

PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

Procurement of GOODS

(Procurement of Security Services for COA
Regional Office No. III and Six (6) Provincial
Satellite Auditing Offices)

Government of the Republic of the Philippines

Sixth Edition
July 2020

Preface

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

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

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

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

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

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

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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

Notes on the Invitation to Bid

The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 21.2 of the 2016 revised IRR of RA No. 9184.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

- a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;
- b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;
- c. The deadline for the submission and receipt of bids; and
- d. Any important bid evaluation criteria (*e.g.*, the application of a margin of preference in bid evaluation).

The IB should be incorporated in the Bidding Documents. The information contained in the IB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.



Republic of the Philippines
COMMISSION ON AUDIT

Regional Office No. III
Government Center, City of San Fernando, Pampanga
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Email Address: coaregion3@yahoo.com/coa.reg3@coa.gov.ph

**INVITATION TO BID FOR THE
PROCUREMENT OF SECURITY SERVICES FOR COA
REGIONAL OFFICE NO III AND SIX (6) PROVINCIAL
SATELLITE AUDITING OFFICES**

1. The **COA Regional Office No. III**, through the **General Appropriations Act for CY 2022** intends to apply the sum of **Eleven Million Seven Hundred Sixty Nine Thousand Nine Hundred Seventy One Pesos and Seventy Five Centavos (₱11,769,971.75)** being the ABC to payments under the contract for **Procurement of Security Services for COA Regional Office No. III and Six (6) Provincial Satellite Auditing Offices**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **COA Regional Office No. III** now invites bids for the above Procurement Project. Delivery of services is required by **January 1, 2022**. Bidders should have completed, within **five (5) years (CY 2017-2021)** 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. Prospective Bidders may obtain further information from **COA Regional Office No. III** and inspect the Bidding Documents at the address given below during (8:00am - 5:00pm).
5. A complete set of Bidding Documents may be acquired by interested Bidders on **September 22 to October 5, 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 Twenty Five Thousand Pesos


(₱25,000.00). The Procuring Entity shall allow the bidder to present its proof of payment for the fees manually or electronically, before the opening of bids.

6. The **COA Regional Office No. III** will hold a Pre-Bid Conference¹ on **September 28, 2021, 9:00 A.M. at 3rd Floor, PDC, COA Regional Office No. III** and/or through video conferencing or webcasting via **Cisco Webex**, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **October 5, 2021, 9:00 A.M.** Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on **October 5, 2021, 9:05 A.M.** at the given address below and/or via **Cisco Webex**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The **COA Regional Office No. III** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

*Ms. Carmen P. Siron/Ms. Rowena R. Henson
BAC Secretariat
COA Regional Office No. III
Maimpis, City of San Fernando, Pampanga
Telefax (045) 455-4273
meng1602@yahoo.com*
12. You may visit the following websites:

For downloading of Bidding Documents: *coaregion3.com*

[September 16, 2021]



BETTINA M. SAN ANTONIO
Chairperson, Bids and Awards Committee

¹ May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.

Section II. Instructions to Bidders

Notes on the Instructions to Bidders

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.

1. Scope of Bid

The Procuring Entity, **COA Regional Office No. III** wishes to receive Bids for the **Procurement of Security Services for COA Regional Office No. III and Six (6) Provincial Satellite Auditing Offices.**

2. Funding Information

2.1. The GOP through the source of funding as indicated below for **General Appropriations Act for CY 2022** in the amount of ₱11,769,971.75.

2.2. The source of funding NGA, the National Expenditure Program.

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 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.
- b. For procurement where the Procuring Entity has determined, after the conduct of market research, will likely result to failure of bidding that will defeat the purpose of public bidding: the Bidder should comply with the following requirements:
 - i. Completed at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least fifty percent (50%) of the ABC for this Project; and
 - ii. The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above.

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 **3rd Floor, PDC, COA Regional Office No. III** and/or through video conferencing or webcasting via **Cisco Webex**, as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

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

10. Documents comprising the Bid: Eligibility and Technical Components

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

- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within **five (5) years (CY 2017 to 2021)** 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.

12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
 - a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;
 - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
 - iv. The price of other (incidental) services, if any, listed in e.
 - b. For Goods offered from abroad:
 - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination

in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.

- ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

13. Bid and Payment Currencies

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

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration² 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 **February 1, 2022**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

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

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

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

16. Deadline for Submission of Bids

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

17. Opening and Preliminary Examination of Bids

- 17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing,

² 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.

webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

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

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

18. Domestic Preference

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

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated “*passed*,” using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. 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

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

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

Notes on the Bid Data Sheet

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

- a. Information that specifies and complements provisions of the ITB must be incorporated.
- b. Amendments and/or supplements, if any, to provisions of the ITB as necessitated by the circumstances of the specific procurement, must also be incorporated.

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"> a. Supply and delivery of Security Services for COA Regional Office No. III and Six (6) Provincial Satellite Auditing Offices for a period of three (3) years. b. completed within five (5) years prior to the deadline for the submission and receipt of bids.
7.1	Subcontracting is not allowed.
12	Not applicable
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"> a. The amount of not less than ₱235,399.45 <i>[Indicate the amount 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 b. The amount of not less than ₱588,498.60 <i>[Indicate the amount equivalent to five percent (5%) of ABC]</i> if bid security is in Surety Bond.
19.3	Not applicable
20.2	Not applicable
21.2	Not Applicable

Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing performance of the Supplier, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, which may be needed, shall be introduced only through the Special 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**.

[Include the following clauses if Framework Agreement will be used:]

2.3. For a single-year Framework Agreement, prices charged by the Supplier for Goods delivered and/or services performed under a Call-Off shall not vary from the prices quoted by the Supplier in its bid.

2.4. For multi-year Framework Agreement, prices charged by the Supplier for Goods delivered and/or services performed under a Call-Off shall not vary from the prices quoted by the Supplier during conduct of Mini-Competition.

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. *[Include if Framework Agreement will be used:] In the case of Framework Agreement, the Bidder may opt to furnish the performance security or a Performance Securing Declaration as defined under the Guidelines on the Use of Framework Agreement.]*

4. Inspection and Tests

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

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

5. Warranty

5.1 In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.

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

6. Liability of the Supplier

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

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

Section V. Special Conditions of Contract

Notes on the Special Conditions of Contract

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC found in Section IV.

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Goods purchased. In preparing this Section, the following aspects should be checked:

- a. Information that complements provisions of the GCC must be incorporated.
- b. Amendments and/or supplements to provisions of the GCC as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of the GCC should be incorporated herein.

Special Conditions of Contract

GCC Clause	
1	<p>Delivery and Documents –</p> <p>Report on the delivery of the Security Services shall be submitted by the Security Agency on a monthly basis covering the period January 1, 2022 to December 31, 2024.</p> <p>Upon delivery of the Security Services to the Project Site, the Security Agency shall notify the PROCURING ENTITY and present the following documents to the PROCURING ENTITY:</p> <ul style="list-style-type: none"> A. Original and four (4) copies of Monthly Deployment Report (MDR) duly accomplished by the Security Agency at the end of each month stating the names of the guards and supervisors, salary rates, and actual attendance; B. Copy of pay slips and evidence of receipt by the security guards C. Proof of remittance of Premiums to SSS, PhilHealth, Pag-IBIG and ECC for the benefit of the security guards.
2.2	<i>Not applicable</i>
4	<p>The inspections and tests that will be conducted are:</p> <p>Spot inspection on the performance of the guards, their equipment and other essential paraphernalia at any time it is deemed necessary.</p>
5.2	<p>The security agency shall correct any defects in the delivery of security services which shall not be limited to replacement of any guard and needed security equipment, within twenty four (24) hours upon receipt of the valid complaint. The correction of defects must be acceptable to COA.</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.

Description	Quantity	Delivered
Services of Security Guards in 12-hour shifts per day Note: Please refer to the Security Guard Assignments / Tour of Duties (Annex E)	29 Security Guards	To COA Regional Office No. III, located in Maimpis, City of San Fernando, Pampanga, PSAO Iba, Zambales and PSAO Palayan City, Nueva Ecija, PSAO Bataan, PSAO Bulacan, PSAO Tarlac and PSAO Pampanga from January 1, 2022 to December 31, 2024

Section VII. Technical Specifications

Notes for Preparing the Technical Specifications

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their Bids. In the context of Competitive Bidding, the specifications (*e.g.* production/delivery schedule, manpower requirements, and after-sales service/parts, descriptions of the lots or items) must be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of transparency, equity, efficiency, fairness, and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post-qualification facilitated. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in the Contract.

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications.

Sample Clause: Equivalency of Standards and Codes

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words "*or at least equivalent.*" References to brand names cannot be used when the funding source is the GOP.

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

Bidders are also required, as part of the technical specifications, to complete their statement of compliance demonstrating how the items comply with the specification.

Technical Specifications

Item No.	Specification	*Statement of Compliance
1	Minimum Qualifications of Security Guards – Annex A	
2	Minimum Security Equipment Required by COA – Annex B	
3	Security Plan of the Commission on Audit – Annex C	
4	Organizational Structure of the Security Force – Annex D	
5	Security Guards Assignments / Tour of Duties – Annex E	
6	Operating Policies and Procedures – Annex F	
7	COA Performance Criteria – Annex G	

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

Minimum Qualifications of Security Guards

The Security Guards shall have the following minimum qualifications:

- a. Must be between 21 -45 years old
- b. Must be at least high school graduate
- c. Has undergone Pre-licensing Training Programs for new recruits, or Refresher Training Programs for security guards with more than one year experience.
- d. Physically and mentally fit
- e. Of good moral character and reputation supported with NBI Clearance
- f. Knows how to deal pleasantly and courteously with personnel, clients and the general public, supported with a Certification from the Security Agency

Provided that items (b), (c), and (d) shall be supported with a regular license (Private Security License Card).

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

Minimum Security Equipment Required by COA

1. At least 61 units HD (at least 4MP) with night vision (infrared) Closed Circuit Television cameras (including materials and installation); 7 units (at least 8 channel and 8TB) DVR, Amplifier/Balun, 22-inch TV monitors and other accessories needed:

Location	Items
COA Regional Office	20 CCTV Cameras(including materials and installation), 1 DVR, Amplifier/Balun, 22-inch TV monitor and other accessories needed.
PSAO Bataan	7 CCTV Cameras(including materials and installation), 1 DVR, Amplifier/Balun, 22-inch TV monitor and other accessories needed.
PSAO Bulacan	7 CCTV Cameras(including materials and installation), 1 DVR, Amplifier/Balun, 22-inch TV monitor and other accessories needed.
PSAO Palayan City	6 CCTV Cameras(including materials and installation), 1 DVR, Amplifier/Balun, 22-inch TV monitor and other accessories needed.
PSAO Pampanga	7 CCTV Cameras(including materials and installation), 1 DVR, Amplifier/Balun, 22-inch TV monitor and other accessories needed.
PSAO Tarlac	7 CCTV Cameras(including materials and installation), 1 DVR, Amplifier/Balun, 22-inch TV monitor and other accessories needed.
PSAO Zambales	7 CCTV Cameras(including materials and installation), 1 DVR, Amplifier/Balun, 22-inch TV monitor and other accessories needed.

2. At least 15 pcs. Caliber 9mm pistol of legitimate brand with minimum 15 rounds ammo and 7 pcs. M12 Gauge Shotgun with sling and six rounds of ammo.
3. At least 14pcs. Hand Held Radios with chargers.
4. 7 units hand-held metal detectors with battery supplies.
5. 14 units Traffic vest for the guards at the gates.
6. 29 units Raincoats and 14 units big umbrellas.
7. 7 sets desktop computer with printer for the Security Office.
8. 7 units under-chassis mirror for inspection under the vehicle

SECURITY PLAN OF THE COMMISSION ON AUDIT

I. MISSION

To conduct comprehensive security operations for the protection of COA Region 3 officials, personnel, visitors and properties against assault, arson, mischief, pilferage, robbery, sabotage, terrorism and theft, including safety measures and response to prevent and minimize loss or damage from calamities and civil disturbance.

II. OBJECTIVE

- a. To undertake security measures for total protection of COA Region 3 officials, personnel and properties against theft, sabotage, arson, pilferage, robbery and other unlawful acts.
- b. To undertake other security operations such as traffic/crowd control and respond to emergencies (man-made or natural).
- c. To undertake preventive measures that will deter unauthorized individuals from entering the COA Region 3 offices' compound.
- d. To enforce existing COA security rules and regulations on personnel.
- e. To perform other operations as deemed necessary by COA Region 3 Management.

III. CONCEPT OF IMPLEMENTATION

a. PRE-DEPLOYMENT PHASE

In coordination with COA Region 3 Management and the outgoing security contractor, the incoming security contractor shall organize an advance team who will conduct a pre-deployment orientation onsite. At the expense of the winning bidder, the said advance team will render duties side by side with the personnel of the outgoing security provider two (2) days before the formal assumption.

b. SERVICE TAKE OVER/DEPLOYMENT PHASE

- 1. A minimum of eight (8) hours before expiration of the security contract of the outgoing security contractor, the incoming security force listed in the manning detail order must attend a briefing to be conducted by the COA Region 3 Security Coordinator. Thereafter, they shall be posted alongside with the outgoing security guards to get acquainted with the new assignments.
- 1. With the consent of the officers of both parties, staffs of the outgoing security provider shall pass through the security searching and frisking procedures upon their departure from die premises of COA Region 3 offices. All office equipment , furniture, painting, vehicles and other items with significant value that is to be

brought outside the COA Region 3 offices' compound shall be accompanied by Gate Pass issued by authorized COA Region 3 Admin. Training and Finance Services (ATFS) personnel.

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

c. LOGISTICS

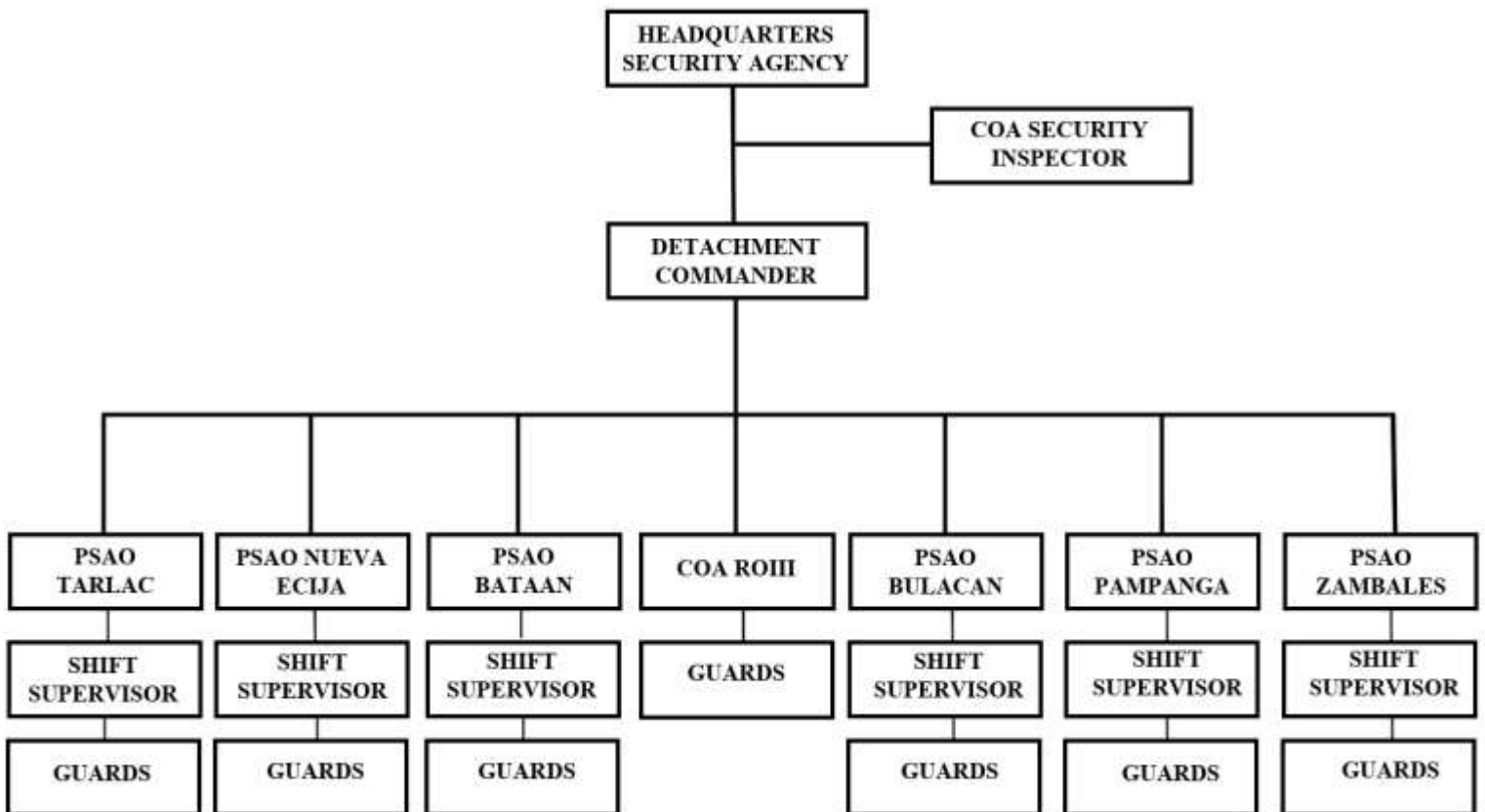
1. Security Contractor will provide the security force with the minimum equipment required under the bidding rules such as vehicles, firearms, VHF radios and other equipment deemed necessary in the effective implementation of security policies, rules and regulations of COA Region 3.
2. The Security Contractor will also provide the daily time record (DTR), other logistical supplies such as logbooks, uniforms and paraphernalia.

d. ADMINISTRATION

1. Organizational Structure - Annex D
2. Minimum Security Equipment Required by CO A Region 3 - Annex B
3. Security Guards Assignments / Tour of Duties - Annex E
4. Operating Policies and Procedures - Annex F
5. Regular monthly meeting with the Client or as necessary
6. Announced and unannounced visit/inspection will be conducted by COA Region III

ORGANIZATIONAL STRUCTURE

COA Regional Office No. III, Government Center, Brgy. Maimpis, City of San Fernando,
Pampanga and PSAOs Zambales, Nueva Ecija, Bataan, Bulacan, Tarlac and Pampanga



TOUR OF DUTIES

**COA REGIONAL OFFICE NO. III, DIOSDADO MACAPAGAL GOVERNMENT
CENTER, MAIMPIS, CITY OF SAN FERNANDO, PAMPANGA**

NO.	SECURITY STATION	SCHEDULE	NO. OF HOURS	DAYS OF DUTIES
1st SHIFT				
1	Main Gate	7:00 a.m. – 7:00 p.m.	12	Monday - Sunday
2	Main Building	7:00 a.m. – 7:00 p.m.	12	Monday - Sunday
3	Multi-Purpose Building	7:00 a.m. – 7:00 p.m.	12	Monday – Sunday
2nd SHIFT				
4	Main Gate	7:00 p.m. – 7:00 a.m.	12	Monday - Sunday
5	Roving	7:00 p.m. – 7:00 a.m.	12	Monday - Sunday

COA PROVINCIAL SATELLITE OFFICE – ABUCAY, BATAAN

NO.	SECURITY STATION	SCHEDULE	NO. OF HOURS	DAYS OF DUTIES
1st SHIFT				
6	Main Gate	7:00 a.m. – 7:00 p.m.	12	Monday - Sunday
7	Main Building	7:00 a.m. – 7:00 p.m.	12	Monday - Sunday
2nd SHIFT				
8	Main Gate	7:00 p.m. – 7:00 a.m.	12	Monday - Sunday
9	Roving	7:00 p.m. – 7:00 a.m.	12	Monday - Sunday

COA PROVINCIAL SATELLITE OFFICE – MALOLOS CITY, BULACAN

NO.	SECURITY STATION	SCHEDULE	NO. OF HOURS	DAYS OF DUTIES
1st SHIFT				
10	Main Gate	7:00 a.m. – 7:00 p.m.	12	Monday - Sunday
11	Main Building	7:00 a.m. – 7:00 p.m.	12	Monday - Sunday
2nd SHIFT				
12	Main Gate	7:00 p.m. – 7:00 a.m.	12	Monday - Sunday
13	Roving	7:00 p.m. – 7:00 a.m.	12	Monday - Sunday

COA PROVINCIAL SATELLITE OFFICE – PALAYAN CITY, NUEVA ECIJA

NO.	SECURITY STATION	SCHEDULE	NO. OF HOURS	DAYS OF DUTIES
1st SHIFT				
14	Main Gate	7:00 a.m. – 7:00 p.m.	12	Monday - Sunday
15	Main Building	7:00 a.m. – 7:00 p.m.	12	Monday - Sunday
2nd SHIFT				
16	Main Gate	7:00 p.m. – 7:00 a.m.	12	Monday - Sunday
17	Roving	7:00 p.m. – 7:00 a.m.	12	Monday - Sunday

COA PROVINCIAL SATELLITE OFFICE – CITY OF SAN FERNANDO, PAMPANGA

NO.	SECURITY STATION	SCHEDULE	NO. OF HOURS	DAYS OF DUTIES
1st SHIFT				
18	Main Gate	7:00 a.m. – 7:00 p.m.	12	Monday - Sunday
19	Main Building	7:00 a.m. – 7:00 p.m.	12	Monday - Sunday
2nd SHIFT				
20	Main Gate	7:00 p.m. – 7:00 a.m.	12	Monday - Sunday
21	Roving	7:00 p.m. – 7:00 a.m.	12	Monday - Sunday

COA PROVINCIAL SATELLITE OFFICE – TARLAC CITY, TARLAC

NO.	SECURITY STATION	SCHEDULE	NO. OF HOURS	DAYS OF DUTIES
1st SHIFT				
22	Main Gate	7:00 a.m. – 7:00 p.m.	12	Monday - Sunday
23	Main Building	7:00 a.m. – 7:00 p.m.	12	Monday - Sunday
2nd SHIFT				
24	Main Gate	7:00 p.m. – 7:00 a.m.	12	Monday - Sunday
25	Roving	7:00 p.m. – 7:00 a.m.	12	Monday - Sunday

COA PROVINCIAL SATELLITE OFFICE – IBA, ZAMBALES

NO.	SECURITY STATION	SCHEDULE	NO. OF HOURS	DAYS OF DUTIES
1st SHIFT				
26	Main Gate	7:00 a.m. – 7:00 p.m.	12	Monday - Sunday
27	Main Building	7:00 a.m. – 7:00 p.m.	12	Monday - Sunday
2nd SHIFT				
28	Main Gate	7:00 p.m. – 7:00 a.m.	12	Monday - Sunday
29	Roving	7:00 p.m. – 7:00 a.m.	12	Monday - Sunday

OPERATING POLICIES AND PROCEDURES

Annex F

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

1. HEADQUARTERS. SECURITY AGENCY

- a. Act as liaison with COA Region 3 Management.
- b. Provide guidance to the Detachment Commander
- c. Extend managerial support to the Detachment Commander.
- d. Procure supplies and equipment that are needed by the Security Force.
- e. Provide assistance to the members of the Security Force assigned at COA Region 3
- f. Monitor the daily operations of the Security Force at COA Region 3 installations
- g. Provide security related services like VIP escort, background investigation, surveillance and other duties as the COA Region 3 Management may direct

2. DETACHMENT COMMANDERS

- a. Has over-all responsibility of the members of the security force in the COA Region 3.
- b. Provide leadership and direction for the Shift-In-Charge and Security Guards.
- c. Responsible to the COA Region 3 Management for the implementation of all rules and regulations relevant to security matters.
- d. Monitor the performance and efficiency of guards and recommend the relief of misfits
- e. Serve as liaison between the COA Region 3 and the Security Agency.
- f. Prepare and submit special reports of unusual incidents.
- g. Submit and prepare guard detail order and monthly security report and conditions of secured properties.
- h. Advise COA Region 3 officials concerned regarding measures to be undertaken to improve the security of the building premises
- i. Conduct Troop Information and Education to all guards once a month or as the need arises.
- j. Perform other duties as COA Region 3 and/or the security agency may direct.

3. SHIFT SUPERVISOR

- a. He is directly responsible to his detachment commander.
- b. He takes over the responsibility of the COA Region 3 in tire absence of his Detachment Commander.
- c. He conducts inspection and visits posts within the Area of Responsibility (AOR).
- d. He implements the security policies and directives of COA Region 3.
- e. Submit reports of any unusual incidents
- f. Perform other duties as COA Region 3 and/or security agency may direct.

4. POST GUARDS

- a. Operate and enforce the system of personnel identification.
- b. Observe and patrol designated perimeters, areas, structures and activities of security interest.
- c. Apprehend persons attempting or gaining unauthorized access to restricted areas and those committing unlawful acts.

- d. Check depositories, rooms, or buildings of security interest any time, in addition to the normal working hours to determine that they are properly locked and are otherwise in order.
 - e. Enforce the established system control over the removal of property and material from the compound, as may be applicable.
 - f. Respond to protective alarm signals or other indicators of suspicious activities of lawless elements.
 - g. Submit reports of any unusual incidents
 - h. Perform other duties as COA Region 3 and/or the security agency may direct.
5. ENTRANCE/EXIT GATE/PARKING GUARDS
- a. Control flow or traffic and direct drivers to park vehicles properly in designated parking areas.
 - b. Safeguard and protect parked vehicles from pilferage of accessories and other attachments.
 - c. Not allow COA Region 3 vehicles to leave the compound without necessary trip ticket and gate pass duly signed by the authorized signatory.
 - d. Maintain a logbook on the arrival and departure of COA Region 3 vehicles.
 - e. Control the parking of vehicles of visitors to the designated parking area. Employee's vehicles shall be allowed entry and to park in die designated area for privately owned vehicles. When departing, however, their vehicles shall be subjected to inspection as COA Region 3 vehicles.
 - f. Enforce all existing COA security rules and regulations (to be discussed by the COA Region 3 Security Officer).
 - g. Conduct inspection of all offices inside the building after office hours to switch off all electrical equipment neglected by the COA Region 3 employees.
 - h. Switch-on all necessary perimeter security lights within area of his responsibility during nightfall.
 - i. Submit reports of any unusual incidents
 - j. Perform other duties as COA Region 3 and/or the security agency may direct.
6. ROVING GUARDS
- a. All roving guards must politely guide, check and observe situations of visitor/s within area of responsibility.
 - b. Guide visitors to their office destination.
 - c. Check and prevent unauthorized persons from loitering in the corridors or entering offices without official business or transactions.
 - d. Check all office equipment and appliance before or after office hours. See to it these office equipment and appliances are in proper places, and then close/lock all offices after determining that everything is secured.
 - e. See to it that all lights are switched off and all electrically operated equipment and appliances are unplugged when occupants of an office are all gone.
 - f. Impose all existing COA security rules and regulations.
 - g. Be familiar with the location of fire alarm system and fire fighting apparatus.
 - h. Be alert at all times.
 - i. Submit reports on any unusual incidents.
 - j. Perform other duties as COA Region 3 and/or agency may direct.

7. MAIN BUILDING GUARDS

- a. Enforce COA rules and regulations.
- b. Screen visitors with utmost courtesy and guide them to the office they desire to transact business. Also notify by phone the official or employee to be visited.
- c. Issue a visitors pass in exchange of a current and valid government issued identification card.
- d. Advise all visitors and employees to pin their ID while inside the building.
- e. Prohibit individuals or groups from loitering in the lobbies or building entrances.
- f. Prohibit vendors or solicitors from entering the office during office hours.
- g. Inspect thoroughly using metal detector all bags, packages and attaché-case hand-carried by visitors.
- h. Maintain a logbook for visitors and a separate logbook for office personnel.
- i. Conduct inventory of movable equipment in the office.
- j. Unplug electrically operated office equipment and appliances left by employees.
- k. Be familiar with the fire alarm system as well as the location of fire-fighting apparatus.
- l. Submit reports on any unusual incidents.
- m. Perform other duties as COA Region 3 and/or the security agency may direct.

8. COMPOUND/BUILDING SECURITY ACCESS SYSTEM

Secure all main entry/exit doors and gates during and after office hours in order to prevent entry of people carrying deadly weapons, explosive, toxic chemicals, contraband items, prohibited drugs and other harmful materials to prevent pilferage and any property destruction.

- A. Check entry of packages, boxes, equipment, firearms and other deadly weapons, etc., to prevent destruction or loss of lives and properties (e.g. bombs).

For hand-carried items:

The guards shall:

- a. Monitor by using metal detector and frisk suspicious looking people of deadly weapons, explosives, contraband items, prohibited drugs and other harmful substances.
- b. Inspect all bags and parcels to ensure that no deadly paraphernalia brought inside the compound.
- c. Inspect the surroundings for suspicious objects which does not belong to the ground.
- d. Require individuals possessing firearms to leave/deposit the firearm to the security guard after issuing a deposit slip.
- e. Turn over to the nearest police station individuals who are found possessing deadly or other harmful materials and/properties.
- f. Call the recipient of the delivery boxes to confirm whether or not he/she is expecting delivery boxes/properties.

For vehicles of visitors, clients and employees:

- a. Maintain a record of departure and arrival of vehicle within client premises. The record will indicate the plate number, time-in and out, the name of the driver and company.

- b. All vehicles entering the compound will be subject to thorough inspections. The guard will require the vehicle owners to open its compartment for inspection if there are illegal contraband items onboard, and if there is such, initiate arrest.
 - c. Direct the inward and outward flow of traffic and apply existing parking regulations.
 - d. Visitors who refuse to subject his vehicle for inspection shall be denied entry.
 - e. The guards at the entrance gates must be equipped with the under-chassis mirror for inspection under the vehicle.
- A. Record entry of packages ("except food items), boxes, equipment, firearms and deadly weapons.

The guard shall:

- a. Maintain a record of visitor's logbook within its post. The logbook will indicate the name of the visitors, company/residence address, purpose of visit, signature and time in/out.
 - b. Verify with the recipient of delivered boxes if he is expecting any delivery.
- B. Safekeeping of the deadly weapons
- a. Individuals found in possession of deadly weapons will be subject for investigation. If he is authorized by law, the owner will deposit the firearms/weapons to the guard and the duty guard will issue a deposit slip indicating the name of the owner, model/type/caliber of firearm, date & time in/out. When the owner needs to leave the compound he/she must surrender the deposit slip to the guard to retrieve his weapons/firearms.
 - b. Individuals in possession of deadly weapons who are found unauthorized by law will be apprehended and turned over to the nearest police station.
- C. Check exit of package, boxes, equipment, firearms, and deadly weapons.

Hand-carried COA Region 3 property brought out of the compound shall be accompanied with property pass slip signed by the authorized COA property officer.

- a. Guards shall deny the pull-out of the COA Region 3 property that is not covered by pass slip.
- b. Guards must inspect and ensure that the property being brought out are indicated in the property slip or gate pass. They will record the name/kind of the equipment including the serial number, person responsible, time and date. Sealed boxes brought outside the complex will be required for inspection.

Inside vehicle

- a. The gate guard will require the owner of every vehicle intending to leave the area to open its trunk compartment. If COA Region 3 property is found on board, pass slip or gate pass shall be required.

9. MAINTAIN A LIST OF COA OFFICIALS WHO ARE AUTHORIZED TO ISSUE ACCESS PASSES/AUTHORITY

- a. Every guard post will be provided with a list of COA Region 3 officials who are authorized to sign the property pass. The list shall contain the signature of the authorized representative for comparison with the submitted gate pass of the concerned party.
- b. If the gate pass is found suspicious, the guard shall verify with the signatory if he issued such gate pass to the specified person.

10. CHECK ENTRY OF INDIVIDUALS FOR PROPER IDENTIFICATION

- a. COA Region 3 employees who are issued COA ID cards upon employment shall wear them at all times.
- b. Employees who do not have their ID cards must be advised to secure COA ID at the GSO, Administration Sector.
- c. Strict implementation of "NO ID. NO ENTRY" system on all gates and entrances of COA Region 3 for security purpose shall be imposed.
- d. Visitors are required to present/show valid identification, such as school or office ID, voters ID, etc. before signing in on the logbook. Then they are required to leave their personal ID in exchange of a Visitor's pass which they will wear while inside the compound.
- e. Direct/guide lost visitor and other non-organic personnel who transacted business within the compound.
- c. All guards at the entrance and exit areas, shall maintain a logbook or log sheets for visitors. Logbooks must be kept in the security office, and shall be made available when asked for verification purposes.

11. CHECK ENTRY OF VISITORS WITH VEHICLES

- a. A control on the number of vehicles entering will be implemented to avoid congestion. The guard shall require the owner or driver of the vehicle to leave his license to the guard at the entrance gate. The guard will record the owner's name including the name, type of vehicle, time in and out. Upon leaving the compound the driver's license shall be returned.
- b. A record of arrival and departure of vehicle will be kept in the possession of the security detachment commander and be made available for verification when the need arises.
- c. The guard on duty must properly control and direct the entrance of any vehicle parked within the prescribed parking area operated by the management into designated areas, such as restricted or administrative parking area. Designated parking areas shall be marked and lighted. Loading and unloading operations shall be supervised by guards to assure that unauthorized material or person enter/leave the building premises.
- d. The guard shall direct the inward and outward flow of traffic and employ existing parking regulations. He must also direct traffic at the parking area to avoid congestion.

12. CHECK ENTRY OF VENDORS FOR PROPER ID, DECORUM AND AUTHORIZATION

- a. Vendors shall be allowed to enter only if he/she is bearing authorization issued by the Region 3 ATFS personnel so as not to disturb employees at work.
- b. The proper client officials shall sign the written authority.
- c. The guard shall record the time in and out of the vendor.
- d. Guard shall inspect the vendors personal belongings for contraband items, weapons and other materials that are dangerous to individuals.

13. CHECK ENTRY OF SERVICE PERSONNEL OR CONTRACTORS FOR PROPER ID, DECORUM AND AUTHORIZATION

- a. Monitor the entry of contractor's personnel working inside the COA compound.
- b. Require the contractor's personnel to present his authority i.e. request for repair in order for the guards to verify the veracity of the request by conforming with the issuing official.
- c. When contractual repairs are being undertaken, employees of the contractor must be accompanied at all times by the client representative while performing the repairs.
- d. Personal belongings of these contractor employees shall be inspected when entering and departing the area.

14. RECORD THE ENTRY OF VISITORS . VENDORS. SERVICEMEN, ETC.

- a. Upon entry at the compound, the guard shall require them to sign/log in the visitor's logbook indicating the name, address, purpose, time in and out, and signature.
- b. The guard will issue a gate Pass/ID Tag for visitors for proper identification.
- c. Guide visitors to his destination.

15. MONITOR RETURN OF PASSES ISSUED AND CHECK THE WHEREABOUTS OF PERSONS TO WHOM PASSES WERE ISSUED

The visitor's tag and the pass slip and/or written authority are to be returned to the issuing guard at the time the visitors leave the CO A compound.

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

Direct/Guide lost visitors and other non-organic personnel who transacted business with COA Region 3.

17. EMERGENCY PLAN

Security personnel are enjoined to act during disaster whether man-made or natural calamity. Below are the procedures to be followed:

- a. Fire
Fire will develop when the three elements are present, known as the "triangle of fire" namely: fuel, heat and air. If one is absent the fire cannot exist. Fire also has

three classifications; they are classified under class A, B or C. In our country, classes AB or C are common causes of fire . Class “A” is made of light materials such as papers, wood, and the like. Class “B” is composed of flammable liquid such as alcohol, gasoline etc. Lastly, Class “C” is caused by electrical circuits.

Because of these classification manufacturers of fire extinguisher created three types of fire extinguishers.

1. In case of fire, responding guard shall first determine the cause of fire. After determining, he shall use fire extinguisher intended for that classification of fire.

In using extinguisher, the guard shall remember the “PASS” which means P-pull the pin, A-aim the nozzle, S-squeeze and S-sweep to the base of the fire until it is totally covered.

2. If the fire cannot be stopped, the guard shall immediately push the alarm button.
3. Any guard who hears this alarm shall immediately initiate the following;
 - a. Call the nearest fire department.
 - b. Secure all entrance and exit doors and allow no one to enter the building except those authorized.
 - c. All emergency exits shall be opened.
 - d. Identify and prepare safe place for evacuation and for temporary use by the victims.
 - e. Observe any suspicious looking individual who could be a possible arson suspect.
 - f. Record the event of fire from time to time, e.g. color of smoke, speed of fire, location and the origin of fire. This will help fire investigators in locating possible evidences.
4. After the fire is contained and the building is declared safe by fire experts, guards will allow no one to enter the gutted building except those authorized.

b. Bomb Threat

Bomb threats are usually received through telephone. Experts say that 99 % of which is negative and only 1% is positive. In this kind of situation, precautionary measures shall be immediately initiated.

In case of bomb threat, die following shall be initiated by the security force assigned at COA Region 3:

1. To avoid panic among the employees inside the building, security force shall use a coded music or sound that will alarm only die security guard of a bomb threat.
2. Security Supervisor shall standby near the telephones to receive calls and take note of the following when another call is received. Encourage the caller to talk and if possible ask the caller for the location of the bomb.
 - a The gender of the caller
 - b Determine whether it is a serious or a prank call, c Take note of the background noise heard on the other phone, d Other matters that will lead to identify/locate the caller.

3. Coordinate with the local law enforcement authorities, call the bomb disposal units and inform the fire department.
4. Tighten security measures by implementing luggage control and body frisking.
5. Cordon the area that is being identified by the caller and as much as possible know the location of the bomb.
6. Execute an immediate search of the area if there is still enough time.
7. If the bomb is found, do not touch it. Cordon the area, There may be tiny wires that may trigger the bomb to explode.
8. Evacuate people in the nearby places that may be reached by the explosion.
9. If the bomb squad expert already defused the bomb, execute a search for the second time to clear the area before allowing anybody to enter the place.

c. Typhoons

Typhoons can be monitored through news report. This kind of calamity may cause loss of properties and even lives. Security personnel must follow these instructions:

1. Observe the surroundings and detect possible danger from falling branches or any object placed on a higher ground.
2. If the area is flooded, check if the water reaches the electrical outlets, if so, inform the maintenance section to switch-off the power line
3. Prepare all emergency lights for possible power cut-off.
4. Locate safe places for evacuation in case the situation will worsen.
5. Monitor radio news report to be up-dated of the situations.
6. After the typhoon, request maintenance personnel to inspect all electrical lines especially plugs in the lower level for possible damage.

d. Reported loss and incident of theft/robbery case

1. Upon receiving a complaint for loss of properties, the supervisor shall immediately proceed to the scene of the crime for possible preservation and recovery of traces of evidence.
2. If possible, take a photograph of the scene, but do not touch anything.
3. List down personnel present during the discovery of the loss.
4. Conduct initial inquiry to the informant and other personnel that may have a knowledge about the case.
5. Summon assistance from agency investigators if the need arises.
6. Blotter the incident with the nearest police station that has jurisdiction of the place.
7. Prepare Incident Report and submit the same to the Security Officer for proper coordination. Conduct investigation of the case and submit progress reports.

e. Picket/Strike

In the event of any projected strike or work stoppage in the office, the following course of action is highly recommended:

Pre-strike procedure:

1. The Shift-In-Charge and Security Officers of the security agency are enjoined to exert their utmost effort to distract any possible plans that striking group/union contemplates to undertake.

2. Gather information, demands and complaints of labor Union against the management. Collect possible issues, points of the compromise advanced by management, the attitude of the labor and management and the number of sympathizers of the striking group.
3. Determine whether the impending strike is purely a result of a legitimate labor dispute or merely a front to create commotion and discontent.
4. Conduct a reconnaissance of the whole area to be covered by PNP and security personnel, plan probable troop disposition, and screen personnel to be utilized for duty in case the strike is staged.

On-going Strike:

1. Notify the management or its authorized representatives.
 2. Keep in contact with the management for further instruction.
 3. Request for additional security guards to enforce perimeter guards to prevent possible looting, sabotage and vandalism.
 4. Coordinate with management regarding the need for detail of policemen at the strike area to maintain peace and order. A must, arrange with management for subsistence and allowances and such other logic needs as may be required.
- f. Traffic plan for normal and emergency situation
1. For normal situation, the rules and regulations on pedestrian and vehicle traffic shall be strictly implemented such as car pass sticker, speed limit, designated parking and no parking areas, overnight parking, enforcement of safety helmet to motorcycle riders and driving practice inside the compound. To prevent parking spaces to deplete, owners of vehicles who intend to park their vehicles overnight must secure approval from the Director, Region 3.
 2. For emergency situations like a demonstration or rally being held within the premises or compound of COA Region 3 offices, security personnel shall initiate action that will preempt a condition of chaos or mob rule. In the event COA Region 3 Management will request for additional security personnel, the Security Agency will immediately dispatch the number of security guards requested to control the crowd especially those who shall force to enter in order to sow chaos and disorderly conduct.
 3. During emergency situations, all stay-in off-duty security guards shall be utilized to help stop the on-going disturbance.
 4. In time of emergency, all security personnel and augmentation force shall be under the supervision of the Director, Region 3. All actions of the guards must be cleared by the Detachment Commander from the Director, Region 3 or from his/her duly authorized representative.

g. Hostage Situation

Hostage situation is a complicated case, so we normally course the handling of the case to an expert of the PNP or other law enforcement agency with expertise in this kind of situation. However, the guard in the area of responsibility facing this kind of situation can help by doing the following:

1. Guards shall immediately notify COA Region 3 Management and at the same time the nearest PNP unit of the hostage situation for immediate help.
2. Guards must keep the line of communication open for the hostage taker and if

necessary the hostage victim in order to determine the motive and purpose of the hostage taker.

3. Guards must avoid being reckless and avoid any confrontational approach with the suspect.
4. Guards on duty shall not allow other people to intervene, it might worsen the situation. Wait for the arrival of the PNP personnel and other government authorities who are experts in crisis management for hostage taking.
5. Guards must coordinate with the PNP personnel and Crisis Management Team for any information that he gathered.

h. Coup De' Etat

This is a situation of national security concern. The security force in the area must not cooperate with the rebel group. The guard on duty must immediately inform the COA Region 3 Management as well as his agency of the situation they have encountered.

Since this is a priority concern, at the direction of the Director, Region 3 or his duly authorized representative, all security personnel shall implement the special course of action by evacuating COA Region 3 personnel to safer areas. Immediately, sound the alarm of call for emergency situation thru the use of radio communication. The guard shall immediately relay the message of concern to his supervisors.

In case the rebel group have intruded the perimeter of COA Region 3 offices, the guard on post and all available off duty guards and officers will immediately wait for the supervision of the PNP and AFP. As a Para-military unit, it can therefore be activated by the higher headquarters to act and support the AFP in times of emergency.

i. Earthquakes

Earthquakes are natural hazards and it cannot be predicted. Our priority concern here is to set in place procedures of how we can help mitigate or prevent damages to a minimum level;

1. During earthquakes one must remain calm and avoid panic.
2. When one is inside the building he or she shall avoid using the elevator because chances are there might be power failures and he might be trapped inside.
3. Stay away from electrical cable and wires because this might erupt and can cause electrical shock.
4. If necessary stay under the table or anything that shall give your head ample protection from falling debris.
5. Guard on post must immediately assist to the best of his ability to protect and evacuate to a safer area the concerned VIPs and employees of COA Region 3.
6. Send immediately those employees hurt in the course of the quake to the nearest hospital.
7. Search for other persons left in the building after evacuation and report all damages in properties and injured person.

In case of an earthquake, security guards are expected to act as first responders,

therefore they must have undergone the basic course in the basic life support or first aid.

j. COVID-19 Pandemic

1. Scans and monitor the Temperature of employees and visitors that are entering the COA Regional Office No. III (COAROIII) and Provincial Satellite Auditing Office (PSAO) premises.
2. Disinfects (UV) all the documents and the like, that are forwarded to the offices and personnel of COAROIII and PSAO Compound.
3. Ensures that Facemasks and Face shields are being worn by those entering the COAROIII and PSAO Compound.
4. Applies higher level of crowd control and enforces Social distancing to all employees and visitors that are within the COAROIII and PSAO Compound.
5. Continuous monitoring of workers that are on a “Bubble” which are doing repair/construction works within the COAROIII and PSAO Compound.
6. Assists the Regional Safety Officers (RSO) in the enforcement of the specific COVID-19 safety plan requirements including notification of incidents to the RSO that are relevant to the Regional Office Safety Protocols.

OTHER SERVICES:

The security agency on its account shall provide additional services to the Commission on Audit Region 3 and its provincial offices, free of charge, namely:

1. Nightly inspection of the guards on post by designated agency inspectors;
2. Investigate reports on security agency personnel irregularities in connection with their service/work, including investigation on reported losses. This task is handled by agency investigator duly accredited by the PNP-SAGSD;
3. A bi-monthly Troop Inspection and Education (TIE) of the security guards to acquaint them on policies, rules and regulations of COA;
4. In-service training program and re-training of security personnel, especially on the four basic rules of gun handling.
5. The security specialist of the security agency will also conduct a regular Security Risk Assessment aside from the risk assessment of the detailed Detachment Commander to evaluate the existing security measures and provide recommendations in case there is a need to change the security system;
6. In coordination with the law enforcement agencies a continuous intelligence networking by soliciting/gathering information within the areas to detect any criminals operating;
7. Other security gadgets/equipment which the COA Region 3 may require to meet the growing needs.

On-the-job training by the guards at all stations, two (2) days prior to take over from the outgoing security guards and agency. The OJT guards shall stand side by side with the guards of the outgoing agency to familiarize themselves with the security rules and procedures of COA and to prevent possible sabotage.

Section VIII. Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

- a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or
- b. Any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary “pass/fail” criterion pursuant to Section 30 of the 2016 revised IRR of RA No. 9184.

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

- (f) 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**
- (g) 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**
- (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) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (j) 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

- (k) 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**
- (l) 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

- (m) 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)

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

25 FINANCIAL COMPONENT ENVELOPE

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

