure & Consultancy/Outsource

*February 23, 2023*

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

## **1. Scope of Bid**

The Procuring Entity, *Procurement for the Provision of Security Services with Identification No. R2TMC-BAC3-2023-13*.

The Procurement Project (referred to herein as “Project”), the details of which are described in Section VII (Technical Specifications/Terms of Reference).

## **2. Funding Information**

2.1. The GOP through the source of funding as indicated below for **2023** in the amount of *Six Million Ninety-Six Thousand Five Hundred Seventy-Nine Pesos & 47/100 (P6,096,579.47)*.

2.2. The source of funding is: *2023 Hospital Income*.

## **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 exceeding those allowed under the rules may participate pursuant to:

- i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
  - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
  - iii. When the Goods sought to be procured are not available from local suppliers; or
  - iv. When there is a need to prevent situations that defeat competition or restrain trade.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to: *at least fifty percent (50%) of the ABC*.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## 6. Origin of Goods

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

## 7. Subcontracts

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

The Procuring Entity has prescribed that: Subcontracting is not allowed.

- 7.2. Subcontracting of any portion of the Project does not relieve the Supplier of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

## 8. Pre-Bid Conference

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

## 9. Clarification and Amendment of Bidding Documents

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

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

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within *two (2) 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 tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.
- 13.2. Payment of the contract price shall be made in: Philippine Pesos

### **14. Bid Security**

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

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

Each Bidder shall submit one (1) original and one (1) photocopy of the technical and financial components of its Bid in Blue Expanded Envelopes.

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 as indicated in paragraph 7 of the **IB**.

## **17. Opening and Preliminary Examination of Bids**

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

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

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

## **18. Domestic Preference**

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

## **19. Detailed Evaluation and Comparison of Bids**

19.1. The Procuring 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 (1) Lot*.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

## **20. Post-Qualification**

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

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

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



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

# Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> <li>a) <i>Provision of Security Services</i></li> <li>b) <i>Completed within two (2) years prior to the deadline for the submission and receipt of bids.</i></li> </ul>
7.1	<i>No Applicable</i>
12	The price of the Goods shall be quoted DDP <i>with R2TMC as place of destination</i> or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ul style="list-style-type: none"> <li>a. The amount of not less than <i>two percent (2%) of ABC</i>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than <i>five percent (5%) of ABC</i>, if bid security is in Surety Bond.</li> </ul>
19.3	<b><i>Please refer to Section VII for the Technical Specifications/Terms of Reference for the project.</i></b>
20.1	<p><b>POST-QUALIFICATION REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>a. Latest income and business tax returns</li> <li>b. Certification that the Security Agency is established for at least five (5) years and still in operation with good standing from at least three (3) Government Institution;</li> <li>c. Valid and current Regular (Not Provisional) License to Operate (LTO) a Private Security Agency issued by the PNP-SAGSD;</li> <li>d. Certification from Philippine Association of Detectives and Protection Agency Operators, Inc. (PADPAO) that the bidder is in good standing as of January 2023;</li> <li>e. SSS, PHILHEALTH, and PAG-IBIG certification of no delinquency of monthly premium payments for both the employer and employees of the security agency concerned is required for submission. The certification must be secured where the principal place of business of the prospective bidder is located.</li> </ul>

21.1	<p><b>Additional Documents (as prescribed under COA Circular No. 2012-001 dated June 14, 2012)</b></p> <ol style="list-style-type: none"> <li>1. The number of personnel involved and their corresponding rates/salary.</li> <li>2. Schedule of work and places of assignment or station/visits indicating, among others, the number of hours per visit.</li> <li>3. Approved documents indicating the minimum requirements of the agency on the number of security personnel to be involved in the project.</li> <li>4. The population of the agency where the services are rendered.</li> </ol>
21.5g	None

## ***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**

- 6.1. 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.
- 6.2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

## **6. Liability of the Supplier**

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

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

## *Section V. Special Conditions of Contract*

## Special Conditions of Contract

GCC Clause	
1	<p><b>ADDITIONAL REQUIREMENTS AND TERMS &amp; CONDITIONS FOR THE COMPLETION OF THE CONTRACT</b></p> <p><b>The procuring entity may pre-terminate the contract for failure of the Security Agency to perform its obligation.</b></p> <p>R2TMC is desirous in engaging the services of Security Agency for the purpose of safeguarding and protecting the properties and installation against theft, robbery, pilferage, arson, vandalism and other unlawful acts of strangers, and/or persons within the premises of R2TMC.</p> <p>Areas to be covered are the following: Trauma Building, Main Hospital Building, Old Admin Building, Maintenance, Morgue, VAW Building, New Isolation Building, Molecular Building, Laundry Building, Waste Holding Area, New Dietary Building, Old Supply, Old Dormitory, Old Dietary Building, ECO Park, Oxygen Plant, Old Bantay lodge, Records Building, Records Storage Buildings, OPD Building, Training Building, Psychiatric Building, TB-DOTS Building, Diabetes Building, New Procurement and Material Management Building, Pharmacy Building, Waste Water Treatment Plant, Evacuation Center, Old Pumphouse, Native Huts, including parking lots, entrances and exits, service roads, hospital perimeter fence, public toilets, construction sites &amp; the rest of the hospital compound.</p> <p>The Security Agency assures R2TMC peace and order within the hospital by:</p> <ul style="list-style-type: none"> <li>• Consistent monitoring and implementation of R2TMC policy/guidelines as well as the agency policy under RA 5487 and its implementing rules</li> <li>• Proper coordination with the nearest PNP unit and all government authorities</li> <li>• Monitor and prevent the entry of deadly and drunk person/personnel</li> <li>• In any eventualities, the guard will pacify/conduct investigation and seek assistance to the nearest PNP unit for proper disposition.</li> </ul> <p>The Security Agency shall pay the wages, salaries or compensation of the security personnel in accordance with the provisions of the Minimum Wage Law.</p> <p>The Security Agency assures R2TMC to provide at least five (5) qualified indigenous people of the province, two (2) male and two (2) female preferably can speak and understand Ifugao, Ilongot, Kalanguya, Kankanai and Ibaloi.</p> <p>The Security Agency shall adopt a guarding system and post guard/s in the premises of R2TMC at a two (2) twelve-hour-shift daily duty or as may be</p>



	<p>designated by the R2TMC</p> <p>The Security Agency shall provide R2TMC with guard/s who shall always be in proper and complete uniform, with firearms, ammunitions, nightsticks and such other paraphernalia (like metal detector etc.) and security aides as may be necessary and called for under existing PNP rules and regulations. Guards should not be allowed to report for duty if they are under the influence of liquor and are not allowed to smoke cigar within the hospital compound. First offense – dismissal.</p> <p>The Security Agency shall provide a vault for firearms and other deadly weapons.</p> <p>The Security Agency hereby agrees that all guards and/or personnel to be assigned at the premises of R2TMC must be duly licensed as security guards, must have complied with all the requirements, rules and regulations prescribed by laws and decrees as well as executive orders relative to the Security Guards and Security Agency.</p> <p>The Security Agency shall periodically conduct security inspections without any additional service charge or fees and recommend to the R2TMC. Such measures are necessary to safeguard the R2TMC premises, personnel and properties. The Agency shall exercise discipline and supervise in accordance with rules and regulations of the PNP-SAGSD and R2TMC policies. R2TMC shall have the right to inspect the guards of the Security Agency in view of determining qualify and acceptability of the services rendered by the security guards within the premises. It is expressly understood and agreed that R2TMC may, at anytime, request for the immediate replacement of any security guards/personnel of the Security Agency. The security guards are in no sense, deemed and considered as employees or agent of the R2TMC.</p> <p>The Security Agency warrants complying with its obligations as employer of the security guards and hereby agrees to hold R2TMC free from any liability cause/s of action, claim/s which may be filed by the security guards under the provisions of the labor code and such other rules, regulations, presidential decrees and executive orders that are now in effect and which may be promulgated in the future. The Security Agency shall assume full and sole responsibility for the payment of compensations, wages, salaries, overtime pays, and such other benefits for injuries or ailments which may be suffered by its guards in the performance of security services to the R2TMC.</p> <p>The Security Agency shall assume full responsibility and hereby agrees and binds to indemnify R2TMC for any loses, damages, destruction, any injury that may be incurred to R2TMC occurring within the premises being secured which are attributable to the negligence, fault and laxity, unlawful and illegal acts or misconduct of the security guards resulting from theft, pilferage, robbery, arson and other unlawful and illegal acts of the third persons, except when such loss or damage is clearly established to be due to fortuitous and unforeseen events or acts of nature provided that such losses, damage or injuries shall be reported in writing within twenty four (24) hours from date of discovery. Properties,</p>
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	<p>material/s whatsoever and personal belongings of its employees/guest not properly turned-over to the guard on duty or its representative will no fall under this paragraph.</p> <p>Security guard on duty should prohibit entry of patients, watchers and visiting public, AFP, PNP and NBI carrying firearms or deadly weapons. A secured storage area must be provided by same agency where to deposit these items before letting them enter the premises</p> <p>Security guards should be physically fit, aged 21-45 years old, duly licensed with training certificates from PNP SOSIA.</p> <p>Duty of guards shall be on a 12 hours duty shift for 24 hours.</p>
2.2	<p>Payment shall be made upon submission of Statement of Account &amp; Daily Time Records of the guards.</p>
4	<p>The inspections and tests that will be conducted are:</p> <p><b>Spot inspection on the performance of the guards, their equipment and other essential paraphernalia at any time it is deemed necessary.</b></p>

## *Section VI. Schedule of Requirements*

The delivery schedule stipulated hereafter a delivery date which is the date of delivery to the project site.

<b>Description</b>	<b>Quantity</b>	<b>Delivery of Service</b>
Services of Security Guards in 12-hour shifts per day  Note: Please refer to the Security Guard Assignments / Tour of Duties (Annex E)	Man the 13 licensed Security Guards for 12-hour-day shift and 7 licensed Security Guards for 12-hour-night shift 24/7 a month	To Region II Trauma and Medical Center (R2TMC), Magsaysay, Bayombong, Nueva Vizcaya from <b>April 1, 2023 to December 31, 2023.</b>

I hereby commit to comply and deliver all the above requirements in accordance with the above stated schedule.

Name of Company/Bidder	Signature over Printed Name of Authorized Representative	Date
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***Section VII. Technical Specifications/  
Terms of Reference***

# *Technical Specifications*

Item No.	Specifications	*Statement of Compliance
1	Minimum Qualifications of Security Guards – Annex 1	
2	Minimum Security Equipment Required by R2TMC – Annex 2	
3	Security Plan of the <i>Region II Trauma and Medical Center</i> – Annex 3	
4	Organizational Structure of the Security Force – Annex 4	
5	Security Guards Assignments / Tour of Duties – Annex 5	
6	Operating Policies and Procedures – Annex 6	
7	R2TMC Performance Criteria – Annex 7	
8	Additional Technical Parameters – Annex 8	

\* 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 offer. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of **ITB** Clause 3.1(a)(ii) and/or GCC Clause 2.1(a)(ii)

**PERFORMANCE EVALUATION COMMITTEE**

- Chairperson - Dr. Joselito A. Gonzales
- Vice Chairperson - Engr. Charlie Hermoso
- Members - Christian Harold Bibas
- Angel L. Molina
- Dr. Randolph Hidalgo

Submitted by:

Name of Company: \_\_\_\_\_

Name and Signature of Representative: \_\_\_\_\_

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

**Minimum Qualifications of Security Guards**

The Security Guards shall have the following minimum qualifications:

- a. Must be between 21-45 years old.
- b. Must be at least two (2) years in College.
- c. At least 5’ 4” tall with medium built for men and at least 5’2” tall for women.
- d. Has undergone Pre-licensing Training Programs for new recruits, or Refresher Training Programs for security guards with more than one year experience to be evaluated by TWG.
- e. Physically and mentally fit requiring them to have undergone Medical Examination and Neuropsychiatric Examination covered by Medical Certificate.
- f. Of good moral character and reputation supported with Barangay Clearance, Police Clearance, and NBI Clearance.
- g. Knows how to deal pleasantly and courteously with personnel, clients and the general public, supported with a Certification from the Security Agency.
- h. Capable of assimilating written and/or oral instructions in English and/or Filipino and can render intelligible report.
- i. Proficiency in handling firearms and marksmanship.
- j. Fully vaccinated.

Provided that letter (d) shall be supported with a regular license (Private Security License Card).

Provided further, that both regular license (Private Security License Card) and all Clearances shall be valid as of the date of Notice to Proceed and subject to renewal, if the same should expire during the contract implementation.

***Provided finally, that we hereby certify that requirements above will be submitted seven (7) calendar days upon receipt of the Notice to Proceed (NTP). Failure to comply within the set deadline will mean incurrence of a delay which warrant imposition of liquidated damages of 1/10 of 1% of the contract price for every day of delay.***

Conforme:

Name of Company: \_\_\_\_\_

Name and Signature of Representative: \_\_\_\_\_

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

**Minimum Security Equipment Required by R2TMC**

1. At least 1 licensed hand-gun per guard on duty and 1 licensed shotgun per shift with ample ammunitions.
2. At least 13units licensed hand-held communication radio (two-way radio) and 1unit mobile communication radio that will serve as base radio with at least 45 watts power capacity, for all guards on duty, whether day or night shift.
3. At least five (5) hand-held metal detectors for the entrances of the building (Old Admin Building, OPD, Main ER and Training Building).
4. 1 unit motorcycle for the use of the Officers (OPD, Main, Old Administrative and ER).
5. 8 units Traffic vest for the guards at the gates.
6. 13 units Truncheons.
7. 30 units Raincoats and 30 units big umbrellas.
8. 1 unit desktop computer with printer for the Security Office.
9. 1 unit vault for storage of guns and hand-held radios.
10. 4 sets Traffic Flag.
11. 1 unit office table with chair.
12. 13 units flashlight, metal, with 4pcs D battery.

*We certify that requirements above will be available upon assumption of security service. Failure to comply within the set deadline will mean incurrence of a delay which warrant imposition of liquidated damages of 1/10 of 1% of the contract price for every day of delay.*

Conforme:

Name of Company: \_\_\_\_\_

Name and Signature of Representative: \_\_\_\_\_

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

## SECURITY PLAN OF THE REGION II TRAUMA AND MEDICAL CENTER

### I. MISSION

To conduct comprehensive security operations for the protection of R2TMC officials, personnel, visitors and properties against assault, arson, mischief, pilferage, robbery, sabotage, terrorism and theft, including safety measures and response to prevent and minimize loss of lives or damage to properties from calamities and civil disturbance.

### II. OBJECTIVE

- a. To undertake security measures for total protection of R2TMC officials, personnel and properties against theft, sabotage, arson, pilferage, robbery and other unlawful acts.
- b. To undertake other security operations such as traffic/crowd control and respond to emergencies (man-made or natural).
- c. To undertake preventive measures that will deter unauthorized individuals from entering the R2TMC compound.
- d. To enforce existing R2TMC security rules and regulations on personnel.
- e. To perform other operations as deemed necessary by R2TMC management

### III. CONCEPT OF IMPLEMENTATION

#### a. PRE-DEPLOYMENT PHASE

In coordination with R2TMC management and the outgoing security contractor, the incoming security contractor shall organize an advance team who will conduct a pre-deployment orientation onsite. At the expense of the winning bidder, the said advance team will render duties side by side with the personnel of the outgoing security provider two (2) days before the formal assumption.

#### b. SERVICE TAKE OVER/DEPLOYMENT PHASE

1. A minimum of eight (8) hours before expiration of the security contract of the outgoing security contractor, the incoming security force listed in the manning detail order must attend a briefing to be conducted by the R2TMC Security Coordinator. Thereafter, they shall be posted alongside with the outgoing security guards to get acquainted with the new assignments.
2. With the consent of the officers of both parties, staffs of the outgoing security provider shall pass through the security searching and frisking procedures upon their departure from the premises of R2TMC. All



office & medical equipment, furniture, and other items with significant value that is to be brought outside the R2TMC compound shall be accompanied by Gate Pass issued by authorized R2TMC property officer of the Materials & Property Management Section.

3. Authorized representative of the outgoing security contractor shall be required to make proper endorsement of accountability to the authorized representative of the incoming security contractor in the presence of the authorized R2TMC representative prior to their departure.
4. A list of incoming security personnel who will take over duties at the R2TMC together with their individual bio-data and licenses and mandatory clearances (as stipulated in the Bid Documents) shall be submitted three (3) days in advance to the R2TMC Security Coordinator for his scrutiny and approval.
5. During the actual takeover of duties at the R2TMC, the security guards shall be accompanied and closely supervised by a Senior Official of the incoming security contractor (agency).
6. All incoming security personnel who will assume to take over duties shall report in proper uniform with head gears and paraphernalia, prescribed equipment (as prescribed in the submitted Technical Proposal) and all necessary documents such as duty detail order, guard's license, copy of firearms license, and individual company ID.

c. LOGISTICS

1. Security Contractor will provide the security force with the minimum equipment required under the bidding rules such as vehicles, firearms, VHF radios and other equipment deemed necessary in the effective implementation of security policies, rules and regulations of R2TMC.
2. The Security Contractor will also provide the daily time record (DTR), other logistical supplies such as logbooks, uniforms and paraphernalia.

d. ADMINISTRATION

1. Organizational Structure – Annex 4
2. Minimum Security Equipment Required by R2TMC – Annex 2
3. Security Guards Assignments / Tour of Duties – Annex 5
4. Operating Policies and Procedures – Annex 6
5. Regular monthly meeting with the Client or as necessary
6. Announced and unannounced visit/inspection will be conducted by R2TMC.

Submitted by:

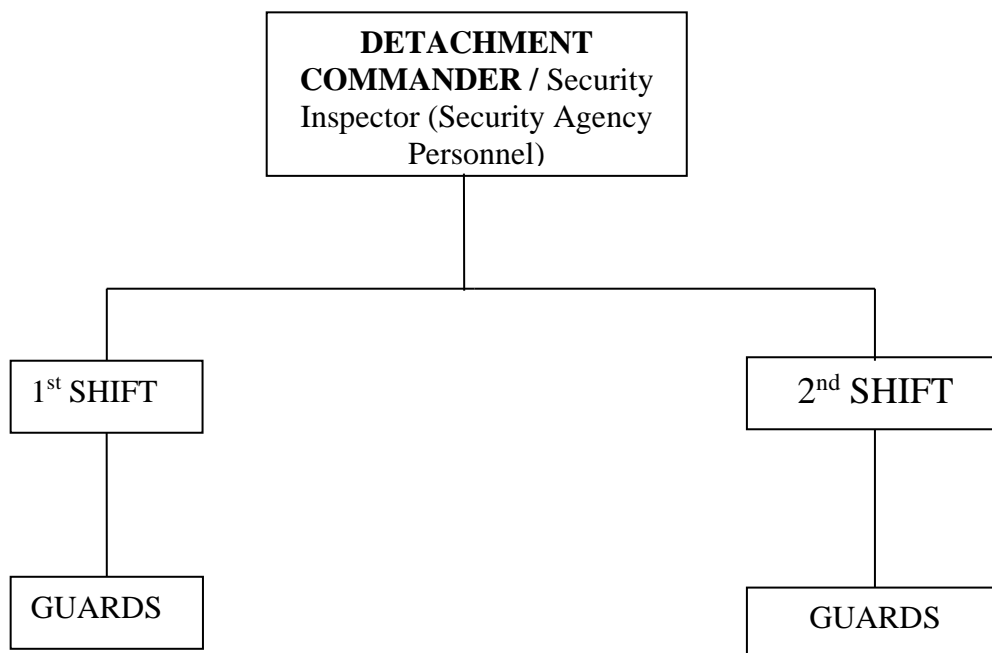
Name of Company: \_\_\_\_\_

Name and Signature of Representative: \_\_\_\_\_

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

**ORGANIZATIONAL STRUCTURE OF THE SECURITY FORCE**

**Region II Trauma and Medical Center  
Magsaysay, Bayombong, Nueva Vizcaya**



Submitted by:

Name of Company: \_\_\_\_\_

Name and Signature of Representative: \_\_\_\_\_

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

**TOUR OF DUTIES**

NO.	SECURITY STATION	TOUR OF DUTY	NO. OF HOURS	DAYS OF DUTIES
<b>1<sup>st</sup> Shift Thirteen (13) Guards</b>				
1	1-Supervising Officer/Roving (Inside the Buildings)	<b>8AM-8PM</b>	12hrs.	Monday to Sunday
2	2-Admin. Bldg. Entrance/Parking Area	<b>8AM-8PM</b>	12hrs.	Monday to Sunday
3	2-Main Bldg. Entrance/ Parking Area (Pharmacy to Chapel)	<b>8AM-8PM</b>	12hrs.	Monday to Sunday
4	2-Emergency/Trauma Bldg. Entrance/Parking Area (Behind Trauma to Garbage Storage Area)	<b>8AM-8PM</b>	12hrs.	Monday to Sunday
5	1-Upper Ground Roving	<b>8AM-8PM</b>	12hrs.	Monday to Sunday
6	2-OPD/Training Bldg. Entrance/ Parking Area at OPD/ Traffic Enforcer at OPD Entrance/Exit during rush hour	<b>8AM-8PM</b>	12hrs.	Monday to Sunday
7	1-Lower Ground Roving/Traffic Enforcer at Hospital Main Entrance/Exit during rush hour	<b>8AM-8PM</b>	12hrs.	Monday to Sunday
8	1-Upper Ground Roving	<b>8AM-8PM</b>	12hrs.	Monday to Sunday
9	1-Roving (Inside the Buildings) Traffic Enforcer at Hospital Main Entrance/Exit during rush hour	<b>8AM-8PM</b>	12hrs.	Monday to Sunday
<b>2<sup>nd</sup> Shift Seven (7) Guards</b>				
1	1-Ground Roving	<b>8PM-8AM</b>	12hrs.	Monday to Sunday
2	1-Main Bldg. Entrance	<b>8PM-8AM</b>	12hrs.	Monday to Sunday
3	1-Admin. Bldg. Entrance	<b>8PM-8AM</b>	12hrs.	Monday to Sunday
4	1-Emergency/Trauma Bldg. Entrance	<b>8PM-8AM</b>	12hrs.	Monday to Sunday
5	1-OPD/Training Bldg. Entrance	<b>8PM-8AM</b>	12hrs.	Monday to Sunday
6	1-Roving (Inside the Buildings)	<b>8PM-8AM</b>	12hrs.	Monday to Sunday
7	1-Hospital Main Entrance	<b>8PM-8AM</b>	12hrs.	Monday to Sunday

*Note: Supervising Officer must be assigned at all times from among the guards on duty for the 2<sup>nd</sup> and 3<sup>rd</sup> shifts and Over-All Roving Guard must likewise be assigned from among the guards on duty for the 3<sup>rd</sup> shift.*

Submitted by:

Name of Company: \_\_\_\_\_

Name and Signature of Representative: \_\_\_\_\_

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

## OPERATING POLICIES AND PROCEDURES

This operating policies and procedures of the Security Guards are hereunder grouped into functions, duties and responsibilities, place of assignments, number of hours of duties, equipment requirements, and actions to be followed in times of natural and man-made disasters.

### 1. HEADQUARTERS, SECURITY AGENCY

- a. Act as liaison with R2TMC Management.
- b. Provide guidance to the Medical Center Chief (MCC).
- c. Extend security management support to the Medical Center Chief (MCC).
- d. Procure supplies and equipment that are needed by the Security Force.
- e. Provide assistance to the members of the Security Force assigned at R2TMC.
- f. Monitor the daily operations of the Security Force at R2TMC installations.
- g. Provide security related services like VIP escort, background investigation, surveillance and other duties as the R2TMC management may direct.
- h. Has over-all responsibility of the members of the security force in the R2TMC compound
- i. Provide leadership and direction for the Shift-In-Charge and Security Guards.
- j. Responsible to the R2TMC management for the implementation of all rules and regulations relevant to security matters.
- k. Monitor the performance and efficiency of guards and recommend the relief of misfits.
- l. Serve as liaison between the R2TMC and the Security Agency.
- m. Prepare and submit special reports of unusual incidents.
- n. Submit and prepare guard detail order and monthly security report and conditions of secured properties.
- o. Advise R2TMC officials concerned regarding measures to be undertaken to improve the security of the building premises
- p. Conduct Troop Information and Education to all guards once a month or as the need arises.
- q. Perform other duties as R2TMC and/or the security agency may direct.

### 3. SHIFT SUPERVISOR

- a. He is directly responsible to his detachment commander.
- b. He takes over the responsibility of the R2TMC compound in the absence of his Detachment Commander.
- c. He conducts inspection and visits posts within the Area of Responsibility (AOR).
- d. He implements the security policies and directives of R2TMC.
- e. Submit reports of any unusual incidents
- f. Perform other duties as R2TMC and/or security agency may direct.

### 4. POST GUARDS

- a. Operate and enforce the system of personnel identification.

- b. Observe and patrol designated perimeters, areas, structures and activities of security interest.
- c. Apprehend persons attempting or gaining unauthorized access to restricted areas and those committing unlawful acts.
- d. Check depositories, rooms, or buildings of security interest any time, in addition to the normal working hours to determine that they are properly locked and are otherwise in order.
- e. Enforce the established system control over the removal of property and material from the compound, as may be applicable.
- f. Respond to protective alarm signals or other indicators of suspicious activities of lawless elements.
- g. Submit reports of any unusual incidents to MCC.
- h. Perform other duties as R2TMC and/or the security agency may direct.

#### 5. ENTRANCE/EXIT GATE/PARKING GUARDS

- a. Control flow or traffic and direct drivers to park vehicles properly in designated parking areas.
- b. Safeguard and protect parked vehicles from pilferage of accessories and other attachments.
- c. Control the parking of vehicles of visitors to the designated parking area. Employee's vehicles shall be allowed entry and to park in the designated area for privately owned vehicles.
- d. Enforce all existing R2TMC security rules and regulations (to be discussed by the R2TMC Security Officer).
- e. Conduct inspection inside the building after office hours to switch on/off the lights if needed.
- f. Switch-off all necessary perimeter security lights within area of his responsibility during nightfall.
- g. Submit reports of any unusual incidents
- h. Perform other duties as R2TMC and/or the security agency may direct.

#### 6. ROVING GUARDS

- a. All roving guards must politely guide, check and observe situations of visitor/s within area of responsibility.
- b. Guide visitors to their office destination.
- c. Check and prevent unauthorized persons from loitering in the corridors or entering offices without official business or transactions.
- d. Impose all existing R2TMC security rules and regulations.
- e. Be familiar with the location of fire alarm system and fire fighting apparatus.
- f. Be alert at all times.
- g. Reserves the designated parking areas of the R2TMC Management Committee (Medical Center Chief, Chief of Medical Professional Staff, Chief Nurse, Chief Administrative Officer, Financial Management Officer, OPD head and PWDs)
- h. Conducts inspection inside the buildings and its external premises.
- i. Submit reports on any unusual incidents.
- j. Perform other duties as R2TMC and/or agency may direct.

7. MAIN BUILDING GUARDS/OPD BUILDING/TRAUMA BUILDING/OLD ADMIN BUILDING/TRAINING BUILDING

- a. Enforce R2TMC rules and regulations.
- b. Screen visitors with utmost courtesy and guide them to the office they desire to transact business.
- c. Advise all watchers and employees to pin their ID while inside the building.
- d. Prohibit individuals or groups from loitering in the lobbies or building entrances.
- e. Prohibit vendors or solicitors from entering the office during office hours.
- f. Check entry of firearms and other deadly weapons, etc., to prevent destruction or loss of lives and properties (e.g. bombs).
- g. Secure all main entry/exit doors during and after office hours in order to prevent entry of people carrying deadly weapons, explosive, toxic chemicals, contraband items, prohibited drugs and other harmful materials to prevent pilferage and any property destruction.
- h. Be familiar with the fire alarm system as well as the location of fire-fighting apparatus.
- i. Submit reports on any unusual incidents.
- j. Perform other duties as R2TMC and/or the security agency may direct.

8. SAFEKEEPING OF THE DEADLY WEAPONS

- a. Individuals found in possession of deadly weapons will be subjected for investigation. If he is authorized by law, the owner will deposit the firearms/weapons to the guard and the duty guard will issue a deposit slip indicating the name of the owner, model/type/caliber of firearm, date & time in/out. When the owner needs to leave the compound he/she must surrender the deposit slip to the guard to retrieve his weapons/firearms.
- b. Individuals in possession of deadly weapons who are found unauthorized by law will be apprehended and turned over to the nearest police station.

9. CHECK ENTRY OF INDIVIDUALS FOR PROPER IDENTIFICATION

- a. R2TMC employees with issued R2TMC ID cards upon employment shall wear them at all times.
- b. Watchers with issued Watchers ID shall wear them at all times.
- c. Strict implementation of "NO ID. NO ENTRY" entrances of R2TMC employees for security purposes shall be imposed.
- e. Direct/guide lost visitor and other non-organic personnel who transacted business within the compound.

10. NO SOLICITATION/VENDORS ALLOWED. All parcel delivery transactions shall be done at the PACD

11. REGULARLY CHECK PERSONS INSIDE THE COMPOUND FOR PROPER ID AND DECORUM

Direct/Guide lost visitors and other non-organic personnel who transacted business with R2TMC.

12. REPLACEMENT OF SECURITY GUARDS

Security Agency shall inform or notify in writing *Region II Trauma and Medical Center (formerly Veterans Regional Hospital)* before any replacement of Security Guards shall take place.

13. EMERGENCY PLAN

Security personnel are enjoined to act during disaster whether man-made or natural calamity. Familiarize themselves with the R2TMC disaster Evaluation Plan.

14. WAGE ADJUSTMENT

In case of wage adjustments by the Regional Wage Board, the Security Agency shall prepare a written request immediately for any increase in the wages for its immediate implementation. Otherwise, the Security Agency will be liable for the wage differential of all the Security Guards.

OTHER SERVICES:

The security agency on its account shall provide additional services;

1. Nightly inspection of the guards on post by designated agency inspectors;
2. Investigate reports on security agency personnel irregularities in connection with their service/work, including investigation on reported losses. This task is handled by agency investigator duly accredited by the PNP-SOSIA;
3. In-service training program and re-training of security personnel, especially on the four basic rules of gun handling.
4. The security specialist of the security agency will also conduct a regular Security Risk Assessment aside from the risk assessment of the detailed Detachment Commander to evaluate the existing security measures and provide recommendations in case there is a need to change the security system;

The duration of the contract to be bid shall be from *April 1, 2023 to December 31, 2023*. The Service Provider/Security Agency should maintain a satisfactory level of performance throughout the term of the contract based on the following set of R2TMC Performance Criteria:

**I. PERFORMANCE CRITERIA (as per GPBB Resolution No. 24-2007, Sec. 5.4 of Annex A)**

<b>1. Quality of Service Delivered</b>	<b>(40%)</b>
a. Implementation of a control system in the workplace and security jurisdiction for the safety and security to life and property.	20%
b. Responsiveness to clients' needs and to complaints and/or incident reports.	10%
c. Availability of firearms, communication devices and/or motor vehicles	5%
d. Courtesy and decorum	5%
<b>2. Management and Suitability of Personnel</b>	<b>(25%)</b>
a. Supervision and accountability	8%
b. Qualification of assigned guards, training for physical fitness and martial arts	7%
c. Physical Appearance (uniforms and other paraphernalia)	5%
d. Change and/or replacement of assigned guards	5%
<b>3. Contract Administration and Management</b>	<b>(25%)</b>
a. Assignment of guards at designated area/s	10%
b. Implementation of R2TMC rules and regulations and compliance to other obligations per contract	8%
c. Compliance to labor laws and social insurance regulations	7%
<b>4. Time Management</b>	<b>(5%)</b>
a. Tasks which are important and urgent	3%
b. Tasks which are either important or urgent, but not both	1%
c. Tasks which are neither important nor urgent, but routine	1%



<b>5. Provision of Regular Progress Reports</b>	<b>(5%)</b>
a. Exception/Incident Report	2%
b. Monthly Deployment Report	2%
c. Other Reports that may be required by the Administration Sector	1%

**II. COMMITTEE ON PERFORMANCE EVALUATION**

The Medical Center Chief shall create a Committee on Performance Evaluation (COPE) for Security Services composed of a Chairperson, a Vice-Chairperson and a member.

The COPE shall evaluate the performance of the Security Agency for the immediate preceding eleven (11) months under contract by adopting the above Performance Criteria. The average of the five (5) ratings of the COPE should not be less than 80% to qualify for the extension of the contract for another year. The result of the performance evaluation is non-appealable.

Submitted by:

Name of Company: \_\_\_\_\_

Name and Signature of Representative: \_\_\_\_\_

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

**A. Additional Set of Technical Parameters for Security Services:**

i. **Stability**

a. **Company profile** (type in company letterhead/stationery), which shall state/indicate the following information:

- E-mail address and telephone/fax numbers of the company including its branch office/s, if any.
- **Number of years** in the security services business which should not be less than 5 year from date of advertisement of ITB.
- **Total current** number of security guards deployed which shall not be less than twenty (20).
- **Organizational Set-up/ capability in compliance with** Organizational Structure of Private Security Agencies prescribed by R.A. 5487

b. **Stockholders' Equity** of at least P1 Million as of **31 December 2022**;

ii. Must meet the **Set of Technical Parameters pursuant to Appendix 23 of the Revised IRR of R.A. 9184**, which partly provides that:

*“It is recognized that the proper and efficient procurement of security services should be based **not solely on cost**, but should also take into consideration a range of other factors, such as, but not limited to, length of contract, standard of internal governance, adequacy of resources, levels of training, and adherence to labor and other social legislation.*

- The Security Agency and its subsidiaries, sister companies and those with the same Board of Directors (BOD) should have not filed with any court/office complaints against the procuring entity. Procurement is based on trust and confidence

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Name of Company/Bidder

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Signature over Printed Name of Authorized Representative

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Date

## ***Section VIII. Checklist of Technical and Financial Documents***

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class “A” Documents*

#### Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) following ***GPPB Resolution 15-2021***;

#### Technical Documents

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

#### Financial Documents

- (h) The Supplier’s audited financial statements, showing, among others, the Supplier’s total and current assets and liabilities, stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- (i) The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC);  
**or**  
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

### *Class “B” Documents*

- (j) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;  
**or**  
duly notarized statements from all the potential joint venture partners stating

that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

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

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

**25 FINANCIAL COMPONENT ENVELOPE**

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

