

**CONSTRUCTION INDUSTRY AUTHORITY OF THE PHILIPPINES**

5th floor Executive Building Center 369 Gil Puyat Avenue, Makati City

**PROCUREMENT OF SECURITY SERVICES FOR ONE (1) YEAR**

**Approved Budget for the Contract: P 3,815,000.00**

**October 2021**

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5th floor Executive Building Center 369 Gil Puyat Avenue Makati City

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# ***Glossary of Acronyms, Terms, and Abbreviations***

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

**BAC** – Bids and Awards Committee.

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

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

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

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

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

**CDA** - Cooperative Development Authority.

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

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

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

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



**EXW** – Ex works

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

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

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

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

**GFI** – Government Financial Institution.

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

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

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

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

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

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

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

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

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

**UN** – United Nations.

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

**Invitation to Bid  
for the Procurement of Security Services Requirement for one (1)  
year**

**Approved Budget for the Contract – ₱ 3,815,000.00**

1. The Construction Industry Authority of the Philippines (CIAP) through the GAA for FY 2022 intends to apply the sum of Pesos: Three Million Eight Hundred Fifteen Thousand Pesos Only (₱3,815,000.00) being the Approved Budget for the Contract (ABC) to payments under the contract for the Procurement of Security Service for CIAP Makati and CMDFTC Cavite for FY 2022. Bids received in excess of the ABC shall be automatically rejected at bid opening.

Description	ABC (VAT Inclusive) (₱)	Funding Source	Cost / Price of Bid Documents (cash payment only) (₱)
Procurement of Security Services Requirement for One (1) Year	<b>3,815,000.00</b>	CIAP 2022 MOOE BUDGET	3,815.00

2. CIAP now invites bids for the above Procurement Project. Delivery of the Security Service is required for the period of one (1) year from 01 January 2022 to December 31, 2022. Bidders should have completed, within the last three (3) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) 9184.

The 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 organization of a country the laws and regulations of which grant similar rights or privileges to the Filipino citizens, pursuant to R.A. No. 5183.

4. Prospective bidders may obtain further information from CIAP located at 5/F, Executive Building Center, 369 Gil Puyat Avenue Makati City and inspect the Bidding Documents at the given address during Monday to Friday 8:00 A.M. – 5:00 P.M. except holidays.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **November 04, 2021** from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of ₱3,815.00.

The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person, by facsimile, or through electronic means.



6. The CIAP will hold a Pre-Bid Conference on **November 12, 2021** at **2:00PM** via Video Conferencing, which shall be open to prospective bidders. *(link will be posted)*
7. Bids must be duly received by the BAC Secretariat through (i) manual submission at the office address indicated below, (ii) online or electronic submission as indicated below, or (iii) both. Late bids shall not be accepted.
8. All bids must be accompanied by a bid security in any of acceptable forms and in the amount stated in the ITB clause 14.
9. Deadline of submission of the eligibility requirements, technical and financial proposals will be on **November 24, 2021 / 10:00 am** and opening of bids will be **November 24, 2021 / 2:00 pm** at CIAC Conference Room, Executive Building Center 369 Gil Puyat Avenue cor. Makati Avenue. Makati City and/ or via online video conferencing. Proposals will be opened in the presence of the bidders' representatives who choose to attend the activity. *(link will be posted)*

The CIAP Bids and Award Committee will not entertain late bidders.

10. A post-qualification of the bidder with the lowest calculated bid shall be conducted to verify, validate and ascertain the compliance of the said bidder with the legal, technical and financial requirements.
11. The CIAP reserves the right to reject any and all bids or any part thereof, declare a failure of bidding, or not award the contract at any time prior to award of contract in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

For further information, please refer to

Dominador R. Dayo  
Bids and Awards Secretariat  
5<sup>th</sup> floor Executive Building Center  
369 Gil Puyat Avenue Makati City  
Email: [ciapbac@construction.gov.ph](mailto:ciapbac@construction.gov.ph)  
Telephone : 8896-1829

You may visit the following website:

For downloading of Bidding Documents: [www.ciap.gov.ph](http://www.ciap.gov.ph)

  
**DORIS U. GACHO**  
Bids and Awards Chairperson *mf*

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

## 1. Scope of Bid

- 1.1. The **Construction Industry Authority of the Philippines (CIAP)** wishes to receive Proposals for the **Procurement of Security Services requirement for one (1) year.**

## 2. Funding Information

- 2.1. CIAP 2022 Maintenance Operating Expenses

## 3. Requirements for Bidding

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

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

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

## 4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

## 5. Eligible Bidders

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

(5.2.) xx

- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to **at least fifty percent (50%) of the ABC.**

***For this purpose, contracts similar to the Project shall be "Security and Manpower Services" completed within the last five (5) years prior to the deadline for the submission and receipt of bids.***

5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## **6. Pre-Bid Conference (8)**

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time ***via Video Conference (Zoom/ MS Teams/ Google Meet/ similar modes)***.

## **7. Clarification and Amendment of Bidding Documents (9)**

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

## **8. Documents comprising the Bid: Eligibility and Technical Components (10)**

8.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in ***Section VIII (Checklist of Technical and Financial Documents)***.

8.2. The Bidder's SLCC as indicated in ITB Clause 5.3 should have been completed within the **last five (5) years** prior to the deadline for the submission and receipt of bids.

8.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign Bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

## **9. Documents comprising the Bid: Financial Component (11)**

9.1. The second bid envelope shall contain the financial documents for the Bid as specified in ***Section VIII (Checklist of Technical and Financial Documents)***.



9.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.

9.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.

#### **10. Bid and Payment Currencies (13)**

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

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

#### **11. Bid Security (14)**

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

11.2 The Bid and bid security shall be valid for one hundred twenty days (120) days. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

#### **12. Sealing and Marking of Bids (15)**

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

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

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

#### **13. Deadline for Submission of Bids (16)**

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

#### **14. Opening and Preliminary Examination of Bids (17)**

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

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

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

#### **15. Domestic Preference (18)**

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

#### **16. Detailed Evaluation and Comparison of Bids (19)**

16.1 The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.

16.2 If the Project allows partial bids, Bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 11 (Bid Security) shall be submitted for each lot or item separately.

16.3 The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, the ABC for this project is **₱3,815,00.00** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.

16.4 The Project shall be awarded as **One Project having several items that shall be awarded as one contract**.

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

#### **17. Post-Qualification (20)**

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



the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law, as follows:

- 1) *Present original copy and submit copy of the following:*
  - a. *Certified True Copy of Latest Income and Business Tax Returns per Revenue Regulations 3-2005; Bidders have option to submit manually filed tax returns or tax return filed through the Electronic Filing and Payments System (eFPS). The latest income and business tax returns are those within the last six (6) months preceding the date of bid submission.*
  - b. *Valid and current Certificate of PhilGEPS Registration (Platinum Membership).*
  - c. *PO's or Contracts for all Ongoing Contracts as listed per submitted Statement of All Ongoing Government and Private Contracts;*
  - d. *PO or contract relative to Single Largest Completed Contract per submitted Statement of Single Largest Completed Contract;*

*(In case of Joint Venture between local companies, both partners must present/submit above items 1.a and 1.b)*

- 2) *Original copy of the following:*
  - a. *Company Profile. Company printed brochure may be included.*
  - b. *Vicinity map/location of the business.*
  - c. *Undertaking to submit SSS Clearance or Latest Quarter Premium Remittance or DOLE Clearance (ANNEX IX)*

*(In case of Joint Venture, both partners must present/submit above documents)*

- 3) *Present original copy of the following:*
  - a. *Registration Certificate from Securities and Exchange Commission (SEC) for corporations, or from Department of Trade and Industry (DTI) for sole proprietorship, or from Cooperative Development Authority (CDA) for cooperatives.*
  - b. *Valid and current Business/Mayor's Permit 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;*
  - c. *Valid and Current Tax Clearance per Executive Order 398, Series of 2005 and Revenue Memorandum Order No. 46-2018, as finally reviewed and approved by BIR;*
  - d. *End-User's Acceptance or Official Receipt (duplicate or triplicate copy) or Sales Invoice with Collection Receipt per submitted Statement of Single Largest Completed Contract.*

*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, that 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 Sec. 69 of the 2016 Revised IRR of RA 9184.*

*As part of Post Qualification, eligibility and technical documents submitted by the S/LCP, will be validated and verified. Brochures or Technical Data Sheet or equivalent shall be evaluated to ensure compliance with the required technical specifications.*

## **18. Signing of the Contract (21)**

18.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract.



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

## Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> <li>a. <i>Security Services and Manpower Services</i></li> <li>b. completed within Five (5) years prior to the deadline for the submission and receipt of bids.</li> </ul>
7.1	<i>No subcontracting</i>
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ul style="list-style-type: none"> <li>a. The amount of not less than Seventy-Six thousand Three Hundred Pesos (P76,300.00) <i>[equivalent to two percent (2%) of ABC]</i>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than One Hundred Ninety Thousand Seven Hundred Fifty Pesos (P190,750.00) <i>[equivalent to five percent (5%) of ABC]</i> if bid security is in Surety Bond.</li> </ul>
20.2	<i>Submit any licenses and permits issued by regulating government agencies.</i>
21.2	<i>Submit all the requirements of GPPB for contractor.</i>

***Section IV. General Conditions of  
Contract***

## **1. Scope of Contract**

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

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

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

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

2.2. Terms of Payment

Documentary requirements for payment are as follows:

Payment is made through corporate check every fifteen (15) calendar days after FULL delivery of services indicated in the CIAP Contract, and submission of all required documents and receipt of proceeds from end user client. All payments are subject to applicable withholding taxes.

- (i) BIR VAT registered Statement of Account/Billing Invoice (Original) issued under the name of CIAP. All entries in the invoice must be typewritten or computer printed;
- (ii) Security Personnel's Monthly/Quarterly listing of all statutory deductions of the following government contributions:
  - a) SSS Premium Contributions/Remittances.
  - b) Philhealth Premium Contributions/Remittances.
  - c) Pag-ibig Premium Contributions/Remittances.

## **3. Performance Security**

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



**4. Inspection and Tests**

The Procuring Entity or its representative shall have the right to inspect and confirm that the service conforms to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual.

**5. Liability of the Supplier (6)**

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

**Section V. Special Conditions of Contract** *[The special conditions of contract were already included in the contract]*

## ***Section VI. Schedule of Requirements***

## Schedule of Requirements

Item Number	Description	Delivered Date
1.	Procurement of Security Services	Requirement for One (1) Year
2.	<p>Certificate of Performance Evaluation with a rating of at least Very Satisfactory issued by the Single Largest Completed Contract Client of the bidder with the following parameters:</p> <ul style="list-style-type: none"> <li>a) Quality of Service Delivered</li> <li>b) Time Management</li> <li>c) Management and Suitability of Personnel</li> <li>d) Contract Administration and Management</li> <li>e) Provision of Regular Progress Reports</li> </ul>	To be submitted during Bid Opening
3.	<p><b>Bidder's Notarized Certification that:</b></p> <ul style="list-style-type: none"> <li>• It has no overdue deliveries or unperformed services intended for CIAP as of Bid Opening schedule; and</li> <li>• It did not participate as consultant in the preparation of the design or technical specification of the GOODS subject of the bid.</li> </ul>	To be submitted during Post Qualification
4.	<p>Undertaking not to bid, whether directly or indirectly, through its associates, affiliates or subsidiaries, etc., in any and all CIAP Procurement Projects for the entire duration of the contract, duly signed by the bidder's authorized representative.</p>	If awarded the contract

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

\_\_\_\_\_  
**Name of Company/Bidder      Signature Over Printed Name of Representative      Date**



## ***Section VII. Technical Specifications***

## Technical Specifications

Bidders must state here either "Comply" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each "Specification."

<b>Specification</b>	<b>Bidder's Statement of Compliance</b>
<p><b>I. Procurement of CIAP Security Services requirement for One (1) year</b></p> <ul style="list-style-type: none"><li><b>1. Required Security Personnel/Work Schedule</b></li><li><b>2. List of Equipment to be deployed by Contractor to CIAP in top working condition</b></li><li><b>3. List of Basic Supplies</b></li><li><b>4. Scope of Works, Duties &amp; Responsibilities and Minimum Qualifications</b></li><li><b>5. Adherence to Sound Business Practice</b></li><li><b>6. Terms &amp; Conditions</b></li></ul>	

I hereby certify to comply with all the above Technical Specifications.

\_\_\_\_\_  
Name of Company/Bidder      Signature Over Printed Name of Representative      Date

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

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class "A" Documents*

#### Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages); **and**
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document; **and**
- (c) Mayor's or Business permit 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;

In case or recently expired Mayor's / Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted as a post-qualification requirement, **and**

- (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

#### Technical Documents

- (e) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (f) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**

- (g) Technical Requirements

- 1) Duly Complied **Section VI. Schedule of Requirements;**
- 2) Duly Complied **Section VII. Technical Specifications;**
- 3) Certificate of Performance Evaluation with a rating of at least Very satisfactory issued by the Single Largest Completed Contract Client of the bidder within the last five (5) years on the following parameters:
  - a) Quality of Service Delivered
  - b) Time Management
  - c) Management and Suitability of Personnel
  - d) Contract Administration and Management
  - e) Provision of Regular Progress Report

- (h) **Original copy of Bid Security.** If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission; or Original copy of Notarized Bid Securing Declaration; and
- (i) **Original duly signed Omnibus Sworn Statement (OSS);**  
**and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

**Financial Documents**

- (j) Copy of Audited Financial Statements for **2020** and **2019** (in comparative form or separate reports):
  - a) Independent Auditor's Report;
  - b) Balance Sheet (Statement of Financial Position); and
  - c) Income Statement (Statement of Comprehensive Income).

Each of the above statements must have stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions;

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

***Class "B" Documents***

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

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

- (m) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

**II. FINANCIAL COMPONENT ENVELOPE**

- (a) Original of duly signed and accomplished **Bid Form**; and
- (b) Original of duly signed and accomplished Detailed Computation of the Monthly Contract Rate per personnel.



## ***Bidding Forms***

**PROCUREMENT OF CIAP SECURITY SERVICES REQUIREMENT FOR  
ONE (1) YEAR**

**Approved Budget for the Contract: P 3,815,000.00**

**STATEMENT OF ALL ONGOING GOVERNMENT AND PRIVATE CONTRACTS  
(INCLUDING CONTRACTS AWARDED BUT NOT YET STARTED)**

<b>NAME OF CLIENT</b>	<b>NAME OF THE CONTRACT</b>	<b>DATE AND STATUS OF THE CONTRACT</b>	<b>KINDS OF GOODS</b>	<b>AMOUNT OF CONTRACT</b>	<b>VALUE OF OUTSTANDING CONTRACTS</b>	<b>DATE OF DELIVERY</b>	<b>PURCHASE ORDER NUMBER/S OR DATE OF CONTRACT/S</b>

**Instructions:**

1. Statement of all on going contracts including those awarded but not yet started (government and private contracts which may be similar or not similar to the project).
2. If there is no ongoing contract including those awarded but not yet started as of the aforementioned period, state none or equivalent term.
3. The total amount of the ongoing and awarded but not yet started contracts should be consistent with those used in the Net Financial Contracting Capacity (NFCC).

**CERTIFIED CORRECT:**

\_\_\_\_\_  
**Name & Signature of Authorized Representative**

\_\_\_\_\_  
**Position**

\_\_\_\_\_  
**Date**



**PROCUREMENT OF CIAP SECURITY SERVICES REQUIREMENT FOR  
ONE (1) YEAR**

**Approved Budget for the Contract: P 3,815,000.00**

**STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT SIMILAR TO THE  
CONTRACT TO BE BID WITHIN THE LAST FIVE (5) YEARS FROM DATE OF  
SUBMISSION AND RECEIPT OF BIDS AMOUNTING TO AT LEAST FIFTY PERCENT  
(50%) OF THE ABC.**

NAME OF CLIENT	NAME OF THE CONTRACT	DATE OF THE CONTRACT	KINDS OF GOODS	AMOUNT OF CONTRACT	DATE OF DELIVERY	Please submit the any of following attachment: (a) Copy of End User's Acceptance; <u>OR</u> (b) Copy of Official Receipt/s; <u>OR</u> (c) Copy of Sales Invoice with Collection Receipt/s

**CERTIFIED CORRECT:**

\_\_\_\_\_  
**Name & Signature of Authorized Representative**

\_\_\_\_\_  
**Position**

\_\_\_\_\_  
**Date**

**Note: Please submit any of the following as attachment to the Statement of Single Largest Completed Contract**

- 1) Copy of End User's Acceptance; OR
- 2) Copy of Official Receipt/s; OR
- 3) Copy of Sales Invoice with Collection Receipt/s

## Omnibus Sworn Statement (Revised<sup>1</sup>)

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

### AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

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

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

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<sup>1</sup> Revised per GPPB Resolution No. 16-2020 dated 16 September 2020.

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

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

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

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

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
- a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**



**IN WITNESS WHEREOF**, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_, Philippines, by the affiant/s himself/herself/themselves whom I was able to personally identify through his/her/their *[insert type of valid government identification card used]*, which he/she/they has/have presented to me.

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 of issue]*

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

Doc No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of 2021

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## Bid Form

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

Bid Ref. No. : \_\_\_\_\_

**To: CONSTRUCTION INDUSTRY AUTHORITY OF THE PHILIPPINES**

Having examined the Bidding Documents including the Supplemental/Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said Bidding Documents for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

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

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

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

We certify/confirm that we comply with the eligibility requirements pursuant to the Bidding Documents.

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

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

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

Legal capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

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

**DETAILED COMPUTATION OF THE MONTHLY CONTRACT RATE  
PER PERSONNEL ONE (1) YEAR**

PLEASE ENUMERATE ALSO THE HOLIDAYS WITH PAY  
(Should not exceed the ABC and must be equal to the Total Monthly Bid Price)

Particulars	CAVITE		MAKATI				
Working Hours/day	12 hrs.	12 hrs.	10 hrs.	8 hrs.	8 hrs.	8 hrs.	8 hrs.
No. of Days/Week	7 days	6 days	5 days	5 days	5 days	5 days	5 days
<b>A. Payable Directly to Personnel</b>							
Daily Wage (Per W.O. No.22)							
Vacation/Sick Leave (5 days)							
13 <sup>th</sup> Month Pay							
Overtime							
Sub-Total							
<b>B. Payable to Government</b>							
SSS Premium							
Philhealth Contribution							
State Insurance Fund							
Pag-Ibig							
<b>Total Amount Paid to Personnel &amp; Govt.</b>							
<b>C. Admin. Cost</b>							
Supplies		Not Applicable	Not Applicable	Not Applicable		Not Applicable	
Sub-Total							
<b>D. Value Added Tax</b>							
Minimum Monthly Contract Rate							
No. of Personnel							
<b>Total Monthly Billing</b>							
x No. of Months	12	12	12	12	12	12	12
<b>TOTAL ANNUAL BILLING</b>							

## ***Sample Forms***

**(SAMPLE FORM)**  
**(Bidder's Company Letterhead)**

**PROCUREMENT OF SECURITY SERVICES REQUIREMENT FOR ONE (1)  
YEAR**

**Approved Budget for the Contract: P 3,815,000.00**

**CERTIFICATE OF NET FINANCIAL CONTRACTING CAPACITY (Please  
show figures at how you arrived at the NFCC)**

This is to certify that our **Net Financial Contracting Capacity (NFCC)** is **Philippine Pesos**

(P \_\_\_\_\_) which is at least equal to the total ceiling price we are bidding. The amount is computed as follows:

<b>CA</b>	=	Current Assets	<u>P</u>
<b>Less:</b>			-
<b>CL</b>	=	Current Liabilities	
		<b>Sub-Total 1</b>	<u>P</u>
			X 15
		<b>Sub-Total 2</b>	<u>P</u>
<b>Less:</b>			-
<b>C</b>	=	value of all outstanding or uncompleted portions of the projects under on-going contracts, including awarded contracts yet to be started coinciding with the contract for this Project	<u>P</u>
		<b>NFCC</b>	<u>P</u>

Issued this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
**Name & Signature of Authorized Representative**

\_\_\_\_\_  
**Position**

\_\_\_\_\_  
**Date**

**Notes:**

- For Local Manufacturers:** The phrase "the values of the bidder's current assets and current liabilities" shall be based on the data submitted to the BIR, which refers to the values of the current assets and current liabilities reflected in the Annual Audited Financial Statements.
- The detailed computation must be shown using the required formula provided above.
- The NFCC computation must at least be equal to the ABC of the project.



**Performance Securing Declaration (Revised<sup>2</sup>)**

*[if used as an alternative performance security but it is not required to be submitted with the Bid, as it shall be submitted within ten (10) days after receiving the Notice of Award]*

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

**PERFORMANCE SECURING DECLARATION**

Invitation to Bid: [Insert Reference Number indicated in the Bidding Documents] To:  
[Insert name and address of the Procuring Entity]

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, to guarantee the faithful performance by the supplier/distributor/manufacturer/contractor/consultant of its obligations under the Contract, I/we shall submit a Performance Securing Declaration within a maximum period of ten (10) calendar days from the receipt of the Notice of Award prior to the signing of the Contract.
2. I/We accept that: I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of one (1) year for the first offense, or two (2) years **for the second offense**, upon receipt of your Blacklisting Order if I/We have violated my/our obligations under the Contract;
3. I/We understand that this Performance Securing Declaration shall cease to be valid upon:
  - a. issuance by the Procuring Entity of the Certificate of Final Acceptance, subject to the following conditions:
    - i. Procuring Entity has no claims filed against the contract awardee;
    - ii. It has no claims for labor and materials filed against the contractor; and
    - iii. Other terms of the contract; or
  - b. replacement by the winning bidder of the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 as required by the end-user.

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

*[Insert NAME OF BIDDER OR ITS  
AUTHORIZED REPRESENTATIVE]  
[Insert signatory's legal capacity]  
Affiant*

**[Jurat]**

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<sup>2</sup> Pursuant to GPPB Resolution No. 16-2020 dated 16 September 2020 and GPPB Resolution No. 09-2020 dated 07 May 2020 to be used as an alternate performance security during a state of calamity or imposition of community quarantine.

**Special Bank Guarantee or Irrevocable Standby Letter of Credit (For Retention Money,  
As Applicable)**

To : \_\_\_\_\_

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

WHEREAS, \_\_\_\_\_ with principal offices located  
at \_\_\_\_\_ (hereinafter called "the Contractor/Supplier")  
has undertaken, in pursuance of \_\_\_\_\_ dated  
\_\_\_\_\_ to execute supply of \_\_\_\_\_  
\_\_\_\_\_ at \_\_\_\_\_.

AND WHEREAS, it has been stipulated by you in the said Contract that the Contractor/Supplier shall furnish you with a Special Bank Guarantee / Irrevocable Standby Letter of Credit (as applicable) by an authorized bank for the sum specified therein as security for compliance with their obligations in accordance to with the contract, including a warranty that the GOODS supplied are free from patent and latent defects and performance of corrective work for any manufacturing defects will be undertaken as required and that all the conditions imposed under the contract shall been fully met;

AND WHEREAS, we have agreed to give the Contractor/Supplier such a Special Bank Guarantee/ Irrevocable Letter of Credit (as applicable);

NOW THEREFORE, we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Contractor, up to a total of **PhP** \_\_\_\_\_ proportions of currencies in which the Contract Price is payable, and we undertake to pay you, ***upon you first written demand and without cavil or argument, any sum or sums within the limits of PhP*** \_\_\_\_\_ as aforesaid without you needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby further affirm that this bank guarantee/standby letter of credit (as applicable) is *irrevocable* and intended to answer for the performance of corrective work for any manufacturing defects, to warrant that the goods supplied are free from patent and latent defects and to warrant that all conditions imposed under the contract have been fully met by the Contractor/Supplier.

We hereby waive the necessity of your demanding the said debt from the Contractor/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 thereunder or of any of the Contract documents which may be made between you and the Contractor 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 \_\_\_\_\_ or a minimum of one (1) year, whichever comes later.

**SIGNATURE AND SEAL OF THE GUARANTOR**

\_\_\_\_\_  
NAME OF BANK

\_\_\_\_\_  
ADDRESS

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

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To : **CONSTRUCTION INDUSTRY AUTHORITY OF THE PHILIPPINES**  
5th floor Executive Bldg. Center 369 Gil Puyat Avenue Makati 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 *[insert name of contract and brief description]* (hereinafter called the "Contract");

AND 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 specified therein as security for compliance with his obligations in accordance with the Contract;

AND 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, up to a total of *[insert amount of guarantee]*<sup>4</sup> proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[insert amount of guarantee]* as aforesaid 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 thereunder 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 date of your issuance of the Notice of Final Acceptance.

SIGNATURE AND SEAL OF THE GUARANTOR \_\_\_\_\_

NAME OF BANK \_\_\_\_\_

ADDRESS \_\_\_\_\_

DATE \_\_\_\_\_

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<sup>4</sup> An amount is to be inserted by the Guarantor, representing the percentage of the Contract Price specified in the Contract.

**(SAMPLE FORM)**  
**(Bidder's Company Letterhead)**

**PROCUREMENT OF SECURITY SERVICES REQUIREMENT FOR ONE (1) YEAR**

**Approved Budget for the Contract: P 3,815,000.00**

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**COMPANY PROFILE**

**COMPANY NAME** : \_\_\_\_\_

**ADDRESS HEAD OFFICE** : \_\_\_\_\_

**ADDRESS BRANCH** : \_\_\_\_\_

**FAX/CONTACT NUMBERS** : \_\_\_\_\_

**EMAIL ADDRESS/ES** : \_\_\_\_\_

**NUMBER OF YEARS IN BUSINESS** : \_\_\_\_\_

**NUMBER OF EMPLOYEES** : \_\_\_\_\_

**LIST OF MAJOR STOCKHOLDERS** : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**LIST OF BOARD OF DIRECTORS** : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**LIST OF KEY PERSONNELS AS AUTHORIZED CONTACT PERSONNEL FOR THIS PROJECT (Name designation and signature)** : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**LIST OF PROSPECTIVE BIDDER'S EQUIPMENT UNITS WHICH ARE OWNED, LEASED, AND/OR UNDER PURCHASE AGREEMENT, SUPPORTED BY CERTIFICATION OF AVAILABILITY OF EQUIPMENT FROM LESSOR/ VENDOR FOR THE DURATION OF THE PROJECT** : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Name & Signature of Authorized Representative**

\_\_\_\_\_  
**Designation**

\_\_\_\_\_  
**Date**

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**(BIDDER'S CLIENT'S COMPANY LETTERHEAD)**

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**CERTIFICATE OF PERFORMANCE EVALUATION**

*[To be issued by the Bidder's Client specified in Annex I-A (Single Largest Completed Contract) with a rating of at least Very Satisfactory on the performance of the product supplied / delivered by the prospective bidder]*

This is to certify that           **(NAME OF BIDDER)**           has supplied our company/agency with **Security Manpower Services**. Based on our evaluation of their services using the following criteria: (i) quality of service delivered, (ii) time management, (iii) management and suitability of personnel, (iv) contract administration and management, and (v) provision of regular progress reports, we give           **(NAME OF BIDDER)**           a rating of:

- EXCELLENT
- VERY SATISFACTORY
- SATISFACTORY
- POOR

This Certification shall form part of the Technical Documentary Requirements in line with           (Name of Bidder)           participation in the bidding for the PROCUREMENT OF CIAP SECURITY SERVICES REQUIREMENT FOR ONE (1) YEAR.

Issued this \_\_\_\_\_ day of \_\_\_\_\_ 2021 in \_\_\_\_\_, Philippines

\_\_\_\_\_  
Name of Company (Bidder's Client)

\_\_\_\_\_  
Full Name of Authorized Representative

\_\_\_\_\_  
Address

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

\_\_\_\_\_  
Tel. No./Fax

\_\_\_\_\_  
E-mail Address