



**NATIONAL COMMISSION ON INDIGENOUS PEOPLES**  
**6<sup>TH</sup> & 7<sup>TH</sup> FLOORS, SUNNYMEDE IT CENTER, QUEZON AVE.,**  
**SOUTH TRIANGLE, QUEZON CITY**

## **PHILIPPINE BIDDING DOCUMENTS**

### **Procurement of Security Services for FY 2025**

**(EARLY PROCUREMENT ACTIVITY)**

**NCIP-2024-11-002**

**Government of the Republic of the Philippines**

Sixth Edition  
July 2020

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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



**Republic of the Philippines**  
**Office of the President**  
**NATIONAL COMMISSION ON INDIGENOUS PEOPLES**

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**INVITATION TO BID FOR THE PROCUREMENT OF  
SECURITY SERVICES FOR FY 2025**

1. The *National Commission on Indigenous Peoples (NCIP)* intends to apply the sum of **Three Million Two Hundred Thousand Pesos Only (Php 3,200,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the **Procurement of Security Services for FY 2025**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The National Commission on Indigenous Peoples (NCIP), now invites bids for the Eraly Procurement Activity (EPA) of the above Procurement Project, in accordance with the provisions under Appendix 31 of the of the 2016 Revised Implementing Rules and Regulations (IRR) of the Republic Act No. 9184. Delivery of Goods/Services is required upon receipt of Notice to Proceed and shall commence from **January 1, 2025 to December 31, 2025**. Bidders should have completed, within two (2) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

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

4. To facilitate the immediate implementation of the procurement of this Project, the NCIP shall proceed with the procurement activities short of award, pending the approval of the 2025 General Appropriations Act (GAA), pursuant to Section 7.6 of the 2016 Revised IRR of RA 9184.
5. Prospective Bidders may obtain further information from the BAC Secretariat through the contact details given below and inspect the Bidding Documents as posted on the websites of the NCIP and in the Philippine Government Procurement Electronic Procurement System (PhilGEPS).
6. A complete set of Bidding Documents may be purchased by interested Bidders from **November 15, 2024** until the deadline of bid submission on **December 10, 2024 at 10:30AM** from the address below and upon payment of a non-refundable fee for the



Bidding Documents in the amount of **Five Thousand Pesos (Php 5,000.00)** at the Cashier's Office.

7. The NCIP BAC will hold a Pre-Bid Conference on **November 25, 2024, 11:00 AM** at the **NCIP Conference Room** or at the **NCIP ICT Communication Center, 7<sup>th</sup> Floor Sunnymede IT Center Building, Quezon Avenue, South Triangle, Quezon City**, and/or through video conferencing or webcasting *via Zoom*, which shall be open to prospective bidders.

**Prospective bidder who will join through video conferencing or webcasting via Zoom may use this meeting link: Meeting ID: 975 4328 1218 Passcode: NCIPBAC**

8. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before **December 10, 2024, at 10:30 AM**. Late bids shall not be accepted.
9. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 14**.
10. Bid opening shall be on **December 10, 2024, 11:00 AM**, at the **given address below and/or via Zoom link provided for upon registration**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.


**Bidders who will join through video conferencing via zoom application may use this meeting link: Meeting ID: 924 6652 4808 Passcode: NCIPBAC**

11. The NCIP reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 Revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
12. For further information, please refer to:

**MR. RAFAEL B. BELISANO**  
BAC Secretariat  
National Commission on Indigenous Peoples (NCIP)  
**7<sup>th</sup> Floor, Sunnymede IT Center, Quezon Avenue, South Triangle, Quezon City**  
Telephone No. 8375-1200 local 0019

13. For downloading of Bidding Documents, you may also visit our website: [www.ncip.gov.ph](http://www.ncip.gov.ph)

**November 15, 2024**



**ENGR. MARY GRACE P. BUASEN**  
BAC Chairperson

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***



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

## 1. Scope of Bid

The Procuring Entity, National Commission on Indigenous Peoples (NCIP), wishes to receive Bids for the **Procurement of Security Services for FY 2025** under this Agreement, with identification number *NCIP-2024-11-002*.

The Procurement Project (referred to herein as “Project”) is composed of **Security Services**, the details of which are described in Section VII (Technical Specifications).

## 2. Funding Information

2.1. The GOP through the source of funding as indicated below for *Fiscal Year 2025*, in the total amount of **Three Million Two Hundred Thousand Pesos Only (Php 3,200,000.00)**.

2.2. The source of funding is **NGA, the General Appropriations Act of 2025 (GAA 2025)**.

## 3. Bidding Requirements

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

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

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

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

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

## 5. Eligible Bidders

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

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

## **6. Origin of Goods**

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

## **7. Subcontracts**

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

## **8. Pre-Bid Conference**

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address at **NCIP Conference Room, or at ICT Communication Center, 7<sup>th</sup> Floor, Sunnymede IT Center, Quezon Avenue, South Triangle, Quezon City** and/or through videoconferencing/webcasting as indicated in paragraph 7 of the **IB**.

## 9. Clarification and Amendment of Bidding Documents

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

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

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within *two (2) years amounting to at least fifty percent (50%) of the ABC* prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

## 11. Documents comprising the Bid: Financial Component

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

## 12. Bid Prices

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

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

### **13. Bid and Payment Currencies**

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

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

### **14. Bid Security**

14.1. The Bidder shall submit a Bid Securing Declaration<sup>1</sup> or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

14.2. The Bid and bid security shall be valid until **April 9, 2024** (*120 days from the date of opening of bids*). Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

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

In the case of EPA, PE may request the bidders to extend the validity of their bid securities beyond one hundred twenty (120) calendar days, prior to their expiration, if the funding source for the Procurement Project has yet to be approved and made effective. A change in the form of the bid security is allowed if this is made prior to the expiration of the bid validity sought to be extended. If the bidder refuses to extend the bid validity, the PE shall reject the bid submitted by said bidder.

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

Each Bidder shall submit **two copies** of the first and second components of its Bid.

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

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

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

16.1. The Bidders shall submit on the specified date and time and either at its physical address as indicated in paragraph 8 of the **IB**.

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

17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 10 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

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

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

## **18. Domestic Preference**

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

## 19. Detailed Evaluation and Comparison of Bids

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

## 20. Post-Qualification

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

## 21. Signing of the Contract

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



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

## Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ol style="list-style-type: none"> <li>a. The bidder must have completed a single contract that is similar to this project, equivalent to at least fifty percent (50%) of the ABC.</li> <li>b. completed within two (2) years prior to the deadline for the submission and receipt of bids.</li> </ol>
7.1	Sub-contact is not allowed for this procurement project.
10.2	<p>The Bidder must attach to the Statement of all On-going Contracts at least two (2) sample copies of their on-going contracts.</p> <p>The Bidder's SLCC as indicated in ITB Clause 5.3 should have been completed within two (2) years prior to the deadline for the submission and receipt of bids.</p>
12	The price of the Goods shall be quoted DDP <i>Philippines</i> or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ol style="list-style-type: none"> <li>a. The amount of not less than <b>Php 64,000.00 (2%) of ABC</b>, 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 <b>Php 160,000.00 (5%) of ABC</b> if bid security is in Surety Bond.</li> </ol>
15	<p>Bidders are encouraged to submit two (2) copies of their bids through their duly authorized representative using the forms specified in the Bidding Documents in two (2) separate sealed bid envelopes. Bidders shall enclose their Original and Copy 1 of Eligibility and Technical documents in One (1) sealed envelope marked "ELIGIBILITY AND TECHNICAL COMPONENT"</p> <p>Bidders shall enclose their Original and Copy 1 Financial Documents in One (1) sealed envelope marked "FINANCIAL COMPONENT". These envelopes containing the original and the copy 1 shall then be enclosed in one (1) single envelope marked "THE BID" and address all bids to the BAC Chairperson.</p>
19.3	One (1) lot, Provision for Security Services for FY 2025, seven (7) Security Personnel with an ABC of <b>Php 3,200,000.00</b> . The NFCC computation must be sufficient for the contract to be awarded to the Bidder.
20.2	<p><i>The Bidder shall submit the following additional requirements:</i></p> <ol style="list-style-type: none"> <li>a. Certificate of Registration as Contractor issued to the Bidder by the Regional Office of the Department of Labor and Employment (DOLE) where it principally operates, pursuant to Department Order No. 174, series of 2017.</li> </ol>
21.2	<i>No Further Instruction</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.

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

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

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

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

## **3. Performance Security**

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

## **4. Inspection and Tests**

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

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

## **5. Warranty**

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

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

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

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

## ***Section V. Special Conditions of Contract***

## Special Conditions of Contract

GCC Clause	
1	<p><b>Delivery and Documents –</b></p> <p>The delivery terms applicable for this contract (Security Services) is from <b>January 1, 2025 to December 31, 2025</b> and shall be provided to the NCIP Central Office, located at the 6<sup>th</sup> and 7<sup>th</sup> Floors Sunnymede IT Center Building, Quezon Avenue, South Triangle, Quezon City.</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity's Representative at the Project Site is <b>Mr. Rafael Belisano</b>.</p>
2.2	<p>The terms of payment shall be made on a <b>monthly basis</b> upon submission of billing statement and the necessary supporting document such as, but not limited to:</p> <ol style="list-style-type: none"> <li>i. Monthly Deployment Report (MDR) duly accomplished by the Security Agency stating the names of the guards and supervisor, salary rates (<i>attach to the bill at the end of the month</i>) and actual attendance;</li> <li>ii. Proof of remittance of Premiums to SSS, PhilHealth, PAGIBIG and ECC for the benefit of the security guards;</li> <li>iii. Certificate of prompt payment of salaries of security guard; and</li> <li>iv. Certificate of Satisfactory Service Performance issued by the Chief Administrative Officer (CAO) of the General Services Division.</li> </ol>
4	<p>The inspections and tests that will be conducted are:</p> <p>Actual inspection of the performance of the security manpower, their equipment, and other essential paraphernalia at any time it is deemed necessary or as referred to in Section VII. Technical Specifications.</p>



## *Section VI. Schedule of Requirements*

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

Item Number	Description	Quantity	Total	Delivered, Weeks/ Months
1	<b>Security Services for NCIP Central Office (FY 2025)</b>			Upon issuance of NTP
	The Service Provider shall provide a total of <b>seven (7) Security Personnel (One Security Officer and Six Security Guards)</b> and shall render the required number of hours and days specified below.	7	7	12 months
	<b>One (1) Male Security Officer (SO)</b> who is required to render services for <b>10 hours every day</b> including regular holidays and special (non-working) days. <b>Day Shift:</b> 7:00AM – 5:00PM	1	1	12 months
	<b>Four (4) Male Security Guards (SG)</b> who are required to render services for <b>8 hours per shift (in three (3) shifts) everyday</b> including regular holidays and special (non-working) days. <b>Day Shift:</b> 2 guards – 2:00 PM – 10:00PM <b>Night Shift:</b> 2 guards – 10:00PM – 6:00AM	4	4	12 months
	<b>Two (2) Female Security Guards (SG)</b> who is required to render services for <b>8 hours every day</b> including regular holidays and special (non-working) days. <b>Day Shift:</b> 2 guards – 6:00 AM – 2:00PM	2	2	12 months

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

\_\_\_\_\_  
Name of Bidder/Company

\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Date

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

# Technical Specifications

Bidders must state here either “Comply” or “Not comply” in the column “Statement of Compliance” against each individual parameter of each “Specification”.

Item	Specification	Statement of Compliance
1	<p><b>Minimum Qualifications of Security Officer and Security Guards</b></p> <p>Deployment of <b>seven (7)</b> qualified, licensed, uniformed, highly trained and armed security personnel with the following minimum qualifications:</p> <ol style="list-style-type: none"> <li>a. With at least one (1) year of experience in Security Services;</li> <li>b. Valid license issued by the Philippine National Police (PNP) / Supervisory Office on Security and Investigation Agencies (SOSIA);</li> <li>c. For security guards, must be at least 20 years old and must have graduated in High School;</li> <li>d. Has undergone Pre-licensing Training Programs for new recruits, or Refresher Training Programs to include, among others, first-aid administration, firefighting techniques, and for security guards with more than one (1) year experience;</li> <li>e. For Head Guard/Security Officer, must have completed at least two (2) years in college or if ex-military (Armed Forces of the Philippines or PNP), with rank of sergeant;</li> <li>f. Must be computer literate and capable of operating CCTV monitoring system;</li> <li>g. Physically and mentally fit;</li> <li>h. Must have passed the neuropsychiatric examination and drug tests conducted by any Philippine National Police (PNP) / National Bureau of Investigation (NBI), and from any accredited Drug Testing Laboratory. Expenses for said tests are chargeable to the Service Provider;</li> <li>i. Must have no derogatory record;</li> <li>j. Must be of good moral character, courteous, alert, and without any pending criminal case filed in court or any police record involving criminal acts;</li> <li>k. Must have undergone training in handling firearms with appropriate certificate and/or licenses;</li> <li>l. Knows how to deal pleasantly and courteously with personnel, clients and the general public, supported with a Certification from the Security Agency.</li> <li>m. Has undergone basic in-service training from</li> </ol>	

	<p>accredited schools for security guards and supervisory training for security officer; and</p> <p>Must submit, within fifteen (15) working days upon effectivity of contract, clearance from the NBI.</p>	
<b>2</b>	<b>Minimum Security Equipment Requirement</b>	
	<p>a. Three (3) units 9mm pistol plus six (6) magazines. Must be operational, functional, and well-maintained, with valid license in the name of the Security Agency;</p> <p>b. 4 units Handheld Radio with valid NTC license;</p> <p>c. LED flashlight with holder for each guard;</p> <p>d. First Aid Kit with holder for each guard;</p> <p>e. 2 pieces Logbook &amp; other needed supplies;</p> <p>f. Closed-Circuit Television (CCTV) – comprised of one (1) monitor and 7 cameras; and</p> <p>g. Proper uniform, identification cards (IDs), and personal protective equipment (PPE).</p> <p>h. Other materials/paraphernalia.</p>	
<b>3</b>	<b>Security Guard Area of Assignment</b>	
	<p>Area/Place of Assignment:</p> <ol style="list-style-type: none"> <li>1. 6<sup>th</sup> Floor – 3 shifts for 8 hours per shift from Monday to Sunday.</li> <li>2. 7<sup>th</sup> Floor – 3 shifts for 8 hours per shift from Monday to Sunday.</li> <li>3. 6<sup>th</sup> and 7<sup>th</sup> Floor including parking area for day shift, at 10 hours, from Monday to Sunday.</li> </ol>	
<b>4</b>	<b>Scope of Services</b>	
	<p><b>Duties and Responsibilities of Security Guards:</b></p> <ol style="list-style-type: none"> <li>1. Observance of rigid inspection of personal belongings of clients / visitors at all entrances.</li> <li>2. Watch, safeguard and protect the NCIP properties from theft, arson, destruction and damages.</li> <li>3. Ensure the safety of NCIP officials, personnel and visitors from harassment, threat, or intimidation within the premises of the NCIP.</li> <li>4. Implementation of issuance of “visitor identification badge/card” for visitors and non-employee affiliates of NCIP.</li> </ol>	

**Maintenance of Peace and Order:**

1. Guarantee that all NCIP employees and clients are safe from harm which may arise from internal/external chaos and public disorder.
2. Guard against incidence of theft and other misdemeanors which may constitute breach of peace and order inside NCIP premises.

**Strict Observance of NCIP Policies, Rules and Regulations on Security:**

1. Strictly observe, enforce and adhere to the NCIP rules and regulations as it applies to the security and well-being of the Agency, its employees and clients.

**Other Duties and Functions:**

1. Protect entire work area occupied by the NCIP, its employees and clients against unauthorized intrusion, internal or external commotion.
2. Check, entertain and assist individuals, visitors, vendors, contractors, suppliers entering NCIP premises, for proper identification, decorum and authorization.
3. Strictly maintains official logbook or record of all incoming and outgoing persons, vehicles, movements of NCIP properties, among others.
4. Records NCIP employees' time in and out.
5. After office hours, conduct routine patrol or inspection of the building and report unusual activities or threat to security to the Head Guard.
6. Record all employees rendering overtime services and all other office personnel who are still in the NCIP premises after office hours.
7. Ensure that all doors and windows of NCIP building are secured and all electrical connections and lights are turned off. Before the start of office hours, inspect all areas for any sign of forced entry.
8. Assist in the implementation of NCIP rules and regulations such as wearing of prescribed office uniforms, identification cards, among others.
9. Disaster preparedness and mitigation management.
10. Investigation and intelligence administration.
11. Record all activities/events, especially incidents, and submit an incident/spot report to the management through the GSD.
12. Other work assignments and other matters shall be agreed upon through internal arrangement between the NCIP and Service Provider.

	<p><b>Duties and Responsibilities of the Security Officer:</b></p> <p>The Security Officer, in addition to his/her regular duties as a security personnel, must:</p> <ol style="list-style-type: none"> <li>1. Supervises all security guards working within an assigned area;</li> <li>2. Submit to the Chief Administrative Officer (CAO) of the General Services Division the monthly manpower schedules every first Monday of the month;</li> <li>3. Check if the security guards are present in their designated posts and performing their duties and responsibilities;</li> <li>4. Evaluate and verify employee performance through a review of completed work assignments. He/she shall submit to the CAO the quarterly performance evaluation of the security guards;</li> <li>5. Conduct a routine inspection of the NCIP-CO premises to establish and maintain security controls;</li> <li>6. Responds to and investigates all complaints related to security, ensuring remedial action;</li> <li>7. Prepare incident reports of any untoward incident which may have caused threat to life, chaos, theft or any acts that constitute breach of the security of NCIP-CO personnel, clients, and properties, for purposes of police and other official investigations;</li> <li>8. Ensure correctness of daily log entries of all security guards assigned to the NCIP-CO.</li> </ol>	
<b>5</b>	<b>Security and Emergency Plan</b>	
	The winning bidder must submit a security and emergency plan.	
<b>6</b>	<b>Company Profile</b>	
	Bidder shall attach Company Profile.	
<b>7</b>	<b>Additional Requirement</b>	
	The Service Provider is required to submit profile of the Head Guard/Security Officer and the Security Guards, which must be attested by its authorized signatory.	
<b>QUALIFICATIONS OF THE SERVICE PROVIDER</b>		
	The qualifications of the Service Provider are:	

	<ul style="list-style-type: none"> <li>a. Should have at least two (2) years of experience in providing security services to a government agency;</li> <li>b. Must be a member of the Philippine Association of Detective and Protective Agency Operators (PADPAO) in good and active standing;</li> <li>c. Must be a duly licensed and registered Service Contractor with the Department of Labor and Employment;</li> <li>d. Must be duly registered with the Securities and Exchange Commission, Department of Trade and Industry, or Cooperative Development Authority;</li> <li>e. Must be duly registered with the Social Security System (SSS), Home Development Mutual Fund (PAGIBIG), and Philippine Health Insurance Corporation (PHILHEALTH);</li> <li>f. Must be duly registered with the Bureau of Internal Revenue;</li> <li>g. Net Financial Contracting Capacity is sufficient for the contract to be awarded;</li> <li>h. Must present at least one (1) Client/Customer Feedback Form, with at least “Very Satisfactory” Rating, from one (1) government agency, with whom the Contractor has ongoing contract or at least within the past two (2) years, upon submission of requirements;</li> <li>i. Must have no pending labor standards violation case/s with the National Labor Relations Commission and DOLE; and</li> <li>j. Must be compliant with the eligibility criteria under Section 23.4.1 of the 2016 RIRR of RA No. 9184.</li> </ul>	
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***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);  
**or**
- (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;  
**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) 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**
- (h) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **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) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the

BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**

- (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.

**II. FINANCIAL COMPONENT ENVELOPE**

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

Cost Distribution of Monthly Contract Rate for Security Services

(Based on Wage Order No. NCR - 25)

NATIONAL COMMISSION ON INDIGENOUS PEOPLES

No. of Days per Year	395	395	395
No. of Days per Week	7 days a week	7 days a week	7 days a week
No. of Hours per Shift	(10 Hrs) Day Shift	(8 Hrs) Night Shift	(8 Hrs) Day Shift
<b>A. Amount due to the Guard</b>			
New Daily Wage (DW)			
Basic Salary/Month			
13th Month Pay			
Night Differential (10% of BS)			
5 Days Incentive Pay			
Uniform Allowance			
Overtime (2 hrs)			
Sub-Total			
<b>B. Amount due to the Govt. in Favor of Guard</b>			
Retirement Benefit (RA 7641)			
SSS Premium			
WISP			
PhilHealth Premium			
Employees Compensation (ECC)			
Pag-Ibig Fund (RA 7742)			
Sub-Total			
<b>C. Total Amount to Guard and Govt. (A+B)</b>			
<b>D. Administrative Overhead and Margin (minimum of 20 % of C)</b>			
<b>E. Value Added Tax (Agency Fee x 12% VAT - RMC-039-2007)</b>			
<b>F. Minimum Rate per guard per Month</b>			
Number of Guard			
Amount			
<b>G. Monthly Contract Price for 7 Guards</b>			
<b>H. Total Contract Price for 7 Guards for 12 Months</b>			

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

Legal Capacity: \_\_\_\_\_  
Signature : \_\_\_\_\_  
Duly Authorized to sign the Bid for and behalf of: \_\_\_\_\_

APPENDIX "1"

**Bid Form for the Procurement of Goods**  
*[shall be submitted with the Bid]*

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**BID FORM**

Date: \_\_\_\_\_  
Project Identification No.: \_\_\_\_\_

To: *[name and address of Procuring Entity]*

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or 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 PBDs 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 Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

*[Insert this paragraph if Foreign-Assisted Project with the Development Partner:*

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:

Name and address of agent	Amount and Purpose of Currency 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 Calculated Bid or any Bid you may receive.

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

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: \_\_\_\_\_

## Contract Agreement Form for the Procurement of Goods (Revised)

*[Not required to be submitted with the Bid, but it shall be submitted within ten (10) days after receiving the Notice of Award]*

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### CONTRACT AGREEMENT

THIS AGREEMENT made the \_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_ between [name of PROCURING ENTITY] of the Philippines (hereinafter called “the Entity”) of the one part and [name of Supplier] of [city and country of Supplier] (hereinafter called “the Supplier”) of the other part;

WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly [brief description of goods and services] 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 in specified currency*] (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, *viz.*:

- i. Philippine Bidding Documents (PBDs);
  - i. Schedule of Requirements;
  - ii. Technical Specifications;
  - iii. General and Special Conditions of Contract; and
  - iv. Supplemental or Bid Bulletins, if any
- ii. Winning bidder’s bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents submitted (*e.g.*, Bidder’s response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity’s bid evaluation;

- iii. Performance Security;
- iv. Notice of Award of Contract; and the Bidder’s conforme thereto; and
- v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the**

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

3. In consideration for the sum of *[total contract price in words and figures]* or such other sums as may be ascertained, *[Named of the bidder]* agrees to *[state the object of the contract]* in accordance with his/her/its Bid.
4. The *[Name of the procuring entity]* agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

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

*[Insert Name and Signature]*

*[Insert Name and Signature]*

*[Insert Signatory's Legal Capacity]*  
*Capacity]*

*[Insert Signatory's Legal*

for:

for:

*[Insert Procuring Entity]*

*[Insert Name of Supplier]*

**Acknowledgement**

[Format shall be based on the latest Rules on Notarial Practice]