

# **Philippine Bidding Documents Republic of the Philippines**



## **Procurement of Security Services for Various Plants and Facilities for CY 2019**

### **Mexico Central Warehouse and Stockyard in Mexico, Pampanga**

**Project Reference No.  
2019-PB-SS-MCWS-032-01**

**03 June 2019**

## TABLE OF CONTENTS

SECTION I. INVITATION TO BID.....	3
SECTION II. INSTRUCTIONS TO BIDDERS .....	5
SECTION III. BID DATA SHEET .....	37
SECTION IV. GENERAL CONDITIONS OF CONTRACT .....	45
SECTION V. SPECIAL CONDITIONS OF CONTRACT .....	62
SECTION VI. SCHEDULE OF REQUIREMENTS .....	64
SECTION VII. TECHNICAL SPECIFICATIONS .....	67
SECTION VIII. BIDDING FORMS.....	77

## Section I. Invitation to Bid

### for the Procurement of Security Services for Various Plants and Facilities for CY 2019

1. The Power Sector Assets and Liabilities Management (PSALM) Corporation, through the 2019 Corporate Operating Budget (for the portion of the Contract to be performed in 2019) and 2020 Corporate Operating Budget (for the portion of the Contract to be performed in 2020), intends to apply the sum being the respective Approved Budget for the Contract (ABC) to payments for each of the projects listed below. Bids received in excess of the ABC shall be automatically rejected at bid opening.

Name of Project	Project Reference Number	Approved Budget for the Contract (ABC)	Applicable Fee for the Bidding Document
Procurement of Security Services for Mexico Central Warehouse and Stockyard in Mexico, Pampanga	2019-PB-SS-MCWS-032-01	PHP 3,653,000.00	PHP 5,000.00
Procurement of Security Services for Angat HEPP Boundaries and Other Facilities in Norzagaray, Bulacan	2019-PB-SS-AHEPP-033-01	PHP 2,606,000.00	PHP 5,000.00
Procurement of Security Services for San Roque Multi-Purpose Plant and Boundaries in San Manuel, Pangasinan	2019-PB-SS-SRMPB-034-01	PHP 7,110,000.00	PHP 10,000.00

2. PSALM now invites bids for the Procurement of Security Services for Various Plants and Facilities for CY 2019. Delivery of the Goods is required as indicated in the Bid Data Sheet of the Bidding Documents. Bidders must have completed, within three (3) years from the date of submission and receipt of bids, a single contract similar to the Project which is equivalent to at least fifty percent (50%) of the ABC. 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) 9184, otherwise known as the “Government Procurement Reform Act”.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital

stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183.

4. A complete set of Bidding Documents may be acquired by interested bidders beginning on 03 June 2019 from the address below and upon payment of an applicable fee for the Bidding Documents, pursuant to the latest guidelines issued by the GPPB.

It may also be downloaded free of charge from the websites of the Philippine Government Electronic Procurement System (PhilGEPS) (<https://www.philgeps.gov.ph>) and PSALM (<https://www.psalm.gov.ph>), provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

5. Interested bidders may obtain further information from PSALM and inspect the Bidding Documents at the address given below, from 9:00 AM to 4:00 PM, Monday to Friday.
6. PSALM will hold a Pre-Bid Conference and Bid Opening based on the table below, which shall be open to prospective bidders.

Name of Project	Project Reference Number	Pre-Bid Conference	Bid Submission Deadline	Bid Opening
Procurement of Security Services for Mexico Central Warehouse and Stockyard in Mexico, Pampanga	2019-PB-SS-MCWS-032-01	11 June 2019 10:00AM	24 June 2019 10:00AM	24 June 2019 10:30AM
Procurement of Security Services for Angat HEPP Boundaries and Other Facilities in Norzagaray, Bulacan	2019-PB-SS-AHEPP-033-01	11 June 2019 10:00AM	24 June 2019 10:00AM	24 June 2019 11:00AM
Procurement of Security Services for San Roque Multi-Purpose Plant and Boundaries in San Manuel, Pangasinan	2019-PB-SS-SRMPB-034-01	11 June 2019 10:00AM	24 June 2019 10:00AM	24 June 2019 11:30AM

7. Bids must be duly received by the BAC Secretariat at the address below on or before the bid submission deadline indicated above. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18.

Bid opening shall be at the 24th Floor Vertis North Corporate Center 1, Astra cor. Lux Drives, North Avenue, 1105 Quezon City. Bids will be opened in the presence of the bidders' or their representatives who choose to attend. Late bids shall not be accepted.

8. Bidder may participate in any or all projects to be bid out. The Net Financial Contracting Capacity (NFCC) computation must be sufficient for all contracts to be awarded to the bidder.
9. Provisionary Tax Clearance is not acceptable.
10. PSALM reserves the right to accept or reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

**THE SECRETARIAT**

Bids and Awards Committee

Power Sector Assets and Liabilities Management Corporation

24<sup>th</sup> Floor Vertis North Corporate Center 1, Astra cor. Lux Drives

North Avenue, 1105 Quezon City

Telephone No.: (02) 248-4861

e-mail: BAC2019@psalm.gov.ph

BACSec2019@psalm.gov.ph

**MARIA ILYN G. ALBITO**

Chairperson

**BIDS AND AWARDS COMMITTEE**

# Section II. Instructions to Bidders

## TABLE OF CONTENTS

GENERAL .....	7
1. Scope of Bid.....	7
2. Source of Funds .....	7
3. Corrupt, Fraudulent, Collusive, and Coercive Practices .....	7
4. Conflict of Interest .....	9
5. Eligible Bidders .....	10
6. Bidder’s Responsibilities.....	11
7. Origin of goods.....	14
8. Subcontracts .....	14
CONTENTS OF BIDDING DOCUMENTS .....	14
9. Pre-Bid Conference .....	14
10. Clarification and Amendment of Bidding Documents .....	15
PREPARATION OF BIDS.....	16
11. Language of Bid.....	16
12. Documents Comprising the Bid: Eligibility and Technical Components .....	16
13. Documents Comprising the Bid: Financial Component.....	18
14. Alternative Bids .....	19
15. Bid Prices.....	19
16. Bid Currencies .....	21
17. Bid Validity .....	21
18. Bid Security .....	22
19. Format and Signing of Bids.....	24
20. Sealing and Marking of Bids.....	25
SUBMISSION AND OPENING OF BIDS .....	26
21. Deadline for Submission of Bids .....	26
22. Late Bids .....	26
23. Modification and Withdrawal of Bids .....	26
24. Opening and Preliminary Examination of Bids .....	27
EVALUATION AND COMPARISON OF BIDS .....	28
25. Process to be Confidential .....	28
26. Clarification of Bids.....	29
27. Domestic Preference .....	29
28. Detailed Evaluation and Comparison of Bids .....	29
29. Post-Qualification .....	31
30. Reservation Clause .....	32
AWARD OF CONTRACT .....	33
31. Contract Award .....	33
32. Signing of the Contract .....	34

33. Performance Security ..... 35  
34. Notice to Proceed ..... 36  
**35. Protest Mechanism.....36**

## **A. General**

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

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

### **2. Source of Funds**

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

### **3. Corrupt, Fraudulent, Collusive, and Coercive Practices**

- 3.1 Unless otherwise specified in the BDS, the Procuring Entity as well as the bidders and suppliers shall observe the highest standard of ethics during the procurement and execution of the contract. In pursuance of this policy, the Procuring Entity:
  - (a) defines, for purposes of this provision, the terms set forth below as follows:
    - (i) “corrupt practice” means behavior on the part of officials in the public or private sectors by which they improperly and unlawfully enrich themselves, others, or induce others to do so, by misusing the position in which they are placed, and includes the offering, giving, receiving, or soliciting of anything of value to influence the action of any such official in the procurement process or in contract execution; entering, on behalf of the government, into any contract or transaction manifestly and grossly disadvantageous to the same, whether or not the public officer profited or will profit thereby, and similar acts as provided in RA 3019.
    - (ii) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring Entity, and includes collusive practices among Bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive



the Procuring Entity of the benefits of free and open competition.

(iii) “collusive practices” means a scheme or arrangement between two or more Bidders, with or without the knowledge of the Procuring Entity, designed to establish bid prices at artificial, non-competitive levels.

(iv) “coercive practices” means harming or threatening to harm, directly or indirectly, persons, or their property to influence their participation in a procurement process, or affect the execution of a contract;

(v) “obstructive practice” is

(aa) deliberately destroying, falsifying, altering or concealing of evidence material to an administrative proceedings or investigation or making false statements to investigators in order to materially impede an administrative proceedings or investigation of the Procuring Entity or any foreign government/foreign or international financing institution into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the administrative proceedings or investigation or from pursuing such proceedings or investigation; or

(bb) acts intended to materially impede the exercise of the inspection and audit rights of the Procuring Entity or any foreign government/foreign or international financing institution herein.

(b) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in any of the practices mentioned in this Clause for purposes of competing for the contract.

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

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

## 4. Conflict of Interest

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

- (a) A Bidder has controlling shareholders in common with another Bidder;
- (b) A Bidder receives or has received any direct or indirect subsidy from any other Bidder;
- (c) A Bidder has the same legal representative as that of another Bidder for purposes of this bid;
- (d) A Bidder has a relationship, directly or through third parties, that puts them in a position to have access to information about or influence on the bid of another Bidder or influence the decisions of the Procuring Entity regarding this bidding process;
- (e) A Bidder submits more than one bid in this bidding process. However, this does not limit the participation of subcontractors in more than one bid;
- (f) A Bidder who participated as a consultant in the preparation of the design or technical specifications of the Goods and related services that are the subject of the bid; or
- (g) A Bidder who lends, or temporarily seconds, its personnel to firms or organizations which are engaged in consulting services for the preparation related to procurement for or implementation of the project, if the personnel would be involved in any capacity on the same project.

4.2. In accordance with Section 47 of the IRR of RA 9184, all Bidding Documents shall be accompanied by a sworn affidavit of the Bidder that it is not related to the Head of the Procuring Entity (HoPE), members of the Bids and Awards Committee (BAC), members of the Technical Working Group (TWG), members of the BAC Secretariat, the head of the Project Management Office (PMO) or the end-user unit, and the project consultants, by consanguinity or affinity up to the third civil degree. On the part of the Bidder, this Clause shall apply to the following persons:

- a. If the Bidder is an individual or a sole proprietorship, to the Bidder himself;

- b. If the Bidder is a partnership, to all its officers and members;
- c. If the Bidder is a corporation, to all its officers, directors, and controlling stockholders;
- d. If the Bidder is a cooperative, to all its officers, directors, and controlling shareholders or members; and
- e. If the Bidder is a joint venture (JV), the provisions of items (a), (b), (c) or (d) of this Clause shall correspondingly apply to each of the members of the said JV, as may be appropriate.

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

## 5. Eligible Bidders

5.1. Unless otherwise provided in the BDS, the following persons shall be eligible to participate in this bidding:

- (a) Duly licensed Filipino citizens/sole proprietorships;
- (b) Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;
- (c) Corporations duly organized under the laws of the Philippines, and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines;
- (d) Cooperatives duly organized under the laws of the Philippines; and
- (e) Persons/entities forming themselves into a Joint Venture (JV), *i.e.*, a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, that Filipino ownership or interest of the joint venture concerned shall be at least sixty percent (60%).

5.2 Foreign bidders may be eligible to participate when any of the following circumstances exist, as specified in the **BDS**:

- (a) When a Treaty or International or Executive Agreement as provided in Section 4 of the RA 9184 and its IRR allow foreign bidders to participate;
- (b) Citizens, corporations, or associations of a country, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;

- (c) When the Goods sought to be procured are not available from local suppliers; or
  - (d) When there is a need to prevent situations that defeat competition or restrain trade.
- 5.3 Government owned or -controlled corporations (GOCCs) may be eligible to participate only if they can establish that they (a) are legally and financially autonomous, (b) operate under commercial law, and (c) are not attached agencies of the Procuring Entity.
- 5.4 Unless otherwise provided in the **BDS**, the Bidder must have completed a Single Largest Completed Contract (SLCC) similar to the Project and the value of which, adjusted, if necessary, by the Bidder to current prices using the Philippine Statistics Authority (PSA) consumer price index, must be at least equivalent to a percentage of the ABC stated in the **BDS**.

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

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

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

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

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

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

## 6. Bidder's Responsibilities

- 6.1 The Bidder or its duly authorized representative shall submit a sworn statement in the form prescribed in as required in ITB Clause 12.1(b)(iii).

6.2 The Bidder is responsible for the following:

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

In case there is a finding by the Procuring Entity or the DOLE of underpayment or non-payment of workers’ wage and wage-related benefits, bidder agrees that the performance security or portion of the contract amount

shall be withheld in favor of the complaining workers pursuant to appropriate provisions of Republic Act No. 9184 without prejudice to the institution of appropriate actions under the Labor Code, as amended, and other social legislations.

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

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

- (iii) Inform the workers of their conditions of work, labor clauses under the contract specifying wages, hours of work and other benefits under prevailing national laws, rules and regulations; or collective bargaining agreement; or arbitration award, if and when applicable, through posting in two (2) conspicuous places in the establishment's premises; and

- (k) Ensuring that it did not give or pay, directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

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

- 6.3 The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Documents.
- 6.4 It shall be the sole responsibility of the Bidder to determine and to satisfy itself by such means as it considers necessary or desirable as to all matters pertaining to the contract to be bid, including: (a) the location and the nature of this Project; (b) climatic conditions; (c) transportation facilities; and (d) other factors that may affect the cost, duration, and execution or implementation of this Project.
- 6.5 The Procuring Entity shall not assume any responsibility regarding erroneous interpretations or conclusions by the prospective or eligible bidder out of the data furnished by the procuring entity. However, the Procuring Entity shall ensure that all information in the Bidding Documents, including bid/supplemental bid bulletin/s issued, are correct and consistent.

- 6.6 Before submitting their bids, the Bidder is deemed to have become familiar with all existing laws, decrees, ordinances, acts and regulations of the Philippines which may affect this Project in any way.
- 6.7 The Bidder shall bear all costs associated with the preparation and submission of his bid, and the Procuring Entity will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 6.8 The Bidder should note that the Procuring Entity will accept bids only from those that have paid the applicable fee for the Bidding Documents at the office indicated in the Invitation to Bid.

## **7. Origin of Goods**

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

## **8. Subcontracts**

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

## **B. Contents of Bidding Documents**

## **9. Pre-Bid Conference**

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

(b) The pre-bid conference shall be held at least twelve (12) calendar days before the deadline for the submission and receipt of bids, but not later than seven (7) calendar days from the posting of the invitation to bid/bidding documents in the PhilGEPS website. If the Procuring Entity determines that, by reason of the method, nature, or complexity of the contract to be bid, or when international participation will be more advantageous to the GOP, a longer period for the preparation of bids is necessary, the pre-bid conference shall be held at least thirty (30) calendar days before the deadline for the submission and receipt of bids, as specified in the BDS.

- 9.2. Bidders are encouraged to attend the pre-bid conference to ensure that they fully understand the Procuring Entity's requirements. Non-attendance of the Bidder will in no way prejudice its bid; however, the Bidder is expected to know the changes and/or amendments to the Bidding Documents as recorded in the minutes of the pre-bid conference and the Supplemental/Bid Bulletin. The minutes of the pre-bid conference shall be recorded and prepared not later than five (5) calendar days after the pre-bid conference. The minutes shall be made available to prospective bidders not later than five (5) days upon written request.
- 9.3. Decisions of the BAC amending any provision of the bidding documents shall be issued in writing through a Supplemental/Bid Bulletin at least seven (7) calendar days before the deadline for the submission and receipt of bids.

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

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



who have properly secured the Bidding Documents to inquire and secure Supplemental/Bid Bulletins that may be issued by the BAC. However, Bidders who have submitted bids before the issuance of the Supplemental/Bid Bulletin must be informed and allowed to modify or withdraw their bids in accordance with ITB Clause 23.

## C. Preparation of Bids

### 11. Language of Bids

The eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be in English. If the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, it must be accompanied by a translation of the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and shall be authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. The English translation shall govern, for purposes of interpretation of the bid.

### 12. Documents Comprising the Bid: Eligibility and Technical Components

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

(a) Eligibility Documents -

Class "A" Documents:

- (i) PhilGEPs Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 23.1 of the IRR, provided, that the winning bidder shall register with the PhilGEPs in accordance with section 37.1.4 of the IRR.
- (ii) Statement of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; and

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

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

- (ii.1) name of the contract;
  - (ii.2) date of the contract;
  - (ii.3) contract duration;
  - (ii.4) owner's name and address;
  - (ii.5) kinds of Goods;
  - (ii.6) For Statement of Ongoing Contracts - amount of contract and value of outstanding contracts;
  - (ii.7) For Statement of SLCC - amount of completed contracts, adjusted by the Bidder to current prices using PSA's consumer price index, if necessary for the purpose of meeting the SLCC requirement;
  - (ii.8) date of delivery; and
  - (ii.9) end user's acceptance or official receipt(s) or sales invoice issued for the contract, if completed, which shall be attached to the statements.
- (iii) NFCC computation in accordance with ITB Clause 5.5 or a committed Line of Credit from a universal or commercial bank.

Class "B" Document:

- (iv) If applicable, the Joint Venture Agreement (JVA) in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners in accordance with Section 23.1(b) of the IRR.
- (b) Technical Documents -
- (i) Bid security in accordance with ITB Clause 18. If the Bidder opts to submit the bid security in the form of:
    - (i.1) a bank draft/guarantee or an irrevocable letter of credit issued by a foreign bank, it shall be accompanied by a confirmation from a Universal or Commercial Bank; or
    - (i.2) a surety bond, it shall be accompanied by a certification by the Insurance Commission that the surety or insurance company is authorized to issue such instruments;

- (ii) Conformity with technical specifications, as enumerated and specified in Sections VI and VII of the Bidding Documents; and
- (iii) Sworn statement in accordance with Section 25.3 of the IRR of RA 9184 and using the form prescribed in Section VIII. Bidding Forms.
- (iv) For foreign bidders claiming eligibility by reason of their country's extension of reciprocal rights to Filipinos, a certification from the relevant government office of their country stating that Filipinos are allowed to participate in their government procurement activities for the same item or product.

### **13. Documents Comprising the Bid: Financial Component**

13.1. Unless otherwise stated in the BDS, the financial component of the bid shall contain the following:

- (a) Financial Bid Form, which includes bid prices and the Price Schedules, in accordance with ITB Clauses 15.1 and 15.4;
- (b) If the Bidder claims preference as a Domestic Bidder, a certification from the DTI issued in accordance with ITB Clause 27, unless otherwise provided in the BDS; and
- (c) Any other document related to the financial component of the bid as stated in the BDS.

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

(b) Unless otherwise indicated in the BDS, for foreign-funded procurement, a ceiling may be applied to bid prices provided the following conditions are met:

- (i) Bidding Documents are obtainable free of charge on a freely accessible website. If payment of Bidding Documents is required by the procuring entity, payment could be made upon the submission of bids.
- (ii) The procuring entity has procedures in place to ensure that the ABC is based on recent estimates made by the responsible unit of the procuring entity and that the estimates reflect the quality, supervision and risk and inflationary factors, as well as prevailing market prices, associated with the types of works or goods to be procured.

- (iii) The procuring entity has trained cost estimators on estimating prices and analyzing bid variances.
- (iv) The procuring entity has established a system to monitor and report bid prices relative to ABC and engineer's/procuring entity's estimate.
- (v) The procuring entity has established a monitoring and evaluation system for contract implementation to provide a feedback on actual total costs of goods and works.

## **14. Alternative Bids**

- 14.1 Alternative Bids shall be rejected. For this purpose, alternative bid is an offer made by a Bidder in addition or as a substitute to its original bid which may be included as part of its original bid or submitted separately therewith for purposes of bidding. A bid with options is considered an alternative bid regardless of whether said bid proposal is contained in a single envelope or submitted in two (2) or more separate bid envelopes.
- 14.2 Each Bidder shall submit only one Bid, either individually or as a partner in a JV. A Bidder who submits or participates in more than one bid (other than as a subcontractor if a subcontractor is permitted to participate in more than one bid) will cause all the proposals with the Bidder's participation to be disqualified. This shall be without prejudice to any applicable criminal, civil and administrative penalties that may be imposed upon the persons and entities concerned.

## **15. Bid Prices**

- 15.1. The Bidder shall complete the appropriate Schedules of Prices included herein, stating the unit prices, total price per item, the total amount and the expected countries of origin of the Goods to be supplied under this Project.
- 15.2. The Bidder shall fill in rates and prices for all items of the Goods described in the Schedule of Prices. Bids not addressing or providing all of the required items in the Bidding Documents including, where applicable, Schedule of Prices, shall be considered non-responsive and, thus, automatically disqualified. In this regard, where a required item is provided, but no price is indicated, the same shall be considered as non-responsive, but specifying a "0" (zero) or a dash (-) for the said item would mean that it is being offered for free to the Government, except those required by law or regulations to be accomplished.
- 15.3. The terms Ex Works (EXW), Cost, Insurance and Freight (CIF), Cost and Insurance Paid to (CIP), Delivered Duty Paid (DDP), and other trade terms used to describe the obligations of the parties, shall be governed by the rules prescribed in the current edition of the International

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

15.4. Prices indicated on the Price Schedule shall be entered separately in the following manner:

- (a) For Goods offered from within the Procuring Entity's country:
  - (i) The price of the Goods quoted EXW (ex works, ex factory, ex warehouse, ex showroom, or off-the-shelf, as applicable;
  - (ii) The cost of all customs duties and sales and other taxes already paid or payable;
  - (iii) The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
  - (iv) The price of other (incidental) services, if any, listed in the **BDS**.
- (b) For Goods offered from abroad:
  - (i) Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted DDP with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
  - (ii) The price of other (incidental) services, if any, listed in the **BDS**.
- (c) For Services, based on the form which may be prescribed by the Procuring Entity, in accordance with existing laws, rules and regulations.

15.5. Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation or price escalation on any account. A bid submitted with an adjustable price quotation shall be treated as non-responsive and shall be rejected, pursuant to ITB Clause 24.

All bid prices for the given scope of work in the contract as awarded shall be considered as fixed prices, and therefore not subject to price escalation during contract implementation, except under extraordinary circumstances. Upon the recommendation of the Procuring Entity, price escalation may be allowed in extraordinary circumstances as may be determined by the National Economic and

Development Authority in accordance with the Civil Code of the Philippines, and upon approval by the GPPB. Nevertheless, in cases where the cost of the awarded contract is affected by any applicable new laws, ordinances, regulations, or other acts of the GOP, promulgated after the date of bid opening, a contract price adjustment shall be made or appropriate relief shall be applied on a no loss-no gain basis.

## 16. Bid Currencies

16.1. Prices shall be quoted in the following currencies:

- (a) For Goods that the Bidder will supply from within the Philippines, the prices shall be quoted in Philippine Pesos.
- (b) For Goods that the Bidder will supply from outside the Philippines, the prices may be quoted in the currency(ies) stated in the BDS. However, for purposes of bid evaluation, bids denominated in foreign currencies shall be converted to Philippine currency based on the exchange rate as published in the *Bangko Sentral ng Pilipinas* (BSP) reference rate bulletin on the day of the bid opening.

16.2. If so allowed in accordance with ITB Clause 16.1, the Procuring Entity for purposes of bid evaluation and comparing the bid prices will convert the amounts in various currencies in which the bid price is expressed to Philippine Pesos at the foregoing exchange rates.

16.3. Unless otherwise specified in the **BDS**, payment of the contract price shall be made in Philippine Pesos.

## 17. Bid Validity

17.1. Bids shall remain valid for the period specified in the BDS which shall not exceed one hundred twenty (120) calendar days from the date of the opening of bids.

17.2. In exceptional circumstances, prior to the expiration of the bid validity period, the Procuring Entity may request Bidders to extend the period of validity of their bids. The request and the responses shall be made in writing. The bid security described in ITB Clause 18 should also be extended corresponding to the extension of the bid validity period at the least. A Bidder may refuse the request without forfeiting its bid security, but his bid shall no longer be considered for further evaluation and award. A Bidder granting the request shall not be required or permitted to modify its bid.

## 18. Bid Security

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

Form of Bid Security	Amount of Bid Security (Not Less than the Percentage of the ABC)
<p>(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.</p> <p><i>For biddings conducted by LGUs, the Cashier's/Manager's Check may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i></p>	Two percent (2%)
<p>(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.</p> <p><i>For biddings conducted by LGUs, Bank Draft/Guarantee, or Irrevocable Letter of Credit may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i></p>	
<p>(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.</p>	Five percent (5%)

The Bid Securing Declaration mentioned above is an undertaking which states, among others, that the Bidder shall enter into contract with the procuring entity and furnish the performance security required under ITB Clause 33.2, within ten (10) calendar days from receipt of the Notice of Award, and commits to pay the corresponding amount as fine, and be suspended for a period of time from being qualified to participate in any government procurement activity in the event it violates any of the conditions stated therein as provided in the guidelines issued by the GPPB.

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



- (viii) refusal or failure to post the required performance security within the prescribed time;
  - (ix) refusal to clarify or validate in writing its bid during post-qualification within a period of seven (7) calendar days from receipt of the request for clarification;
  - (x) any documented attempt by a Bidder to unduly influence the outcome of the bidding in his favor;
  - (xi) failure of the potential joint venture partners to enter into the joint venture after the bid is declared successful; or
  - (xii) all other acts that tend to defeat the purpose of the competitive bidding, such as habitually withdrawing from bidding, submitting late Bids or patently insufficient bid, for at least three (3) times within a year, except for valid reasons.
- (b) if the successful Bidder:
- (i) fails to sign the contract in accordance with ITB Clause 32; or
  - (ii) fails to furnish performance security in accordance with ITB Clause 33.

## **19. Format and Signing of Bids**

- 19.1. Bidders shall submit their bids through their duly authorized representative using the appropriate forms provided in Section VIII. Bidding Forms on or before the deadline specified in the ITB Clauses 21 in two (2) separate sealed bid envelopes, and which shall be submitted simultaneously. The first shall contain the technical component of the bid, including the eligibility requirements under ITB Clause 12.1, and the second shall contain the financial component of the bid. This shall also be observed for each lot in the case of lot procurement.
- 19.2. Forms as mentioned in ITB Clause 19.1 must be completed without any alterations to their format, and no substitute form shall be accepted. All blank spaces shall be filled in with the information requested.
- 19.3. The Bidder shall prepare and submit an original of the first and second envelopes as described in ITB Clauses 12 and 13. In addition, the Bidder shall submit copies of the first and second envelopes. In the event of any discrepancy between the original and the copies, the original shall prevail.

- 19.4. Each and every page of the Bid Form, including the Schedule of Prices, under Section VIII hereof, shall be signed by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the bid.
- 19.5. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the Bidder.

## 20. Sealing and Marking of Bids

- 20.1. Bidders shall enclose their original eligibility and technical documents described in ITB Clause 12 in one sealed envelope marked “ORIGINAL - TECHNICAL COMPONENT”, and the original of their financial component in another sealed envelope marked “ORIGINAL - FINANCIAL COMPONENT”, sealing them all in an outer envelope marked “ORIGINAL BID”.
- 20.2. Each copy of the first and second envelopes shall be similarly sealed duly marking the inner envelopes as “COPY NO. \_\_\_ - TECHNICAL COMPONENT” and “COPY NO. \_\_\_ - FINANCIAL COMPONENT” and the outer envelope as “COPY NO. \_\_\_”, respectively. These envelopes containing the original and the copies shall then be enclosed in one single envelope.
- 20.3. The original and the number of copies of the Bid as indicated in the **BDS** shall be typed or written in ink and shall be signed by the Bidder or its duly authorized representative/s.
- 20.4. All envelopes shall:
  - (a) contain the name of the contract to be bid in capital letters;
  - (b) bear the name and address of the Bidder in capital letters;
  - (c) be addressed to the Procuring Entity’s BAC in accordance with ITB Clause 1.1;
  - (d) bear the specific identification of this bidding process indicated in the ITB Clause 1.2; and
  - (e) bear a warning “DO NOT OPEN BEFORE...” the date and time for the opening of bids, in accordance with ITB Clause 21.
- 20.5. Bid envelopes that are not properly sealed and marked, as required in the bidding documents, shall not be rejected, but the Bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC or the Procuring Entity shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or for its premature opening.

## **D. Submission and Opening of Bids**

### **21. Deadline for Submission of Bids**

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

### **22. Late Bids**

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

### **23. Modification and Withdrawal of Bids**

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

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

23.3. Bids requested to be withdrawn in accordance with ITB Clause 23.1 shall be returned unopened to the Bidders. A Bidder, who has acquired the bidding documents, may also express its intention not to participate in the bidding through a letter which should reach and be stamped by the BAC before the deadline for submission and receipt of bids. A Bidder that withdraws its bid shall not be permitted to submit another bid, directly or indirectly, for the same contract.

23.4. No bid may be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity

specified by the Bidder on the Financial Bid Form. Withdrawal of a bid during this interval shall result in the forfeiture of the Bidder's bid security, pursuant to ITB Clause 18.5, and the imposition of administrative, civil and criminal sanctions as prescribed by RA 9184 and its IRR.

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

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

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

## **E. Evaluation and Comparison of Bids**

### **25. Process to be Confidential**

- 25.1. Members of the BAC, including its staff and personnel, as well as its Secretariat and TWG, are prohibited from making or accepting any kind of communication with any bidder regarding the evaluation of their bids until the issuance of the Notice of Award, unless otherwise allowed in the case of ITB Clause 26.

- 25.2. Any effort by a bidder to influence the Procuring Entity in the Procuring Entity's decision in respect of bid evaluation, bid comparison or contract award will result in the rejection of the Bidder's bid.

## **26. Clarification of Bids**

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

## **27. Domestic Preference**

- 27.1. Unless otherwise stated in the BDS, the Procuring Entity will grant a margin of preference for the purpose of comparison of bids in accordance with the following:

- (a) The preference shall be applied when the lowest Foreign Bid is lower than the lowest bid offered by a Domestic Bidder.
- (b) For evaluation purposes, the lowest Foreign Bid shall be increased by fifteen percent (15%).
- (c) In the event that the lowest bid offered by a Domestic Bidder does not exceed the lowest Foreign Bid as increased, then the Procuring Entity shall award the contract to the Domestic Bidder at the amount of the lowest Foreign Bid.
- (d) If the Domestic Bidder refuses to accept the award of contract at the amount of the Foreign Bid within two (2) calendar days from receipt of written advice from the BAC, the Procuring Entity shall award to the bidder offering the Foreign Bid, subject to post-qualification and submission of all the documentary requirements under these Bidding Documents.

- 27.2. A Bidder may be granted preference as a Domestic Bidder subject to the certification from the DTI that the Bidder is offering unmanufactured articles, materials or supplies of the growth or production of the Philippines, or manufactured articles, materials, or supplies manufactured or to be manufactured in the Philippines substantially from articles, materials, or supplies of the growth, production, or manufacture, as the case may be, of the Philippines.

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

- 28.1. The Procuring Entity will undertake the detailed evaluation and comparison of bids which have passed the opening and preliminary examination of bids, pursuant to ITB Clause 24, in order to determine the Lowest Calculated Bid.

- 28.2. The Lowest Calculated Bid shall be determined in two steps:
- (a) The detailed evaluation of the financial component of the bids, to establish the correct calculated prices of the bids; and
  - (b) The ranking of the total bid prices as so calculated from the lowest to the highest. The bid with the lowest price shall be identified as the Lowest Calculated Bid.
- 28.3. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all bids rated "passed," using non-discretionary pass/fail criteria. The BAC shall consider the following in the evaluation of bids:
- (a) Completeness of the bid. Unless the BDS allows partial bids, bids not addressing or providing all of the required items in the Schedule of Requirements including, where applicable, Schedule of Prices, shall be considered non-responsive and, thus, automatically disqualified. In this regard, where a required item is provided, but no price is indicated, the same shall be considered as non-responsive, but specifying a zero (0) or a dash (-) for the said item would mean that it is being offered for free to the Procuring Entity, except those required by law or regulations to be provided for; and
  - (b) Arithmetical corrections. Consider computational errors and omissions to enable proper comparison of all eligible bids. It may also consider bid modifications. Any adjustment shall be calculated in monetary terms to determine the calculated prices.
- 28.4. Based on the detailed evaluation of bids, those that comply with the above-mentioned requirements shall be ranked in the ascending order of their total calculated bid prices, as evaluated and corrected for computational errors, discounts and other modifications, to identify the Lowest Calculated Bid. Total calculated bid prices, as evaluated and corrected for computational errors, discounts and other modifications, which exceed the ABC shall not be considered, unless otherwise indicated in the BDS.
- 28.5. The Procuring Entity's evaluation of bids shall only be based on the bid price quoted in the Bid Form, which includes the Schedule of Prices.
- 28.6. Bids shall be evaluated on an equal footing to ensure fair competition. For this purpose, all bidders shall be required to include in their bids the cost of all taxes, such as, but not limited to, value added tax (VAT), income tax, local taxes, and other fiscal levies and duties which shall be itemized in the bid form and reflected in the detailed estimates. Such bids, including said taxes, shall be the basis for bid evaluation and comparison.
- 28.7. If so indicated pursuant to **ITB** Clause 1.2, Bids are being invited for individual lots or for any combination thereof, provided that all Bids

and combinations of Bids shall be received by the same deadline and opened and evaluated simultaneously so as to determine the Bid or combination of Bids offering the lowest calculated cost to the Procuring Entity. Bid prices quoted shall correspond to all items specified for each lot and to all quantities specified for each item of a lot. Bid Security as required by ITB Clause 18 shall be submitted for each contract (lot) separately. The basis for evaluation of lots is specified in BDS Clause 28.3.

## **29. Post-Qualification**

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

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

Failure to submit any of the post-qualification requirements on time, or a finding against the veracity thereof, shall disqualify the bidder for award. Provided in the event that a finding against the veracity of any of the documents submitted is made, it shall cause the forfeiture of the bid security in accordance with Section 69 of the IRR of RA 9184.

29.3. The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted pursuant to ITB Clauses 12 and 13, as well as other information as the Procuring Entity deems necessary and appropriate, using a non-discretionary "pass/fail" criterion, which shall be completed within a period of twelve (12) calendar days.

29.4. If the BAC determines that the Bidder with the Lowest Calculated Bid passes all the criteria for post-qualification, it shall declare the said bid as the LCRB, and recommend to the HoPE the award of contract to the said Bidder at its submitted price or its calculated bid price, whichever is lower.

29.5. A negative determination shall result in rejection of the Bidder's Bid, in which event the Procuring Entity shall proceed to the next Lowest Calculated Bid with a fresh period to make a similar determination of that Bidder's capabilities to perform satisfactorily. If the second Bidder, however, fails the post qualification, the procedure for post qualification shall be repeated for the Bidder with the next Lowest Calculated Bid, and so on until the LCRB is determined for recommendation for contract award.



- 29.6. Within a period not exceeding fifteen (15) calendar days from the determination by the BAC of the LCRB and the recommendation to award the contract, the HoPE or his duly authorized representative shall approve or disapprove the said recommendation.
- 29.7. In the event of disapproval, which shall be based on valid, reasonable, and justifiable grounds as provided for under Section 41 of the IRR of RA 9184, the HoPE shall notify the BAC and the Bidder in writing of such decision and the grounds for it. When applicable, the BAC shall conduct a post-qualification of the Bidder with the next Lowest Calculated Bid. A request for reconsideration may be filed by the bidder with the HoPE in accordance with Section 37.1.3 of the IRR of RA 9184.

### **30. Reservation Clause**

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

economically, financially or technically feasible as determined by the HoPE;

- (ii) If the project is no longer necessary as determined by the HoPE; and
- (iii) If the source of funds for the project has been withheld or reduced through no fault of the Procuring Entity.

30.3. In addition, the Procuring Entity may likewise declare a failure of bidding when:

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

## **F. Award of Contract**

### **31. Contract Award**

31.1. Subject to ITB Clause 29, the HoPE or its duly authorized representative shall award the contract to the Bidder whose bid has been determined to be the LCRB.

31.2. Prior to the expiration of the period of bid validity, the Procuring Entity shall notify the successful Bidder in writing that its bid has been accepted, through a Notice of Award duly received by the Bidder or its representative personally or sent by registered mail or electronically, receipt of which must be confirmed in writing within two (2) days by the Bidder with the LCRB and submitted personally or sent by registered mail or electronically to the Procuring Entity.

31.3. Notwithstanding the issuance of the Notice of Award, award of contract shall be subject to the following conditions:

- (a) Submission of valid JVA, if applicable, within ten (10) calendar days from receipt of the Notice of Award:
  - (i) Valid JVA, if applicable; or
  - (ii) In the case of procurement by a Philippine Foreign Service Office or Post, the PhilGEPS Registration Number of the winning foreign Bidder;

- (b) Posting of the performance security in accordance with ITB Clause 33;
- (c) Signing of the contract as provided in ITB Clause 32; and
- (d) Approval by higher authority, if required, as provided in Section 37.3 of the IRR of RA 9184.

31.4. At the time of contract award, the Procuring Entity shall not increase or decrease the quantity of goods originally specified in Section VI. Schedule of Requirements.

## **32. Signing of the Contract**

32.1. At the same time as the Procuring Entity notifies the successful Bidder that its bid has been accepted, the Procuring Entity shall send the Contract Form to the Bidder, which contract has been provided in the Bidding Documents, incorporating therein all agreements between the parties.

32.2. Within ten (10) calendar days from receipt of the Notice of Award, the successful Bidder shall post the required performance security, sign and date the contract and return it to the Procuring Entity.

32.3. The Procuring Entity shall enter into contract with the successful Bidder within the same ten (10) calendar day period provided that all the documentary requirements are complied with.

32.4. The following documents shall form part of the contract:

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

## **33. Performance Security**

33.1. To guarantee the faithful performance by the winning Bidder of its obligations under the contract, it shall post a performance security

within a maximum period of ten (10) calendar days from the receipt of the Notice of Award from the Procuring Entity and in no case later than the signing of the contract.

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

Form of Performance Security	Amount of Performance Security (Not less than the Percentage of the Total Contract Price)
<p>(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.</p> <p><i>For biddings conducted by the LGUs, the Cashier's/Manager's Check may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i></p>	<p>Five percent (5%)</p>
<p>(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.</p> <p><i>For biddings conducted by the LGUs, the Bank Draft/ Guarantee or Irrevocable Letter of Credit may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i></p>	
<p>(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.</p>	<p>Thirty percent (30%)</p>

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

#### **34. Notice to Proceed**

Within seven (7) calendar days from the date of approval of the contract by the appropriate government approving authority, the Procuring Entity shall issue the Notice to Proceed (NTP) together with a copy or copies of the approved contract to the successful Bidder. All notices called for by the terms of the contract shall be effective only at the time of receipt thereof by the successful Bidder.

#### **35. Protest Mechanism**

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

## Section III. Bid Data Sheet

ITB Clause															
1.1	<p>The Procuring Entity is Power Sector Assets and Liabilities Management (PSALM) Corporation.</p> <p>The name of the contract is Procurement of Security Services for Mexico Central Warehouse and Stockyard in Mexico, Pampanga.</p> <p>The identification number of the contract is 2019-PB-SS-MCWS-032-01.</p>														
1.2	<p>The name and reference number of the project is:</p> <p><b>Procurement of Security Services for Mexico Central Warehouse and Stockyard in Mexico, Pampanga (Project Reference No. 2019-PB-SS-MCWS-032-01)</b></p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th rowspan="2" style="text-align: center;">Facility</th> <th colspan="4" style="text-align: center;">Number and Category of Security Personnel</th> </tr> <tr> <th style="text-align: center;">Regular</th> <th style="text-align: center;">SIC</th> <th style="text-align: center;">Detachment Commander</th> <th style="text-align: center;">Total</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Mexico Central Warehouse and Stockyard in Mexico, Pampanga</td> <td style="text-align: center;">12</td> <td style="text-align: center;">1</td> <td style="text-align: center;">1</td> <td style="text-align: center;">14</td> </tr> </tbody> </table>	Facility	Number and Category of Security Personnel				Regular	SIC	Detachment Commander	Total	Mexico Central Warehouse and Stockyard in Mexico, Pampanga	12	1	1	14
Facility	Number and Category of Security Personnel														
	Regular	SIC	Detachment Commander	Total											
Mexico Central Warehouse and Stockyard in Mexico, Pampanga	12	1	1	14											
2	<p>The Funding Source is:</p> <p>The Government of the Philippines (GOP) through PSALM's 2019 Corporate Operating Budget (for the portion of the Contract to be performed in 2019) and 2020 Corporate Operating Budget (for the portion of the Contract to be performed in 2020) in the total amount of <b>THREE MILLION SIX HUNDRED FIFTY-THREE THOUSAND PESOS (PHP3,653,000.00)</b>.</p> <p>The name of the Project is:</p> <p><b>Procurement of Security Services for Mexico Central Warehouse and Stockyard in Mexico, Pampanga (Project Reference No. 2019-PB-SS-MCWS-032-01)</b></p>														
3.1	No further instructions.														
5.1	No further instructions.														
5.2	Foreign bidders, except those falling under ITB Clause 5.1(b), may not participate in this Project.														

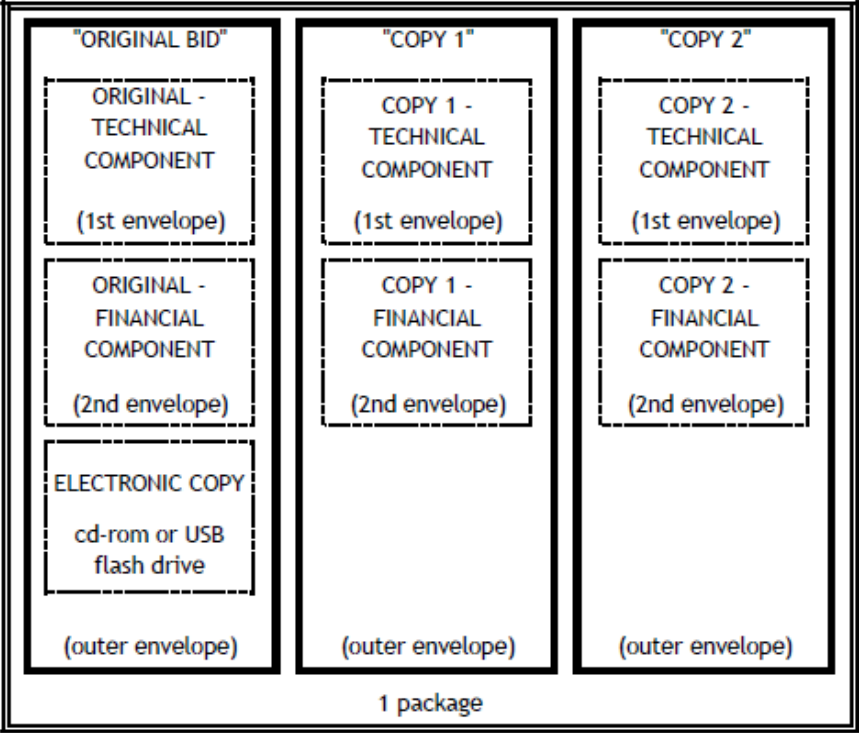
ITB Clause	
5.4	The bidder must have completed, within three (3) years from the date of submission and receipt of bids as provided under ITB Clause 12.1(a)(ii), a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
7	No further instructions.
8.1	Subcontracting is not allowed.
8.2	Not applicable.
9.1	The Procuring Entity will hold a pre-bid conference for this Project at <b>10:00 AM, Tuesday, 11 June 2019</b> at the 24th Floor Vertis North Corporate Center 1, Astra cor. Lux Drives, North Avenue, 1105 Quezon City.
10.1	<p>The Procuring Entity's address is:</p> <p><b>THE CHAIRPERSON</b>  Bids and Awards Committee  24<sup>th</sup> Floor Vertis North Corporate Center I  Astra cor. Lux Drives, North Avenue  1105 Quezon City  Tel. No.: (02) 248-4861  Email address: BAC2019@psalm.gov.ph  BAC Secretariat: BACSec2019@psalm.gov.ph</p>
12.1	<p>A. Bidders whose PhilGEPS registration/membership are not yet under Platinum Category per Section 8.5.2 of the IRR, shall submit the following documents in accordance with Section 23.1(a) of the IRR, in lieu of PhilGEPS Certificate of Registration and Membership:</p> <p><b>ELIGIBILITY DOCUMENTS</b></p> <p><u>CLASS "A" DOCUMENTS:</u></p> <ul style="list-style-type: none"> <li>(i) Registration Certificate from SEC, DTI for sole proprietorship, or CDA for cooperatives.</li> <li>(ii) Mayor's/Business Permit for 2019 issued by the City or Municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas.</li> </ul> <p>In cases of recently expired Mayor's/Business Permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal for CY 2019: Provided, that the renewed permit shall be submitted as a post-qualification requirement.</p>

ITB Clause	
	<p>(iii) Tax Clearance Certificate per Executive Order No. 398, s. 2005, issued by the Bureau of Internal Revenue (BIR).</p> <p>Only a valid TCC issued by BIR pursuant to the above related BIR issuances is acceptable. Provisional Tax Clearance Certificate or any other form is not accepted. For the avoidance of doubt, a TCC issued by the Revenue Regional Office and submitted by a Bidder should be issued on or before the date of effectivity of BIR Revenue Memorandum Order No. 46-2018.</p> <p>For further clarification on valid TCC, Tax Clearances for Bidding Purposes shall only be valid after the same have been posted in the BIR Website. In case the TCC is not yet posted in the BIR Website, the Bidder must submit a certified true copy of the TCC issued by the BIR, or its original, which will be returned to the Bidder after the bidding process.</p> <p>(iv) The prospective bidder’s Audited Financial Statement, showing, among others, the prospective bidder’s total and current and liabilities, stamped “received” by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions, for the taxable year 2018.</p> <p>In accordance with Section 2 of the Bureau of Internal Revenue Regulation 07-2007, the Audited Financial Statement shall be composed of the following:</p> <ul style="list-style-type: none"> <li>(iv.1) Balance Sheet;</li> <li>(iv.2) Income Statement/Profit and Loss Statement;</li> <li>(iv.3) Statement of Changes in Equity, showing either: <ul style="list-style-type: none"> <li>a. All changes in equity</li> <li>b. Changes in equity, other than those arising from transactions with equity holders acting in their capacity as equity holders;</li> </ul> </li> <li>(iv.4) Statement of Cash Flow;</li> <li>(iv.5) Notes, comprising a summary of significant accounting policies and other explanatory notes; and</li> <li>(iv.6) Schedules attached to the afore-cited statements. x x x”.</li> </ul> <p>B. Bidders may submit either their Class “A” Documents in accordance with Section 23.1(a) of the IRR or the PhilGEPS Certificate of Registration and Membership under Platinum Category, or a combination thereof.</p>
12.1(a)(i)	The bidder’s SLCC similar to the contract to be bid should have been completed within three (3) years prior to the deadline for the submission and receipt of bids.



ITB Clause	
12.1 (b) (ii)	For the Conformity with Section VI (Schedule of Requirements) and Section VII (Technical Specifications), bidder shall use Form No. TEC-04 of Section VIII. Bidding Forms.
13.1	No additional requirements.
13.1(b)	No further instructions.
13.1(c)	No additional requirements.
13.2	The ABC is <b>THREE MILLION SIX HUNDRED FIFTY-THREE THOUSAND PESOS (PHP3,653,000.00)</b> . Any bid with a financial component exceeding this amount shall not be accepted.
13.2 (b)	Not applicable.
15.4(a)(iv)	No incidental services are required.
15.4 (b) (i)	Not applicable.
15.4(b)(ii)	No incidental services are required.
16.1(b)	The Bid prices for Goods supplied from outside of the Philippines shall be quoted in Philippine Pesos.
16.3	Payment shall be in Philippine Pesos.
17.1	Bids shall be valid until <b>22 October 2019</b> .
18.1	<p>The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts:</p> <ol style="list-style-type: none"> <li>1. The amount of not less than PhP73,060.00 [2% of PhP3,653,000.00], if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;</li> <li>2. The amount of not less than PhP182,650.00 [5% of PhP3,653,000.00] if bid security is in Surety Bond;</li> </ol> <p>If the Bid Security is in the form of cashier's/manager's check, the payee shall be "<b>PSALM CORPORATION</b>".</p>
18.2	The bid security shall be valid until <b>22 October 2019</b> .
20.3	Each Bidder shall submit one (1) original and two (2) copies of the technical and financial components of its bid as illustrated below:

**ITB Clause**



In addition, all documents comprising the Technical and Financial Components shall be electronically scanned and recorded in a compact disc-read only memory [CD-ROM] or USB Flash Drive. This CD-ROM or USB Flash Drive shall be marked as "ELECTRONIC COPY" and shall be put inside the sealed envelope labeled "ORIGINAL BID".

All submissions must be contained and sealed in one (1) package.

Each sealed Bid shall be labeled as follows:

<HEADER/LABEL> shall be:

**<HEADER/LABEL>**  
**ATTENTION: THE CHAIRPERSON**  
 Bids and Awards Committee  
 PSALM CORPORATION  
 24th Floor Vertis North Corporate Center 1,  
 Astra cor. Lux Drives, North Avenue  
 1105 Quezon City  
 Tel. No.: (02) 248-4861  
 Email address: [BAC2019@psalm.gov.ph](mailto:BAC2019@psalm.gov.ph)  
[BACSec2019@psalm.gov.ph](mailto:BACSec2019@psalm.gov.ph)

**NAME OF PROJECT:** \_\_\_\_\_  
**PROJECT REFERENCE NO.** \_\_\_\_\_  
**DATE AND TIME OF OPENING OF BIDS:** \_\_\_\_\_  
**SUBMITTED BY:** BIDDER'S NAME AND SIGNATURE  
**ADDRESS:** BIDDER'S ADDRESS

**"DO NOT OPEN BEFORE DATE AND TIME OF OPENING OF BIDS"**

ITB Clause	
	<ol style="list-style-type: none"> <li>1. <b>“ORIGINAL BID PLUS TWO COPIES INSIDE”</b> - for the bid package</li> <li>2. <b>“ORIGINAL BID”</b> - for the 1<sup>st</sup> outer envelope <ol style="list-style-type: none"> <li>1.1 <b>“ORIGINAL - TECHNICAL COMPONENT”</b> - for the 1<sup>st</sup> envelope inside the 1<sup>st</sup> outer envelope</li> <li>1.2 <b>“ORIGINAL - FINANCIAL COMPONENT”</b> - for the 2<sup>nd</sup> envelope inside the 1<sup>st</sup> outer envelope</li> <li>1.3 <b>“ELECTRONIC COPY”</b> - CD-ROM or USB Flash Drive</li> </ol> </li> <li>3. <b>“COPY 1”</b> - for the 2<sup>nd</sup> outer envelope <ol style="list-style-type: none"> <li>a. <b>“COPY 1 - TECHNICAL COMPONENT”</b> - for the 1<sup>st</sup> envelope inside the 2<sup>nd</sup> outer envelope</li> <li>b. <b>“COPY 1- FINANCIAL COMPONENT”</b> - for the 2<sup>nd</sup> envelope inside the 2<sup>nd</sup> outer envelope</li> </ol> </li> <li>4. <b>“COPY 2”</b> - for the 3<sup>rd</sup> outer envelope <ol style="list-style-type: none"> <li>a. <b>“COPY 2 - TECHNICAL COMPONENT”</b> - for the 1<sup>st</sup> envelope inside the 3<sup>rd</sup> outer envelope</li> <li>b. <b>“COPY 2- FINANCIAL COMPONENT”</b> - for the 2<sup>nd</sup> envelope inside the 3<sup>rd</sup> outer envelope</li> </ol> </li> </ol>
21.	<p>The address for submission of bids is:</p> <p>The BAC Chairperson  PSALM Corporation  24<sup>th</sup> Floor Vertis North Corporate Center I  Astra cor. Lux Drives, North Avenue  1105 Quezon City</p> <p>The deadline for Submission of Bids is at <b>10:00 AM, Monday, 24 June 2019.</b></p>
24.1	<p>The place of bid opening is:</p> <p>PSALM CORPORATION  24<sup>th</sup> Floor Vertis North Corporate Center I,  Astra cor. Lux Drives, North Avenue,  1105 Quezon City</p> <p>The date and time of Bid Opening is at <b>10:30 AM, Monday, 24 June 2019.</b></p>
24.2	No further instructions.
24.3	No further instructions.
27.1	No further instructions.
28.3(a)	Partial bid is not allowed.

ITB Clause	
	The NFCC computation must be sufficient for all contracts to be awarded to the bidder.
28.4	In case of a tie between two or more Bidders, the GPPB Circular No. 06-2005 dated August 5, 2005 governing tie-breaking mechanism shall apply.
29.2	<p>In addition, the bidder with the Lowest Calculated Bid shall submit certified true copies of the following documents:</p> <ul style="list-style-type: none"> <li>a. License to Operate issued by Supervisory Office for Security and Investigation Agencies (SOSIA), Philippine National Police (PNP);</li> <li>b. Taxpayer's Identification Number (TIN), Bureau of Internal Revenue (BIR) Registration Certificate;</li> <li>c. Affidavit of Commitment of Agency/Applicant (Form No. PSALM-05);</li> <li>d. Clearance from Cluster Head Legal and Collection Group Social Security System (SSS) that it is up-to-date in remitting its contribution, Salary/Calamity Loan amortization with SSS Branch Office near its business address issued within the three (3) month period prior to the bid opening date. (SSS Office Order No. 2011-055 Authorizing the Cluster Legal Heads to Sign and Issue SSS Clearance);</li> <li>e. Latest disposition of Clients, Security Personnel and Firearms submitted to SOSIA, PNP;</li> <li>f. List of Key Personnel/Officials and Organizational Chart (Form No. PSALM-06 and 07);</li> <li>g. List of Agency-Owned Motor Vehicles and Communications Equipment to be supplied to the facility (Form No. PSALM-08). Attach photocopies of proof of ownership;</li> <li>h. List of Agency-Owned Licensed Firearms to be supplied to the facility (Form No. PSALM-09). Attach photocopies of proof of ownership;</li> <li>i. Location map of business establishment (owned or rented), its address and telephone number;</li> <li>j. List of licensed Security Personnel to be assigned to the facility (Form No. PSALM-10);</li> <li>k. Certificate of SSS registration as employer;</li> <li>l. Home Development Mutual Fund (Pag-IBIG Fund) Certificate as an employer</li> </ul>

ITB Clause	
	<p>m. Philippine Health Insurance Corporation (PhilHealth) Certificate as an employer</p> <p>n. Security Plan for review and approval.</p> <p>NOTE: The latest income and business tax returns are those filed within the last six (6) months preceding the date of bid submission.</p> <p>Latest Annual ITR shall refer to the ITR for the year <b>2018</b> filed in <b>2019</b>. For new establishments which have no annual ITR yet, it shall refer to the most recent quarter's ITR. Further, for areas where e-filing is yet to be implemented, a Certification to that effect from BIR main office is acceptable.</p> <p>Latest Business Tax Return refers to Value Added Tax (VAT) and/or Percentage Tax Returns, whichever is applicable covering the last quarter and month prior to the bid opening. Bidders filing both the VAT and Percentage Tax Returns must submit both returns.</p>
32.4(f)	<p>The effective date of the Contract shall be upon receipt of Notice to Proceed (NTP) by the Winning Bidder but not later than seven (7) days upon issuance of the NTP. The NTP shall form part of the Contract.</p> <p>Bidders are directed to prepare and submit the Technical Specifications of firearms and communication equipment to be provided in the facility which meets the minimum specifications in Section VII. Technical Specifications and a Security Plan.</p> <p>The Security Plan shall include the description of the qualifications of personnel, duties and responsibilities of security personnel, composition and disposition/deployment of security personnel, communication and support equipment, training and any other security plans/programs to be proposed by the Bidder for the particular plant being bid out/concerned.</p> <p>The Security Plan, as approved by the HRAGSD Manager upon recommendation of the AGSD Manager, will be required prior to the signing of the Contract, and shall form part of the Contract Documents.</p>

# Section IV. General Conditions of Contract

## TABLE OF CONTENTS

1. DEFINITIONS .....	47
2. CORRUPT, FRAUDULENT, AND COERCIVE PRACTICES.....	48
3. INSPECTION AND AUDIT BY THE FUNDING SOURCE.....	49
4. GOVERNING LAW AND LANGUAGE .....	49
5. NOTICES .....	49
6. SCOPE OF CONTRACT .....	50
7. SUB-CONTRACTING .....	50
8. PROCURING ENTITY’S RESPONSIBILITIES.....	50
9. PRICES .....	51
10. PAYMENT .....	51
11. ADVANCE PAYMENT AND TERMS OF PAYMENT .....	52
12. TAXES AND DUTIES.....	52
13. PERFORMANCE SECURITY .....	52
14. USE OF CONTRACT DOCUMENTS AND INFORMATION .....	53
15. STANDARDS .....	53
16. INSPECTION AND TESTS .....	53
17. WARRANTY .....	54
18. DELAYS IN THE SUPPLIER’S PERFORMANCE .....	55
19. LIQUIDATED DAMAGES .....	55
20. SETTLEMENT OF DISPUTES .....	56
21. LIABILITY OF THE SUPPLIER .....	56
22. FORCE MAJEURE.....	57
23. TERMINATION FOR DEFAULT .....	57
24. TERMINATION FOR INSOLVENCY .....	58
25. TERMINATION FOR CONVENIENCE .....	58
26. TERMINATION FOR UNLAWFUL ACTS .....	59
27. PROCEDURES FOR TERMINATION OF CONTRACTS .....	59

<b>28. ASSIGNMENT OF RIGHTS.....</b>	<b>60</b>
<b>29. CONTRACT AMENDMENT .....</b>	<b>60</b>
<b>30. APPLICATION.....</b>	<b>60</b>

## 1. Definitions

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

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



performance of its obligations only upon receipt of the Notice to Proceed and copy of the approved contract.

- (n) "Verified Report" refers to the report submitted by the Implementing Unit to the HoPE setting forth its findings as to the existence of grounds or causes for termination and explicitly stating its recommendation for the issuance of a Notice to Terminate.

## 2. Corrupt, Fraudulent, and Coercive Practices

2.1. Unless otherwise provided in the SCC, the Procuring Entity as well as the bidders, contractors, or suppliers shall observe the highest standard of ethics during the procurement and execution of this Contract. In pursuance of this policy, the Procuring Entity:

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

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

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

### **3. Inspection and Audit by the Funding Source**

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

### **4. Governing Law and Language**

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

## 5. Notices

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

## 6. Scope of Contract

- 6.1. The Goods and Related Services to be provided shall be as specified in Section VI. Schedule of Requirements.
- 6.2. This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. Any additional requirements for the completion of this Contract shall be provided in the SCC.

## 7. Sub-Contracting

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

## 8. Procuring Entity's Responsibilities

- 8.1. Whenever the performance of the obligations in this Contract requires that the Supplier obtain permits, approvals, import, and other licenses from local public authorities, the Procuring Entity shall, if so needed

by the Supplier, make its best effort to assist the Supplier in complying with such requirements in a timely and expeditious manner.

- 8.2. The Procuring Entity shall pay all costs involved in the performance of its responsibilities in accordance with **GCC Clause 6**.

## **9. Prices**

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

## **10. Payment**

- 10.1. Payments shall be made only upon a certification by the HoPE to the effect that the Goods have been rendered or delivered in accordance with the terms of this Contract and have been duly inspected and accepted. Except with the prior approval of the President no payment shall be made for services not yet rendered or for supplies and materials not yet delivered under this Contract. Ten percent (10%) of the amount of each payment shall be retained by the Procuring Entity to cover the Supplier's warranty obligations under this Contract as described in **GCC Clause 17**.
- 10.2. The Supplier's request(s) for payment shall be made to the Procuring Entity in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and/or Services performed, and by documents submitted pursuant to the SCC provision for **GCC Clause 6.2**, and upon fulfillment of other obligations stipulated in this Contract.
- 10.3. Pursuant to **GCC Clause 10.2**, payments shall be made promptly by the Procuring Entity, but in no case later than sixty (60) days after submission of an invoice or claim by the Supplier. Payments shall be in accordance with the schedule stated in the **SCC**.
- 10.4. Unless otherwise specified in the SCC, the currency in which payment is made to the Supplier under this Contract shall be in Philippine Pesos.
- 10.5. Unless otherwise provided in the **SCC**, payments using Letter of Credit (LC), in accordance with the Guidelines issued by the GPPB, is allowed.

For this purpose, the amount of provisional sum is indicated in the SCC. All charges for the opening of the LC and/or incidental expenses thereto shall be for the account of the Supplier.

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

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

## **12. Taxes and Duties**

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

## **13. Performance Security**

- 13.1. Within ten (10) calendar days from receipt of the Notice of Award from the Procuring Entity but in no case later than the signing of the contract

by both parties, the successful Bidder shall furnish the performance security in any the forms prescribed in the ITB Clause 33.2.

- 13.2. The performance security posted in favor of the Procuring Entity shall be forfeited in the event it is established that the winning bidder is in default in any of its obligations under the contract.
- 13.3. The performance security shall remain valid until issuance by the Procuring Entity of the Certificate of Final Acceptance.
- 13.4. The performance security may be released by the Procuring Entity and returned to the Supplier after the issuance of the Certificate of Final Acceptance subject to the following conditions:
  - (a) There are no pending claims against the Supplier or the surety company filed by the Procuring entity;
  - (b) The Supplier has no pending claims for labor and materials filed against it; and
  - (c) Other terms specified in the SCC.
- 13.5. In case of a reduction of the contract value, the Procuring Entity shall allow a proportional reduction in the original performance security, provided that any such reduction is more than ten percent (10%) and that the aggregate of such reductions is not more than fifty percent (50%) of the original performance security.

## **14. Use of Contract Documents and Information**

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

## **15. Standards**

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

## **16. Inspection and Tests**

- 16.1. The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to the Procuring Entity. The SCC and Section VII. Technical Specifications shall specify what inspections and/or tests the Procuring Entity requires and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.
- 16.2. If applicable, the inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery, and/or at the goods' final destination. If conducted on the premises of the Supplier or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring Entity. The Supplier shall provide the Procuring Entity with results of such inspections and tests.
- 16.3. The Procuring Entity or its designated representative shall be entitled to attend the tests and/or inspections referred to in this Clause provided that the Procuring Entity shall bear all of its own costs and expenses incurred in connection with such attendance including, but not limited to, all traveling and board and lodging expenses.
- 16.4. The Procuring Entity may reject any Goods or any part thereof that fail to pass any test and/or inspection or do not conform to the specifications. The Supplier shall either rectify or replace such rejected Goods or parts thereof or make alterations necessary to meet the specifications at no cost to the Procuring Entity, and shall repeat the test and/or inspection, at no cost to the Procuring Entity, upon giving a notice pursuant to GCC Clause 5.
- 16.5. The Supplier agrees that neither the execution of a test and/or inspection of the Goods or any part thereof, nor the attendance by the Procuring Entity or its representative, shall release the Supplier from any warranties or other obligations under this Contract.

## **17. Warranty**

- 17.1. The Supplier warrants that the Goods supplied under the Contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials, except when the technical specifications required by the Procuring Entity provides otherwise.
- 17.2. The Supplier further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials, or workmanship or from any act or omission of the Supplier that may

develop under normal use of the supplied Goods in the conditions prevailing in the country of final destination.

- 17.3. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier for a minimum period specified in the SCC. The obligation for the warranty shall be covered by, at the Supplier's option, either retention money in an amount equivalent to at least one percent (1%) of every progress payment, or a special bank guarantee equivalent to at least one percent (1%) of the total Contract Price or other such amount if so specified in the SCC. The said amounts shall only be released after the lapse of the warranty period specified in the SCC; provided, however, that the Supplies delivered are free from patent and latent defects and all the conditions imposed under this Contract have been fully met.
- 17.4. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, within the period specified in the SCC and with all reasonable speed, repair or replace the defective Goods or parts thereof, without cost to the Procuring Entity.
- 17.5. If the Supplier, having been notified, fails to remedy the defect(s) within the period specified in the GCC Clause 17.4, the Procuring Entity may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Procuring Entity may have against the Supplier under the Contract and under the applicable law.

## **18. Delays in the Supplier's Performance**

- 18.1. Delivery of the Goods and/or performance of Services shall be made by the Supplier in accordance with the time schedule prescribed by the Procuring Entity in Section VI. Schedule of Requirements.
- 18.2. If at any time during the performance of this Contract, the Supplier or its Subcontractor(s) should encounter conditions impeding timely delivery of the Goods and/or performance of Services, the Supplier shall promptly notify the Procuring Entity in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, and upon causes provided for under GCC Clause 22, the Procuring Entity shall evaluate the situation and may extend the Supplier's time for performance, in which case the extension shall be ratified by the parties by amendment of Contract.
- 18.3. Except as provided under GCC Clause 22, a delay by the Supplier in the performance of its obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to GCC Clause 19, unless an extension of time is agreed upon pursuant to GCC Clause 29 without the application of liquidated damages.



## 19. Liquidated Damages

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

## 20. Settlement of Disputes

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

## 21. Liability of the Supplier

- 21.1 The Supplier’s liability under this Contract shall be as provided by the laws of the Republic of the Philippines, subject to additional provisions, if any, set forth in the **SCC**.

- 21.2 Except in cases of criminal negligence or willful misconduct, and in the case of infringement of patent rights, if applicable, the aggregate liability of the Supplier to the Procuring Entity shall not exceed the total Contract Price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

## **22. Force Majeure**

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

## **23. Termination for Default**

- 23.1. The Procuring Entity may rescind or terminate a contract for default, without prejudice to other courses of action and remedies available under the circumstances when, outside force majeure, the Supplier fails to deliver or perform any or all of the Goods within the period(s) specified in the contract, or within any extension thereof granted by the Procuring Entity pursuant to a request made by the Supplier prior to the delay, and such failure amounts to at least ten percent (10%) of the contract price;
- 23.2. The Procuring Entity may terminate the contract when, as a result of force majeure, the Supplier is unable to deliver or perform any or all of the Goods, amounting to at least ten percent (10%) of the contract price, for a period of not less than sixty (60) calendar days after receipt of the notice from the Procuring Entity stating that the circumstance of force majeure is deemed to have ceased;

- 23.3. The Procuring Entity shall terminate the contract when the Supplier fails to perform any other obligations under the Contract.
- 23.4. In the event the Procuring Entity terminates this Contract in whole or in part for any of the reasons provided under GCC Clause 23 to 26, the Procuring Entity may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Procuring Entity for any excess costs for such similar Goods or Services. However, the Supplier shall continue performance of this Contract to the extent not terminated.
- 23.5. In case the delay in the delivery of the Goods and/or performance of the Services exceeds a time duration equivalent to ten percent (10%) of the specified contract time plus any time extension duly granted to the Supplier, the Procuring Entity may terminate this Contract, forfeit the Supplier's performance security and award the same to a qualified Supplier.

## **24. Termination for Insolvency**

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

## **25. Termination for Convenience**

- 25.1. The Procuring Entity may terminate this Contract, in whole or in part, at any time for its convenience. The HoPE may terminate a contract for the convenience of the Government if he has determined the existence of conditions that make Project Implementation economically, financially or technically impractical and/or unnecessary, such as, but not limited to, fortuitous event(s) or changes in law and national government policies.
- 25.2. The Goods that have been delivered and/or performed or are ready for delivery or performance within thirty (30) calendar days after the Supplier's receipt of Notice to Terminate shall be accepted by the Procuring Entity at the contract terms and prices. For Goods not yet performed and/or ready for delivery, the Procuring Entity may elect:
- (a) to have any portion delivered and/or performed and paid at the contract terms and prices; and/or
  - (b) to cancel the remainder and pay to the Supplier an agreed amount for partially completed and/or performed goods and for materials and parts previously procured by the Supplier.

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

## **26. Termination for Unlawful Acts**

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

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

## **27. Procedures for Termination of Contracts**

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

- (a) Upon receipt of a written report of acts or causes which may constitute ground(s) for termination as aforementioned, or upon its own initiative, the Implementing Unit shall, within a period of seven (7) calendar days, verify the existence of such ground(s) and cause the execution of a Verified Report, with all relevant evidence attached;
- (b) Upon recommendation by the Implementing Unit, the HoPE shall terminate this Contract only by a written notice to the Supplier conveying the termination of this Contract. The notice shall state:
  - (i) that this Contract is being terminated for any of the ground(s) afore-mentioned, and a statement of the acts that constitute the ground(s) constituting the same;
  - (ii) the extent of termination, whether in whole or in part;
  - (iii) an instruction to the Supplier to show cause as to why this Contract should not be terminated; and

- (iv) special instructions of the Procuring Entity, if any.
- (c) The Notice to Terminate shall be accompanied by a copy of the Verified Report;
- (d) Within a period of seven (7) calendar days from receipt of the Notice of Termination, the Supplier shall submit to the HoPE a verified position paper stating why this Contract should not be terminated. If the Supplier fails to show cause after the lapse of the seven (7) day period, either by inaction or by default, the HoPE shall issue an order terminating this Contract;
- (e) The Procuring Entity may, at any time before receipt of the Supplier's verified position paper in item (d) above withdraw the Notice to Terminate if it is determined that certain items or works subject of the notice had been completed, delivered, or performed before the Supplier's receipt of the notice;
- (f) Within a non-extendible period of ten (10) calendar days from receipt of the verified position paper, the HoPE shall decide whether or not to terminate this Contract. It shall serve a written notice to the Supplier of its decision and, unless otherwise provided, this Contract is deemed terminated from receipt of the Supplier of the notice of decision. The termination shall only be based on the ground(s) stated in the Notice to Terminate;
- (g) The HoPE may create a Contract Termination Review Committee (CTRC) to assist him in the discharge of this function. All decisions recommended by the CTRC shall be subject to the approval of the HoPE; and
- (h) The Supplier must serve a written notice to the Procuring Entity of its intention to terminate the contract at least thirty (30) calendar days before its intended termination. The Contract is deemed terminated if it is not resumed in thirty (30) calendar days after the receipt of such notice by the Procuring Entity.

## **28. Assignment of Rights**

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

## **29. Contract Amendment**

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

### **30. Application**

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

## Section V. Special Conditions of Contract

GCC Clause	
1.1(g)	The Procuring Entity is <b>Power Sector Assets and Liabilities Management (PSALM) Corporation</b> .
1.1(i)	The Supplier is <i>[to be inserted at the time of contract award]</i> .
1.1(j)	The Funding Source is:  The Government of the Philippines (GOP) through PSALM's 2019 Corporate Operating Budget (for the portion of the Contract to be performed in 2019) and 2020 Corporate Operating Budget (for the portion of the Contract to be performed in 2020) in the total amount of <b>THREE MILLION SIX HUNDRED FIFTY-THREE THOUSAND PESOS (PHP3,653,000.00)</b> .
1.1(k)	The Project Site is defined in Section VI. Schedule of Requirements.
2.1	No further instructions.
5.1	PSALM's address for Notices is:  <b>IRENE JOY BESIDO-GARCIA</b> President and CEO PSALM Corporation 24 <sup>th</sup> Floor Vertis North Corporate Center I Astra cor. Lux Drives, North Avenue 1105 Quezon City  The Supplier's address for Notices is: <i>[Insert address including, name of contact, fax and telephone number]</i>
5.2	A party may change its address for notice through a written notification by mail or fax to the other party's address at least fifteen (15) days prior to the date when the change of address takes effect.
6.2	Delivery of Goods shall be made by the Supplier in accordance with the terms specified in Section VI. Schedule of Requirements.
10.3	Not applicable.
10.4	No further instructions.
10.5	Payment using LC is not allowed.
11.3	Maintain the GCC Clause.
13.4©	No further instructions.

16.1	<p>The inspections and tests that will be conducted on site are, among others:</p> <p><b>1. Testing of handheld radio</b></p> <p>The maximum power output and frequency accuracy of any handheld radio. In addition, the high and low power settings. The receiver sensitivity or the ability of the receiver to hear a weak signal as well as the authority (license) of each unit.</p> <p><b>2. CCTV</b></p> <p>Operability and functionality.</p> <p><b>Firearms</b> Operability and authority (license).</p>
17.3	No further instructions.
17.4	No further instructions.
21.1	If the Supplier is a joint venture, “All partners to the joint venture shall be jointly and severally liable to the Procuring Entity.”
29	<p>In the event that the ownership, possession, and/or operation of the facility is transferred to another entity, PSALM shall have the option to exercise the following:</p> <p>a) the contractual obligations of PSALM under the Contract shall be transferred to the owner, possessor, and/or operator of the facilities upon notice by PSALM to the Supplier; and/or</p> <p>b) pre-termination of the Contract provided that written notice is given by PSALM to the Supplier at least thirty (30) days prior to its termination.</p> <p>The above shall be without prejudice to payment of claims which were incurred prior to the transfer of the contractual obligations or termination of the Contract. From the date of transfer or termination of the Contract under this Section, PSALM shall not be liable to the Supplier for any claim, cause or action accruing from the date of such transfer or termination.</p>



# Section VI. Schedule of Requirements

## 1.0 General Requirements

The services included in this project consists of, but not limited to, the supply of security services for Mexico Central Warehouse and Stockyard in Mexico, Pampanga as indicated in tables below.

One (1) Detachment Commander shall be deployed to supervise the security services of the facilities and installations under this procurement. The DC shall have a regular office hour duty but is required to do spot checking of all security personnel in each area for every shift and as may be required by PSALM from time to time.

### 1.1 Mexico Central Warehouse and Stockyard in Mexico, Pampanga

POST/AREA	NO. OF SECURITY PERSONNEL POSTED			TOTAL	FIREARMS		CCTV Camera
	Day Shift	Swing Shift	Grave Shift		Pistol	Shotgun	
Main Gate	1	1	1	3	-	1	1
Tower 1	1	1	1	3	1	-	-
Roving Guard (Tower 2)	1	1	1	3	1	-	-
Tower 3	1	1	1	3	1	-	-
Shift-In-Charge	-	1	-	1	-	-	-
Detachment Commander	1	-	-	1	1	-	-
Stockyard	-	-	-	-	-	-	1
Warehouse	-	-	-	-	-	-	1
Total				14	4	1	3

## 2.0 Contract Schedule

The contract period is for one (1) year unless sooner terminated for cause, or if the plant or installation is abolished, sold, privatized or turned over to new owner, to commence from the receipt by the Supplier of the Notice to Proceed (NTP). It may be extended, but such extension shall not exceed one (1) year. In case of loss of trust and confidence in the Supplier, PSALM shall have the exclusive right to terminate the Contract, upon thirty (30) days written notice to the Supplier.

## 3.0 Shift Schedule

- A. The Regular Guard shall have a regular eight (8) hour duty in the following schedules:

1. First Shift: Day (0600H-1400H)
2. Second Shift: Swing (1400H-2200H)
3. Third Shift: Grave (2200H-0600H)

#### 4.0 Category of Security Personnel Posted

Facility	Number and Category of Security Personnel			
	Regular	SIC	Detachment Commander	Total
Mexico Central Warehouse and Stockyard in Mexico, Pampanga	12	1	1	14

#### 5.0 Minimum Security Equipment/Monitoring Requirement

1. Firearms. The Supplier shall provide the number of Firearms indicated in 1.1 above. Shotguns shall have eighteen (18) rounds each. Pistols shall be 9mm caliber with two (2) magazines containing seven (7) rounds each.
2. Closed Circuit Television (CCTV) systems with monitor. The Supplier shall provide the number of CCTV cameras indicated in 1.1 above. Each CCTV system shall include a desktop computer and shall be capable of storing recordings at 24/7. The Supplier shall submit monthly a copy of recordings for the month on the 10<sup>th</sup> day of the succeeding month. The recordings shall be in DVD format. Compliance thereto is a criterion for performance evaluation or termination of contract.
3. Each Security Guard-on-duty, Shift-in-Charge, Detachment Commander and Base shall have one handheld radio each with reserve batteries and chargers.

Base shall mean the base radio or over-all command post which is the strategic location within the Plant/Installations to be identified by the Supplier subject to approval by PSALM.

4. Each Security Guard-on-duty shall be equipped with the following:
  - a. Whistle;
  - b. Nightstick (Baton) with horizontal handle as specified under Rule VIII, Section 3 of IRR of R.A. 5487;
  - c. Flashlight;
  - d. First aid kit (belt bag type) to contain basic first aid items which can be used to treat minor injuries; and
  - e. Handcuffs, 1 set.

5. One (1) digital camera.
6. One (1) cellular phone, with Php300 pre-paid load per month, to be deployed at PSALM AGSD Office, for easy communication and monitoring. The Supplier shall be charged a corresponding deduction in the billing should it fail to provide this equipment.
7. One (1) cellular phone, available and operational at all times, at the Project Site.

All required materials and equipment for the facility should be available during the Post Qualification Evaluation.

#### **6.0 Uniform Requirement**

1. Type A Uniform as prescribed by pertinent policies.
2. Uniform for security guards may be relaxed in areas with no operational office or facility.
3. Type B uniform or Patrol shirt may be allowed for security guards assigned in Roving Post.

The Detachment Commander, as Security Officer (SO), is required to wear fast navy blue, short sleeves, shoulder straps, two breast pockets with cover flaps and navy blue front buttons.

#### **7.0 Additional Allowance**

In view of additional educational requirements and duties as Shift-In-Charge and Detachment Commander. Additional Allowances shall be added to their salaries as follows:

<b>Category</b>	<b>Additional Allowance</b>
Shift-In-Charge	One Thousand Pesos (PHP 1,000.00)
Detachment Commander	One Thousand Five Hundred Pesos (PHP 1,500.00)

# Section VII. Technical Specifications

## A. Scope of Work

- A.1 The services to be performed by the Supplier shall essentially consist of security services by twelve (12) licensed and uniformed regular guards, one (1) shift-in-charge, and one (1) Detachment Commander, with communication equipment, firearms and ammunition, and standard protective gear as may be required. Services shall also include the provision of security investigative and supervisory personnel.
- A.2 The services shall include the areas specified in Section VI. Schedule of Requirements.
- A.3 The Detachment Commander is required to do spot checking of all security personnel in each area for every shift as may be required by PSALM from time to time.

## B. Manpower Requirements

- B.1 The Supplier shall assign and provide PSALM with qualified, acceptable, licensed, bonded, armed, and trained security personnel who possess the following minimum qualifications:
- 1) Regular guards must be high school graduates. The Detachment Commander must have completed at least second year college;
  - 2) Must have the following attributes:
    - For Female - Must be physically and mentally fit, at least 5 feet and 2 inches in height; weight of no less than 100 lbs.; of legal age; and, not addicted to or dependent on prohibited drugs or intoxicating liquor;
    - For Male - Must be physically and mentally fit, at least 5 feet and 4 inches in height; weight of no less than 120 lbs.; of legal age; and, not addicted to or dependent on prohibited drugs or intoxicating liquor; and,
  - 3) Must be of good moral character and possess no derogatory records from the Philippine National Police and National Bureau of Investigation.
- B.2 The Supplier shall provide a copy of the Bio-Data of each security guard enclosed with valid Security Guard License, Local Clearances, Medical Report, Drug Test Result, and Certificate of Training. The Supplier must submit certified true copies of said licenses to PSALM before deployment of security personnel.

- B.3 Based on the exigencies of service, PSALM reserves the right to vary at anytime the security services requirements as allowed under R.A. 9184 including but not limited to the number of security personnel, firearms, communication equipment, etc., which shall be in the form of addendum to the Contract. Such variations may be in the form of: (i) increase or reduction in the number of security personnel deployed; or (ii) extending security services to the other installation(s) of PSALM, subject to the limitations as provided in this Contract.
- B.4 Any violation of the foregoing provisions shall be considered as substantial contractual breach and shall entitle PSALM to immediately terminate this Contract with forfeiture of any and all sums due or payable to the Supplier under the Contract.

### C. Equipment/Materials Specifications

C.1 The Supplier shall ensure that all security personnel of the Supplier are familiar with and are competent and capable of rendering security services necessary to efficiently protect and preserve the Facility/Facilities and are knowledgeable on the use and care of the firearms/equipment entrusted to them, and shall undergo periodic training and practice to improve their proficiency in the use of the same.

C.2 Minimum specifications of Service Pistol for Security Personnel:

Caliber	:	9 mm
Action	:	Semi-Automatic
Capacity	:	Seven (7) rounds minimum
Sights	:	Fixed
Finish	:	Blued
Magazines	:	Two (2)

C.3 Minimum specifications of Shotgun:

Action	:	Pump action, side ejecting
Gauge	:	12 GA. 3" MAG
Choke	:	Open Cylinder
Capacity	:	4 + 1 shells
Barrel Length	:	18 ½ inches
Weight (empty)	:	6 lbs. (2.8 kgs)
Finish	:	Parkerized

C.4 Minimum specifications of CCTV Camera:

CAMERA	GENERAL
<p>Image Sensor: 2.4MP CMOS Image Sensor  Signal System: NTSC  Effective Pixels 1920 (H) × 1080 (V)  Min. illumination: 0.1 Lux@(F1.2,AGC ON), 0 Lux with IR  Shutter Time: 1/25 (1/30) s to 1/50,000 s  Lens: 2.8 mm, 3.6 mm, 6 mm optional  Field of view: 103° (2.8 mm), 82.2° (3.6 mm), 54° (6 mm)  Lens Mount: M12  Day &amp; Night: ICR  Angle Adjustment: Pan: 0° to 360°, Tilt: 0° to 75°, Rotation: 0° to 360°  Synchronization: Internal synchronization  Video Frame Rate:  1080p@25fps/1080p@30fps  HD Video Output: 1 analog HD output  S/N Ratio &gt;62 dB</p>	<p>Operating Conditions: -40 °C to 60 °C (-40 °F to 140 °F), Humidity: 90% or less (non-condensation)  Power Supply: 12 V DC±15%  Power Consumption: Max. 4 W  Protection Level: IP66  IR Range: Up to 20 m  Dimensions 89.47 × 67.6 mm (3.52" × 2.7")  Weight 340 g (0.75 lb.)</p>

**C.5 Minimum Specifications of the Short-Range Handheld Radio for Security Personnel:**

VHF or UHF Scanning Portables; 4-watt output, 15 channels plus 1 scan channel; with busy channel lockout. All-metal chassis and palm-size compact design .38 CTCSS and 83 DCS tones enable users to have frequencies that others are using without hearing them. 6 volt/1300 mAh nickel-metal hydride battery, with battery saver and low-battery alert. Battery saver function can be turned on/off by the dealer.

**Features include:**

- 16 Channels
- PC Programmable Software Options
- Battery Saver
- Busy channel Lockout
- 38 CTCSS Privacy Codes per channel
- Digital Coded Squelch programmable
- Up to 7-miles range
- Standard 1300mAh Ni-MH high-capacity battery pack
- Channel spacing 25/12.5 kHz
- 150-174 mHz VHF or 450-470 mHz UHF
- Time-out timer
- Priority scan function

**D. Security Plan, Disaster Preparedness Plan and Security Reporting Manual**

**D.1 The Supplier shall submit the following to PSALM:**

- a. Security Plan describing the qualifications of personnel, duties and responsibilities of security personnel, composition and disposition/deployment of security personnel, communication and support equipment, training and any other programs to be proposed by the Bidder; and

- b. The Security Plan shall include; (i) a disaster preparedness plan (including but not limited to earthquake, fire, flood, bomb threat, or any calamities or acts of God); and (ii) a manual or set of procedures regarding reporting to PSALM.
- D.2 The Supplier shall at all times inform PSALM of any attempted or consummated security breach in the Facility/Facilities not later than twenty-four (24) from the occurrence of the incident through the submission of an Incident Report that provides all relevant details and shall take steps to prevent the theft or pilferage of items, as well as the proliferation of squatters, in the Facility/Facilities. All reported losses of PSALM assets and properties owned by PSALM personnel or guests shall be investigated by PSALM and the Supplier. If after such investigation, it is found that the loss is due to the negligence or fault of Supplier or any of its security personnel, then such loss may be a ground for termination of security services without prejudice to the institution of appropriate criminal and civil actions against the persons concerned.
- D.3 The Supplier shall assume full responsibility and compensate PSALM for any loss, damage, theft, robbery, trespass or injury to life and/or property within its area under its security and protection due to the willful act or negligence of its security personnel.
- D.4 The Supplier shall ensure that its security personnel will strictly follow instructions and notices that PSALM may provide to the Supplier from time to time (i.e. who may or may not be allowed to enter and the like).
- D.5 The Supplier shall submit a quarterly inventory of residents/households within their jurisdiction.

#### **E. Rights of PSALM to Terminate the Contract**

- E.1 It is expressly understood herein that the relationship of Supplier with PSALM is based purely on the trust and confidence of the latter in the former and that PSALM shall have the right to terminate the Contract in case of loss of said trust and confidence in Supplier, upon thirty (30) days prior written notice to Supplier.
- E.2 PSALM shall also have the right to terminate the Contract upon thirty (30) days prior written notice to the Supplier, if through PSALM's own determination, any of the following incidents occurred or has likely occurred:
  - 1) Supplier or Supplier's security personnel have willfully and intentionally, or through negligence, caused the death of, or has inflicted physical injury to, any person or PSALM personnel inside the Facility;

- 2) Supplier or Supplier's security personnel have caused: (i) irreparable damage to the prestige or any vital interest of PSALM; (ii) destruction of PSALM property and equipment; or (iii) economic loss to PSALM by personal participation or non-performance of his duties and responsibilities;
- 3) Supplier violated any obligation required under this Contract and refused to comply and/or remedy the violation within a reasonable period prescribed by PSALM;
- 4) Supplier failed to timely pay the salaries or any labor benefits of any security personnel in accordance with PSALM Form Nos. FIN - 01A, and 01B for two consecutive billing periods;
- 5) PSALM discovered that the Supplier resorted to unauthorized, illegal, involuntary and unreasonable deductions, resulting to short and underpayment of salaries of security personnel;
- 6) Supplier increased or decreased the number of security personnel agreed upon with PSALM without written approval of PSALM;
- 7) Supplier or Supplier's security personnel tampered or falsified individual time records of the security personnel; and
- 8) Supplier or Supplier's security personnel committed any breach of this Contract.

E.3 PSALM shall have the right to terminate the award of this Contract when the Supplier, upon written notice, fails to comply with any or all of the following, before the initial posting:

- 1) Open special bank accounts for the purpose of the separation of the: (i) payroll fund for the guards; and (ii) agency fee. Said bank accounts shall be presented to PSALM;
- 2) Present physically to PSALM (Head of Installation or his designee) all the equipment requirement under this Contract, including the list of names of security personnel to be posted; and
- 3) Provide the performance bond as required under this Contract.

E.4 PSALM may, without incurring any liability whatsoever, terminate the contract with the Supplier in whole or in part if the plant or installation is abolished, sold, privatized or turned over to the new owner.

E.5 In the event of failure by the Supplier to satisfactorily perform and render the service stated in this contract or declaration of a strike by the security personnel against either party or both, or of intervening



legal impediments, PSALM shall have the right to terminate this Contract. If the Supplier is culpable or contributory to the cause of termination, PSALM may likewise confiscate or forfeit the performance bond of the Supplier, without prejudice to payment by the Supplier of penalties as well as property losses or damages that PSALM may have suffered as a result thereof.

- E.6 The Supplier warrants that it shall comply with all the existing pertinent laws, rules and regulations and any violation thereof which adversely affects the quality and efficiency of the service shall be a ground for termination of this Contract.

## **F. Billing Requirements**

- F.1 Billing period is every first (1<sup>st</sup>) day of the month up to the last day of the month (the "Billing Period"). For processing of billing, the Supplier shall submit to PSALM the billing together with supporting documents specified in the Billing Requirements Checklist attached as Annex "A" of the Contract not later than thirty (30) days from the end of each billing period.

- 1.1. PSALM's Administration and General Services Division (AGSD) shall examine and verify the billing and the billing requirements submitted by the Supplier and shall return to the Supplier documents that are deficient/incomplete for compliance. Failure to submit any supporting documents or failure to correct deficient documents as directed shall be a sufficient basis for PSALM to withhold payments due for such billing period. Billing shall be processed and approved chronologically to avoid confusion.

- F.2 Should there be new laws or issuances promulgated by the Government, which may increase the *minimum wage* or SSS, Philhealth, Employee's Compensation premium, PAG-IBIG Fund premium, bonuses or taxes presently applicable, there shall be a corresponding adjustment in the contract price in an amount consistent with approved PNP-SOSIA/PADPAO adjusted rates starting from the effectivity date of such adjustment. The claim on such adjustment must be supported by a request by the Supplier and other relevant documents, as may be requested by PSALM.

- F.3 The Supplier shall submit a Sworn Certification from the Detachment Commander and Shift-In-Charge that the additional allowances were received by him, as required under Item 7.0, Section VI- Schedule of Requirements.

- F.4 The Supplier hereby agrees to undertake the appropriate compensatory action and/or effect payment of penalties for violations of any of the following:

SUPPLIER'S VIOLATIONS	PENALTY
a. Loss or damage of materials/equipment at the area of responsibility	The actual value of the loss or extent of damages of such property and termination of Contract.
b. Incomplete equipment/facilities on site as committed under this Contract	One Thousand Five Hundred Pesos (PhP1,500.00) per lacking item, to be deducted from billing for the period.
c. Failure to provide the required service vehicle.	PhP500.00 per vehicle per day.
d. Failure to issue firearm to posted guard.	PhP500.00 per post per day.
e. Issued a firearm without license.	PhP500.00 per firearm w/o license per day.
f. Issued a defective firearm to a posted guard.	PhP200.00 per firearm per day.
g. Issued a firearm, not owned or licensed in the name of the Supplier, to a posted guard.	
h. Issued a firearm of lower caliber than required by the Contract.	PhP100.00 per firearm per day.
i. Not issued any magazine or holster for extra ammunition.	PhP100.00 per magazine per day.
j. Failure to issue the required communication equipment.	PhP200.00 per radio or communications equipment per day.
k. Security personnel without whistle, night stick and flashlight while on night duty and raincoat/umbrella during bad weather conditions.	PhP50.00 for 1 <sup>st</sup> offense, PhP100.00 for 2 <sup>nd</sup> offense, and PhP200.00 for 3 <sup>rd</sup> offense and for the 4 <sup>th</sup> offense, termination of the guard.
l. Posting of unqualified guard(s).	PhP200.00 per day per guard and removal of the guard from any detail upon receipt of PSALM's notice.
m. Incomplete guard posting.	One-day guard's pay deduction per absentee guard posting from the billing for the period.
n. Abandonment of Post.	PhP200.00/guard/day and termination of the guard's service upon receipt of the

SUPPLIER'S VIOLATIONS	PENALTY
	written notice from the installation head.
o. Improper uniform, drinking, smoking, misbehaving of security personnel during their duty.	Replacement of security personnel concerned and deduction of one-day guard's pay per guard involved from the billing for the period.
p. Providing confidential information or access to restricted areas to unauthorized person(s).	Termination of the security personnel upon written notice.
q. Indiscriminate firing of his service firearm.	
r. Playing with his service firearm or allowing others to play or tinker with his firearm.	
s. Commission of scandalous or disorderly conduct within the installation premises.	
t. Conduct of extortion activities.	
u. Display of discourteous or rude conduct, or failure to respect or render courtesy to PSALM official, employee or visitor.	PhP100.00 per incident and termination of the guard's service upon receipt of written notice by the installation head.
v. Sleeping on duty.	
w. Unauthorized overtime.	PhP100.00 /guard/violation
x. Unauthorized absence.	PhP100.00 per incident of failure to report to duty.
y. Failure of the posted security guard to carry his license as Private Security Personnel.	PhP100.00 per incident.
z. Reading newspaper, comics, and other unofficial reading materials while on duty.	PhP50.00 for 1 <sup>st</sup> offense, PhP100.00 for 2 <sup>nd</sup> offense, and PhP200.00 for 3 <sup>rd</sup> offense and for the 4 <sup>th</sup> offense, termination of the guard.
aa. Sporting the non-regular haircut, beard/mustache or improper uniform while on duty.	
bb. Engaging in prolonged or unnecessary conversation over the telephone/cellphones or	

SUPPLIER'S VIOLATIONS	PENALTY
with visitors/employees or texting while on duty.	
cc. Tardiness.	
dd. Unnecessary use of cellphones/gadgets.	

F.5 The amount due shall be deducted by PSALM from any claims due to the Supplier under the Contract.

#### G. Taxes

G.1 Pursuant to Executive Order 398 dated 12 January 2005, the Supplier shall regularly present, within the duration of this contract, a tax clearance from the BIR as well as a copy of its income and business tax returns duly stamped received by the BIR.

G.2 All taxes due and payable by reason of this Contract shall be for the account of the Supplier.

#### H. Others

H.1 The Supplier shall ensure that the discipline and management of security personnel shall be in conformity with the rules and regulations of the Philippine National Police-Supervisory Office for Security and Investigation Agencies (PNP-SOSIA) and other pertinent legal issuances, as well as those of the Supplier, other government agencies duly authorized for the purpose and/or rules and policies laid down by PSALM on the matter.

H.2 The Supplier shall assign security personnel based on a schedule of Post Assignments to be provided by PSALM. The Supplier shall replace any security personnel who fails to meet the performance evaluation of PSALM or are found guilty of acts inimical to PSALM's interest. Otherwise, PSALM may consider the same a valid cause for the immediate termination of the Contract.

H.3 It is expressly agreed and understood that the security personnel of the Supplier are not employees of PSALM and as such, PSALM shall not in any way or manner be liable or responsible for any personal injury or damage to properties, including death sustained by or caused to, or by any of the Supplier's employees or security personnel assigned to the premises of Mexico Central Warehouse and Stockyard in Mexico, Pampanga during the performance of their duties.

H.4 Insofar as any and all security personnel assigned to PSALM are concerned, the Supplier shall at all times stand solely liable and/or responsible for the enforcement and compliance with all existing laws,

rules and regulations, including the Labor Code, Social Security Law, Employees' Compensation Act, Philhealth Act, HDMF Law and other related welfare legislations/issuances. The Supplier further agrees and binds itself to save and hold PSALM free from any liability which may arise therefrom.

The Supplier hereby agrees to hold PSALM free and harmless from all and any damages and liabilities that may be filed against Supplier or Supplier's security personnel by reason of their employment by the Supplier under decrees and/or laws pertinent to employer-employee relationship.

- H.5 It is expressly understood and agreed that the security personnel/guards assigned by the Supplier under this Contract are, for all intents and purposes, the employees of the Supplier and hence, no employer-employee relationship exists between any and all of the security guards/personnel of the Supplier and PSALM. Supplier shall hold PSALM free and harmless from any claims, causes of action and suits that may be instituted by Supplier's security personnel.

As such, PSALM shall not in any way or manner be liable or responsible for any personal injury or damage to properties, including death sustained by or caused to, or by any of the Supplier's employees or security personnel assigned to the Facility during the performance of their duties.

- H.6 The determination of wages or compensation of the security personnel shall not be lower than that prescribed under the prevailing DOLE Wage Order.

## Section VIII. Bidding Forms

### TABLE OF CONTENTS

Form No.	Form Title	Page
ELIG-01	LIST OF ALL ONGOING GOVERNMENT AND PRIVATE CONTRACTS INCLUDING CONTRACTS AWARDED BUT NOT YET STARTED	81
ELIG-02	STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT WHICH IS SIMILAR IN NATURE DURING THE LAST THREE (3) YEARS	82
ELIG-03	FINANCIAL DOCUMENTS FOR ELIGIBILITY CHECK	83
ELIG-04	JOINT VENTURE AGREEMENT	84
TEC-01	BID SECURING DECLARATION	86
TEC-02	FORM OF BID SECURITY (BANK GUARANTEE)	88
TEC-03	FORM OF BID SECURITY (IRREVOCABLE LETTER OF CREDIT)	90
TEC-04	CONFORMITY WITH SECTION VI (SCHEDULE OF REQUIREMENTS) AND SECTION VII (TECHNICAL SPECIFICATION)	93
TEC-05	OMNIBUS SWORN STATEMENT	94
FIN-01	BID FORM	96
FIN-01A	DETAILED BID PRICE SCHEDULE	98
FIN-01B	COMPUTATION OF BID PRICE FOR SECURITY GUARD (8-HOUR DUTY)	99
PSALM-01	CONTRACT FORM	101
PSALM-02	PERFORMANCE SECURITY (STANDBY LETTER OF CREDIT)	113
PSALM-03	CREDIT LINE CERTIFICATE	117
PSALM-04	BANK GUARANTEE FORM FOR WARRANTY COVERAGE	119
PSALM-05	AFFIDAVIT OF COMMITMENT	120
PSALM-06	LIST OF KEY PERSONNEL/OFFICIALS	121
PSALM-07	ORGANIZATIONAL CHART	122
PSALM-08	LIST OF AGENCY-OWNED MOTOR VEHICLES & COMMUNICATION EQUIPMENT	123
PSALM-09	LIST OF AGENCY-OWNED FIREARMS	124
PSALM-10	LIST OF LICENSED SECURITY PERSONNEL	125

## Checklist/Evaluation Sheet of Requirements for Bidder

**The FIRST ENVELOPE shall contain the following eligibility and technical documents:**

PSALM REQUIREMENTS Submitted <input checked="" type="checkbox"/> Not-submitted <input type="checkbox"/>	REMARKS
<b>I. ELIGIBILITY DOCUMENTS</b>	
<b>CLASS "A" Documents</b>	
1. PhilGEPS Certificate of Registration and Platinum Membership together with Annex "A" in accordance with Section 8.5.2 of the IRR.	
<p>a. Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives,</p>	
<p>b. Mayor's/Business Permit for 2019 issued by the City or Municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas.</p> <p>In cases of recently expired Mayor's/Business Permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal for CY 2019: Provided, that the renewed permit shall be submitted as a post-qualification requirement.</p>	
<p>c. Tax Clearance Certificate per Executive Order No. 398, s. 2005, issued by the Bureau of Internal Revenue (BIR).</p> <p>Only a valid TCC issued by BIR pursuant to the above related BIR issuances is acceptable. Provisional Tax Clearance Certificate or any other form is not accepted. For the avoidance of doubt, a TCC issued by the Revenue Regional Office and submitted by a Bidder should be issued on or before the date of effectivity of BIR Revenue Memorandum Order No. 46-2018.</p> <p>For further clarification on valid TCC, Tax Clearances for Bidding Purposes shall only be valid after the same have been posted in the BIR Website. In case the TCC is not yet posted in the BIR Website, the Bidder must submit a certified true copy of the TCC issued by the BIR, or its original, which will be returned to the Bidder after the bidding process.</p>	

<p>d. The prospective bidder’s Audited Financial Statement, showing, among others, the prospective bidder’s total and current and liabilities, stamped “received” by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions, for the taxable year 2018.</p> <p>In accordance with Section 2 of the Bureau of Internal Revenue Regulation 07-2007, the Audited Financial Statement shall be composed of the following:</p> <ul style="list-style-type: none"> <li>a. Balance Sheet;</li> <li>b. Income Statement/Profit and Loss Statement;</li> <li>c. Statement of Changes in Equity, showing either: <ul style="list-style-type: none"> <li>1. All changes in equity</li> <li>2. Changes in equity, other than those arising from transactions with equity holders acting in their capacity as equity holders;</li> </ul> </li> <li>d. Statement of Cash Flow;</li> <li>e. Notes, comprising a summary of significant accounting policies and other explanatory notes; and</li> <li>f. Schedules attached to the afore-cited statements.</li> </ul>	
<p>2. Statement of all its ongoing government and private contracts within the period stated in the BDS, including contracts awarded but not yet started, if any (<i>Form No. ELIG-01</i>)</p>	
<p>3. Statement of Single Largest Completed Contract which is Similar in Nature during the Last Three (3) Years (<i>Form No. ELIG-02</i>)</p>	
<p>4. NFCC computation in accordance with ITB Clause 5.5 (<i>Form No. ELIG-03</i>) or a duly notarized committed Line of Credit from a universal or commercial bank (<i>Form No. PSALM-03</i>)</p>	
<p><b>CLASS “B” Documents</b></p>	
<p>5. If applicable, the Joint Venture Agreement (JVA) in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners in accordance with Section 23.1(b) of the IRR. (<i>Form No. ELIG-04</i>)</p>	
<p><b>II. TECHNICAL DOCUMENTS</b></p>	
<p>6. The Bid Security, in accordance with ITB Clause 18, shall be any of the following:</p>	
<ul style="list-style-type: none"> <li>a. Duly notarized Bid Securing Declaration (<i>Form No. TEC-01</i>)</li> </ul>	



b. Cash or cashier's/manager's check issued by a Universal or Commercial Bank - 2% of ABC	
c. Bank Guarantee - 2% of ABC ( <i>Form No. TEC-02</i> )	
d. Duly Notarized Irrevocable letter of credit - 2% of ABC ( <i>Form No. TEC-03</i> )	
e. Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security- 5% of ABC	
7. Conformity with technical specifications, as enumerated and specified in Sections VI and VII of the Bidding Documents, using the form prescribed in Section VIII. Bidding Forms ( <i>Form No. TEC-04</i> ).  Form No. TEC-04 must be accomplished and duly notarized.	
8. Sworn statement in accordance with Section 25.3 of the IRR of RA 9184 using the form prescribed in Section VIII. Bidding Forms ( <i>Form No. TEC-05</i> ).  The Omnibus Sworn Statement (Form No. TEC-05) must be accompanied by a duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable, stating that the signatory is the duly authorized representative of the prospective bidder, and 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.	

**The SECOND ENVELOPE shall contain the following:**

<b>III. FINANCIAL COMPONENT</b>	
1. Duly Signed and completed Bid Form ( <i>Form No. FIN-01</i> )	
2. Duly Signed and completed Detailed Bid Price Schedule ( <i>Form No. FIN-01A</i> )	
3. Duly Signed and completed Computation of Bid Price for Security Guard (8-Hour Duty) ( <i>Form No. FIN - 01B</i> )	

**Form No. ELIG-01**

**List of all Ongoing Government and Private Contracts including Contracts Awarded but not yet Started**

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

Business Address : \_\_\_\_\_

Name of Contract/ Project Cost	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Bidder's Role		a. Date Awarded b. Date Started c. Date of Completion	% of Accomplishment		Value of Outstanding Works / Undelivered Portion
			Description	%		Planned	Actual	

**Note:** The following documents shall be submitted upon post-qualification:

1. Notice of Award and/or Contract
2. Notice to Proceed issued by the owner

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

(Printed Name & Signature)

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

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

**Form No. ELIG-02**

**Statement of Single Largest Completed Contract which is Similar in Nature During the last three (3) years**

---

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

Business Address : \_\_\_\_\_

Name of Contract	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Bidder's Role		a. Amount at Award b. Amount at Completion c. Duration	a. Date Awarded b. Contract Effectivity c. Date Completed
			Description	%		

*Note: The following documents shall be submitted upon post-qualification:*

1. Contract
2. Certificate of Completion/Acceptance

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

(Printed Name & Signature)

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

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

Financial Documents for Eligibility Check

- A. Summary of the Applicant Supplier’s/Distributor’s/Manufacturer’s assets and liabilities on the basis of the income tax return and audited financial statement, stamped “RECEIVED” by the Bureau of Internal Revenue (BIR) 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.

		Year 20__
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 - current liabilities) (15)] minus value of all outstanding or uncompleted portions of the project under ongoing contracts yet to be started coinciding with the contract to be bid.

or

**Commitment from a licensed bank to extend to it a credit line if awarded the contract.**

Name of Bank: \_\_\_\_\_ Amount: \_\_\_\_\_

Submitted by:

\_\_\_\_\_  
Name of Supplier / Distributor / Manufacturer

\_\_\_\_\_  
Signature of Authorized Representative

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

**NOTE:**

*If Partnership or Joint Venture, each Partner or Member Firm of Joint Venture shall submit Form No. ELIG-03.*

Joint Venture Agreement

KNOW ALL MEN BY THESE PRESENTS:

That this JOINT VENTURE AGREEMENT is entered into By and Between \_\_\_\_\_, of legal age,  (civil status) , owner/proprietor of \_\_\_\_\_ and a resident of \_\_\_\_\_.

and -

\_\_\_\_\_, of legal age,  (civil status) , owner/proprietor of \_\_\_\_\_ a resident of \_\_\_\_\_.

That both parties agree to join together their manpower, equipment, and what is needed to facilitate the Joint Venture to participate in the Eligibility, Bidding and Undertaking of the here-under stated project to be conducted by the PSALM Corporation.

NAME OF PROJECT

CONTRACT AMOUNT

That both parties agree to be jointly and severally liable for the entire assignment.

That both parties agree that \_\_\_\_\_ and/or \_\_\_\_\_ shall be the Official Representative of the Joint Venture, and is granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the Joint Venture in the bidding as fully and effectively and the Joint Venture may do and if personally present with full power of substitution and revocation.

That this Joint Venture Agreement shall remain in effect only for the above stated Project until terminated by both parties.

\_\_\_\_\_  
Name and Signature of Authorized Representative

\_\_\_\_\_  
Name and Signature of Authorized Representative

\_\_\_\_\_  
Official Designation

\_\_\_\_\_  
Official Designation

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Name of Firm

Witnesses

1. \_\_\_\_\_

2. \_\_\_\_\_

## ACKNOWLEDGMENT

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

**BEFORE ME**, a Notary Public for and in \_\_\_\_\_, Philippines, this \_\_\_\_\_ day of \_\_\_\_\_, 2019, personally appeared:

Name	Identification Document	Issued on	Issued at

known to me and known to be the same persons who executed the foregoing instrument consisting of \_\_\_\_\_ ( ) pages, including the page whereon the acknowledgment is written and acknowledged before me that the same is his free and voluntary act and deed and/or that of the Corporation he represents.

**WITNESS MY HAND AND NOTARIAL SEAL**, at the place and on the date first above written.

Notary Public

Doc. No. \_\_\_\_\_;  
Page No. \_\_\_\_\_;  
Book No. \_\_\_\_\_;  
Series of 2019.

**Bid Securing Declaration Form**

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

x-----x

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

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To: IRENE JOY BESIDO-GARCIA  
President and CEO  
Power Sector Assets and Liabilities  
Management Corporation  
24<sup>th</sup> Floor Vertis North Corporate Center I,  
Astra cor. Lux Drives, North Avenue,  
1105 Quezon City

I/We, the undersigned, declare that:

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

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<sup>1</sup> Issued by the GPPB through GPPB Resolution 03-2012 on 27 January 2012, as amended by GPPB Resolution 15-2014 dated 20 June 2014.

(c) I am/we are declared as the Bidder with the Lowest Calculated and Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/we have hereunto set my/our hands this \_\_\_ day of \_\_\_\_\_ 2019 at \_\_\_\_\_.

***[Insert NAME OF BIDDER'S AUTHORIZED REPRESENTATIVE]***  
***[Insert signatory's Title/Designation]***  
Affiant

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

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

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_, *[date issued]*, *[place issued]*

IBP No. \_\_, *[date issued]*, *[place issued]*

Doc. No. \_\_\_\_\_;  
Page No. \_\_\_\_\_;  
Book No. \_\_\_\_\_;  
Series of 2019.



**Form No. TEC-02**

BANK LOGO

**Form of Bid Security (Bank Guarantee)**

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WHEREAS, *[insert name of Bidder]* (hereinafter called the “Bidder”) has submitted his bid dated *[insert date]* for the *[insert name of contract]* (hereinafter called the “Bid”).

KNOW ALL MEN by these presents that We *[insert name of Bank]* of *[insert name of Country]* having our registered office at *[insert address]* (hereinafter called the “Bank” are bound unto PSALM Corporation (hereinafter called the “Entity”) in the sum of *[insert amount]*<sup>2</sup> for which payment well and truly to be made to the said Entity the Bank binds himself, his successors and assigns by these presents.

SEALED with the Common Seal of the said Bank this \_\_\_\_\_ day of \_\_\_\_\_ 2019.

THE CONDITIONS of this obligation are:

1. If the Bidder:
  - (a) withdraws his Bid during the period of bid validity specified in the Form of Bid; or
  - (b) does not accept the correction of arithmetical errors of his bid price in accordance with the Instructions to Bidder; or
2. If the Bidder having been notified of the acceptance of his bid by the Employer during the period of bid validity:
  - (a) fails or refuses to execute the Contract Form in accordance with the Instructions to Bidders, if required; or
  - (b) fails or refuses to furnish the Performance Security in accordance with the Instructions to Bidders.

We undertake to pay to the Entity up to the above amount upon receipt of his first written demand, without the Entity having to substantiate his demand, provided that in his demand the Entity will note that the amount claimed by him is due to him owing to the occurrence of one or both of the two (2) conditions, specifying the occurred condition or conditions.

The Guarantee will remain in force up to and including the date *[insert days]*<sup>3</sup> days after the deadline for submission of Bids as such deadline is stated in the Instructions to Bidders or as it may be extended by the Entity, notice of which extension(s) to the Bank is hereby waived. Any demand in respect of this Guarantee should reach the Bank not later than the above date.

DATE \_\_\_\_\_ SIGNATURE OF THE BANK \_\_\_\_\_

WITNESS \_\_\_\_\_ SEAL \_\_\_\_\_

\_\_\_\_\_  
(Signature, Name and Address)

<sup>3</sup> Usually 28 days after the end of the validity period of the Bid. Date should be inserted by the Entity before the Bidding Documents are issued.

Form of Bid Security (Irrevocable Letter of Credit)

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

OFFICE OF THE PRESIDENT AND CEO  
Power Sector Assets and Liabilities  
Management Corporation  
24<sup>th</sup> Floor Vertis North Corporate Center I,  
Astra cor. Lux Drives, North Avenue,  
1105 Quezon City

Irrevocable Letter of Credit No. \_\_\_\_\_  
For Contract No. \_\_\_\_\_

WHEREAS, \_\_\_\_\_, hereinafter called "Supplier" has undertaken in pursuance to *(name of Project and contract number)*, and whereas it has been stipulated by you in the said Contract that the Supplier shall furnish an irrevocable standby Letter of Credit for a sum specified therein as security for the faithful compliance of Supplier's obligations in accordance with the Contract.

WHEREAS, we have agreed to guarantee this obligation by Supplier.

THEREFORE, we hereby affirm that we are guarantors and responsible to you, on behalf of Supplier, up to the total amount of \_\_\_\_\_ and we undertake to pay you, upon first written demand declaring the Supplier to be in default under the Contract and without cavil, or argument, any sum or sums within the limits of *(amount of guarantee)* as aforesaid, without you needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This irrevocable guarantee is valid until the issuance by you of Notice of Final Acceptance.

This certification is being issued in favor of the said Supplier in connection with the requirements of bidding of *(name of the procuring entity)* for the above-mentioned contract. We are aware that any false statements issued by us makes us liable for perjury.

Name and Signature of Authorized

Financing Institution Officer : \_\_\_\_\_

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

Concurred By:

Name & Signature of Supplier's

Authorized Representative : \_\_\_\_\_

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

*Note:*

*The amount committed should be machine validated.*

**ACKNOWLEDGMENT**

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

BEFORE ME, a Notary Public for and in \_\_\_\_\_, Philippines, this \_\_\_\_\_ day of \_\_\_\_\_, 2019, personally appeared:

NAME GOV'T ISSUED ID & NO. ISSUED AT/ON

\_\_\_\_\_  
\_\_\_\_\_

known to me and known to be the same person who executed the foregoing instrument consisting of \_\_\_\_\_ ( ) pages, including the page whereon the acknowledgment is written and acknowledged before me that the same is his free and voluntary act and deed and that of the Corporation he represents.

WITNESS MY HAND AND NOTARIAL SEAL, at the place and on the date first above written.

Notary Public

Doc. No. \_\_\_\_\_;  
Page No. \_\_\_\_\_;  
Book No. \_\_\_\_\_;  
Series of 2019.

Conformity with Section VI (Schedule of Requirements) and  
Section VII (Technical Specifications)

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(Name of Bidder) hereby undertakes that it shall COMPLY with the general requirements stated in Sections VI (Schedule of Requirements) and Section VII (Technical Specifications).

\_\_\_\_\_  
Name and Signature of Authorized Official

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

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

ACKNOWLEDGMENT

BEFORE ME, a Notary Public for and in \_\_\_\_\_, Philippines, this \_\_\_ day of \_\_\_\_\_, 2019, personally appeared:

Name	Government-Issued ID & No.	Issued on	Issued at
(SUPPLIER)			

known to me and to me known to be the same person who executed the foregoing instrument consisting of \_\_\_\_\_ (\_\_\_) pages, including the page whereon this Acknowledgment is written, all pages signed by both parties and their instrumental witnesses, and they acknowledged before me that the same is their free and voluntary act and deed and that of the Corporation they represent.

WITNESS MY HAND AND NOTARIAL SEAL, on the date and place first above written.

Notary Public

Doc. No. \_\_\_\_;  
Page No. \_\_\_\_;  
Book No. \_\_\_\_;  
Series of 2019.

Omnibus Sworn Statement

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

AFFIDAVIT

I, \_\_\_\_\_ 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. I am the duly authorized and designated representative of *(Name of Bidder)* with office address at *(address of Bidder)*;
2. I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)]*;
3. *(Name of Bidder)* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *(Name of Bidder)* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. None of the officers, directors, and controlling stockholders of *(Name of Bidder)* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
7. *(Name of Bidder)* complies with existing labor laws and standards;
8. *(Name of Bidder)* is aware of and has undertaken the following responsibilities as a Bidder:
  - a) Carefully examine all of the Bidding Documents;

- b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*; and
9. *(Name of Bidder)* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_\_\_, 2019 at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
*Bidder's Representative/ Authorized Signatory*

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

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

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_  
 Notary Public for \_\_\_\_\_ until \_\_\_\_\_  
 Roll of Attorneys No. \_\_\_\_\_  
 PTR No. \_\_\_\_\_ *[date issued]*, *[place issued]*  
 IBP No. \_\_\_\_\_ *[date issued]*, *[place issued]*

Doc. No. \_\_\_\_\_;  
 Page No. \_\_\_\_\_;  
 Book No. \_\_\_\_\_;  
 Series of 2019.



Bid Form

Date: \_\_\_\_\_  
Invitation to Bid No: \_\_\_\_\_

To: The BAC Chairperson  
Power Sector Assets and Liabilities  
Management Corporation  
24<sup>th</sup> Floor Vertis North Corporate Center I,  
Astra cor. Lux Drives, North Avenue,  
1105 Quezon City

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of Goods]* in conformity with the said Bidding Documents for the sum of \_\_\_\_\_ *[total Bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

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

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

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

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:4

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

(if none, state "None")

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

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

\_\_\_\_\_

We certify/confirm that we comply with the eligibility requirements as per ITB Clause 5 of the Bidding Documents.

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

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2019.

\_\_\_\_\_  
*[signature]*

\_\_\_\_\_  
*[in the capacity of]*

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

### Detailed Bid Price Schedule

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

Project: Procurement of Security Services for Mexico Central Warehouse and Stockyard in Mexico, Pampanga  
Code: Project Reference No. 2019-PB-SS-MCWS-032-01

Date of Bidding: \_\_\_\_\_

Time of Bidding: \_\_\_\_\_

(Bidder Name/Address/Tel. No.)

<u>Category</u>	<u>Rate/ Month</u>	<u>Additional Allowance</u>	<u>No. of Security Personnel</u>	<u>Month Total</u>	<u>Year Total</u>
Regular Guards			12		
Shift-In-Charge			1		
Detachment Commander			1		

Total for one (1) year (amount in words and figures):

\_\_\_\_\_  
(Php \_\_\_\_\_).

Note:

Total Bid Price shall not exceed the Approved Budget for the Contract

\_\_\_\_\_  
Authorized Official/Position

\_\_\_\_\_  
Signature/Date

### Computation of Bid Price for Regular Guard (8-Hour Duty)

COST DISTRIBUTION OF SECURITY SERVICES		
	Days worked per week	7 days
	No. of days per year	393.5 days
	Hours worked per day	8 hours
A.	<b>AMOUNT TO GUARD</b>	
	Average Pay/Month (DW x no. of days per year/12)	
	Night Differential Pay (Ave. Pay/mo. x 10% x 1/3)	
	13th Month Pay (DW x 365/12/12)	
	5-day Incentive Pay (DW x 5/12)	
	Uniform Allowance (R. A. 5487)	
	<b>TOTAL (A)</b>	PhP
B.	<b>AMOUNT TO GOV'T. IN FAVOR OF GUARD</b>	
	Retirement Pay (RA 7641) (DW x 22.5/12)	
	SSS Premium	
	Philhealth Contribution	
	State Insurance Fund	
	Pag-Ibig Fund	
	<b>TOTAL (B)</b>	PhP
C.	<b>TOTAL (A + B)</b>	PhP
D.	<b>AGENCY FEE*</b>	PhP
E.	<b>VAT (Agency Fee x 12% (VAT-RMC-039-2007))</b>	PhP
F.	<b>Monthly Rate (C+ D + E)</b>	PHP

**Note:**

“Amount must comply with the minimum statutory benefits as provided in ANNEX A”.

**Statutory Minimum Amount to Guard and  
Amount to Government in Favor of Guards  
(8-Hour Duty)**

COST DISTRIBUTION OF SECURITY SERVICES			
Days worked per week		7 days	
No. of days per year		393.5 days	
Hours worked per day		8 hours	
A.	<b>AMOUNT TO GUARD</b>		
	Average Pay/Month (DW x no. of days per year/12)		13,116.67
	Night Differential Pay (Ave. Pay/mo. x 10% x 1/3)		437.22
	13th Month Pay (DW x 365/12/12)		1,013.89
	5-day Incentive Pay (DW x 5/12)		166.67
	Uniform Allowance (R. A. 5487)		100.00
	<b>TOTAL (A)</b>	PhP	<b>14,834.43</b>
B.	<b>AMOUNT TO GOV'T. IN FAVOR OF GUARD</b>		
	Retirement Pay (RA 7641) (DW x 22.5/12)		750.00
	SSS Premium		957.70
	Philhealth Contribution		180.35
	State Insurance Fund		10.00
	Pag-Ibig Fund		100.00
	<b>TOTAL (B)</b>	PhP	<b>1,998.05</b>
C.	<b>TOTAL (A + B)</b>	PhP	<b>16,832.48</b>
D.	<b>AGENCY FEE*</b>	PhP	
E.	<b>VAT (Agency Fee x 12% (VAT-RMC-039-2007))</b>	PhP	
F.	<b>Monthly Rate (C+ D + E)</b>	PHP	

Signed in the Presence of:

Form No. PSALM-01

**CONTRACT**

***Procurement of Security Services for Mexico Central Warehouse and Stockyard in Mexico, Pampanga  
(Project Reference No. 2019-PB-SS-MCWS-032-01)***

THIS CONTRACT made this \_\_\_\_ day of \_\_\_\_\_ between **POWER SECTOR ASSETS AND LIABILITIES MANAGEMENT (PSALM) CORPORATION** with principal office address at the 24<sup>th</sup> Floor, Vertis North Corporate Center 1, Astra cor. Lux Drives, North Avenue, Diliman, 1101 Quezon City, Philippines, represented by its President and CEO, **IRENE JOY BESIDO-GARCIA** hereinafter called "PSALM";

-and-

\_\_\_\_\_ with principal address at \_\_\_\_\_, Philippines, represented by its \_\_\_\_\_, \_\_\_\_\_, hereinafter called "the Supplier";

**WITNESSETH THAT:**

WHEREAS, PSALM is in need of security services to provide protection to the \_\_\_\_\_ (the "Facility/Facilities") against theft, pilferage, robbery, damage or loss, malicious mischief, trespass and unlawful entry through force, intimidation, threat, strategy or stealth, assault, arson, or other unlawful and destructive acts;

WHEREAS, PSALM invited Bids for certain **Procurement of Security Services for Mexico Central Warehouse and Stockyard in Mexico, Pampanga (Project Reference No. 2019-PB-SS-MCWS-032-01)** 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, THEREFORE, for and in consideration of the foregoing premises, the parties hereto agreed and do hereby mutually agree to be bound by the covenants and stipulations herein set forth as follows:

**ARTICLE 1**

**DOCUMENTS COMPRISING THE CONTRACT**

1. The following documents shall be deemed to form and be read and construed as part of this Contract, viz:

**REY EVINCE R. VALENCIA**  
TWG-Head  
PSALM Corporation

**IRENE JOY BESIDO-GARCIA**  
President and CEO

PSALM Corporation

- (a) the Supplier’s Bid, including the Technical and Financial Proposals, and all other documents/statements submitted, including corrections to the bid resulting from PSALM’s bid evaluation;
- (b) the Schedule of Requirements;
- (c) the Technical Specifications;
- (d) the General Conditions of Contract (GCC);
- (e) the Special Conditions of Contract (SCC);
- (f) the Performance Security;
- (g) the Notice of Award;
- (h) the Notice to Proceed; and
- (i) the Security Plan.

The documents mentioned above shall be collectively referred to as “Contract Documents”.

- 2. In this Contract, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to in the Contract Documents.

## ARTICLE II

### SCOPE OF WORK

- 1. The services to be performed by the Supplier shall essentially consist of security services by (number)(\_\_\_) licensed and uniformed regular guards, and one (1) Detachment Commander, with communication equipment, firearms and ammunition, and standard protective gear as may be required, as specified in the Technical Specifications and Schedule of Requirements of the Contract Documents. The Supplier shall likewise follow the Shift Schedule stated in the Schedule of Requirements of the Contract Documents.
- 2. The services shall include the areas specified in the Schedule of Requirements of the Contract Documents, summarized as follows:

POST/AREA	NO. OF SECURITY PERSONNEL POSTED			TOTAL	FIREARMS		Motor Vehicle		CCTV Camera
	Day Shift	Swing Shift	Grave Shift		Pistol	Shotgun	Pick-up/A UV	Motor Cycle 125cc	
<b>Total</b>									

3. Based on the exigencies of service, PSALM reserves the right to vary at anytime the security services requirements as allowed under R.A. 9184 including but not limited to the number of security personnel, firearms, communication equipment, etc., which shall be in the form of addendum to the Contract. Such variations may be in the form of: (i) increase or reduction in the number of security personnel deployed; or (ii) extending security services to the other installation(s) of PSALM, subject to the limitations as provided in this Contract.

### ARTICLE III

#### CONTRACT PROVISIONS/REQUIREMENTS

1. The Supplier shall assign and provide PSALM with qualified, acceptable, licensed, bonded, armed, and trained security personnel who possess the minimum qualifications stated in the Manpower Requirements of the Contract Documents.
2. The Supplier shall ensure that all security personnel of the Supplier are familiar with and are competent and capable of rendering security services necessary to efficiently protect and preserve the Facility/Facilities and are knowledgeable on the use and care of the firearms/equipment entrusted to them, and shall undergo periodic training and practice to improve their proficiency in the use of the same.
3. The Supplier shall submit the following to PSALM:
  - a. Security Plan describing the qualifications of personnel, duties and responsibilities of security personnel, composition and disposition/deployment of security personnel, communication and support equipment, training and any other programs to be proposed by the Bidder; and
  - b. The Security Plan shall include; (i) a disaster preparedness plan (including but not limited to earthquake, fire, flood, bomb threat, or any calamities or acts of God); and (ii) a manual or set of procedures regarding reporting to PSALM.

The approved Security Plan will be required prior to the signing of the Contract, and shall form part of the Contract Documents.

4. The Supplier shall at all times inform PSALM of any attempted or consummated security breach in the Facility/Facilities not later than twenty-four (24) from the occurrence of the incident through the submission of an Incident Report that provides all relevant details and shall take steps to prevent the theft or pilferage of items, as well as the proliferation of squatters, in the Facility/Facilities. All reported losses of PSALM assets and properties owned by PSALM personnel or guests shall be



investigated by PSALM and the Supplier. If after such investigation, it is found that the loss is due to the negligence or fault of Supplier or any of its security personnel, then such loss may be a ground for termination of security services without prejudice to the institution of appropriate criminal and civil actions against the persons concerned.

5. The Supplier shall assume full responsibility and compensate PSALM for any loss, damage, theft, robbery, trespass or injury to life and/or property within its area under its security and protection due to the willful act or negligence of its security personnel.
6. The Supplier shall ensure that its security personnel will strictly follow instructions and notices that PSALM may provide to the Supplier from time to time (i.e. who may or may not be allowed to enter and the like).
7. Billing period is every first (1st) day of the month up to the last day of the month (the "Billing Period"). For processing of billing, the Supplier shall submit to PSALM the billing together with supporting documents specified in the Billing Requirements Checklist herein attached as Annex "A" not later than thirty (30) days from the end of each billing period.
  - 7.1. PSALM's Administration and General Services Division (AGSD) shall examine and verify the billing and the billing requirements submitted by the Supplier and shall return to the Supplier documents that are deficient/incomplete for compliance. Failure to submit any supporting documents or failure to correct deficient documents as directed shall be a sufficient basis for PSALM to withhold payments due for such billing period. Billing shall be processed and approved chronologically to avoid confusion.
  - 7.2. Should there be new laws or issuances promulgated by the Government, which may increase the *minimum wage* or SSS, Philhealth, Employee's Compensation premium, PAG-IBIG Fund premium, bonuses or taxes presently applicable, there shall be a corresponding adjustment in the contract price in an amount consistent with approved PNP-SOSIA/PADPAO adjusted rates starting from the effectivity date of such adjustment. The claim on such adjustment must be supported by a request by the Supplier and other relevant documents, as may be requested by PSALM.
8. The Supplier shall ensure continuing compliance with labor laws and standards throughout the effectivity of this Contract and shall ensure that entitlement of workers to wages, hours of work, safety and health and other prevailing conditions of work as established by national laws, rules and regulations; or collective bargaining agreement; or arbitration award, if and when applicable.

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

#### ARTICLE IV

#### TERMINATION

1. It is expressly understood that the relationship of Supplier with PSALM is based purely on trust and confidence and that PSALM shall have the right to immediately terminate the Contract in case of loss of said trust and confidence in Supplier, upon thirty (30) days prior written notice to Supplier.
2. PSALM shall also have the right to terminate the Contract upon thirty (30) days prior written notice to the Supplier, if through PSALM's own determination, any of the following incidents occurred or has likely occurred:
  - 1) Supplier or Supplier's security personnel have willfully and intentionally, or through negligence, caused the death of, or has inflicted physical injury to, any person or PSALM personnel inside the Facility;
  - 2) Supplier or Supplier's security personnel have caused: (i) irreparable damage to the prestige or any vital interest of PSALM; (ii) destruction of PSALM property and equipment; or (iii) economic loss to PSALM by personal participation or non-performance of his duties and responsibilities;
  - 3) Supplier violated any obligation required under this Contract and refused to comply and/or remedy the violation within a reasonable period prescribed by PSALM;
  - 4) Supplier failed to timely pay the salaries or any labor benefits of any security personnel in accordance with PSALM Form Nos. FIN - 01A, and 01B for two consecutive billing periods;
  - 5) PSALM discovered that the Supplier resorted to unauthorized, illegal, involuntary and unreasonable deductions, resulting to short and underpayment of salaries of security personnel;
  - 6) Supplier increased or decreased the number of security personnel agreed upon with PSALM without written approval of PSALM;

- 7) Supplier or Supplier's security personnel tampered or falsified individual time records of the security personnel; and
  - 8) Supplier or Supplier's security personnel committed any breach of this Contract.
3. PSALM shall have the right to terminate the award of this Contract when the Supplier, upon written notice, fails to comply with any or all of the following, before the initial posting:
    - a. Open special bank accounts for the purpose of the separation of the:
      - (i) payroll fund for the guards; and (ii) agency fee. Said bank accounts shall be presented to PSALM;
    - b. Present physically to PSALM (Head of Installation or his designee) all the equipment requirement under this Contract, including the list of names of security personnel to be posted; and
    - c. Provide the performance bond as required under this Contract.
  4. PSALM may, without incurring any liability whatsoever, terminate the contract with the Supplier in whole or in part if the plant or installation is abolished, sold, privatized or turned over to the new owner.
  5. In the event of failure by the Supplier to satisfactorily perform and render the service stated in this contract or declaration of a strike by the security personnel against either party or both, or of intervening legal impediments, PSALM shall have the right to terminate this Contract. If the Supplier is culpable or contributory to the cause of termination, PSALM may likewise confiscate or forfeit the performance bond of the Supplier, without prejudice to payment by the Supplier of penalties as well as property losses or damages that PSALM may have suffered as a result thereof.
  6. The Supplier warrants that it shall comply with all pertinent laws, rules and regulations and any violation thereof which adversely affects the quality and efficiency of the service shall be a ground for termination of this Contract.
  7. PSALM likewise reserves the right to terminate the Contract in accordance with GCC Clauses 23 to 27 of the Contract Documents.

## ARTICLE V

### MISCELLANEOUS PROVISIONS

1. DURATION AND EFFECTIVITY. The contract period is for one (1) year unless sooner terminated for cause, or if the plant or installation is abolished, sold, privatized or turned over to new owner, to commence from the

receipt by the Supplier of the Notice to Proceed (NTP). The contract may be extended, but such extension shall not exceed one (1) year. In case of loss of trust and confidence in the Supplier, PSALM shall have the exclusive right to terminate the Contract, upon thirty (30) days written notice to the Supplier.

2. NO EMPLOYER-EMPLOYEE RELATIONSHIP. It is expressly understood and agreed that the security personnel/guards assigned by the Supplier under this Contract are, for all intents and purposes, the employees of the Supplier and hence, no employer-employee relationship exists between any and all of the security guards/personnel of the Supplier and PSALM. Supplier shall hold PSALM free and harmless from any claims, causes of action and suits that may be instituted by Supplier's security personnel.

As such, PSALM shall not in any way or manner be liable or responsible for any personal injury or damage to properties, including death sustained by or caused to, or by any of the Supplier's employees or security personnel assigned to the Facility during the performance of their duties.

3. INDEMNIFICATION. Insofar as any and all security personnel assigned to PSALM are concerned, the Supplier shall at all times stand solely liable and/or responsible for the enforcement and compliance with all existing laws, rules and regulations, including the Labor Code, Social Security Law, Employees' Compensation Act, Philhealth Act, HDMF Law and other related welfare legislations/issuances. The Supplier agrees and binds itself to save and hold PSALM free from any liability which may arise therefrom.

The Supplier hereby agrees to hold PSALM free and harmless from all and any damages and liabilities that may be filed against Supplier or Supplier's security personnel by reason of their employment by the Supplier under decrees and/or laws pertinent to employer-employee relationship.

4. TRANSFER OF OWNERSHIP OF FACILITY. In the event that the ownership, possession, and/or operation of the facility is transferred to another entity, PSALM shall have the option to exercise the following:
  - a) the contractual obligations of PSALM under the Contract shall be transferred to the owner, possessor, and/or operator of the facilities upon notice by PSALM to the Supplier; and/or
  - b) pre-termination of the Contract provided that written notice is given by PSALM to the Supplier at least thirty (30) days prior to its termination.

The above shall be without prejudice to payment of claims which were incurred prior to the transfer of the contractual obligations or termination of the Contract. From the date of transfer or termination of the Contract under this Section, PSALM shall not be liable to the Supplier for any claim, cause or action accruing from the date of such transfer or termination.

5. **WARRANTY.** The Supplier warrants that it shall comply with all the existing pertinent laws, rules and regulations and any violation thereof which adversely affects the quality and efficiency of the service shall be a ground for termination of this Contract.
6. **NON-WAIVER.** The failure of PSALM to insist upon a strict performance of any of the terms, conditions and covenants hereof shall not be deemed a relinquishment or waiver of any of the rights or remedies that PSALM may have, nor shall it be construed as a waiver of any subsequent breach or default of its terms, conditions and covenants which shall continue to be in full force and effect. Silence on the part of PSALM shall not be considered as condonation or waiver of any breach or default by the Supplier of any covenant or condition herein provided. No waiver by the PSALM of its rights under this Contract shall be deemed to have been made unless expressed in writing and signed by PSALM through its duly authorized representative.
7. **LIQUIDATED DAMAGES.** The Supplier shall be liable for payment of liquidated damages in case of breach of any provisions of this Contract, as provided in GCC Clause 19 of the Contract Documents. Without prejudice to its other remedies under this Contract and under the applicable law, PSALM may deduct from the Contract Price, as liquidated damages, the applicable rate of one tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay until actual delivery or performance. The maximum deduction shall be ten percent (10%) of the amount of contract. Once the maximum is reached, the PSALM may rescind or terminate the Contract pursuant to GCC Clause 23 of the Contract Documents, without prejudice to other courses of action and remedies open to it.
8. **VENUE OF ACTION.** The parties hereby agree that that venue of the action for any cause or causes of action which may arise from this Contract shall be exclusively in the proper court of Quezon City, Philippines only.
9. **SEPARABILITY CLAUSE.** Should any provision of this Contract be held invalid by any competent court, the same shall apply only to the provision involved and the remainder hereof remains valid and enforceable.

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

Signed, sealed, and delivered by Irene Joy Besido-Garcia, the President and CEO of PSALM.

\_\_\_\_\_  
**IRENE JOY BESIDO-GARCIA**

Signed, sealed, and delivered by \_\_\_\_\_, the \_\_\_\_\_ of \_\_\_\_\_ (for the Supplier).

\_\_\_\_\_

Witnessed by:

**REY EVINCE R. VALENCIA**  
TWG-Head  
PSALM Corporation

\_\_\_\_\_

Certification of Funds Availability:

\_\_\_\_\_  
**YOLANDA D. ALFAFARA**  
Department Manager, Controllership  
PSALM Corporation

Republic of the Philippines)  
\_\_\_\_\_ ) s.s.

**ACKNOWLEDGMENT**

**BEFORE ME**, a Notary Public for and in \_\_\_\_\_, Philippines, this \_\_\_ day of \_\_\_\_\_, personally appeared:

**REY EVINCE R. VALENCIA**  
TWG-Head  
PSALM Corporation

Name	Identification Document	Issued on	Issued at
<b>IRENE JOY BESIDO-GARCIA</b>	PASSPORT No. EC2031322	03 September 2014	DFA Manila

known to me and to me known to be the same person who executed the foregoing instrument consisting of three (3) pages, including the page whereon this Acknowledgment is written, all pages signed by both parties and their instrumental witnesses, and they acknowledged before me that the same is their free and voluntary act and deed and that of the Corporations they represent.

**WITNESS MY HAND AND NOTARIAL SEAL**, on the date and place first above written.

**Notary Public**

Doc. No. \_\_\_\_;  
Page No. \_\_\_\_;  
Book No. \_\_\_\_;  
Series of 2019.

**IRENE JOY BESIDO-GARCIA**  
President and CEO



**BILLING REQUIREMENTS CHECKLIST  
(SECURITY SERVICES)**

Plant / Installation :				
Date Covered :				
Supplier :				
AGSD Security Officer :				
		Complied	Not-Complied**	Remarks
A.	Statement of Accounts*			
B.	Certification* (Plant-In-Charge or Installation-In-Charge) approved by the OIC, AGSD			
C.	Guard Detail*			
D.	Daily Time Record (DTR)*			
E.	Summary of DTR*			
F.	Affidavit from Agency (Paid Wages & Statutory Obligation/SSS/Pag-Ibig/PhilHealth)*			
G.	Certified true copy of the duly machine validated Philhealth and Pag-ibig contribution payment return with certified true copy of the list of personnel of the Supplier which includes the names of the security personnel assigned to the Facility for the billing period duly received by Philhealth and Pag-ibig.			
H.	Paid Payroll*			
I.	Budget Utility Request (BUR)			
J.	Certified true copy of the duly machine validated SSS Form R5 and certified true copy of the Special Bank Receipt with certified true copy of the list of personnel of the Supplier which includes the names of the security personnel assigned to the Facility for the billing period duly received by the SSS.			
K.	Notice of Award (NOA)			
L.	Notice to Proceed (NTP)			
M.	Performance Bond and OR			
N.	Cost Distribution			
O.	Contract Agreement			
P.	Certificate of 201 Files			
Q.	Certification (Deployment of Guards)			



R.	Proof of Submission of Procurement Documents Duly Received by COA			
S.	Certificate of No Liability			
T.	Affidavit of Quit Claim			
U.	Extension of Contract			

**Notes:** **First Billing:** A-R;

**Succeeding Billing:** A-J and N;

**Last Billing:** A-J, S, T and U, if extended.

For extended contracts, performance must be attached.

\* - Original copy

\*\* - See attached Return of Billing, for strict compliance.

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Administration and General Services Division  
Date Received: \_\_\_\_\_

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General Accounting Division  
Date Received: \_\_\_\_\_

**Performance Security**

(To be submitted in the stationery of the Issuing Bank)

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***IRREVOCABLE STANDBY LETTER OF CREDIT***

Number: \_\_\_\_\_  
Amount: \_\_\_\_\_  
Stated Expiration Date \_\_\_\_\_  
Account Party: \_\_\_\_\_

Power Sector Assets and Liabilities Management Corporation  
24<sup>th</sup> Floor Vertis North Corporate Center I,  
Astra cor. Lux Drives, North Avenue,  
1105 Quezon City

**Subject:** Letter of Credit No. \_\_\_\_\_

We refer to the Philippine Bidding Documents for the Procurement of Security Services for Mexico Central Warehouse and Stockyard in Mexico, Pampanga (Project Reference No. 2019-PB-SS-MCWS-032-01) as amended or otherwise supplemented, (the “Bidding Documents”).

We hereby establish this Irrevocable Standby Letter of Credit No. [●] (this “SBLC”) for the benefit of Power Sector Assets and Liabilities Management Corporation (the “Beneficiary”) in an amount not exceeding a total of \_\_\_\_\_ (PHP \_\_\_\_\_) (the “Drawing Amount”). Funds under this SBLC are available to you at sight upon our receipt of a certificate in the form of Annex A attached hereto (a “Demand Certificate”), notifying us of the occurrence of a Bid Security Drawing Event as defined in the Instruction to Bidders, viz:

1. if the Bidder/Account Party:
  - (a) withdraws his bid during the period of bid validity specified in the Form of Bid;
  - (b) does not accept the correction of arithmetical errors of his bid price in accordance with Instructions to Bidders; or
  
2. if the Bidder/Account Party having been notified of the acceptance of his bid during the period of bid validity:
  - (a) fails or refuses to execute the Contract Form in accordance with the Instructions to Bidders, if required; or
  - (b) fails or refuses to furnish the Performance Security in accordance with the Instruction to Bidders.

3. If the Bidder/Account Party does not comply with any of the other conditions set forth in Instruction to Bidders Clause 18.5.

The Demand Certificate shall upon presentment be appropriately completed and purportedly signed by your duly authorized officer, employee or signatory on or before the Expiration Date (as hereinafter defined). This SBLC does not contain any condition to drawing other than the confirmation by us that the Demand Certificate appears to comply on its face with the requirements of the immediately preceding sentence.

The SBLC shall be drawable at our office in Metro Manila, Philippines. We will pay amounts drawn hereunder from our general funds.

You shall present one Demand Certificate dated the date of presentation for each drawing hereunder to [name and address of issuing bank]. If you present the Demand Certificate by 10:00 a.m. local time on any day on which we are open for business (each such day, a “**Business Day**”), in strict conformance with the terms and conditions of this SBLC, we will honor the same by making payment in immediately available funds, in accordance with your payment instructions and without any restrictions, conditions, inquiry or right of objection whatsoever on our part, without notice to the Account Party prior to such payment and notwithstanding any conditions, demands, or objections by the Account Party or any other party, without you having to further substantiate such demand, by 4:00 p.m. local time on such Business Day, otherwise we will honor your Demand Certificate by 10:00 a.m. local time the following Business Day.

If any demand for payment does not conform to the terms and conditions of this SBLC, we shall give you prompt notice of the same stating the reasons therefor and that we will, upon your request, hold any documents presented to us for five (5) Business Days or return the same to you. Upon being notified that any demand for payment did not conform to this SBLC, you may correct any such non-conforming demand; provided that such corrected demand shall be made and presented to us on or before the Expiration Date (as defined below).

This SBLC shall expire at 5:00 p.m. at our office on the earliest of the following: (i) the Stated Expiration Date; (ii) our honoring of the Demand Certificate/s presented hereunder that, in the aggregate, equal the Drawing Amount, and (iii) the surrender by you of the original SBLC for cancellation. The earliest of the foregoing dates is referred to herein as the “Expiration Date.” Except as otherwise expressly provided in this paragraph, this SBLC shall not terminate prior to the Stated Expiration Date for any reason whatsoever. Notwithstanding the occurrence of the Stated Expiration Date, We will honor and pay for the amount drawn by You as stated in the Demand Certificate; *provided*, that the Demand Certificate was presented to Us before the Expiration Date.

This SBLC sets forth in full our undertaking and references herein to any document, instrument or agreement, except the Demand Certificate/s referred to herein, shall not in any way amend, modify, amplify or limit our undertaking.

All documents presented to us in connection with any demand for payment hereunder, as well as all notices and other communications to us in respect of this SBLC shall be in writing and addressed and presented to us at our office at [address of issuing bank] Attention: [●], and shall make reference to this SBLC by number. You shall personally deliver such documents, notices and other communications to us or send them to us by facsimile to [●], or such other number as we may specify from time to time in writing to you.

This SBLC shall be subject to International Standby Practices 1998 (“ISP98”) and in case of dispute arising from, or in connection with, the interpretation or implementation thereof, shall be subject to Philippine Law.

[Insert Date and Place of Issue]

Very truly yours,  
[Issuing Bank]

THIS ANNEX A IS AN INTEGRAL PART OF  
LETTER OF CREDIT NO. [●]  
DATED [●]

ANNEX A  
DEMAND CERTIFICATE  
[Date]

[Address of issuing bank]

Attention: [●]

Re: Demand for Payment under Letter of Credit

Ladies and Gentlemen:

We refer to your Letter of Credit No. [●] (the “SBLC”). Any term defined in the SBLC shall have the same meaning when used herein. A Bid Security Drawing Event has occurred and the Beneficiary hereby demands payment of [amount] under the SBLC, such payment to be made to [insert account instructions].

IN WITNESS WHEREOF, this Certificate has been executed and delivered by the Beneficiary on the [●] day of [●].

POWER SECTOR ASSETS AND LIABILITIES  
MANAGEMENT CORPORATION

By: \_\_\_\_\_  
Name:  
Title:

Credit Line Certificate

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

OFFICE OF THE PRESIDENT AND CEO  
Power Sector Assets and Liabilities  
Management Corporation  
24<sup>th</sup> Floor Vertis North Corporate Center I,  
Astra cor. Lux Drives, North Avenue,  
1105 Quezon City

CONTRACT/PROJECT : \_\_\_\_\_

COMPANY/FIRM : \_\_\_\_\_  
ADDRESS : \_\_\_\_\_  
\_\_\_\_\_

BANK/FINANCING INSTITUTION : \_\_\_\_\_  
ADDRESS : \_\_\_\_\_  
\_\_\_\_\_

AMOUNT : \_\_\_\_\_

This is to certify that the above Bank/Financing Institution with business address indicated above, commits to provide the <Contractor / Distributor / Manufacturer / Supplier>, if awarded the above-mentioned Contract, a credit line in the amount specified above which shall be exclusively used to finance the performance of the above-mentioned contract subject to our terms, conditions and requirements.

The credit line shall be available within fifteen (15) calendar days after receipt by the <Contractor / Distributor / Manufacturer / Supplier> of the Notice of Award and such line of credit shall be maintained until the project is completed by the Supplier.

This Certification is being issued in favor of said <Contractor / Distributor / Manufacturer / Supplier> in connection with the bidding requirement of \_\_\_\_(Name of the Procuring Entity)\_\_\_\_ for the above-mentioned Contract. We are aware that any false statements issued by us make us liable for perjury.

Name and Signature of Authorized Financing Institution Officer:

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

Concurred By:

Name & Signature of <Contractor/Distributor/Manufacturer>  
Authorized Representative : \_\_\_\_\_  
Official Designation : \_\_\_\_\_

Note:

*The amount committed should be machine validated.*

Republic of the Philippines)  
\_\_\_\_\_ ) S.S.

**ACKNOWLEDGMENT**

**BEFORE ME**, a Notary Public for and in \_\_\_\_\_, Philippines, this \_\_\_ day of \_\_\_\_\_, 2019, personally appeared:

Name	Government–issued ID & No.	Issued on	Issued at
(SUPPLIER)			

known to me and to me known to be the same person who executed the foregoing instrument consisting of three (3) pages, including the page whereon this Acknowledgment is written, all pages signed by both parties and their instrumental witnesses, and they acknowledged before me that the same is their free and voluntary act and deed and that of the Corporation they represent.

**WITNESS MY HAND AND NOTARIAL SEAL**, on the date and place first above written.

**Notary Public**

Doc. No. \_\_\_\_;  
Page No. \_\_\_\_;  
Book No. \_\_\_\_;  
Series of 2019.

Bank Guarantee Form for Warranty Coverage

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IRENE JOY BESIDO-GARCIA  
President and CEO  
Power Sector Assets and Liabilities  
Management Corporation  
24<sup>th</sup> Floor Vertis North Corporate Center I,  
Astra cor. Lux Drives, North Avenue,  
1105 Quezon City

WHEREAS, [insert name and address of Supplier] (hereinafter called the “Supplier”) has undertaken, in pursuance of Contract No. [insert number] dated [insert date] to execute the contract for **Procurement of Security Services for Mexico Central Warehouse and Stockyard in Mexico, Pampanga (Project Reference No. 2019-PB-SS-MCWS-032-01)** (herein called the “Contract”);

WHEREAS, it has been stipulated by you in the said Contract that the Supplier shall furnish you with a Bank Guarantee by a recognized bank for the sum equivalent to (10% of the Contract price) as security for compliance with the Contract;

WHEREAS, we have agreed to give the Supplier such a Bank Guarantee;

NOW THEREFORE, we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Supplier, in an amount equivalent to (10% of the contract price), and we undertake to pay you, upon your first written demand and without cavil or argument, the aforesaid amount without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract to be performed there under or of any of the Contract documents which may be made between you and the Supplier shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the expiration of the warranty period(s) for the GOODS provided for under the said Contract.

SIGNATURE AND SEAL OF THE GUARANTOR \_\_\_\_\_  
NAME OF BANK \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
DATE \_\_\_\_\_



Form No. PSALM-05

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

**AFFIDAVIT OF COMMITMENT**

I, \_\_\_\_\_, of legal age, Filipino, married and residing at \_\_\_\_\_, after having been duly sworn to in accordance with law, hereby depose and say:

1. That I am the \_\_\_\_\_ and Authorized Signatory of <Agency> with an approved License to Operate (LTO) as a private security agency by the SOSIA on \_\_\_\_\_; Registration No. \_\_\_\_\_ with business address at \_\_\_\_\_.
2. That in my capacity as the \_\_\_\_\_ of the agency, I hereby commit myself, the agency and our security personnel that for the [Name of Project] with [Project Reference No.], we will abide by all the provisions of the contract to the best of our abilities and will safeguard the welfare of life and property at said facility.
3. That I undertake this affidavit to show the agency's commitment in providing quality security service and security personnel worthy of our trust and confidence.

FURTHER AFFIANT SAYETH NAUGHT.

IN WITNESS WHEREOF, I have hereunto affixed by signature this \_\_\_\_\_ day of \_\_\_\_\_, 2019, Quezon City, Philippines.

<name and signature>  
Affiant designation

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ in \_\_\_\_\_, Philippines.

Notary Public

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of 2019.

List of Key Personnel/Officials

Name of Officials	Present Position/ Designation	Education	Military/Police/ Security Background & Years of Experience	No. of Years in the Firm	PSALM Remarks

Note:

1. Attached personnel history/functional statements and curriculum vitae.
2. Use additional sheets if necessary.

Signature of authorized Representative: \_\_\_\_\_

Name of Representative: \_\_\_\_\_

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

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

Page \_\_\_\_\_ of \_\_\_\_\_

Organizational Chart

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Note:

1. Indicate the name of key official underneath each position.
2. Use additional sheets if necessary.

Signature of authorized Representative: \_\_\_\_\_

Name of Representative: \_\_\_\_\_

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

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

Page \_\_\_\_\_ of \_\_\_\_\_

**Form No. PSALM-08**

**List of Supplier-Owned Motor Vehicles & Communication Equipment to be Supplied to the Facility**

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**A. Motor Vehicles**

No. of Units	Brand of Equipment	Type	Model No.	Serial No.	Conditions	Present Location	PSALM Remarks

**B. Communication Equipment**

No. of Units	Brand of Equipment	Type	Model No.	Serial No.	Conditions	Present Location	PSALM Remarks



