



MINUTES OF THE MEETING

Title/Description:

Hybrid Pre-Bid Conference for the Procurement of Security Services for the Philippine Statistics Authority Field Offices FY 2025 BP No. 2024-04

Date:	Time Started:	Time Adjourned:	Venue
21 November 2024	01:56PM	03:35PM	PSA RSSO-X Conference Room, CDOC and Google Meet

Meeting President:

Jose B. Tuason, Jr., CPA – Chairperson, Regional Bids and Awards Committee (ROBAC), via online

Meeting Attended by:

1. Jocelyn G. Padayhag - Member, ROBAC
2. Neil Lester A. Gimeno - Member, ROBAC
3. Jerwin A. Asiñero - Provisional End-User, ROBAC
4. Jucris S. Emano - Member, TWG
5. Micah Joy C. Adante - Oppus - Member, TWG (via online)
6. Aldemar A. Lagarbe - Member, TWG (via online)
7. Lailanie S. Acola - End-User (via online)
8. Genelyn B. Laspobres - Head, Secretariat
9. Margie Mae L. Pino - Member, Secretariat
10. Jayvee Cedric A. Agnes - Member, Secretariat
11. Kristine Khaye J. Cartilla - Member, Secretariat
12. April Nicolette T. Eduria - Member, Secretariat
13. Shaine E. Raluto - Member, Secretariat

Prospective Bidders:

1. Maj. Reynaldo Linaac PAF (Retired) - Telstar Security Agency
2. Sherry G. Quiroz - Telstar Security Agency
3. Jhun Alaan - VV Security Agency
4. Janet M. Añora - Rover Eagle
5. Michael French B. Cabanday - Visa Security Service
6. Chrislie A. Rabadan - Visa Security Service
7. Fermin Bollozos III (via online)
8. Dependable Security Agency (via online)
9. Judy Anne A. Ramasola - Double Dragon Security (via online)

Absent from meeting:

1. Sarah B. Balagbis - Vice Chairperson, ROBAC
2. Cristine T. Gallopin - Member, ROBAC
3. Brenda Lynn M. Castro - Alt. Member, ROBAC
4. Donagay G. Capareda - Alt. Member, ROBAC
5. Gregorio M. Violeta - Alt. Member, ROBAC
6. Adelina P. Mabalod - Alt. Member, ROBAC
7. Hensyll R. Cabugsa - Alt. Member, ROBAC
8. Deana Dell B. Pornia - Alt. Member, ROBAC
9. Franklin A. Vivares - Alt. Member, ROBAC
10. Adams Christopher P. Sios-e - Alt. Member, ROBAC
11. Jessie C. Luperte - Head, TWG
12. Apple Sweet C. Cempron - Member, TWG
13. Elaine Claire D. Alalong - Member, TWG
14. Joy E. Llido - Member, Secretariat
15. COA Representative



ITEMS	TOPIC/DISCUSSION/ACTION
<p>Call to Order Roll Call</p>	<p>The Pre-Bid Conference for the Procurement of Security Services for the Philippine Statistics Authority Field Offices FY 2025 BP No. 2024-04 was conducted in a hybrid format. Face-to-face conference was conducted at PSA RSSO-X Conference Room while the presiding officer, ROBAC Chairperson Mr. Jose B. Tuason Jr., presided the meeting via Google Meet. The Conference started with a roll call facilitated by ROBAC Secretariat, Jayvee Cedric A. Agnes. Upon declaration of quorum, the Chairperson called the meeting to order at 02:02PM on 21 November 2024.</p> <p>The Chairperson acknowledged the presence of everyone, especially the prospective bidders.</p>

HIGHLIGHTS OF THE MEETING	
<p>Invitation to Bid</p>	<p>Mr. Jose B. Tuason, Jr., the ROBAC Chairperson requested his fellow member of the ROBAC, Mr. Neil Lester A. Gimeno, to present the contents of the Bidding Documents.</p>
<p>Procurement Timetable</p>	<p>Mr. Gimeno presented the procurement timetable to brief the prospect bidders on the dates of each procurement period. He mentioned that the Post-Qualification will be on 18 December 2024, 09:30AM, to allow all bidders who have passed to prepare the documents needed for the Post-Qualification. He reminded the prospect bidders that the Recommending Award / NOA, Contract Preparation and Signing and Issuance of Notice to Proceed in the presentation (slide #3 of the attached PowerPoint presentation), were marked red awaiting for the enactment of General Appropriations Act (GAA) for 2025. He also assured that once the President Ferdinand Marcos Jr., signs the 2025 GAA, then will it proceed with the Notice of Award.</p>
<p>Scope of Bid</p>	<p>Security Services will be provided in six (6) project areas namely:</p> <p>RSSO-X (Lot 1 - ABC: PhP1,533,267.68); Bukidnon (Lot 2 - ABC: PhP764,880.21); Camiguin (Lot 3 - ABC: PhP738,929.67); Lanao del Norte (Lot 4 - ABC: PhP771,654.14); Misamis Occidental (Lot 5 - ABC: PhP764,880.21) and Misamis Oriental (Lot 6 - ABC: PhP764,880.21) with the total of all lots PhP5,338,492.12.</p> <p>(Slide #4 of the attached PowerPoint presentation)</p>
<p>Eligibility Criteria</p>	<p>Mr. Gimeno reminded the prospective bidders of the eligibility criteria:</p> <ul style="list-style-type: none"> ❖ Bidders should have completed, within the last three (3) years (earliest project: 03 December 2021) from the date of submission and receipt of bids, a contract similar to the Project. ❖ The Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to at least fifty percent (50%) of the ABC. ❖ The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder (equal to the ABC of the lots to be bid). ❖ 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. <p>He also emphasized that subcontracting is not allowed, and clarifications must be in writing and received at the PE's address or via email, at least ten (10) calendar days (23 November 2024) before the deadline set for the submission and receipt of bids.</p> <p>(Slide #5-6 of the Attached PowerPoint presentation)</p>
<p>Technical and Financial Documents</p>	<p>Mr. Gimeno also reminded the prospective bidders that the Bid Document includes a checklist of the technical and financial documents (Section VIII) as a reference for the prospective bidders.</p> <p>Mr. Gimeno also reminded the prospective bidders on the 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</p>

HIGHLIGHTS OF THE MEETING

to be bid. He mentioned to refer to Section IX for the template with attached Purchase Order or Contract and to follow prescribed template.

On the statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided 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 (part of the statement of the completed government and private contracts). He emphasized again to follow the prescribed template.

Mr. Gimeno also emphasized that the bidder shall submit 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.

He also remarked that conformity with the Technical Specifications being accomplished with Section VII, each page must be signed, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable. After that, he added Original duly signed Omnibus Sworn Statement (OSS) and mentioned to see Section IX for the template 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.

He also reminded that 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. He highlighted that the earliest audited FS year is 2021 from the date of bid submission.

Mr. Gimeno also mentioned that the prospective bidder's computation of Net Financial Contracting Capacity (NFCC) in values in the computation must be consistent with the audited Financial Statements. He also mentioned again to refer to Section IX for the template. He continued with a statement, a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation. Lastly for the Technical Component of the Bid, he highlighted that all documents that form part of the Technical bid shall be closed in one envelope and duly marked as "TECHNICAL COMPONENT".

Mr. Gimeno pointed out that the original of duly signed and accomplished Financial Bid Form and also the original of duly signed and accomplished Price Schedule(s), all pages of the Financial Bid must be duly signed by the Proprietor or its authorized representative, accompanied with a written authority.

(Slide #7-12 of the PowerPoint Presentation)

Further instructions to bidders

Mr. Gimeno reminded the prospective bidders that the form templates such as Omnibus Sworn Statement (Revised); Price Schedule, Bid Securing Declaration, Bid Form for the Procurement of Goods, NFCC computation, List of All Ongoing Government and Private Contracts Including Contracts Awarded But Not Yet Started and Statement of Single Largest Completed Contract (SLCC) can be downloaded through the URL <https://tinyurl.com/GPPBForms>. He also made sure that ROBAC will email the PowerPoint presentation to those who have attended the Pre-Bidding Conference. He mentioned that the bidding documents are all templates coming from GPPB.

Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in Bid Data Sheet under ITB Clause No. 14.1. If bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit.

The Bid and bid security shall be valid until 01 April 2025 or 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.

Mr. Gimeno pointed out that as ROBAC adopts on using a non-discretionary "pass/fail" criterion as specified in the IRR of RA-9184, if it is non-responsive it will be marked as FAILED.

HIGHLIGHTS OF THE MEETING

For the sealing and marking of bids, Each Bidder shall submit one envelope containing two sub-envelopes bearing the original copies of the first and second components of its Bid. The sub-envelopes must also be duly marked "TECHNICAL COMPONENT" and "FINANCIAL COMPONENT".

Mr. Gimeno emphasized that Partial bid is allowed. He added that the prospective bidders may only join for those lots that they want to bid. The Procuring Regional Office Bids and Awards Committee (ROBAC) shall immediately conduct a detailed evaluation of all Bids rated "passed," using non-discretionary pass/fail criteria. In case of clarifications of the submitted bid, the ROBAC, through the Secretariat, will ask the bidder in writing. All responses to clarification shall be all in writing.

For Post-Qualification he stated that 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.

The requirements for the post qualification process were also presented as follows:

- A. Authenticated photocopy of valid/regular 2024 License to Operate issued by PNP Security Agencies and Guards Supervision Division (SAGSD) under R.A 5487 known as Private Security Agency Act.
- B. Certification of the Firearms Long Regular Registration (LRR) with attached Monthly Disposition Report for the month of September 2024 indicating the list of the licensed guards, license number and expiry dates stamped received by the Philippine National Police Regional Civil Security Unit.
- C. DOLE X Certification of No Pending Case as of 02 December 2024.
- D. Certification under Oath that anyone of its security guards have no pending criminal case in the crime committed while on duty.
- E. Certification under Oath that the Agency should not have done any act of inimical to the interest of the PSA.

(Slide #13-17 of the PowerPoint presentation)

Conditions of the Contract

Mr. Gimeno stated that 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.

He highlighted that the delivery of materials shall be direct to the project sites as stated in the Special Conditions of Contract. He also mentioned the addresses of delivery with the names of PSA representative as reflected in slide #19-20 in the PowerPoint Presentation.

For the Terms of Payment, Mr. Gimeno reminded that 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 Special Conditions Contract (SCC).

Payment shall be made within fifteen working days upon complete submission of the following documents:

- A. DTR of all security personnel signed by the duly authorized representative of the AGENCY;
- B. Proof of previous month remittances to SSS, Philhealth and PAG-IBIG together with transmittal sheet with stamped received by the said agencies;
- C. Certified photocopy of the signed payroll of the security guards assigned covering the preceding half-month. It is understood that this measure is to check whether the security guards have been paid for individual services rendered in accordance with the stipulation herein agreed upon and to ensure the security guards morale in the performance of their functions.
- D. Invoice of Billing or Statement of Account for the period covered.

HIGHLIGHTS OF THE MEETING							
	<p>Mr. Gimeno also mentioned that 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.</p> <p>(Slide #18-23 in the PowerPoint presentation)</p>						
Schedule of Requirements	<p>Mr. Gimeno stated that the required services will be delivered at the project areas of the PHILIPPINE STATISTICS AUTHORITY X Regional and Provincial Offices. This includes the addresses and shift hours of each project areas as reflected in slide #25-28 in the PowerPoint Presentation.</p> <p>He pointed out an error in the presentation slide for lot 6's Bid Validity period on which erroneously cited as April 1, 2024 to October 31, 2024. At the same time the ROBAC Secretariat updated the slide 28 reflecting the correct Bid Validity period, 02 January to 30 November 2025. He assured all prospective bidders that for any corrections of the presentation, the ROBAC Secretariat will be sending the Supplemental Bid Bulletin along with the revised PowerPoint presentation posted through PSA RSSO-X social media platforms and website.</p>						
Technical Specifications	<p>Mr. Gimeno discussed the technical specifications with corresponding specific requirements and that all should be met, or the supplier could offer higher than the stated specifications. See slides 29-33.</p> <p>One of the prospective bidders Mr. Reynaldo Linaac from Telstar Security Agency noticed a discrepancy in the PowerPoint on item no. 1 of slide #30 in the PowerPoint presentation which cited that "All security guard must possess license duly issued by the PNP-RCSU". The prospective bidder asked Mr. Gimeno to correct it with "PNP-SOSIA".</p> <p>Mr. Gimeno emphasized on item no. 5 of slide #32 in the PowerPoint presentation, that these requirements are being set as compliance and also align with the PSA Quality Management System, as these items will be look into by its Accrediting Body. He mentioned that there will be times they will conduct External Audit in PSA RSSO-X offices. He also encouraged the prospective bidders to enable PSA to comply with standard operating procedures as stipulated in the Contract during its audit through the guards by having such security equipment.</p> <p>Mr. Linaac noticed another discrepancy in the PowerPoint on item no. 5 of slide #32 in the PowerPoint presentation which cited as "Valid Licensed Service Firearms (9mm caliber, at least 9 live bullets) for each guard on duty". The Prospect bidder mentioned that a guard can only have at least 7 live bullets according to the guidelines of PNP-SOSIA. The bidder added that it might violate the guidelines and asked Mr. Gimeno to correct the PowerPoint presentation. Mr. Gimeno mentioned that they will take it into consideration and look into it again, reading the guidelines and also other issuances, memoranda and rules and regulations of PNP-SOSIA, to make sure that what they have stated is also encompassing all the laws and rule and regulations of the Philippines.</p>						
Clarifications raised and Agreements	<p>Mr. Tuason together with the ROBAC members discussed the following as per clarifications raised by the prospective bidders:</p> <table border="1"> <thead> <tr> <th>CLARIFICATIONS</th> <th>RESPONSE</th> </tr> </thead> <tbody> <tr> <td>Mr. Reynaldo Linaac from Telstar Security Agency raised for clarification asking if the committee allows discount.</td> <td>Mr. Gimeno mentioned that the ROBAC will not allow any form of discounts and strictly following the 20% admin fee which is being used and cited by DOLE Department Order no. 150-16.</td> </tr> <tr> <td>Mr. Jhun Alaan from VV Security Agency raised a question about the basis for the computation of government benefits or contributions, such as SSS and PhilHealth.</td> <td>Mr. Gimeno clarified that as to the computations, ROBAC have considered the latest contribution tables prescribed by SSS, Philhealth and PAG-IBIG for the salaries and wages for the computation of benefits, ROBAC will also follow the Wage Order set by the RTWPB.</td> </tr> </tbody> </table>	CLARIFICATIONS	RESPONSE	Mr. Reynaldo Linaac from Telstar Security Agency raised for clarification asking if the committee allows discount.	Mr. Gimeno mentioned that the ROBAC will not allow any form of discounts and strictly following the 20% admin fee which is being used and cited by DOLE Department Order no. 150-16.	Mr. Jhun Alaan from VV Security Agency raised a question about the basis for the computation of government benefits or contributions, such as SSS and PhilHealth.	Mr. Gimeno clarified that as to the computations, ROBAC have considered the latest contribution tables prescribed by SSS, Philhealth and PAG-IBIG for the salaries and wages for the computation of benefits, ROBAC will also follow the Wage Order set by the RTWPB.
CLARIFICATIONS	RESPONSE						
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Mr. Jhun Alaan from VV Security Agency raised a question about the basis for the computation of government benefits or contributions, such as SSS and PhilHealth.	Mr. Gimeno clarified that as to the computations, ROBAC have considered the latest contribution tables prescribed by SSS, Philhealth and PAG-IBIG for the salaries and wages for the computation of benefits, ROBAC will also follow the Wage Order set by the RTWPB.						

HIGHLIGHTS OF THE MEETING


	<p>Mr. Alaan raised a follow-up question regarding the basis of the computation, asking whether it is based on the average pay or the total amount directly paid to the security guard, excluding the 13th-month pay.</p>	<p>Mr. Tuason answered that it is based on the average of the daily wage of the security guard excluding 13th month pay.</p>
	<p>Mr. Linaac raised for clarification if the total number of working days is still 395.</p>	<p>Mr. Gimeno answered yes that they follow what was mentioned in the latest DOLE Handbook on Workers' Statutory Monetary Benefits.</p>

When everyone agreed and no questions and further clarifications were raised, the pre-bid conference then adjourned at 03:35 PM.

Prepared by:



SHAIN E. RALUTO
 ROBAC Secretariat Member

Reviewed by:


GENELYN B. LASPOBRES
 ROBAC Secretariat Head


NEIL LESTER A. GIMENO
 ROBAC Member

Approved by:


JOSE B. TUASON, JR., CPA
 ROBAC Chairperson & Presiding Officer



Procurement of Security Services for the Philippine Statistics Authority-X (PSA-X) Field Offices (Early Procurement Activity FY 2025) ITB No. 2024-04

Pre-Bid Conference
PSA X Conference Room
21 November 2024



Outline

- Procurement Timetable
- Scope of Bid
- Eligibility Criteria
- Technical Component of the Bid
- Financial Component of the Bid
- Bid Payment
- Bid Document Fee
- Instructions to Bidders
- General Conditions of the Contract
- Special Conditions of the Contract
- Schedule of Requirements
- Technical Specifications

Procurement Timetable

Activity	Schedule
Pre-bid Conference	21 November 2024, 1:30 P.M.
Deadline of Submission of Bids	03 December 2024, 12:00 noon
Opening of Bids	03 December 2024, 1:30 P.M.
Bid Evaluation	04-05 December 2024
Post-Qualification	18 December 2024, 9:30 A.M
Recommending Award / NOA	16 January 2025
Contract Preparation and Signing	17-24 January 2025
Issuance of Notice to Proceed	27 January 2025
Delivery Deadline	01 January 2025
Contract Period	01 January 2025 – 30 November 2025

Procurement of Security Services for the Philippine Statistics Authority-X (PSA-X) Field Offices (Early Procurement Activity FY 2025)



Scope of Bid

Lot	Description	ABC
1	Security Services for the Regional Statistical Services Office X (Cagayan de Oro City)	One Million Five Hundred Thirty-Three Thousand Two Hundred Sixty-Seven Pesos and 68/100 Only (PhP1,533,267.68)
2	Security Services for the Province of Bukidnon (Malaybalay City)	Seven Hundred Sixty-Four Thousand Eight Hundred Eighty Pesos and 21/100 Only (PhP764,880.21)
3	Security Services for the Province of Camiguin (Mambajao)	Seven Hundred Thirty-Eight Thousand Nine Hundred Twenty-Nine Pesos and 67/100 Only (PhP738,929.67)
4	Security Services for the Province of Lanao del Norte (Iligan City)	Seven Hundred Seventy-One Thousand Six Hundred Fifty-Four Pesos and 14/100 Only (PhP771,654.14)
5	Security Services for the Province of Misamis Occidental (Ozamiz City)	Seven Hundred Sixty-Four Thousand Eight Hundred Eighty Pesos and 21/100 Only (PhP764,880.21)
6	Security Services for the Province of Misamis Oriental (Cagayan de Oro City)	Seven Hundred Sixty-Four Thousand Eight Hundred Eighty Pesos and 21/100 Only (PhP764,880.21)

Sum of ABC of all Lots	Five Million Three Hundred Thirty-Eight Thousand Four Hundred Ninety-Two Pesos and 12/100 Only (PhP5,338,492.12)
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Eligibility Criteria

- Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- Bidders should have completed, within the **last three (3) years (earliest project: 03 December 2021)** from the date of submission and receipt of bids, a contract similar to the Project.
- The Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to at least fifty percent (50%) of the ABC.

Eligibility Criteria

- The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder **(equal to the ABC of the lots to be bid)**.
- 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.

Subcontracts

- Subcontracting is not allowed.

Clarification and Amendment of Bid Document

- Clarifications must be in writing and received at the PE's address or via email, at least ten (10) calendar days (*23 November 2024*) before the deadline set for the submission and receipt of bids.

Technical Component of the Bid (Envelope 1)

a. Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR;

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 Component of the Bid (Envelope 1)

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 (See Section IX for the template) with attached Purchase Order or Contract; and *(follow prescribed template)*

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 (part of the statement of the completed government and private contracts); and *(follow prescribed template)*

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

Technical Component of the Bid (Envelope 1)

- h. Conformity with the Technical Specifications (**accomplished Section VII, each page must be signed**), which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; and
- i. Original duly signed Omnibus Sworn Statement (OSS); (See Section IX for the template); 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.

Technical Component of the Bid

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 (**earliest audited FS: year 2021**) from the date of bid submission; and

k. The prospective bidder's computation of Net Financial Contracting Capacity (NFCC); (*values in the computation must be consistent with the audited FS*) (See Section IX for the template);

or

A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

- All documents that form part of the Technical bid shall be enclosed in one envelope and duly marked as "TECHNICAL COMPONENT".

Financial Component of the Bid

- a. Original of duly signed and accomplished Financial Bid Form; (See Section IX for the template); and
 - b. Original of duly signed and accomplished Price Schedule(s) (See Section IX for the template);
- All pages of the Financial Bid must be duly signed by the Proprietor or its authorized representative, accompanied with a written authority.

Bid Payment

- Payment for Bid Documents can be made at PE's given address or via Bank Transfer to the following account:
- Account Name: PSA Trust Fund
Account Number: 2412 1028 11
Account Branch: Velez Branch
- In case of bank transfer, notify the PE by sending a copy of the Bank Transfer Form.

Bid Document Fee

ABC	Price of Bidding Documents (in PhP)
500,000 and below	500.00
More than 500,000 up to 1 Million	1,000.00
More than 1 Million up to 5 Million	5,000.00
More than 5 Million up to 10 Million	10,000.00



Form Templates

- Omnibus Sworn Statement (Revised);
- Price Schedule
- Bid Securing Declaration
- Bid Form for the Procurement of Goods
- NFCC computation
- List Of All Ongoing Government And Private Contracts Including Contracts Awarded But Not Yet Started
- Statement of Single Largest Completed Contract (SLCC)

Provided in Section IX of the Bid Documents.

- All these forms can be downloaded from <https://tinyurl.com/GPPBForms>

Instruction to Bidders

Bid Security

- The Bidder shall submit a Bid Securing Declaration (*template provided in the Section IX of the Bid Document*) or any form of Bid Security in the amount indicated in Bid Data Sheet under ITB Clause No. 14.1.
 - a. if bid security is in cash, cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit;

Lot No.	Description	Bid Security in Pesos (2%)
1	Security Services for the Regional Statistical Services Office X (Cagayan de Oro City)	Thirty Thousand Six Hundred Sixty-Five Pesos and 35/100 (PhP30,665.35)
2	Security Services for the Province of Bukidnon (Malaybalay City)	Fifteen Thousand Two Hundred Ninety-Seven Pesos and 60/100 (PhP15,297.60)
3	Security Services for the Province of Camiguin (Mambajao)	Fourteen Thousand Seven Hundred Seventy-Eight Pesos and 59/100 (PhP14,778.59)
4	Security Services for the Province of Lanao del Norte (Iligan City)	Fifteen Thousand Four Hundred Thirty-Three Pesos and 08/100 (PhP15,433.08)
5	Security Services for the Province of Misamis Occidental (Ozamiz City)	Fifteen Thousand Two Hundred 20 of Misamis Occidental (Ozamiz City) Ninety-Seven Pesos and 60/100 (PhP15,297.60)
6	Security Services for the Province of Misamis Oriental (Cagayan de Oro City)	Fifteen Thousand Two Hundred Ninety-Seven Pesos and 60/100 (PhP15,297.60)

Instruction to Bidders

Bid Security

b. if bid security is in Surety Bond.

Lot No.	Description	Bid Security in Pesos (5%)
1	Security Services for the Regional Statistical Services Office X (Cagayan de Oro City)	Seventy-Six Thousand Six Hundred Sixty-Three Pesos and 38/100 (PhP76,663.38)
2	Security Services for the Province of Bukidnon (Malaybalay City)	Thirty Eight Thousand Two Hundred Forty-Four Pesos and 01/100 (PhP38,244.01)
3	Security Services for the Province of Camiguin (Mambajao)	Thirty-Six Thousand Nine Hundred Forty-Six Pesos and 48/100 (PhP36,946.48)
4	Security Services for the Province of Lanao del Norte (Iligan City)	Thirty-Eight Thousand Five Hundred Eighty-Two Pesos and 71/100 (PhP38,582.71)
5	Security Services for the Province of Misamis Occidental (Ozamiz City)	Thirty Eight Thousand Two Hundred Forty-Four Pesos and 01/100 (PhP38,244.01)
6	Security Services for the Province of Misamis Oriental (Cagayan de Oro City)	Thirty Eight Thousand Two Hundred Forty-Four Pesos and 01/100 (PhP38,244.01)

- The Bid and bid security shall be valid until **01 April 2025** 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

Sealing and Marking of Bids

- Each Bidder shall submit one envelope containing two sub-envelopes bearing the original copies of the first and second components of its Bid. The sub-envelopes must also be duly marked “TECHNICAL COMPONENT” and “FINANCIAL COMPONENT”.

Bid Evaluation

- Partial bid is allowed.
- The Procuring ROBAC shall immediately conduct a detailed evaluation of all Bids rated “*passed*,” using non-discretionary pass/fail criteria. In case of clarifications of the submitted bid, the ROBAC, through the Secretariat, will ask the bidder in **writing**. All responses to clarification shall be in writing.



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.

- The following are the additional requirements during post-qualification process:
 1. Authenticated photocopy of valid/regular 2024 License to Operate issued by PNP Security Agencies and Guards Supervision Division (SAGSD) under R.A 5487 known as Private Security Agency Act.
 2. Certification of the Firearms Long Regular Registration (LRR) with attached Monthly Disposition Report for the month of September 2024 indicating the list of the licensed guards, license number and expiry dates stamped received by the Philippine National Police Regional Civil Security Unit.
 3. DOLE X Certification of No Pending Case as of 02 December 2024.
 4. Certification under Oath that anyone of its security guards have no pending criminal case in the crime committed while on duty.
 5. Certification under Oath that the Agency should not have done any act of inimical to the interest of the PSA.

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.

Delivery

- Delivery of materials shall be direct to the project sites as stated in the Special Conditions of Contract.



General Conditions of the Contract



Delivery

PROJECT SITE	PSA REPRESENTATIVE	DELIVERY ADDRESS
<i>PSA RSSO X Cagayan de Oro City</i>	<i>Janith C. Aves, CE, DM Contact Number: 09178219152 (088) 291-1672</i>	3 rd floor Limketkai Module-2 BPO and Cyberpark Bldg. Rosario Crescent, Limketkai Center Brgy 31, Cagayan de Oro City
<i>PSA Bukidnon Malaybalay City, Bukidnon</i>	<i>Maria Evangeline N. Non Contact Number: 09368050850</i>	2 nd Floor Ramos Bldg., Purok 2, Landing, Barangay Casisang, Malaybalay City, Bukidnon
<i>PSA Camiguin Mambajao, Camiguin</i>	<i>Francisco C. Galagar, Jr. Contact Number: (088) 889-0773</i>	B&I Building, Purok 6, Yumbing, Mambajao, Camiguin Province 9100



General Conditions of the Contract

Delivery

PROJECT SITE	PSA REPRESENTATIVE	DELIVERY ADDRESS
<i>PSA Lanao del Norte Iligan City</i>	<i>Osler M. Mejares</i> <i>Contact Number:</i> <i>(063) 221-3275</i> <i>(063) 221-6433</i>	Barnuevo Building, Badelles St. Ext. Pala-o, Iligan City, Lanao del Norte
<i>PSA Misamis Occidental Ozamiz City</i>	<i>Julieta M. Nacario</i> <i>Contact Number:</i> <i>(088) 521-0901</i> <i>09700814658</i>	G/F Gaisano Mall Southwing, Port Road Corner 15 De Noviembre St. Ozamiz City
<i>PSA Misamis Oriental Cagayan de Oro City</i>	<i>Maria Liza M. Bigornia</i> <i>Contact Number:</i> <i>09959050653</i>	3 rd Floor Limketkai Module 2 BPO & Cyberpark Bldg., Rosario Crecent, Bgy. 31, Cagayan de Oro City, Misamis Oriental



Terms of Payment

- 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.



Terms of Payment

- ❖ Payment shall be made within fifteen working days upon complete submission of the following documents:
 - DTR of all security personnel signed by the duly authorized representative of the AGENCY;
 - Proof of previous month remittances to SSS, Philhealth and PAG-IBIG together with transmittal sheet with stamped received by the said agencies;
 - Certified photocopy of the signed payroll of the security guards assigned covering the preceding half-month. It is understood that this measure is to check whether the security guards have been paid for individual services rendered in accordance with the stipulation herein agreed upon and to ensure the security guards morale in the performance of their functions.
 - Invoice of Billing or Statement of Account for the period covered.

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.



Special Conditions of the Contract

as stated in the Bidding Documents



Procurement of Security Services for the Philippine Statistics Authority-X (PSA-X) Field Offices (Early Procurement Activity FY 2025)

Schedule of Requirements

Lot	Description	Quantity	Place of Delivery/ Period of Delivery
1-RSSO X	<p>Eleven (11) months' supply of security services for seven (7) days' work, rendering at least eight (8) hours duty daily, including Saturdays, Sundays and holidays</p> <p>Shifts Schedule: 6:00AM – 2:00PM (1) 2:00PM – 10:00PM (1) 10:00PM – 6:00AM (1)</p>	3	<p>3rd Floor Limketkai Module 2 BPO & Cyberpark Bldg, Rosario Crescent, Limketkai Center, Cagayan de Oro City, Misamis Oriental 9000</p> <p>January 1, 2025 to November 30, 2025</p>
	<p>Eleven (11) months' supply of security services for seven (7) days' work, rendering at least twelve (12) hours duty daily, including Saturdays, Sundays and holidays</p> <p>Shifts Schedule: 7:00AM – 7:00PM (1) 7:00PM – 7:00AM (1)</p>	2	<p>Ground Floor Limketkai Module 2 BPO & Cyberpark Bldg, Rosario Crescent, Limketkai Center, Cagayan de Oro City, Misamis Oriental 9000</p> <p>January 1, 2025 to November 30, 2025</p>



Schedule of Requirements

Lot	Description	Quantity	Place of Delivery/ Period of Delivery
2- Bukidnon	<p>Eleven (11) months supply of security services for seven (7) days' work, rendering at least twelve (12) hours duty daily, including Saturdays, Sundays and holidays</p> <p>Shifts Schedule: 7:00AM – 7:00PM (1) 7:00PM – 7:00AM (1)</p>	2	<p>2nd Floor Ramos Bldg., Purok 2, Landing, Barangay Casisang, Malaybalay City, Bukidnon 8700</p> <p>January 1, 2025 to November 30, 2025</p>
3- Camiguin	<p>Eleven (11) months supply of security services for seven (7) days' work, rendering at least twelve (12) hours duty daily, including Saturdays, Sundays and holidays</p> <p>Shifts Schedule: 8:00AM – 8:00PM (1) 8:00PM – 8:00AM (1)</p>	2	<p>B&I Building, Purok 6, Yumbing, Mambajao, Camiguin Province 9100</p> <p>January 1, 2025 to November 30, 2025</p>



Schedule of Requirements

Lot	Description	Quantity	Place of Delivery/ Period of Delivery
4- Lanao del Norte	<p>Eleven (11) months supply of security services for seven (7) days' work, rendering at least eight (8) hours duty daily, including Saturdays, Sundays and holidays</p> <p>Shifts Schedule: 6:00AM – 2:00PM (1) 2:00PM – 10:00PM (1) 10:00PM – 6:00AM (1)</p>	3	<p>Barnuevo Building, Badelles St. Extension, Pala-o, Iligan City, Lanao del Norte 9200</p> <p>January 1, 2025 to November 30, 2025</p>
5- Misamis Occidental	<p>Eleven (11) months supply of security services for seven (7) days' work, rendering at least twelve (12) hours duty daily, including Saturdays, Sundays and holidays</p> <p>Shifts Schedule: 7:30AM – 7:30PM (1) 7:30PM – 7:30AM (1)</p>	2	<p>G/F Gaisano Southwing, Port Road, Ozamis City, Misamis Occidental 7200</p> <p>January 1, 2025 to November 30, 2025</p>

Schedule of Requirements

Lot	Description	Quantity	Place of Delivery/ Period of Delivery
6- Misamis Oriental	<p>Eleven (11) months supply of security services for seven (7) days’ work, rendering at least twelve (12) hours duty daily, including Saturdays, Sundays and holidays</p> <p>Shifts Schedule: 7:00AM – 7:00PM (1) 7:00PM – 7:00AM (1)</p>	<p>2</p>	<p>3rd Floor Limketkai Module 2 BPO & Cyberpark Bldg, Rosario Crescent, Limketkai Center, Cagayan de Oro City, Misamis Oriental 9000</p> <p>January 1, 2025 to November 30, 2025</p>



Technical Specifications

Item	Specification
1	STABILITY
	a. Years of Experience
	at least five (5) years experience in front line security service
	Has provided security services to at least three government or financial institution for the past five years
	With at least 50 security personnel
	b. Liquidity of the Contractor:
	At least PhP500,000.00 (Current Assets minus stocks minus current liabilities based on latest Balance Sheet as of December 31,2023)
	<i>Submission of Audited Financial Statement is a requirement.</i>
	c. Organizational Set-up:
	Organizational capability of the security agency shall be based on its compliance with Appendix A (Organizational Structure of Private Security Agencies) of RA 5487
	<i>Company Profile must present the Organizational Chart.</i>



Item	Specification
	<p>Key personnel must have a training on law enforcement/security management or a former Commissioned Officer/NCO of the AFP for with at least three years in private security administration <i>Company Profile must present CV of key personnel.</i></p>
	<p>All security guard must possess license duly issued by the PNP-SOSIA . <i>Monthly Disposition Report stamped received by PNP-SOSIA for September 2024 is a requirement.</i></p>
2	<p>RESOURCES</p>
	<p>Number of Licensed Firearms: at least 25 <i>Company Profile must present signed statement of list of licensed firearms.</i></p>
	<p>Number of Licensed Guard: at least 50 <i>Monthly Disposition Report stamped received by PNP-RCSU for September 2024 is a requirement.</i></p>
3	<p>SECURITY PLAN (to be submitted upon Notice of Award)</p>
	<p>Submit a security plan tailored fit for PSA especially areas with frontline services. It shall provide safety, precautionary and/or preventive and remedial measures based on the following criteria: General Security Guidelines (for personnel and physical resources)</p>
	<p>Disaster Control and Preparedness Plan</p>
	<p>Terrorism and Sabotage</p>



Item	Specification
	Precautionary Measures
	Security Guidelines during and allied Catastrophic incidents: fire, bomb explosion, gas leakage, etc.
	Typhoon
	Earthquake
	Other Force Majeure
4	MINIMUM QUALIFICATION OF SECURITY GUARD
	Must be a Filipino Citizen
	Not less than 21 years old
	Must be a licensed Security Guard
	Physically fit (With medical certificate as supporting document)
	At least high school graduate
	With at least 1 year experience in security services
	Pass the required neuro-psychiatric and drug test conducted by PNP-accredited testing center
	No derogatory record (With latest NBI Clearance as supporting document)
	With relevant training on handling firearms, firefighting, rescue operation, first aid, evacuation and crowd dispersal and control

Item	Specification
	With relevant training on basic customer service
	The Service Provider, upon receipt of the Notice of Award, shall be required to submit to PSA-RSSO X a sworn statement attesting the compliance with the foregoing.
5	MINIMUM REQUIREMENT OF SECURITY EQUIPMENT
	Complete uniform
	Valid Licensed Service Firearms (9mm caliber, at least 7 live bullets) for each guard on duty
	Metal detector for each office
	Flashlights with batteries for each guard on duty
	Night stick for each guard on duty
	Watchman's Clock (prepare regular monthly monitoring report by Security Agency to PSA X of guards-on-duty)
	Handcuffs for each guard on duty
	Medical Kit for each guard on duty
	Whistle for each guard on duty
	Steel firearms box with lock for each office



Item	Specification
6	SCOPE OF WORK
	<p>The AGENCY agrees to provide the security guards for the protection and security of the rights and interest, office buildings, furniture, equipment and other facilities of the PSA-RSSO X field offices against theft, pilferage, robbery, arson and other unlawful acts that may be committed against the latter. Likewise, the AGENCY agrees to provide security and assistance to the officials and employees of the PSA-RSSO X while in the discharge of their official duties and responsibilities. The security guards so posted shall maintain duly verified daily time records using the electric time recorder of the PSA-RSSO X field offices, which shall support the claim for payment of services rendered.</p>
	<p>Record all incoming and outgoing official equipment, supplies, materials, and properties, and keep on file copies of duly approved gate passes. A written report shall be submitted to the Chief Administrative Officer or Provincial Chief Statistical Specialist within twenty-four (24) hours if any property belonging to the PSA-RSSO X field offices shall be brought without duly approved gate pass.</p>
	<p>Security guards shall record all incoming and outgoing vehicles in their logbook.</p>
	<p>Security guards shall allow visitors in the office premises only upon proper identification and shall require them to properly fill out the visitor's logbook and wear the field offices' visitor's ID.</p>
	<p>Security guards shall record all trips of service vehicles and file one copy of each duly approved trip ticket.</p>
	<p>Security guards shall enforce and obey all orders/instructions/memoranda issued by the Chief Administrative Officer or Provincial Chief Statistical Specialist, which are relevant to their functions.</p>



Thank you!



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