



REPUBLIC OF THE PHILIPPINES
CARMONA WATER DISTRICT
(LWUA CCC NO. 881)
ISO CERTIFICATE NO. 80732/A/0001/UK/En
Bldg. 8, Lot 8, Jay St., Clayland Subdivision, Brgy. Mabuhay
City of Carmona, Cavite
Tel. No. (046) 430-0832 loc. 101-112, Fax No. (046) 430-7705
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***Invitation to Bid for the Supply and Delivery of
Security Services for CWD Office Building and
Septage Treatment Plant***

BIDDING DOCUMENTS

CWD-ADMFIN-ENG-BID-2025-001

January 2025

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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.



REPUBLIC OF THE PHILIPPINES
CARMONA WATER DISTRICT
(LWUA COC NO. 561)
ISO CERTIFICATE NO. 80132/A/0001/AUK/En
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City of Carmona, Cavite
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Section I. Invitation to Bid

Invitation to Bid for the Supply and Delivery of Security Services for CWD Office Building and Septage Treatment Plant

1. The *Carmona Water District*, through the *Corporate Budget Approved by the Board for FY2025* intends to apply the sum of *Two Million Pesos & 00/100 (Php2,000,000.00)* being the ABC to payments under the contract for *Supply and Delivery of Security Services for CWD Office Building and Septage Treat Plant / CWD-ADMFIN-ENG-BID-2025-001*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *Carmona Water District* now invites bids for the above Procurement Project. Delivery of the Goods is required by *April 1, 2025 to March 31, 2026*. Bidders should have completed, within *three (3) years* from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (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 *Carmona Water District* and inspect the Bidding Documents at the address given below during *Monday to Friday / 8:00AM – 5:00PM Except Holidays*.

5. A complete set of Bidding Documents may be acquired by interested Bidders on *January 22 – February 11, 2025 at 2:00PM* 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 *Five Thousand Pesos & 00/100 (Php5,000.00)*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *in person*.
6. The *Carmona Water District* will hold a Pre-Bid Conference on *January 30, 2025 at 2:00PM* at *Block 8 Lot 8 Joy St., Cityland Subdivision, Brgy. Mabuhay, City of Carmona, Cavite*, 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 *February 11, 2025 at 2:00PM*. 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 *February 11, 2025 at 2:00PM* at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The *Carmona Water District* 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:

Bids and Awards Committee

Carmona Water District

Block 8 Lot 8 Joy St., Cityland Subdivision, Brgy. Mabuhay, City of Carmona, Cavite 4116

Tel no.: (046) 430-0832 / (046) 430-1705

Email Address: carmonawd@yahoo.com billing@carmonawd.gov.ph

cornelio.pacleb@carmonawd.gov.ph customerservice@carmonawd.gov.ph

12. You may visit the following websites:

For downloading of Bidding Documents: <https://carmonawd.gov.ph/>
<https://notices.philgeps.gov.ph/>

01/21/2025

(SGD)

MS. ROCELISA G. MAULANIN
BAC Chairperson

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, *Carmona Water District* wishes to receive Bids for the *Supply and Delivery of Security Services for CWD Office Building and Septage Treatment Plant* with identification number *CWD-ADMFIN-ENG-BID-2025-001*.

The Procurement Project (referred to herein as “Project”) is composed of *one (1) lot*, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for *FY2025* in the amount of *Two Million Pesos & 00/100 (Php2,000,000.00)*.

2.2. The source of funding is:

GOCC and GFIs, the Corporate Operating Budget.

3. Bidding Requirements

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

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

5. Eligible Bidders

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. Foreign ownership limited to those allowed under the rules may participate in this Project.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:

For the procurement of Non-Expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.

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

6. Origin of Goods

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

7. Subcontracts

- 7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

The Procuring Entity has prescribed that:

Subcontracting is not allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address 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 *three (3) years* prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

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

12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
 - a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;

- iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
 - iv. The price of other (incidental) services, if any, listed in the **BDS**.
- b. For Goods offered from abroad:
- i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
 - ii. The price of other (incidental) services, if any, as listed in the **BDS**.

13. Bid and Payment Currencies

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

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration¹ 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 *One Hundred Twenty (120) Calendar Days from the date of bid opening*. 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, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

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

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

18. Domestic Preference

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

19. Detailed Evaluation and Comparison of Bids

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

19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as

the case maybe. In this case, the Bid Security as required by **ITB** Clause 14 shall be submitted for each lot or item separately.

- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.

- 19.4. The Project shall be awarded as follows:

One Project having several items grouped into several lots, which shall be awarded as separate contracts per lot.

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

20. Post-Qualification

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

21. Signing of the Contract

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

Section III. Bid Data Sheet

Bid Data Sheet

ITB Clause					
5.3	For this purpose, contracts similar to the Project shall be: <ul style="list-style-type: none"> a. <i>Supply and Delivery of Security Services</i> b. Completed within <i>three (3) years</i> prior to the deadline for the submission and receipt of bids. 				
7.1	Subcontracting is not allowed.				
12	The price of the Goods shall be quoted DDP to <i>Carmona Water District Office at Block 8 Lot 8 Joy St., Cityland Subdivision, Brgy. Mabuhay, City of Carmona, Cavite</i> or the applicable International Commercial Terms (INCOTERMS) for this Project.				
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: <ul style="list-style-type: none"> a. The amount of not less than <u>Php40,000.00</u> 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 <u>Php100,000.00</u> if bid security is in Surety Bond. 				
15	<i>No further instruction.</i>				
19.3	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Description</th><th style="text-align: center;">ABC</th></tr> </thead> <tbody> <tr> <td style="text-align: center;">Security Services</td><td style="text-align: center;">Php2,000,000.00</td></tr> </tbody> </table>	Description	ABC	Security Services	Php2,000,000.00
Description	ABC				
Security Services	Php2,000,000.00				
20.1	Bidder's audited financial statements, showing, among others, the bidder'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.				
21.1	<i>No further instruction.</i>				

Section IV. General Conditions of Contract

1. Scope of Contract

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

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

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

2. Advance Payment and Terms of Payment

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

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

3. Performance Security

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

4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section VII (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be

conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

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

5. Warranty

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

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

6. Liability of the Supplier

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

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

Section V. Special Conditions of Contract

Special Conditions of Contract

GCC Clause	
1	<p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>The delivery terms applicable to this Contract are delivered to <i>Carmona Water District Office at Block 8 Lot 8 Joy St., Cityland Subdivision, Brgy. Mabuhay, City of Carmona, Cavite</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative of the Project is <i>Mr. Carlo Jay C. Manansala</i></p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements: Performance or supervision, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract.</p>
2.2	<i>No further instruction.</i>
4	<i>No further instruction.</i>

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.

Locations:

- CWD Office Building – Brgy. Mabuhay, City of Carmona, Cavite
- CWD Septage Treatment Facilities – Brgy. Maduya, City of Carmona, Cavite

Approve Budget for the Contract: Php2,000,000.00

Terms of Payment: Monthly Payment

Contract Duration: 1 year (April 01, 2025 to March 31, 2026)

I.A Personnel Needed and Time of Duty (CWD Office Building and Premises):

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

I.B Personnel Needed and Time of Duty (CWD Septage Treatment Facilities and Premises):

Place of Duty	No. of Guard	Time of Duty
1. CWD Septage Treatment Facilities Entrance & Premises.	1	6AM - 2PM
2. CWD Septage Treatment Facilities Entrance & Premises.	1	2PM - 10PM
3. CWD Septage Treatment Facilities Entrance & Premises.	1	10PM – 6AM

Section VII. Technical Specifications

Technical Specifications

Locations:

- CWD Office Building – Brgy. Mabuhay, City of Carmona, Cavite
- CWD Septage Treatment Facilities – Brgy. Maduya, City of Carmona, Cavite

Approve Budget for the Contract: Php2,000,000.00

Terms of Payment: Monthly Payment

Contract Duration: 1 year (April 01, 2025 to March 31, 2026)

Item	Specification	Statement of Compliance																																	
1	<p>I.A Personnel Needed and Time of Duty (CWD Office Building and Premises):</p> <table> <tr> <th>Place of Duty</th><th>No. of Guard</th><th>Time of Duty</th></tr> <tr> <td>1. CWD Concessionaire's Entrance & Payment Office.</td><td>1</td><td>6AM - 2PM</td></tr> <tr> <td>2. CWD Concessionaire's Entrance & Payment Office.</td><td>1</td><td>2PM - 10PM</td></tr> <tr> <td>3. CWD Building and Premises.</td><td>1</td><td>10PM – 6AM</td></tr> </table> <p>I.B Guns Required:</p> <table> <tr> <th>Guns Required</th><th>Quantity</th><th>Unit</th></tr> <tr> <td>1. Pistol Cal. 9mm</td><td>1</td><td>Pc.</td></tr> <tr> <td>2. Shotgun 12GA</td><td>1</td><td>Pc.</td></tr> </table> <p>II.A Personnel Needed and Time of Duty (CWD Septage Treatment Facilities and Premises):</p> <table> <tr> <th>Place of Duty</th><th>No. of Guard</th><th>Time of Duty</th></tr> <tr> <td>1. CWD Septage Treatment Facilities Entrance & Premises.</td><td>1</td><td>6AM - 2PM</td></tr> <tr> <td>2. CWD Septage Treatment Facilities Entrance & Premises.</td><td>1</td><td>2PM - 10PM</td></tr> <tr> <td>3. CWD Septage Treatment Facilities Entrance & Premises.</td><td>1</td><td>10PM – 6AM</td></tr> </table>	Place of Duty	No. of Guard	Time of Duty	1. CWD Concessionaire's Entrance & Payment Office.	1	6AM - 2PM	2. CWD Concessionaire's Entrance & Payment Office.	1	2PM - 10PM	3. CWD Building and Premises.	1	10PM – 6AM	Guns Required	Quantity	Unit	1. Pistol Cal. 9mm	1	Pc.	2. Shotgun 12GA	1	Pc.	Place of Duty	No. of Guard	Time of Duty	1. CWD Septage Treatment Facilities Entrance & Premises.	1	6AM - 2PM	2. CWD Septage Treatment Facilities Entrance & Premises.	1	2PM - 10PM	3. CWD Septage Treatment Facilities Entrance & Premises.	1	10PM – 6AM	
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II.B Guns Required:

Guns Required	Quantity	Unit
1. 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 to theft, assault, fire and other safety issues;
3. Maintaining logbooks for CWD and private vehicles that goes in and out of the CWD office building and septage treatment facilities;
4. Checking of concessionaires/visitors if they have guns or deadly weapons;
5. Maintaining orderliness in the area including but not limited parking vehicles of concessionaires, visitors and/or CWD personnel;
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;
9. Perform other task assigned from time to time.

V. Additional Eligibility Requirements (to be submitted on the Bid Opening)

1. Manner Of Issuing Receipt For The Entire Contract Price

A. Adherence to **BIR RMC No. 39-2007**, particularly **Section IV**, to wit:

Consonant with the provisions of Section 113 of the National Internal Revenue Code, as amended, and as implemented by Section 4. 113-1 of Revenue Regulations No. 16-2055, the Security Agency shall issue a VAT Official Receipt for every sale, barter or exchange of services. The VAT Official Receipt shall cover the entire amount which the Client pays to the Security Agency representing the compensation of its services (Agency Fee) with the indication that such amount received includes the VAT. The VAT on the Agency Fee must always be shown as a separate item in the VAT Official Receipt. The VAT Shown on the VAT Official Receipt will constitute the output tax of the Security Agency and in turn, the input tax of its Client. With respect to the security guard's salaries which are mandated by law to be paid by the Client through the Security client, the amount so paid representing salaries must be covered by a Non-VAT Acknowledgement Receipt. This document, coupled with the notarized certification of the expanded withholding taxes prescribed in Paragraph V hereunder, shall be sufficient substantiation for the expense that will be claimed as a deduction from gross income by the client.

2. Valid **License to Operate** issued by the Philippine National Police-Civil Security Group-Supervisory Office of Security and Investigation Agencies (DO No. 174-17)
3. Valid **Certificate of Registration** issued by the Department of Labor and Employment (DO No. 174-17)

	<p>4. Valid Certificate of Firearms Records Verification issued by the Philippine National Police – Civil Security Group – Firearms and Explosive Office</p> <p>5. Certificate of No Pending Case issued by the Philippine National Police, Department of Labor and Employment, and National Labor Relations Commission (DO No. 174-17)</p> <p>6. With at least three (3) active security services and clients on the date of public bidding.</p> <p>7. With at least five (5) completed security services with satisfactory performance rating for the last three (3) years.</p>	
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Section VIII. Checklist of Technical and Financial Documents

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

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

Technical Documents

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

- ☐ (g) 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

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

II. FINANCIAL COMPONENT ENVELOPE

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

Bid Form

Date: _____
Invitation to Bid² N°: _____

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

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said Bidding Documents for the sum of *[total Bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in [BDS](#) provision for **ITB Clause Error! Reference source not found.** and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:³

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

(if none, state "None")

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

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

We certify/confirm that we comply with the eligibility requirements as per **ITB Clause Error! Reference source not found.** of the Bidding Documents.

² If ADB, JICA and WB funded projects, use IFB.

³ Applicable only if the Funding Source is the ADB, JICA or WB.

Dated this _____ day of _____ 20____.

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

For Goods Offered From Abroad

Name of Bidder _____. Invitation to Bid⁴ Number _____. Page ____ of _____.

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place (specify border point or place of destination)	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)

For Goods Offered From Within the Philippines

Name of Bidder _____. Invitation to Bid⁵ Number _____. Page ____.

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Cost of local labor, raw material, and component ²	Total price EXW per item (cols. 4 x 5)	Unit prices per item final destination and unit price of other incidental services	Sales and other taxes payable per item if Contract is awarded	Total Price delivered Final Destination (col 8 + 9) x 4

Contract Agreement Form for the Procurement of Goods (Revised)

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

CONTRACT AGREEMENT

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

WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly [brief description of goods and services] and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of *[contract price in words and figures in specified currency]* (hereinafter called “the **CONTRACT PRICE**”).

WHEREAS, the **ENTITY** is desirous of engaging the services of the **SUPPLIER** for the purpose of securing, protecting and guarding the lives of the officers and employees and the properties of the former located at Block 8, Lot 8, Joy St., Cityland Subdivision, Barangay Mabuhay, Carmona, Cavite from THEFT, PILFERAGE, ROBBERY AND OTHER UNLAWFUL ACTS of any person;

WHEREAS, the **SUPPLIER** is a duly licensed independent service contractor engaged in independent business of providing or furnishing any and all forms or types of security services and it has substantial capital, equipment, and expertise to carry-out the terms of this Contract;

WHEREAS, the **SUPPLIER** has agreed to furnish and provide such services subject to the succeeding terms and conditions;

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, viz.:
 - i. Philippine Bidding Documents (PBDs);
 - i. Schedule of Requirements;
 - ii. Technical Specifications;
 - iii. General and Special Conditions of Contract; and
 - iv. Supplemental or Bid Bulletins, if any
 - ii. Winning bidder’s bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

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

- iii. Performance Security;
 - iv. Notice of Award of Contract; and the Bidder's conforme thereto; and
 - v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**
3. In consideration for the sum of *[total contract price in words and figures]* or such other sums as may be ascertained, *[Named of the bidder]* agrees to *[state the object of the contract]* in accordance with his/her/its Bid.
4. The *[Name of the procuring entity]* agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

I. DUTIES AND RESPONSIBILITIES OF THE SUPPLIER

1. The **SUPPLIER**, as an Independent Service Contractor, warrants that it is an independent business organization which has the financial capacity to carry out or perform the Security Service for the **ENTITY** and nothing herein shall be construed as creating between the **ENTITY** and the **SUPPLIER** the relationship of **ENTITY-AGENT** or employer-employee or employee-paymaster.

As an independent contractor, **SUPPLIER** is not subject to the control or direction of the **ENTITY** except as to the results of the Services herein contracted. **SUPPLIER** shall have the exclusive and absolute discretion in the selection, engagement, assignment, supervision, discharge or dismissal of its employees, personnel or agents who shall therefore be under the direction and control of **SUPPLIER** at all times. The determination of the number, qualifications, and identities of the **SUPPLIER**'s employees, personnel, or agents, as well as their wages, salaries and/or compensation shall be the sole and exclusive prerogative of the **SUPPLIER** subject to applicable law and regulations. Nothing in this Agreement shall be interpreted as creating an employer-employee relationship between the **ENTITY** and **SUPPLIER** and/or the latter's employees.

SUPPLIER shall hold **ENTITY** free and harmless from any and all claims of, or liabilities to, **SUPPLIER**'s employees, agents, representative and workmen for salaries and wages, employees' benefits, compensation for death, injury, or sickness, or for any other claim arising from or in connection with their employment by **SUPPLIER**. **SUPPLIER** assumes all liability for such claims and shall indemnify **ENTITY** for all expenses if may incur defending itself therefrom.

2. **SUPPLIER** warrants that:
- a. It is duly registered and currently in good standing with the DOLE as required under section 11, 12, 13, and 14 of DOLE DO No. 174 series of 2017;
 - b. It is in compliance with all applicable labor and social welfare laws, rules, and regulations and DOLE Department Orders;
 - c. It did not give, nor promise to give, any sum or money, gift or any material favor/consideration to any officer or employee of the **ENTITY** for the purpose of winning award of this Agreement; and
 - d. The personnel it employs to perform the **SERVICES** herein contracted are, or after completing the legal requirements under applicable law or regulation, will be its permanent and regular employees.
3. The **SUPPLIER** expressly agrees that the workers and/or personnel whom it shall employ and assign under this Agreement shall be solely and exclusively its own employees and not that of the **ENTITY**.
4. The **SUPPLIER**, being the employer of the workers assigned to perform the services herein contracted, obligates itself and its successors-in-interest to pay whatever legally-mandated salaries and wages including separation/retirement pay that may be due in accordance with the labor laws (like Labor Standards and Occupational Health and Safety Provisions of the Labor Code of the Philippines and its implementing rules and regulations, and subsequent issuances [DO 174 series of 2017] issued by DOLE, among others), including any and all obligations and claims which may arise as a result of the employer-employee relationship existing between the **SUPPLIER** and its workers.
5. The **SUPPLIER** shall hold the **ENTITY** free and harmless from any liability or suit occasioned by acts or omissions of the employees of the **SUPPLIER** or from any action arising from and by virtue of the **SUPPLIER**'s employment of its personnel or in any instance whatsoever where the **ENTITY** may be impleaded as party by reason of this Agreement.
6. The **SUPPLIER** shall have exclusive control and supervision over the means, manner and method, which it may deem necessary or advisable in order that its obligations under this agreement may be successfully performed, without prejudice to the right reserved to the **ENTITY**, to judge and determine for itself the degree of success or failure achieved from the use or adoption of such means, the **ENTITY** being interested only in the result of the **SUPPLIER**'s services.
7. The **SUPPLIER** shall furnish security services to the **ENTITY** by providing security guards who are licensed by the Security Agencies and Guards Supervision Division (SAGSD), adequately armed and provided with standard uniform, of good moral character, physically fit, mentally sound and not addicted to any drug or intoxicating drink.
8. The security guards are to maintain peace and order at the aforementioned premises, to watch, safeguard and protect the property of the **ENTITY** from theft, robbery,

arson and destruction of damages, to protect the directors, officers, employees, visitors and guest of the **ENTITY** from assaults, harassment, threats or intimidation and to enforce and implement the rules, policies and regulations of the **ENTITY** aimed at maintaining security and safety.

9. The **SUPPLIER** shall be responsible for the losses or damages that may be incurred against the properties of the **ENTITY** within the latter's premises; provided that such properties were duly endorsed after inventory to the **ENTITY**'s address known to the **SUPPLIER**. Provided further that such losses or damages are established to be due to the gross negligence in the lawful performance of the security duties of the assigned security guards or **SUPPLIER** representatives. That in the case of losses and damages incurred upon the properties of the **ENTITY** not reported in writing to the **SUPPLIER** or its representative within **FORTY-EIGHT (48)** hours from the time of occurrence, the **SUPPLIER** shall not be held liable therefore exempted from any liability for such losses or damages including those caused by fortuitous event, force majeure and other acts of nature. That if losses and damages are incurred during weekends and holidays, the **FORTY EIGHT (48)** hours will commence on the first working day following the said weekend and /or holiday.
10. That the **SUPPLIER** shall maintain and keep a logbook for recording of important information and reports in connection with the duties and responsibilities of its guard in the premises of the **ENTITY**.
11. **SUPPLIER'S COVENANTS - SUPPLIER** further covenants and agrees to:
 - a. Submit to **ENTITY**, within thirty (30) days from execution of this Agreement, proof of its registration with DOLE as required by Sections 11, 12, 13 and 14 DO No. 174 series of 2017;
 - b. While this Agreement, or any extension thereof, is in effect, maintain its registration with the DOLE as required by Sections 11, 12, 13, 14 and 17 of DO No. 174 series of 2017, and shall not perform or fail to perform any act or deed that would caused it to be delisted from such registration;
 - c. Promptly submit a copy of this Agreement to the Regional Office of the DOLE;
 - d. While this Agreement, or any extension thereof, is in effect, strictly comply with all applicable labor laws, rules and regulations, and DOLE Department Orders, especially DO No. 174 series of 2017;
 - e. Furnish **ENTITY** a copy of its annual reports within ten (10) days from submission thereof to the DOLE pursuant to Section 15 of DO No. 174 series of 2017;
 - f. While this Agreement, or any extension thereof, is in effect, secure, as its own expenses, all licenses and/or permits as are necessary or required by the Government, whether national or local, for or in connection with the performance and completion of the Services contracted herein;

- g. While this Agreement, or any extension thereof, is in effect pay, for its own account, all taxes and/or fees imposable on **SUPPLIER** for or in connection with the performance and completion of the Services contracted herein;
- h. Submit to **ENTITY** satisfactory proof that it has registered its employees, personnel and agents assigned to perform the contracted SERVICES with the Social Security System (SSS) and other appropriate governmental agencies for purposes of the requirements of the Labor Code of the Philippines and other applicable laws, regulations, decrees, rules, instructions, and DOLE Department Orders;
- i. While this Agreement, or any extension thereof, is in effect, pay the wages or salaries of its employees, personnel and agents, as well as all benefits, premiums and protection in accordance with all applicable laws, rules and regulations and DOLE DO's, and furnish **ENTITY**, on or before the tenth (10th) day of every month, a sworn certification stating that; (i) **SUPPLIER** has paid all wages and salaries due to the workers for all services rendered by them during the immediately-preceding month, including overtime, if any, and such other payments and benefits as are required under the Labor Code of the Philippines, SSS Laws, and other laws or regulations relating to the Home Development Mutual Fund, Philhealth, and Employees Compensation Commission, and the like, and (ii) that such payments were all in accordance with the requirements of law and (iii) that remittances required to be made to the Bureau of Internal Revenue on behalf of its employees have been made for the subject reporting period; and
- j. While this Agreement, or any extension thereof, is in effect, not perform, or fail to perform, any act, which will cause **ENTITYS** to be held or adjudged liable as **ENTITY**, or be deemed jointly or severally liable with **SUPPLIER** to the latter's employees, or be deemed to create an employer-employee relationship between **ENTITY** and **SUPPLIER's** employees, either under DO No. 174 series of 2017 or any other applicable law, rule, or regulation or DOLE Department Order.

II. RIGHTS OF THE ENTITY

- 1. The **ENTITY** shall at all times have the right to inspect the guards on duty in view of determining any question that may arise as to the quality and acceptability of the services performed.
- 2. The **ENTITY** shall have the right to give additional instructions from time to time on the protection of the properties placed under the responsibilities of the guards as may deemed necessary.
- 3. The **ENTITY** may subject to the **SUPPLIER's** prior conformity, deduct the amount of losses or damages from the service billing after a thorough joint investigation of **SUPPLIER/ENTITY** was proven to be the **SUPPLIER's** fault in preventing such losses or damages.
- 4. The **ENTITY** shall have the unconditional right to request from **SUPPLIER** to replace the guard/s for any cause or no cause every six (6) months and their replacement by those acceptable by the **ENTITY**. Replacement should be effected

within seventy two (72) hours after receipt of the request for security guard/s to be re-deployed at the office of **ENTITY**.

III.REMUNERATION OF SERVICES

In connection with the above undertakings of the **SUPPLIER**, the **ENTITY** expressly agrees to pay the mutually agreed **CONTRACT PRICE**, which rate is in accordance with the Section 11 (b) ii of the DOLE Department Order 174, Series of 2017. The Service Contract Price Rate is attached herewith as **Annex “A”**, which attachment forms part of this service agreement.

1. The Contract Price shall be payable not later than thirty (30) working days from receipt and validation by the **ENTITY** of the **SUPPLIER**'s Statement of Account. The **SUPPLIER** shall submit to the **ENTITY** the following documents that are required by the **ENTITY** as a condition for the payment of the **SUPPLIER**'s Statement of Account:
 - a. Remittance on monthly SSS, Philhealth and Pag-ibig contribution of guards assigned to the **ENTITY**;
 - b. Copy of Daily Time Record; and
 - c. Copy of payslip duly signed by the guards.
2. The **SUPPLIER** shall pay all taxes, fees, dues, and other impositions that shall become due as a result of this Agreement.
3. In case of new law, decree, letter of instruction, memorandum and the like are to be enacted after the effectivity date of this agreement, any increase on wages and such other premium contribution for SSS, Philhealth, Accident, Group Insurance and the like shall be accordingly adjusted as agreed upon by both parties in written agreement in accordance with law and said increases shall be shouldered by the **SUPPLIER**.
4. That failure to pay the **SUPPLIER** for the services rendered within a period of thirty (30) days after the receipt of the billing, the **SUPPLIER** may cause the termination of this contract.

IV.CONFIDENTIAL INFORMATION

1. The parties acknowledge that they have provided confidential information to each other in connection with the services offered and obtained and further acknowledge that all such confidential information shall be subject to the provisions of Section IV hereof. Any and all information, knowledge, technology, and trade secrets relating to the services offered by the **ENTITY** shall be deemed confidential information.
2. During the term of this Service Agreement and for one (1) year hereafter, all confidential information disclosed or confirmed in writing and designated as confidential by the disclosing party, shall be held in confidence by the receiving party, shall not be used by the receiving party for any purpose except for disclosure to its affiliates or governmental authorities, or except as otherwise necessary to carry out the receiving party's obligation under this Service Agreement.

3. Neither party shall distribute any confidential information of the other except to its employees or agents who have a need to know in connection with the performance of their duties in satisfying the obligations of such party hereunder. Any employee or agent who receives confidential information shall be advised as to the confidential nature thereof and the prohibitions contained herein. All copies of any portions of any confidential distributed as provided herein shall be identified as confidential. Upon termination of this agreement and upon the request of the disclosing party, the receiving party shall return or destroy all such confidential information and any copies thereof in its possession.
4. Termination of this Service Agreement shall not operate to extinguish either party's obligation to treat confidential information as provided herein, and the same shall continue in effect in accordance with this Section for one (1) year from the termination or expiration of this Service Agreement with respect to such confidential information.
5. For this purpose, all the information contained in this Service Agreement including the information contained in the attachments (**Annexes "A" & "B"**) shall be deemed confidential information.

V. ASSIGNMENT OF GUARD

1. The **SUPPLIER** shall initially provide the **ENTITY** with three (3) contracted guards who shall render eight (8) hour work per day/night. The number of contracted guards maybe increased or decreased upon request of the **ENTITY**. Under no circumstances that the scheduled guard cannot fulfill his duty, the **SUPPLIER** shall notify the **ENTITY** immediately and send a guard to fulfill the unperformed obligation. (**Annex "B"**)
2. The **SUPPLIER** shall endorse the reliever / replacement guard for job orientation for at least seventy two (72) hours before the duty.
3. **Place of Operations:** The parties agreed that Security Service the shall be performed by the **SUPPLIER** at the office of the **ENTITY** located at B8 L8 Joy St., Cityland Subdivision, Brgy. Mabuhay, Carmona, Cavite.
4. **Expansion of Services:** The parties may expand specifically in Premises Management or decrease the scope of services provided herein as the need arises by amending this Agreement. Such amendments must be in writing and signed by the duly authorize representatives of both parties.

VI. EFFECTIVITY AND DURATION OF CONTRACT

This contract shall be for the period of **April 1, 2025 to March 31, 2026**.

VII. TERMINATION OF CONTRACT

1. Notwithstanding any provision of this Agreement, and considering the relations of the **ENTITY** may, in its discretion terminate and/or cancel, this Agreement with or without cause. **ENTITY** may also terminate and/or cancel this Agreement with immediate effect upon serving a notice of termination upon **SUPPLIER**, if:

- a. **SUPPLIER** commits a breach of any of its warranties or any prior breach thereof is discovered by **ENTITY**;
- b. **SUPPLIER** fails to comply with any of its covenants and undertakings as herein provided;
- c. **SUPPLIER** fails to perform the contracted Services to the satisfaction of **ENTITY**; or
- d. Should **ENTITY** elect to terminate and/or cancel this Agreement without cause, **ENTITY** shall do so by giving a prior thirty (30) day notice of termination. However, during the thirty (30) day period, the **ENTITY** may, by itself or thru arrangements with other entities, exercise the option to take over the performance of the services in whole or in part.

VIII. MISCELANEOUS PROVISIONS

The **SUPPLIER** shall, at its own expense, submit **PERFORMANCE SECURITY** to guarantee the prompt and faithful performance of its obligations as stipulated in the Agreement and to guarantee the payment of penalties, liquidated damages, and any liability that may be incurred to **ENTITY** due to the violation by the **SUPPLIER** of the Labor Code and other social welfare rules and regulations, the non-payment of salaries and wages, and non-remittance of SSS, Philhealth and Pag-ibig benefits and taxes of its employees.

IX. VENUE IN CASE OF COURT LITIGATION

In case of dispute arising out of this agreement, which may result to scout suits, both parties agree to submit themselves to court of competent jurisdiction in Carmona, Cavite.

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

[Insert Name and Signature]

[Insert Name and Signature]

[Insert Signatory's Legal Capacity]

[Insert Signatory's Legal Capacity]

for:

for:

[Insert Procuring Entity]

[Insert Name of Supplier]

Acknowledgment

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

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

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

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

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

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

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

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

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

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

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

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

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

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

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

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

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

[Insert signatory's legal capacity]

Affiant

[Jurat]

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

Bank Guarantee Form for Advance Payment

To: *[name and address of PROCURING ENTITY]*
 [name of Contract]

Gentlemen and/or Ladies:

In accordance with the payment provision included in the Special Conditions of Contract, which amends Clause 10 of the General Conditions of Contract to provide for advance payment, *[name and address of Supplier]* (hereinafter called the “Supplier”) shall deposit with the PROCURING ENTITY a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract in an amount of *[amount of guarantee in figures and words]*.

We, the *[bank or financial institution]*, as instructed by the Supplier, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the PROCURING ENTITY on its first demand without whatsoever right of objection on our part and without its first claim to the Supplier, in the amount not exceeding *[amount of guarantee in figures and words]*.

We further agree that no change or addition to or other modification of the terms of the Contract to be performed thereunder or of any of the Contract documents which may be made between the PROCURING ENTITY and the Supplier, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall remain valid and in full effect from the date of the advance payment received by the Supplier under the Contract until *[date]*.

Yours truly,

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

Bid-Securing Declaration

(REPUBLIC OF THE PHILIPPINES)

CITY OF _____) S.S.

X -----X

Invitation to Bid *[Insert reference number]*

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

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1 (f), of the IRR of RA 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid-Securing Declaration shall cease to be valid on the following circumstances:
 - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;
 - c. I am/we are declared as the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

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

[Insert NAME OF BIDDER'S AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

SUBSCRIBED AND SWORN to before me this ____ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified

by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____.

Witness my hand and seal this day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ **until** _____

Roll of Attorneys No.

PTR No. , *[date issued]*, *[place issued]*

IBP No. , *[date issued]*, *[place issued]*

Doc. No. _____

Page No. _____

Book No. _____

Series of. _____

Republic of the Philippines



Government Procurement Policy Board