



## **CARMONA WATER DISTRICT**

(LWUA CCC No. 561)

Block 8, Lot 8, Joy St., Cityland Subdivision, Brgy. Mabuhay, Carmona, Cavite

Tel. No. (046) 430-0832 loc. 101-112, Fax No. (046) 430-1705

Email Add: [carmonawd@yahoo.com](mailto:carmonawd@yahoo.com)

### **Request for Proposal for Supply and Delivery of Security Services at Carmona Water District Building and Premises**

1. The Carmona Water District hereinafter referred to as the "Purchaser" now requests for submission of price proposal for the procurement of the aforesaid item described in the Technical Specifications.
2. A set of technical specifications are provided in Attachment 1. All items listed under the Purchaser's Specifications must be complied with on a pass-fail basis. Failure to meet any one of the requirements may result in rejection of the proposal.
3. Prospective bidder/supplier shall have an active security services and clients for the last 3 years.
4. Procurement procedures will be conducted in accordance with the provisions of the Revised Implementing Rules and Regulations (IRR) of Republic Act 9184.
5. Proposals must be delivered/faxed/emailed on or before March 6, 2020 at 05:00 PM:

Carmona Water District

Block 8, Lot 8, Joy St., Cityland Subdivision,

Brgy. Mabuhay, Carmona, Cavite

Telefax No. (046) 430-1705

[carmonawd@yahoo.com](mailto:carmonawd@yahoo.com)

BAC Secretariat: [ltomas@carmonawd.com.ph](mailto:ltomas@carmonawd.com.ph)

[josemariloyola@yahoo.com.ph](mailto:josemariloyola@yahoo.com.ph)

6. Prices must be quoted in Philippine Peso and must include the unit price and total price, inclusive of all taxes to be paid and other incidental cost to the delivery site/s if the contract is awarded.
7. Bids/proposal shall be valid for one hundred twenty (120) calendar days the deadline of submission of bids.
8. Contract Duration shall be within one (1) year from receipt of the Purchase Order.
9. The winning bidder/supplier shall post the required Performance Security and enter into contract with the Procuring Entity within ten (10) calendar days from receipt by the winning bidder of the Notice of Award prior to the signing of contract.

The performance security shall be denominated in Philippine Pesos and posted in favor of the Procuring Entity, which shall be forfeited in the event it is established that the winning bidder/supplier is in default in any of its obligations under the contract.

Form of Performance Security	Amount of Performance Security (Equal to Percentage of the Total Contract Price)
(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Five percent (5%)
(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	
(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%)

10. The winning bidder/supplier shall submit a notarized Omnibus Sworn Statement prior to the signing of contract.
11. Delivery Site:  
  
Carmona Water District  
Block 8, Lot 8, Joy St., Cityland Subdivision,  
Brgy. Mabuhay, Carmona, Cavite
12. The applicable rate for late deliveries is one tenth (1/10) of one (1) percent of the cost of the unperformed portion of the contract for every day of delay. The maximum deduction shall be ten percent (10%) of the amount of contract. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the contract amount, the Purchaser shall rescind the contract without prejudice to other courses of action and remedies open to it.
13. The Purchaser reserves the right to accept or reject any proposal, and to annul the procurement process or reject all proposals at any time prior to contract award, without thereby incurring any liability to the affected bidder/bidders.

The Purchaser also reserves the right to waive minor deviations/defects or infirmities therein. A minor deviation/defect or infirmity is one that does not materially affect the overall functionality of the material and the capability of the supplier to perform the contract.

14. The prospective bidder/supplier shall submit the following:

- a) Proposal Form
- b) Technical Specifications
- c) Proof of Philgeps Registration
- d) License to Operate from PNP
- e) Certificate of PADPAO Membership
- f) Proof of active security services and clients for the last 3 years
- g) Mayor's/Business Permit
- h) Income/Business Tax Return

*\*BIR Certificate of Registration shall be submitted in lieu of DTI Registration and Mayor's Permit.*

Sgd.

**ROCELISA G. MAULANIN**  
**BAC Chairman**

## TECHNICAL SPECIFICATIONS

### Proposed Security Services at CWD Building and Premises

Location: Carmona Water District Building and Premises

Approved Budget for the Contract: Php748,440.00

Terms of Payment: Every 15<sup>th</sup> & 30<sup>th</sup> of the Month

Contract Duration: 1 year

#### I. Personnel Needed and Time of Duty:

Place of Duty	No. of Guard	Time of Duty	Statement of Compliance
1. CWD Concessionaire's Entrance & Collection	1	6AM-2PM	
2. CWD Concessionaire's Entrance & Collection	1	2PM-10PM	
3. CWD Building and Premises	1	10PM-6AM	

#### II. Guns Required:

Guns Required	Quantity	Unit	Statement of Compliance
Pistol Cal. 9mm	2	Pc.	
Shotgun 12GA	1	Pc.	

#### III. Security Guard – Licensed

#### IV. Duties and Responsibilities:

1. Ensure the security, safety of all CWD personnel, visitors and premises;
2. Protect CWD Assets relative to theft, assault, fire and other safety issues;
3. Maintaining logbooks for CWD and private vehicles that goes in and out of the CWD building and premises;
4. Checking of concessionaires/visitors if they have guns or deadly weapons;
5. Maintaining orderliness in the area;
6. Maintain reports of daily activities;
7. Make regular patrols/roving around the building and premises from time to time;
8. Assisting of concessionaire who will pay or has transaction with CWD and its personnel.

## REQUEST FOR PROPOSAL FORM

Date: \_\_\_\_\_  
RFP. No. 2020-01-0019

Attention: BIDS AND AWARDS COMMITTEE  
Block 8, Lot 8, Joy St., Cityland Subdivision, Brgy. Mabuhay,  
Carmona, Cavite

- 1) Having examined the subject Request for Proposal (RFP) including the Technical Specifications, we, the undersigned offer to supply and deliver the following:

Description	Quantity	Location	Unit Price	Total Price
Security Services at CWD Building and Premises	1 Lot	Carmona Water District		

- 2) We undertake, if our proposal is accepted, the above services will commence on the date stated in Contract Agreement.
- 3) We agree to abide by this proposal/bid for a period of one hundred twenty (120) days after the deadline of submission specified in the RFP.
- 4) We understand that payment for items delivered will be made in the stated terms of payment to the winning supplier after the inspection and acceptance of goods delivered.

Name of company : \_\_\_\_\_

Postal address : \_\_\_\_\_

TIN No. : \_\_\_\_\_

Telephone/ Fax No./ Email Address : \_\_\_\_\_

Supplier's representative : \_\_\_\_\_

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

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

## Omnibus Sworn Statement

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

### AFFIDAVIT

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

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

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

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

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

*If a sole proprietorship:* As the owner and sole proprietor of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the Procuring Entity]*;

*If a partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

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

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

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

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

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

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

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:
  - a) Carefully examine all of the Bidding Documents;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

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

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Bidder's Representative/Authorized Signatory