

PROCUREMENT OF

***CONTRACT FOR***

***PORT SECURITY SERVICES***

***IN PORT SECURITY CLUSTER – NATIONAL CAPITAL REGION***

***CENTRAL AND NORTHERN LUZON***

***CY 2016-2019***

|  |
| --- |
| **BID DOCUMENTS** |

Port Security Cluster-NCR/Central and Northern Luzon

2016



|  |  |
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Section I

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| Invitation to Bid |



***PORT SECURITY CLUSTER***

***NATIONAL CAPITAL REGION/CENTRAL and NORTHERN LUZON***

***BIDS AND AWARD COMMITTEE***

PMO-NCR South, PNR Building, Muelle de San Francisco,

South Harbor, Port Area, Manila

**INVITATION TO BID**

*PROCUREMENT OF CONTRACT FOR PORT SECURITY SERVICES*

*IN THE PORT SECURITY CLUSTER-NATIONAL CAPITAL REGION*

*CENTRAL AND NORTHERN LUZON CY 2016-2019*

1. The Philippine Ports Authority (PPA), through its Port Security Cluster-National Capital Region/Central and Northern Luzon Bids and Award Committee (PSCNCRCNL Bids and Award Committee) and availing of its Corporate Operating Budget, intends to apply the sum of **Seventy Million Eight Hundred Fourteen Thousand Nine Hundred Fifty Two**  and 00/100 Pesos (**P70,814,952.00**) being the Approved Budget for the Contract (ABC) for the first year, to payments under a multi-year Contract for Port Security Services for the Port Security Cluster-National Capital Region/Central and Northern Luzon. Bids received higher than the ABC shall be automatically rejected at bid opening. Bids should be in compliance with the latest PADPAO rates.[[1]](#footnote-1)

2. The PSCNCRCNL Bids and Award Committee now invites bids from prospective bidders for the procurement of port security services required to be rendered for three (3) years at the following offices:

|  |  |
| --- | --- |
| **PPA Offices** | **Number of Guards** |
| Head Office | 48 |
| PMO-Bataan/Aurora | 37 |
| PMO-NCR North | 69 |
| PMO-NCR South | 74 |
| PMO-Northern Luzon | 30 |
| **TOTAL** | **258** |

3. Prospective Bidders should have completed, within the last five (5) years from the date of submission and receipt of bids, a single contract that is similar to the Contract to be bid, which is a seaport or airport security contract with a value of at least fifty percent (50%) of the Approved Budget for the Contract above. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section III, Instructions to bidders.

4. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the Implementing Rules and Regulations (IRR) of Republic Act No. 9184, known as the “Government Procurement Reform Act”, and is restricted to duly licensed Filipino citizens/sole proprietorships, partnerships, or organizations duly organized under the laws of the Philippines and wholly owned by citizens of the Philippines.[[2]](#footnote-2)

5. Interested bidders may obtain further information, inspect and/or purchase Bidding Documents from 9:00 A. M. to 4:00 P.M. at the address given below from March 15, 2016 until April 22, 2016 upon payment of a non-refundable fee in the amount of Fifty Thousand Pesos (P50,000.00) plus applicable VAT therefor.

***The Head of Secretariat***, PSCNCRCNLBAC

PMO-NCR South, PNR Bldg., 22 Muelle de San Francisco

South Harbor, Port Area, Manila

Bidding Documents may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Philippine Ports Authority, provided that prospective bidders shall pay, either in cash or equivalent, its non-refundable fee not later than April 22, 2016.

6. The PSCNCRCNL Bids and Award Committee shall hold a Pre-bid Conference on March 31, 2016 at 9:00 A.M. in Conference Room S, PMO-NCR South, PNR Bldg. 22 Muelle de San Francisco, South Harbor, Port Area, Manila, which may be attended by all interested parties. Only those who have duly purchased Bidding Documents are allowed to raise or submit written queries/clarifications during and after the Pre-bid Conference.

7. Bids must be delivered to and received by the Secretariat of the PSCNCRCNL Bids and Awards Committee at the PMO-NCR South, PNR Bldg., 22 Muelle de San Francisco, South Harbor, Port Area, Manila not later than 9:00 A. M. on April 22, 2016. Late bids shall not be accepted. All bids must be accompanied by a Bid Security in any of the following acceptable forms and amounts in Philippine Currency:

|  |  |
| --- | --- |
| **Form of Bid Security** | **Amount of Percentage To ABC** |
| Cash, Cashier’s or Manager’s Check | Two (2) Percent (2%) |
| Bid Securing Declaration |  |

8. Bids duly received shall be opened by the PSCNCRCNL Bids and Award Committee at 10:00 A.M. on April 22, 2016 at Conference Room S, PMO-NCR South, PNR Bldg. 22 Muelle de San Francisco, South Harbor, Port Area, Manila in the presence of bidders or representatives attending said activity.

9. The PPA reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to award without thereby incurring any liability to the affected bidder or bidders.

10. Requests for further information shall be directed to:

***The Head of Secretariat***,

PSCNCRCNL Bids and Awards Committee,

PMO-NCR South, PNR Bldg. 22 Muelle de San Francisco, South Harbor, Port Area, Manila. Tel. No. 522-4009

**FRANCISQUIEL O MANCILE[[3]](#footnote-3)**

*Chairperson*

PSCNCRCNL Bids and Award Committee



Section II

|  |
| --- |
| Terms of Reference |



**T e r m s o f R e f e r e n c e**

FOR THE PROCUREMENT OF *CONTRACT FOR PORT SECURITY SERVICES*

*IN PORT SECURITY CLUSTER-NATIONAL CAPITAL REGION,*

*CENTRAL AND NORTHERN LUZON CY 2016-2019*

1. RATIONALE/OBJECTIVE[[4]](#footnote-4)
2. Consistent with principles of transparency, competitiveness, streamlining and use of technology in procurement, accountability, and public monitoring under Republic Act No. 9184 and its Revised Implementing Rules and Regulations, this Terms of Reference shall inform and guide prospective bidders interested in a public and competitive bidding for the Contract for Port Security Services in Port Security Cluster–National Capital Region/Central and Northern Luzon for CY 2016-2019.
3. SCOPE OF UNDERTAKING
4. The Contract subject of the desired competitive public bidding under Republic Act No. 9184 and its Revised Implementing Rules and Regulations includes port security needs of the PPA Head Office and its annexed facilities, the Port Management Offices/Terminal Management Offices/Facilities/Units located across the National Capital Region, Central and Northern Luzon, namely:

1. PPA Head Office

1.1 Corporate Building

1.2 GAD Center

1.3 PPA Training Institute

1.4 HMD Motorpool/Survey Boats

1.5 ASD Motorpool

2. PMO-NCR North

2.1 Administrative Building

2.2 TMO-Vitas/Private Ports

2.3 VTMS Building, Radar Station 1 (Isla Puting Bato)

2.4 VTMS Radar Station 2 (Corregidor Island)

2.5 North Harbor Port Terminal

3. PMO-NCR South

3.1 Administrative Building

3.2 South Harbor Expanded Port Zone

3.3 TMO-Pasig River

3.4 Cavite Ferry Terminal, San Roque, Cavite City

4. PMO-Bataan/Aurora

4.1 Port of Lamao (including Mariveles Collection Unit)

4.2 Port of Capinpin

4.3 Port of Dingalan

4.4 Port of Casiguran

5. PMO-Northern Luzon

5.1 Administrative Building (including Training Building)

5.2 TMO CII (Apari, Currimao, Salomague)

5.3 TMO Pangasinan

5.4 TMO Zambales

5.5 TMO Batanes

1. The facilities, offices, installations and structures to be secured under the Contract are particularly described and delineated in the Facility/Port Layout Plans hereto attached and marked as *Annexes “A”, “A-1”, “A-2”*, *et sequentia*.
2. DESCRIPTION OF SERVICES[[5]](#footnote-5)
3. The Philippine Ports Authority (PPA) desires to engage the services of a security agency, through a multi-year contract, for the purpose of safeguarding and protecting its properties, equipment, facilities, installations and confidential information as well as its officers, employees, their visitors and all persons transacting legitimate business within the premises identified and delineated above (*Annexes “A” et seq*.) against any and all crimes/unlawful acts or any act of terrorism within the areas described above which must be consistent with Port Facility Security Plans prepared in accordance with the relevant provisions of *International Ship and Port Facility Security (ISPS) Code* as well as the *National Security Programme for Sea Transport and Maritime Infrastructure*.
4. MINIMUM TRACK RECORD

a. Considering its basic role in the operation, management and administration of seaports, the PPA desires a security Contractor who has completed, within the last five (5) years from the date of submission and receipt of bids, a single contract that is similar to the Contract to be bid. A similar contract must be a seaport or airport security contract the value of which must be at least fifty percent (50%) of the Approved Budget for the Contract (ABC) for the first year of the Contract.

1. OBLIGATIONS AND RESPONSIBILITIES

1. The Contractor shall:

1. Provide and operate efficient port security plans and services in accordance with the standards prescribed by the PPA and the *International Ship and Port Facility Security (ISPS) Code* as well as the *National Security Programme for Sea Transport and Maritime Infrastructure*;

2. Deploy duly licensed security guards as required and who are compliant with the PPA qualification standard as enumerated in *Annex “B”* hereof;

3. Provide and maintain the required security service equipment, mobile units, communications units and gears in ready and operational condition as listed in *Annex “C”* hereof;

4. Employ key officers with appropriate training in:

4.1 *ISPS Code*, specifically in *Port Facility Security Officer (PFSO) Course*,

4.2 Radiation Officers of Industrial X-ray Facilities,

4.3 Bomb Detection and Identification,

4.4 Advanced Intelligence and Investigation, and

4.5 Basic First Aid;

5. Assist in the enforcement of access control and traffic regulations and other security policies existing within the port premises and in facilities, buildings, installations or offices as directed by PPA.

6.[[6]](#footnote-6) Provide, at no expense of PPA, allocation for security training program for all security guards to be deployed under the Contract. Provide training programs to upgrade the knowledge and skills of security guards to be deployed under the Contract on security matters such as, but not limited to, the following:

6.1 Knowledge of current security threats and patterns in port facilities,

6.2 Recognition and detection of weapons, dangerous substances and devices,

6.3 Recognition of characteristics and behavioral patterns of persons who are likely to threaten security,

6.4 Techniques used to circumvent security measures,

6.5 Crowd management and control techniques,

6.6 Security-related communications,

6.7 Testing, calibration and maintenance of security equipment and systems and conduct of firearms proficiency training,

6.8 Inspection, control and monitoring techniques,

6.9 Methods of physical searches of person, personal effects, baggage, cargo, and ship’s stores,

6.10 Basic Intelligence and Investigation Course, and report writing,

6.11 Basic knowledge on the meaning of and consequential requirements of the different security alert levels as defined under the *ISPS Code* and *National Security Programme for Sea Transport and Maritime Infrastructure*.

PPA reserves the right to review and evaluate the required training programs.

7. Comply with all labor laws, standards, social legislations in favor of its security guards and DOLE DO No. 18-A in the implementation of the Contract and hold PPA free and harmless from any liability arising from the claims by security guards against the Contractor.

8. Employ security guards, with appropriate training in bomb and firearms detection and deadly weapon identification in operating baggage x-ray machine and walk-through metal detectors.

9. Provide security office/barracks/utilities and necessary security equipment in addition to what is required of the Contractor for security guards deployed under the Contract.

10. Increase/decrease such number of security guards after due notice from the PPA.[[7]](#footnote-7)

11. Submit to the PPA detailed reports of undertaking and unusual incidents and such other reports in accordance with the form and frequency prescribed by PPA.

12. Make available at any reasonable time all documents related to the Contract for inspection, examination and audit by PPA.

13. Assume liability for any or all losses and damages for destructions to property or death/injuries sustained by the PPA, its employees, guests and passengers, which are directly attributable to the negligence, fault, laxity, unlawful act or misconduct of the Contractor or any of its officers or security guards.

14. Provide insurance coverage or pay for life insurance premium for its security guards.

15. Comply with all other applicable laws, ordinances, terms and conditions of the Contract and applicable rules and regulations promulgated by the PPA.

16. Pay taxes in full and on time and that the failure to do so will entitle the PPA to suspend payment for any services delivered/rendered by the Contractor.

17. Regularly present to PPA, within the duration of the contract, a tax clearance from the Bureau of Internal Revenue as well as a copy of its income and business tax returns stamped and received by the Bureau of Internal Revenue and duly validated with the tax payments made thereon;

18. Comply with all the provisions of the contract and contract documents. Non-compliance with or violations of any of its obligations and responsibilities shall be a ground for rescission, cancellation and/or termination of the Contract after due notice.

19. Post the required performance security in sufficient amount, for the duration of the Contract and in the form of cash, manager’s check or a bond secured from a reputable insurance company duly accredited by the appropriate government agency to guarantee full performance and compliance with every stipulation, terms and conditions of the Contract, and adjust the amount of the bond accordingly whenever the number of guards is increased or decreased.

1. The PPA shall:[[8]](#footnote-8)
2. Award the Contract for Port Security Services in the Port Security Cluster-National Capital Region/Central and Northern Luzon for CY 2016-2019 to the lowest calculated responsive bidder after a competitive public bidding under Republic Act No. 9184 and its IRR.
3. Ensure the availability of funds for security services rendered under the Contract.
4. After the perfection of the Contract, pay the Contractor the amount due for additional security guards deployed in accordance with the Contract, applicable wages as well as prevailing PADPAO rates in the Region where security services under the Contract are being provided on a “no gain/no loss” basis under the IRR of Republic Act No. 9184.
5. Exercise functional and operational supervision over the security guards deployed under the Contract for its proper implementation.
6. Provide, in coordination with the Contractor, ISPS Code awareness training, port orientation briefings, and other pertinent port security training updates to security guards under the Contract.
7. Provide compensation for overtime services as may be authorized by the Head of the Responsibility Center under exceptional circumstances. Its computation shall be subject to existing labor laws and on the basis of “no gain/no loss” policy under the IRR of Republic Act No. 9184.
8. Exercise visitorial power or conduct inspection or audit of the Contractor’s compliance with existing social legislation or provisions of the contract relating to the welfare of security guards deployed under the Contract.
9. RIGHTS OF CONTRACTOR AND PPA[[9]](#footnote-9)
10. The Contractor shall:
11. Financial
    1. Collect its fees and charges for services rendered as concurred in, validated and approved by the PPA, which shall be issued with Official Receipts.
12. Administrative

2.1 Confer or meet with the authorized representatives of PPA on issues and concerns pertaining to proper implementation of the Contract respecting a particular situation in a particular port.

1. The PPA shall:
2. Financial

1.1 To require the Contractor to submit supporting documents as bases for payment of services rendered by its security guards and to issue appropriate Official Receipts.

1. Operational
   1. Supervise the services rendered by and control the conduct of security guards deployed under the Contract with a view of ensuring their maximum efficiency in port management, operation and management.
2. Administrative
   1. Terminate and/or cancel the Contract as may be provided for therein.
   2. Conduct audit in compliance with the terms and conditions of the Contract.
3. DURATION OF CONTRACT
4. The Contract for Port Security Services in Port Security Cluster-National Capital Region/Central and Northern Luzon CY 2016-2019 shall be effective for a period of three (3) years from the signing thereof.
5. VENUE OF ACTION
6. All actions relating to bidding of or the Contract shall only be instituted before appropriate courts in the City of Manila, Philippines.

***Recommending Approval***:

**FRANCISQUIEL O MANCILE[[10]](#footnote-10)**

*Chairperson*

Port Security Cluster-National Capital Region/Central and Northern Luzon

Bids and Award Committee (PSC-NCRCNLBAC)

***APPROVED***:

**RAUL T SANTOS**

*Assistant General Manager*, Operations

*Officer-In-Charge*, PPA

ANNEX “B”

**Qualifications of Security Guards**

1. At least High School graduate
2. Height: At least 5’4” for male

5’2” for female

1. Duly licensed security guard
2. At least 21 years of age but preferably not more than 50 years old
3. with Neuro Psychiatric Clearance
4. with Drug Test Clearance
5. Must not be a dishonorably discharged member of the PNP or any branches of the Armed Forces of the Philippines, and such other similar agencies. [[11]](#footnote-11)

[[12]](#footnote-12)

**ANNEX “C”**

Firearms, Communications and Transportation Minimum Requirements

1. Firearm/ammunition Requirement

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| PMO/TMO | 9mm Pistol | Ammo | .38 cal | Ammo | 12GA | Ammo |
| Head Office | 18 | 216 | 4 | 48 | 2 | 20 |
| NCR South | 25 | 300 | - | - | 1 | 10 |
| NCR North | 25 | 300 | 2 | 24 | 5 | 50 |
| Bataan/Aurora | 12 | 110 | 5 | 124 | 9 | 100 |
| Northern Luzon | 9 | 108 | - | - | 4 | 40 |

1. Transportation Equipment (In good running condition and not older than 2012 model)

|  |  |  |  |
| --- | --- | --- | --- |
| PMO/TMO | 4 Wheel Vehicle  (4 Door Pick-Up or Passenger Van no Less than 2.0L) | Motorcycle  (No less than 150cc) | Bicycle  (Mt. Bike) |
| Head Office | 1 | 1 | 0 |
| NCR South | 1 | 4 | 0 |
| NCR North | 1 | 3 | 2 |
| Bataan/Aurora | 1 | 1 | 6 |
| Northern Luzon | 1 | 2 | 6 |

c. Other Security Equipment Requirements

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| PMO/TMO | Emergency  Light | Metal  Detector | Mega  phone | Binocular | VHF  Radio | Radio  Base |
| Head Office | 5 | 5 | 3 | 0 | 10 | 1 |
| NCR South | 25 | 7 | 6 | 3 | 27 | 1 |
| NCR North | 20 | 10 | 6 | 2 | 30 | 1 |
| Bataan/Aurora | 9 | 4 | 2 | 4 | 12 | 2 |
| Northern Luzon | 9 | 5 | 3 | 1 | 7 | 1 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| PMO/TMO | Ostrich  Mirror | Camera | Traffic  Vest | Halogen  Searchlight |
| Head Office | 4 | 0 | 0 | - |
| NCR South | 1 | 1 | 15 | 1 |
| NCR North | 4 | 1 | 12 | 4 |
| Bataan/Aurora | 2 | 1 | 6 | 4 |
| Northern Luzon | 2 | 2 | 3 | 6 |

[[13]](#footnote-13)

d. Security Guard Paraphernalia

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Paraphernalia | Head  Office | PMO NCR South | PMO  NCR North | PMO  Bataan Aurora | Northern Luzon |
| Head gear | 48 | 74 | 69 | 37 | 30 |
| Whistle with lanyard | 48 | 74 | 69 | 37 | 30 |
| Retractable Baton | 48 | 74 | 69 | 37 | 30 |
| Rechargeable LED Flash light | 48 | 74 | 69 | 37 | 30 |
| Tear gas canister | 48 | 74 | 69 | 37 | 30 |
| First aid kit | 48 | 74 | 69 | 37 | 30 |
| Raincoat | 48 | 74 | 69 | 37 | 30 |
| Rain boots | 48 | 74 | 69 | 37 | 30 |
| Service Shoes (Black) | 48 | 74 | 69 | 37 | 30 |
| Brassard (reflectorized  With PPA & Agency  marking) | 48 | 74 | 69 | 37 | 30 |

**[[14]](#footnote-14)**



Section III

|  |
| --- |
| Instructions to Bidders |



**INSTRUCTIONS TO BIDDERS**

FOR THE PROCUREMENT OF *CONTRACT FOR PORT SECURITY SERVICES*

*IN PORT SECURITY CLUSTER-NATIONAL CAPITAL REGION,*

*CENTRAL AND NORTHERN LUZON CY2016-2019*

1. **GENERAL[[15]](#footnote-15)**

1. ***Scope of Bid***

1.1 The Philippine Ports Authority (PPA), through its duly constituted Bids and Award Committee (BAC) as named and identified in the Bid Data Sheet (BDS), wishes to receive bids for the supply and delivery of port security services described in the Technical Specifications (Section VII of this Bidding Documents).

1.2 The identification of the contract to be bid, its general area of coverage and the number of security guards specific to this bidding are provided for in the BDS. The successful bidder is expected to enter into a three (3) year port security contract with the Philippine Ports Authority.

2. ***Source of Funds***

1.1 The PPA has a corporate budget in an amount indicated in the BDS, which it intends to apply specifically for the Contract, as defined in the BDS, to cover eligible payments thereunder.

3. ***Corrupt, Fraudulent, Collusive, and Coercive Practices***

3.1 Unless otherwise specified in the BDS, the PPA, its officers and employees as well as the bidders and suppliers shall observe the highest standard of ethics during the procurement and execution of the Contract. In pursuance of this policy, the PPA:

(a) defines, for purposes of this ITB, the terms set forth below as follows:

(i) “*corrupt practice*” means behavior on the part of officials in the public or private sectors by which they improperly and unlawfully enrich themselves, others, or induce others to do so, by misusing the position in which they are placed, and includes the offering, giving, receiving, or soliciting of anything of value to influence the action of any such official in the procurement process or in contract execution; entering, on behalf of the government, into any contract or transaction manifestly and grossly disadvantageous to the same, whether or not the public officer profited or will profit thereby, and similar acts as provided for in Republic Act No. 3019.

(ii) “*fraudulent practice*” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the PPA and/or any of its Offices, which includes collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the PPA and/or any of its Offices of the benefits of a free and open competition.[[16]](#footnote-16)

(iii) “*collusive practices*” means a scheme or arrangement between two or more Bidders, with or without the knowledge of the Philippine Ports Authority (PPA), designed to establish bid prices at artificial, non-competitive levels.

(iv) “*coercive practices*” means harming or threatening to harm, directly or indirectly, persons, or their property to influence their participation in a procurement process, or affect the execution of a contract;

(v) “*obstructive practice*” is

(aa) deliberately destroying, falsifying, altering or concealing of evidence material to an administrative proceedings or investigation or making false statements to investigators in order to materially impede an administrative proceedings or investigation of the PPA or any foreign government/foreign or international financing institution into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the administrative proceedings or investigation or from pursuing such proceedings or investigation; or

(bb) acts intended to materially impede the exercise of the inspection and audit rights of the PPA, or any foreign government/foreign or international financing institution herein.

(b) will reject a proposal for award if it determines that the bidder recommended for award has engaged in any of the practices mentioned in this Clause for purposes of competing for the Contract.

3.2. Further, the PPA will seek to impose the maximum civil, administrative, and/or criminal penalties available under applicable laws on individuals and organizations deemed to be involved in any of the practices mentioned in ITB Clause 3.1(a).

3.3. Furthermore, the PPA reserves the right to inspect and audit records and accounts of a bidder or supplier in the bidding for and performance of a contract or through independent auditors as reflected in the GCC Clause 3.

4. ***Conflict of Interest***

4.1. All Bidders found to have conflicting interests shall be disqualified to participate in the procurement at hand, without prejudice to the imposition of appropriate administrative, civil, and criminal sanctions. A Bidder may be considered to have conflicting interests with another Bidder in any of the events described in paragraphs (a) through (c) below and a general conflict of interest in any of the circumstances set out in paragraphs (d) through (f) below:

(a) A bidder has controlling shareholders in common with another bidder;

(b) A bidder receives or has received any direct or indirect subsidy from any other bidder;

(c) A bidder has the same legal representative as that of another bidder for purposes of this bid;

(d) A bidder has a relationship, directly or through third parties, that puts them in a position to have access to information about or influence on the bid of another bidder or influence the decisions of the PPA or its BAC regarding this bidding process. This will include a firm or an organization who lends, or temporarily seconds, its personnel to firms or organizations which are engaged in consulting services for the preparation related to procurement for or implementation of the project if the personnel would be involved in any capacity on the same project;

(e) A bidder submits more than one bid in this bidding process. However, this does not limit the participation of subcontractors in more than one bid; or[[17]](#footnote-17)

(f) A bidder who participated as a consultant in the preparation of the design or technical specifications of the security services subject of the bid.

4.2. In accordance with Section 47 of the IRR of RA 9184, all bids shall be accompanied by a sworn affidavit of the bidder that it is not related to the Head of the PPA, members of the Bids and Awards Committee (BAC), members of the Technical Working Group (TWG), members of the BAC Secretariat, the heads of the end-user units (Port Management Office or equivalent) by consanguinity or affinity up to the third civil degree. On the part of the bidder, this Clause shall apply to the following persons:

1. If the bidder is an individual or a sole proprietorship, to the bidder himself;[[18]](#footnote-18)
2. (b) If the bidder is a partnership, to all its officers and members;

(c) If the bidder is a corporation, to all its officers, directors, and controlling stockholders; and

(d) If the bidder is a joint venture (JV), the provisions of items (a), (b), or (c) of this Clause shall correspondingly apply to each of the members of the said JV, as may be appropriate.

4.3. Any relation described above to the aforementioned persons or failure to comply with this Clause shall result in the automatic disqualification of the bidder concerned.

5. ***Eligible Bidders***

5.1. Unless otherwise provided in the BDS, the following persons shall be eligible to participate in this bidding:

(a) Duly licensed Filipino citizens/sole proprietorships;

(b) Partnerships duly organized under the laws of the Philippines, one hundred percent (100%) of the interest belongs to citizens of the Philippines;

(c) Corporations duly organized under the laws of the Philippines, one hundred percent (100%) of the outstanding capital stock belongs to citizens of the Philippines;

(d) Cooperatives duly organized under the laws of the Philippines, one hundred percent (100%) of the interest belongs to citizens of the Philippines; and

(e) Unless otherwise provided in the BDS, persons/entities forming themselves into a JV, i.e., a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, that Filipino ownership or interest of the joint venture concerned shall be one hundred percent(100%).

5.2. Unless otherwise provided in the BDS, the bidder must have completed, within the last five (5) years for the date of submission of bids, a single contract similar to the Contract to be bid, which shall be related to port security and the value of which, adjusted to current prices using the National Statistics Office consumer price index, must be at least equivalent to fifty (50) percent of the ABC stated in the BDS.

For this purpose, contracts similar to the Contract to be bid shall be those that are specifically described in the BDS and completed within the relevant period stated in the Invitation to Bid and ITB Clause 12.1(a) (iii).

5.3. The bidder must submit a computation of its Net Financial Contracting Capacity (NFCC), which must be at least equal to the ABC to be bid, calculated as follows:

NFCC = [(Current Assets minus Current Liabilities) (K)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started coinciding with the Contract to be bid.

Where:

K = 10 for a contract duration of one year or less,

15 for a contract duration of more than one year up to two years, and

20 for a contract duration of more than two years.

6. ***Bidder’s Responsibilities***[[19]](#footnote-19)

6.1. The Bidder or its duly authorized representative shall submit a sworn statement in the form prescribed in Section VIII. Eligibility and Technical Components – Standard Forms as required in ITB Clause 12.1(b)(iii).

6.2. The bidder is solely responsible for the following:

(a) Having taken steps to carefully examine all of the Bidding Documents;

(b) Having acknowledged all conditions, local or otherwise, affecting the implementation of the contract;

(c) Having made an estimate of the facilities available and needed for the contract to be bid, if any;

(d) Having complied with its responsibility to inquire or secure Supplemental/Bid Bulletin(s) as provided under ITB Clause 10.3.

(e) Ensuring that it is not “blacklisted” or barred from bidding by the GOP or any of its agencies, offices, corporations, or LGUs, including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the GPPB;

(f) Ensuring that 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;

(g) Authorizing the Head of the PPA or its duly authorized representative/s to verify all the documents submitted;

(h) Ensuring that the signatory is the duly authorized representative of the Bidder, and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the Bidder in the bidding, with the duly notarized Secretary’s Certificate attesting to such fact, if the Bidder is a corporation, partnership, cooperative, or joint venture;

(i) Complying with the disclosure provision under Section 47 of RA 9184 in relation to other provisions of RA 3019; and[[20]](#footnote-20)

(j) Complying with existing labor laws and standards, in the case of procurement of services.

Failure to observe any of the above responsibilities shall be at the risk of the Bidder concerned.

6.3. The bidder, by the act of submitting its bid, shall be deemed to have inspected the sites, assessed their general security requirements and have examined all instructions, forms, terms, and specifications in the Bidding Documents.

6.4. It shall be the sole responsibility of the bidder to determine and to satisfy itself by such means as it considers necessary or desirable as to all matters pertaining to the Contract to be bid, including: (a) the location and the nature of the security services for the Contract to be bid; (b) general security conditions in areas where services will be rendered; (c) communication and transportation facilities in areas where services will be rendered; and (d) other factors that may affect the cost, duration, and execution of the desired security services or implementation of the Contract.

6.5. The PPA shall not assume any responsibility regarding erroneous interpretations or conclusions by the prospective or eligible bidder out of the data furnished by the PPA.

6.6. The bidder shall bear all costs associated with the preparation and submission of his bid, and the PPA will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

6.7. Before submitting their bids, a bidder is deemed to have become familiar with all existing laws, decrees, ordinances, acts and regulations of the Philippines which may affect the Contract in any way.

6.8. The bidder should note that the PPA will only accept bids from those that have paid the non-refundable fee for the Bidding Documents at the Office indicated in the Invitation to Bid.

7. ***Origin of Goods and Services***

7.1 Unless otherwise indicated in the BDS, there is no restriction on the origin of goods and services other than those prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations.

8. ***Subcontracts***

8.1. Unless otherwise specified in the BDS, the bidder may subcontract portions of the goods/services to an extent as may be approved by the PPA and stated in the BDS. However, subcontracting of any portion shall not relieve the bidder from any liability or obligation that may arise from the Contract to be bid.

8.2. Subcontractors must comply with the eligibility criteria and the documentary requirements specified in the BDS. In the event that any subcontractor is found by the PPA to be ineligible, the subcontracting of such portion of the goods/services shall be disallowed.

8.3. The bidder may identify the subcontractor to whom a portion of the goods/ services will be subcontracted at any stage of the bidding process or during contract implementation. If the bidder opts to disclose the name of the subcontractor during bid submission, the bidder shall include the required documents as part of the technical component of its bid.

1. **CONTENTS OF BIDDING DOCUMENTS[[21]](#footnote-21)**

9. ***Pre-Bid Conference***

9.1. A pre-bid conference shall be conducted by the Bids and Award Committee.

(a) If so specified in the BDS, a pre-bid conference shall be held at the venue and on the date indicated therein, to clarify and address bidders’ questions on the technical and financial components of the Contract to be bid.

(b) The pre-bid conference shall be held at least twelve (12) calendar days before the deadline for the submission and receipt of bids. If the PPA determines that, by reason of the method, nature, or complexity of the Contract to be bid a longer period for the preparation of bids is necessary, the pre-bid conference shall be held at least thirty (30) calendar days before the deadline for the submission and receipt of bids, as specified in the BDS.

9.2. Bidders are encouraged to attend the pre-bid conference to ensure that they fully understand the requirements of PPA. Non-attendance of the bidder will in no way prejudice its bid; however, the bidder is expected to know the changes [[22]](#footnote-22)and/or amendments to the Bidding Documents discussed during the pre-bid conference.

9.3. Any statement made at the pre-bid conference shall not modify the terms of the Bidding Documents unless such statement is specifically identified in writing as an amendment thereto and issued as a Supplemental/Bid Bulletin.

10. ***Clarification and Amendment of Bidding Documents***

10.1. Bidders who have purchased the Bidding Documents may request for clarification on any part of the Bidding Documents for an interpretation. Such request must be in writing and submitted to the PPA at the address indicated in the BDS at least ten (10) calendar days before the deadline set for the submission and receipt of bids.

10.2. Supplemental/Bid Bulletins may be issued upon the initiative of PPA or its BAC for purposes of clarifying or modifying any provision of the Bidding Documents not later than seven (7) calendar days before the deadline for the submission and receipt of bids. Any modification to the Bidding Documents shall be identified as an amendment.

10.3. Any Supplemental/Bid Bulletin issued by the BAC shall also be posted on the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the PPA. It shall be the responsibility of all bidders who secured the Bidding Documents to inquire and secure Supplemental/Bid Bulletins that may be issued by the BAC. However, bidders who have submitted bids before the issuance of the Supplemental/Bid Bulletin must be informed and allowed to modify or withdraw their bids in accordance with ITB Clause 23.

1. **Preparation of Bids**

11. ***Language of Bid***

The bid, as well as all correspondence and documents relating to the bid exchanged by the bidder and the PPA or its BAC shall be written in English. Supporting documents and printed literature furnished by the bidder may be in another language provided they are accompanied by an accurate translation in English certified to by the appropriate embassy or consulate in the Philippines. The English translation shall govern for purposes of interpretation of the bid.

12. ***Documents Comprising the Bid: Eligibility and Technical Components***

12.1. Unless otherwise indicated in the BDS, the first envelope shall contain the following eligibility and technical documents:

(a) Eligibility Documents –

*Class “A” Documents*:

(i) Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, or any proof of such registration as stated in the BDS;

(ii) Mayor’s permit issued by the city or municipality where the principal place of business of the prospective bidder is located;

(iii) Tax Clearance per Executive Order 398, series of 2005, as finally received and approved by the BIR.[[23]](#footnote-23)

(iii) Statement of all its ongoing government and private contracts for the last five (5) years, including contracts awarded but not yet started, if any. The statement shall include, for each contract, the following: (E-Form 4-A & E-Form 4-B)

(iii.1) name of the contract/s

(iii.2) date of the contract/s

(iii.3) duration of the contract/s

(iii.4) nature of security service provided under the contract/s

(iii.5) percentage of accomplishment of the contract/s;

(iii.6) number of guards deployed under the contract/s;

(iii.7) amount of the contract/s; and

(iii.8) the statement shall be supported by Notices to Proceed;

(iv) Statement of Bidder’s Largest Single Contract similar to the Contract to be bid within the last five (5) years from the date of submission and receipt of bids, the value of which must be equivalent to at least 50% of the ABC; (E-Form 5)

(v) Audited financial statements, stamped “received” by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions, for the preceding calendar year, which should not be earlier than two (2) years from bid submission; (E-Form 6)

(vi) SSS Registration; (E-Form 7)

(vii) NFCC computation in accordance with ITB Clause 5.3 (E-Form 8)

(viii) Valid PNP-SAGSD license authorizing the bidder to provide security services; (E-Form 9)

(ix) Other appropriate licenses as may be required by the PPA as indicated in the BDS; and

*Class “B” Document*s:

(ix) If applicable, the 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; (E-Form 10)

(x) Articles of Incorporation and By-Laws, if applicable; or (E-Form 11)[[24]](#footnote-24)

(xi) Partnership Agreement, if applicable. (E-Form 12)

(b) Technical Documents –

(i) Bid security in accordance with ITB Clause 18.

(ii) Conformity with technical specifications, as enumerated and specified in Sections VI and VII of the Bidding Documents;

(iii) Sworn statement in accordance with Section 25.2(a)(iv) of the IRR of RA 9184 and using the form prescribed in Section VIII. Eligibility and Technical Components – Standard Forms;

(iv) Manpower requirements as indicated in the BDS; and

(v) Additional documents enumerated in the BDS.

13. ***Documents Comprising the Bid: Financial Component***

13.1. Unless otherwise stated in the BDS, the financial component of the bid shall contain the following:

(a) Undertaking;

(b) Financial Bid Form, which includes bid prices and the bill of quantities and the applicable Price Schedules, in accordance with ITB Clauses 15.1 and 15.3;

(c) If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification from the DTI, SEC, or CDA issued in accordance with ITB Clause 27, unless otherwise provided in the BDS;

(d) Any other document related to the financial component of the bid as stated in the BDS; and

13.2. A financial bid must not exceed the ABC. Any bid that exceeds the ABC shall not be accepted.

14. ***Alternative Bids***

14.1 Alternative Bids shall be rejected. For this purpose, alternative bid is an offer made by a bidder in addition or as a substitute to its original bid which may be included as part of its original bid or submitted separately therewith for purposes of bidding. A bid with options is considered an alternative bid regardless of whether said bid proposal is contained in a single envelope or submitted in two (2) or more separate bid envelopes.

15. ***Bid Prices***

15.1. The bidder shall complete the appropriate Price Schedules included herein, stating fixed rates prescribed by law for standard salaries and benefits for the personnel and the mandated taxes of the minimum cost distribution formula prescribed under the IRR of R.A. 5478.[[25]](#footnote-25)

15.2. Prices indicated on the Price Schedule shall be entered separately in the manner specified in the BDS.

15.3. Bid Prices shall be fixed during the Bidder’s performance of the Contract and not subject to variation or price escalation on any account, unless otherwise specified in the BDS.

16. ***Bid Currencies***

16.1. Prices shall be quoted in the following currencies:

(a) For services that the bidder will render from within the Philippines, the prices shall be quoted in Philippine Pesos.

16.2. If so allowed in accordance with ITB Clause 16.1, the PPA or its BAC, for purposes of bid evaluation and comparing the bid prices, will convert the amounts in various currencies in which the bid price is expressed to Philippine Pesos at the exchange rates issued by BSP applicable on the date of the bidding.

16.3. Unless otherwise specified in the BDS, payment of the contract price shall be made in Philippine Pesos.

17. ***Bid Validity***

17.1. Bids shall remain valid for the period specified in the BDS which shall not exceed one hundred twenty (120) calendar days from the date of the opening of bids.

17.2. In exceptional circumstances, prior to the expiration of the Bid validity period, the PPA or its BAC may request Bidders to extend the period of validity of their bids. The request and the responses shall be made in writing. The bid security described in ITB Clause 18 should also be extended corresponding to the extension of the bid validity period at the least. A Bidder may refuse the request without forfeiting its bid security, but his bid shall no longer be considered for further evaluation and award. A Bidder granting the request shall not be required or permitted to modify its bid.

18. ***Bid Security***

18.1. The bid security issued in favor of the PPA in the amount stated in the BDS shall be equal to the percentage of the ABC in accordance with the following schedule:

(a) Cash or Cashier’s/Manager’s check must be equivalent to at least two (2) percent of the published ABC.

(b) In lieu of a bond, the bidder, in accordance with GPPB Resolution No. 03-2012, may submit a Bid Securing Declaration compliant with the standard format attached as Annex “A” in T-Form 1.[[26]](#footnote-26)

The Bid Securing Declaration states, among others, that the bidder shall enter into contract with the procuring entity and furnish the required performance security within ten (10) calendar days, or less, as indicated in the ITB Clause 34, from receipt of the Notice of Award, and committing to pay the corresponding fine and be suspended for a period of time from being qualified to participate in any government procurement activity in the event it violates any of the conditions stated therein as required in the guidelines issued by GPPB.

18.2. The bid security should be valid for the period specified in the BDS. Any bid not accompanied by an acceptable bid security shall be rejected by the BAC as non-responsive.

18.3. No bid security shall be returned to bidders after the opening of bids and before contract signing, except to those that failed or declared as post-disqualified, upon submission of a written waiver of their right to file a motion for reconsideration and/or protest. Without prejudice on its forfeiture, bid securities shall be returned only after the bidder with the Lowest Calculated and Responsive Bid has signed the contract and furnished the performance security, but in no case later than the expiration of the bid security validity period indicated in ITB Clause 18.2.

18.4. Upon signing and execution of the contract pursuant to ITB Clause 33, and the posting of the performance security pursuant to ITB Clause 34, the successful bidder’s bid security will be discharged, but in no case later than the bid security validity period as indicated in the ITB Clause 18.2.

18.5. The bid security may be forfeited:

(a) if a bidder:

(i) withdraws its bid during the period of bid validity specified in ITB Clause 17;

(ii) does not accept the correction of errors pursuant to ITB Clause 28.3(b);

(iii) fails to submit the requirements within the prescribed period or a finding against their veracity as stated in ITB Clause 29.2;

(iv) submits eligibility requirements containing false information or falsified documents;

(v) submits bids that contain false information or falsified documents, or the concealment of such information in the bids in order to influence the outcome of eligibility screening or any other stage of the public bidding;[[27]](#footnote-27)

(vi) allows the use of one’s name, or using the name of another for purposes of public bidding;

(vii) withdraws bid, or refuses to accept an award, or refuses to enter into contract with the Government without justifiable cause, after the bidder had been adjudged as having submitted the Lowest Calculated and Responsive Bid;

(viii) refuses or fails to post the required performance security within the prescribed time;

(ix) refuses to clarify or validate in writing its bid during post-qualification within a period of seven (7) calendar days from receipt of the request for clarification;

(x) commits any documented attempt to unduly influence the outcome of the bidding in its favor;

(xi) fails to enter into a joint venture with potential joint venture partners after the bid is declared successful; or

(xii) commits all other acts that tend to defeat the purpose of the competitive bidding, such as habitually withdrawing from bidding, submitting late Bids or patently insufficient bid, for at least three (3) times within a year, except for valid reasons.

(b) if the successful Bidder:

(i) fails to sign the contract in accordance with ITB Clause 33; or

(ii) fails to furnish performance security in accordance with ITB Clause 34.

19. ***Format and Signing of Bids***

19.1. Bidders shall submit their bids through their duly authorized representative using the appropriate forms provided in Sections VIII and IX on or before the deadline specified in the ITB Clauses21 in two (2) separate sealed bid envelopes, and which shall be submitted simultaneously. The first envelope shall contain the technical component of the bid, including the eligibility requirements under ITB Clause 12.1, and the second envelope shall contain the financial component of the bid.

19.2. Forms as mentioned in ITB Clause 19.1must be completed without any alterations to their format, and no substitute form shall be accepted. All blank spaces shall be filled in with the information requested.[[28]](#footnote-28)

19.3. The Bidder shall prepare and submit an original and copies of the first and second envelopes as described in ITB Clauses 12 and13. The number of copies of the first and second envelopes is stated in the BDS. In the event of any discrepancy between the original and the copies, the original shall prevail.

19.4. The bid, except for unamended printed literature, shall be signed, and each and every page thereof shall be originally signed in full, by the duly authorized representative/s of the Bidder.

19.5. Any interlineations, erasures, or overwriting shall be valid only if they are signed by the duly authorized representative/s of the bidder and the person who originally executed the document sought to be corrected.

20. ***Sealing and Marking of Bids***

20.1. Bidders shall enclose their original eligibility and technical documents described in ITB Clause 12 in one sealed envelope marked “ORIGINAL - TECHNICAL COMPONENT”, and the original of their financial component in another sealed envelope marked “ORIGINAL - FINANCIAL COMPONENT”, sealing them all in an outer envelope marked “ORIGINAL BID”.

20.2. Each copy of the first and second envelopes shall be similarly sealed duly marking the inner envelopes as “COPY NO. \_\_\_ - TECHNICAL COMPONENT” and “COPY NO. \_\_\_ – FINANCIAL COMPONENT” and the outer envelope as “COPY NO. \_\_\_”, respectively. These envelopes containing the original and the copies shall then be enclosed in one single envelope.

20.3. The original and the number of copies of the Technical Component and Financial Component as indicated in the BDS shall be typed or written in indelible ink and shall be signed by the bidder or its duly authorized representative/s. Both must have corresponding index tabs.

20.4. All envelopes shall:

(a) contain the name of the contract to be bid in capital letters;

(b) bear the name and address of the Bidder in capital letters;

(c) be addressed to the PPA in accordance with ITB Clause 10.1;

(d) bear the specific identification of this bidding process indicated in the ITB Clause 1.2; and

(e) bear a warning “DO NOT OPEN BEFORE…” the date and time for the opening of bids, in accordance with ITB Clause21.

20.5. Failure to comply with the requirement of signing, sealing and marking of bids shall be a ground for disqualification.[[29]](#footnote-29)

1. **Submission and Opening of Bids**

21. ***Deadline for Submission of Bids***

21.1 Bids must be received by the BAC Secretariat at the address and on or before the date and time indicated in the BDS.

22. ***Late Bids***

22.1 Any bid submitted after the deadline for submission and receipt of bids prescribed in ITB Clause 21, shall be declared “Late” and shall not be accepted by the PPA, PSCNCRCNL Bids and Awards Committee.

23. ***Modification and Withdrawal of Bids***

23.1. The bidder may modify its bid after it has been submitted; provided that the modification is received by the BAC prior to the deadline prescribed for submission and receipt of bids. The bidder shall not be allowed to retrieve its original bid, but shall be allowed to submit another bid equally sealed, properly identified, linked to its original bid marked as “TECHNICAL MODIFICATION” or “FINANCIAL MODIFICATION” and stamped “received” by the BAC Secretariat. Bid modifications received after the applicable deadline shall not be considered and shall be returned to the bidder unopened.

23.2. A bidder may, through a Letter of Withdrawal, withdraw its bid after it has been submitted, for valid and justifiable reason; provided that the Letter of Withdrawal is received by the BAC prior to the deadline prescribed for submission and receipt of bids.

23.3. Bids requested to be withdrawn in accordance with ITB Clause 23.1 shall be returned unopened to the Bidders. A bidder may also express its intention not to participate in the bidding through a letter which should reach and be stamped by the BAC before the deadline for submission and receipt of bids. A bidder that withdraws its bid shall not be permitted to submit another bid, directly or indirectly, for the same contract.

23.4. No bid may be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Financial Bid Form. Withdrawal of a bid during this interval shall result in the forfeiture of the bidder’s bid security, pursuant to ITB Clause18.5, and the imposition of administrative, civil and criminal sanctions as prescribed by RA 9184 and its IRR.[[30]](#footnote-30)

24. ***Opening and Preliminary Examination of Bids***

24.1 The BAC shall open the first bid envelopes of bidders in public as specified in the BDS to determine each bidder’s compliance with the documents prescribed in ITB Clause 12. For this purpose, the BAC shall check the submitted documents of each bidder against a checklist of required documents to ascertain if they are all present, using a non-discretionary “pass/fail” criterion. If a bidder submits the required document, it shall be rated “passed” for that particular requirement. In this regard, bids that fail to include any requirement or are incomplete or patently insufficient shall be considered as “failed”. Otherwise, the BAC shall rate the said first bid envelope as “passed”.

24.2. Unless otherwise specified in the BDS, immediately after determining compliance with the requirements in the first envelope, the BAC shall forthwith open the second bid envelope of each remaining eligible bidder whose first bid envelope was rated “passed”. The second envelope of each complying bidder shall be opened within the same day. In case one or more of the requirements in the second envelope of a particular bid is missing, incomplete or patently insufficient, and/or if the submitted total bid price exceeds the ABC unless otherwise provided in ITB Clause 13.2, the BAC shall rate the bid concerned as “failed”. Only bids that are determined to contain all the bid requirements for both components shall be rated “passed” and shall immediately be considered for further evaluation and comparison.

24.3. Letters of withdrawal shall be read out and recorded during bid opening, and the envelope containing the corresponding withdrawn bid shall be returned to the bidder/representative unopened. If the withdrawing Bidder’s representative is in attendance, the original bid and all copies thereof shall be returned to the representative during the bid opening. If the representative is not in attendance, the bid shall be returned unopened by registered mail. The Bidder may withdraw its bid prior to the deadline for the submission and receipt of bids, provided that the corresponding Letter of Withdrawal contains a valid authorization requesting for such withdrawal, subject to appropriate administrative sanctions.

24.4. If a Bidder has previously secured a certification from the PPA to the effect that it has previously submitted the above-enumerated Class “A” Documents, the said certification may be submitted in lieu of the requirements enumerated in ITB Clause 12.1(a), Items (i) to (v).

24.5. Each partner of a joint venture agreement shall likewise submit the requirements in ITB Clause12.1(a)(i)and (ii). Submission of documents required under ITB Clause12.1(a)(iii) to (v)by any of the joint venture partners constitutes compliance.[[31]](#footnote-31)

24.6. A bidder determined as “failed” has three (3) calendar days upon written notice or, if present at the time of bid opening, upon verbal notification, within which to file a request or motion for reconsideration with the BAC. Provided, however, that the motion for reconsideration shall not be granted if it is established that the finding of failure is due to the fault of the bidder concerned. Provided, further, that the BAC shall decide on the request for reconsideration within seven (7) calendar days from receipt thereof. If a “failed” bidder signifies his intent to file a motion for reconsideration, the BAC shall keep the bid envelopes of the said bidder unopened and/or duly sealed until such time that the motion for reconsideration or protest has been resolved.

24.7. The BAC Secretariat shall prepare the minutes of the proceedings of the bid opening that shall include, as a minimum: (a) names of bidders, their bid price, bid security, findings of preliminary examination; and (b) attendance sheet. The BAC members shall sign the abstract of bids as read.

1. **Evaluation and Comparison of Bids**

25. ***Process to be Confidential***

25.1. Members of the BAC, including its staff and personnel, as well as its Secretariat and TWG, are prohibited from making or accepting any kind of communication with any bidder regarding the evaluation of their bids until the issuance of the Notice of Award, unless otherwise allowed in the case of ITB Clause 26.

25.2. Any effort by a bidder to influence the decision of PPA, BAC, its Secretariat and TWG in respect of bid evaluation, bid comparison or contract award will result in the rejection of the bidder’s bid.

26. ***Clarification of Bids***

26.1 To assist in the evaluation, comparison, and post-qualification of the bids, the BAC may ask in writing any bidder for a clarification of its bid. All responses to requests for clarification shall be in writing. Any clarification submitted by a bidder, in respect to its bid but is not in response to a request by the BAC, shall not be considered.

27. ***Domestic Preference***

27.1. Unless otherwise stated in the BDS, the PPA prefers a bid for its port security contract from a domestic entity.

28. ***Detailed Evaluation and Comparison of Bids***

28.1. The BAC will undertake the detailed evaluation and comparison of bids which have passed the opening and preliminary examination of bids, pursuant to ITB Clause 24, in order to determine the Lowest Calculated Bid.

28.2. The Lowest Calculated Bid shall be determined in two steps:

(a) The detailed evaluation of the financial component of the bids, to establish the correct calculated prices of the bids; and[[32]](#footnote-32)

(b) The ranking of the total bid prices as so calculated from the lowest to the highest. The bid with the lowest price shall be identified as the Lowest Calculated Bid.

28.3. The BAC shall immediately conduct a detailed evaluation of all bids rated “passed,” using non-discretionary pass/fail criteria. Unless otherwise specified in the BDS, the BAC shall consider the following in the evaluation of bids:

(a) *Completeness of the bid*. Unless the ITB specifically allows partial bids, bids not addressing or providing all of the required items in the Schedule of Requirements including, where applicable, bill of quantities, shall be considered non-responsive and, thus, automatically disqualified. In this regard, where a required item is provided, but no price is indicated, the same shall be considered as non-responsive, but specifying a "0" (zero) for the said item would mean that it is being offered for free to the PPA; and,

(b) *Arithmetical corrections*. Consider computational errors and omissions to enable proper comparison of all eligible bids. It may also consider bid modifications, if allowed in the BDS. Any adjustment shall be calculated in monetary terms to determine the calculated prices.

28.4. Based on the detailed evaluation of bids, those that comply with the above-mentioned requirements shall be ranked in the ascending order of their total calculated bid prices, as evaluated and corrected for computational errors, discounts and other modifications, to identify the Lowest Calculated Bid. Total calculated bid prices, as evaluated and corrected for computational errors, discounts and other modifications, which exceed the ABC shall not be considered, unless otherwise indicated in the BDS.

28.5. The BAC’s evaluation of bids shall only be based on the bid price quoted in the Financial Bid Form.

28.6. Bids shall be evaluated on an equal footing to ensure fair competition. For this purpose, all bidders shall be required to include in their bids the cost of all taxes, such as, but not limited to, value added tax (VAT), income tax, local taxes, and other fiscal levies and duties which shall be itemized in the bid form and reflected in the detailed estimates. Such bids, including said taxes, shall be the basis for bid evaluation and comparison.

29. ***Post-Qualification***

29.1. The BAC shall determine to its satisfaction whether the bidder that is evaluated as having submitted the Lowest Calculated Bid (LCB) complies with and is responsive to all the requirements and conditions specified in ITB Clauses 5, 12, and 13.

29.2. Within a non-extendible period of three (3) calendar days from receipt by the bidder of the notice from the BAC that it submitted the LCB, the bidder shall submit the following documentary requirements:[[33]](#footnote-33)

(a) Latest income and business tax returns in the form specified in the BDS;

(b) Certificate of PhilGEPS Registration issued prior to bid opening; and

(c) Other appropriate licenses/permits required by law and stated in the BDS.

Failure of the Bidder declared as Lowest Calculated Bid to duly submit the requirements under this Clause or a finding against the veracity of such shall be ground for forfeiture of the bid security and disqualification of the Bidder for award.

29.3. The determination shall be based upon an examination of the documentary evidence of the bidder’s qualifications submitted pursuant to ITB Clauses 12 and 13, as well as other information as the BAC deems necessary and appropriate, using a non-discretionary “pass/fail” criterion.

29.4. If the BAC determines that the bidder with the Lowest Calculated Bid passes all the criteria for post-qualification, it shall declare the said bid as the Lowest Calculated Responsive Bid, and recommend to the Head of the PPA the award of contract to the said bidder at its submitted price or its calculated bid price, whichever is lower.

29.5. A negative determination shall result in rejection of the bidder’s Bid, in which event the BAC shall proceed to the next Lowest Calculated Bid to make a similar determination of that bidder’s capabilities to perform satisfactorily. If the second Bidder, however, fails the post qualification, the procedure for post qualification shall be repeated for the Bidder with the next Lowest Calculated Bid, and so on until the Lowest Calculated Responsive Bid is determined for contract award.

29.6. Within a period not exceeding fifteen (15) calendar days from the date of receipt of the recommendation of the BAC, the Head of the PPA shall approve or disapprove the said recommendation.

30. ***Tie-Breaking Method***

30.1. The methodology of breaking ties is indicated in the BDS.[[34]](#footnote-34)

31. ***Reservation Clause***

31.1. Notwithstanding the eligibility or post-qualification of a bidder, the PPA or through its BAC reserves the right to review its qualifications at any stage of the procurement process if it has reasonable grounds to believe that a misrepresentation has been made by the said bidder, or that there has been a change in the bidder’s capability to undertake the project from the time it submitted its eligibility requirements. Should such review uncover any misrepresentation made in the eligibility and bidding requirements, statements or documents, or any changes in the situation of the bidder which will affect its capability to undertake the project so that it fails the preset eligibility or bid evaluation criteria, the BAC shall consider the said bidder as ineligible and shall disqualify it from submitting a bid or from obtaining an award or contract.

31.2. Based on the following grounds, the PPA or BAC reserves the right to reject any and all bids, declare a failure of bidding at any time prior to the contract award, or not to award the contract, without thereby incurring any liability, and make no assurance that a contract shall be entered into as a result of the bidding:

(a) If there is *prima facie* evidence of collusion between appropriate public officers or employees of the PPA or between the BAC and any of the bidders, or if the collusion is between or among the bidders themselves, or between a bidder and a third party, including any act which restricts, suppresses or nullifies or tends to restrict, suppress or nullify competition;

(b) If the BAC is found to have failed in following the prescribed bidding procedures; or

(c) For any justifiable and reasonable ground where the award of the contract will not redound to the benefit of the GOP as follows:

(i) If the physical and economic conditions have significantly changed so as to render the project no longer economically, financially or technically feasible as determined by the head of the PPA;

(ii) If the project is no longer necessary as determined by the head of the PPA; and

(iii) If the source of funds for the project has been withheld or reduced through no fault of the PPA.

31.3. In addition, the PPA or BAC may likewise declare a failure of bidding when:

(a) No bids are received;

(b) All prospective Bidders are declared ineligible;

(c) All bids fail to comply with all the bid requirements or fail post-qualification; or

(d) The bidder with the Lowest Calculated Responsive Bid (LCRB) refuses, without justifiable cause to accept the award of contract, and no award is made.[[35]](#footnote-35)

**F. Award of Contract**

32. ***Contract Award***

32.1. Subject to ITB Clause 29, the PPA shall award the contract to the Bidder whose bid has been determined to be the LCRB.

32.2. Prior to the expiration of the period of bid validity, the PPA shall notify the successful Bidder in writing that its bid has been accepted, through a Notice of Award received personally or sent by registered mail or electronically, receipt of which must be confirmed in writing within two (2) days by the bidder with the LCRB and submitted personally or sent by registered mail or electronically to the PPA.

32.3. Notwithstanding the issuance of the Notice of Award, award of contract shall be subject to the following conditions:

(a) Submission of the valid JVA, if applicable, within ten (10) calendar days from receipt by the Bidder of the notice from the BAC that the Bidder has the LCRB;

(b) Posting of the performance security in accordance with ITB Clause 34;

(c) Signing of the contract as provided in ITB Clause 33; and

(d) Approval by higher authority, if required.

32.4. At the time of contract award, the PPA shall not increase or decrease the quantity of goods/services originally specified in Section VI. *Schedule of Requirements*.

33. ***Signing of the Contract***

33.1. At the same time as the PPA notifies the successful bidder that its bid has been accepted, the PPA shall send the Contract Form to the Bidder, which contract has been provided in the Bidding Documents, incorporating therein all agreements between the parties.

33.2. Within ten (10) calendar days from receipt of the Notice of Award, the successful Bidder shall post the required performance security and sign and date the contract and return it to the BAC.

33.3. The PPA shall enter into contract with the successful Bidder within the same ten (10) calendar day period provided that all the documentary requirements are complied with.

33.4. The following documents shall form part of the contract:[[36]](#footnote-36)

(a) Contract Agreement;

(b) Bidding Documents;

(c) Winning bidder’s bid, including the Technical and Financial Proposals, and all other documents/statements submitted;

(d) Performance Security;

(e) Credit line in accordance with ITB Clause 5.5, if applicable;

(f) Notice of Award of Contract; and

(g) Other contract documents that may be required by existing laws and/or specified in the BDS.

34. ***Performance Security***

34.1. To guarantee the faithful performance by the winning bidder of its obligations under the contract, it shall post a performance security within a maximum period of ten (10) calendar days from the receipt of the Notice of Award and in no case later than the signing of the contract.

34.2. The performance security shall be denominated in Philippine Pesos and posted in favor of the PPA in an amount equal to the percentage of the total contract price in accordance with the following schedule:

|  |  |
| --- | --- |
| ***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. | Five Percent (5%) |
| 1. Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security; and/or | Thirty Percent (30%) |
| 1. Any combination of the foregoing. | Proportionate to share of form with respect to total amount of security. |

[[37]](#footnote-37)34.3. Failure of the successful Bidder to comply with the above-mentioned requirement shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security, in which event the PPA shall initiate and complete the post qualification of the second Lowest Calculated Bid. The procedure shall be repeated until the LCRB is identified and selected for contract award. However, if no Bidder passed post-qualification, the BAC shall declare the bidding a failure and conduct a re-bidding with re-advertisement.

35. ***Notice to Proceed***

35.1. Within three (3) calendar days from the date of approval of the contract by the appropriate government approving authority, the PPA, shall issue its Notice to Proceed to the Bidder.

36. ***Protest Mechanism***

36.1 Decision of the procuring entity at any stage of the procurement process may be questioned in accordance with Section 55 of the Revised Implementing Rules and Regulations of Republic Act No. 9184.[[38]](#footnote-38)



Section IV

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| Bid Data Sheet |



**B I D D A T A S H E E T**[[39]](#footnote-39)

*FOR THE PROCUREMENT OF CONTRACT FOR PORT SECURITY SERVICES*

*IN PORT SECURITY CLUSTER-NATIONAL CAPITAL REGION,*

*CENTRAL AND NORTHERN LUZON CY 2016-2019*

|  |  |
| --- | --- |
| **ITB Clause Reference** | **General** |
| 1.1 | The Procuring Entity in this bidding is the Philippine Ports Authority.  The BAC for this bidding is the Port Security Cluster-National Capital Region/Central and Northern Luzon Bids and Award Committee (PSCNCRCNLBAC) duly created under PPA Special Order No. 05-2016. |
| 1.2 | The name of procurement, general area of coverage and number of security guards needed is:  PROCUREMENT FOR THE CONTRACT FOR PORT SECURITY SERVICES IN PORT SECURITY CLUSTER-NATIONAL CAPITAL REGION/CENTRAL AND NORTHERN LUZON CY 2016-2019 FOR A TOTAL NUMBER OF TWO HUNDRED FIFTY EIGHT (258) SECURITY GUARDS. |
| 2 | The Funding Source is:  The Philippine Ports Authority through its Corporate Budget for CY 2016 in the amount of Seventy Million Eight Hundred Fourteen Thousand and Nine Hundred Fifty Two Pesos (PhP70,814,952.00)(ABC) for the first year only of the Contract.  The Contract is referred to as:  Contract for Port Security Services in Port Security Cluster of National Capital Region/Central and Northern Luzon for CY2016-2019. |
| 3 | No further instructions. |
| 4.2 | The form of Sworn Affidavit for a specific bidder under this Clause is provided in the standard forms. |
| 5 | Bidding is limited to all eligible bidders under this Clause. |
| 5.2 | A bidder must be a security contractor who has completed, within the last five (5) years from the date of submission and receipt of bids, a single contract that is similar to the Contract to be bid, which must be a seaport or airport security contract the value of which must be at least fifty percent (50%) of the Approved Budget for the Contract (ABC). |
| 6 | No further instructions. |
| 7 | This Clause has no application in this bidding. |
| 8 | This Clause is not applicable in this bidding because sub-contracting of port security contracts is not allowed by the Procuring Entity. |
|  | ***Contents of Bidding Documents[[40]](#footnote-40)*** |
| 9.1 | The PSCNCRCNLBAC will hold a pre-bid conference for this bidding on March 31, 2016 at 9:00 o’ clock in the morning at  Conference Room S, PMO-NCR South,  PNR Building, Muelle de San Francisco,  South Harbor, Port Area, Manila.  An interested bidder’s representative attending the pre-bid conference must present a written authorization showing that he/she is authorized to represent the Company in the pre-bid conference. In case an interested bidder has authorized more than one (1) representative, only one (1) person shall be allowed to write or address the PCSNCRCLBAC. |
| 9.3 | Statements, made during the pre-bid conference, which will not modify or alter the Terms of Reference or the Bidding Documents need not be reduced into a bid bulletin. |
| 10.1 | Only those prospective bidders who have duly purchased the Bidding Documents shall be allowed to orally raise or submit written queries/clarifications during and/or after the pre-bid conference. Submission of written queries/clarification shall be made not later than ten (10) days before the date of the bidding and addressed to:  **Mr. Gallardo G. Guerrero**,  Head Secretariat, PSCNCRCNLBAC,  PMO-NCR South, PNR Building, Muelle de  San Francisco, South Harbor, Port Area, Manila |
| 10.3 | Any supplemental and/or bid bulletin shall be issued by the Chairperson representing PSCNCRCNLBAC.  It shall be made available to all bidders who have secured Bidding Documents.  These bidders shall be responsible for securing a copy or copies of the supplemental/bid bulletin issued by PSCNCRCNLBAC. |
|  | ***Preparation of Bids[[41]](#footnote-41)*** |
| 12.1 | No further instructions. |
| 12.1(a)(i) | No other acceptable proof of registration is recognized other than SEC, DTI or CDA certificate. |
| 12.1(a)(viii) | No other license is required. |
| 12.1(b)(iv) | Manpower requirement is TWO HUNDRED FIFTY EIGHT (258) duly licensed security guards. |
| 12.1(b)(v) | The following additional technical documents shall be submitted:   1. Number of Valid Licensed Firearms indicating the kind, make, serial numbers and licenses issued. (T-Form 4)      1. List of Motor Vehicles and Communications Equipment indicating the type, make, model and location. (T-Form 5 & 6) 2. List of Trainings or Seminars of Key Personnel on the ISPS Code specifically the Port Facility Security Officer (PFSO) Course; and, on any three (3) of the following: (T-Form 7)   a. Radiation Safety Officers of Industrial X-ray Facilities;  b. Bomb Detection and Identification;  c. Intelligence and Investigation; or  d. Basic First Aid.  4. List of:  a. Owners/Principals/Partners; and,  b. Top 5 Key Personnel;  with their individual curriculum vitae. (T-Form 8 & 8A)   1. Organizational Structure of the Contractor based on the organizational structure of the PNP Rules and Regulations Governing the Organization and Operation of Private Detective Watchman and Security Guards Agencies showing vacant and filled-up positions. (T-Form 9)   6. Affidavit of Site Inspection (T-Form 10)  7. Certificate of Site Inspection (T-Form 11)  8. Port Security Plan containing (T-Form 12)  a. Port Security Survey (T-Form 12A)  b. Port Facility Security Assessment (T-Form 12B)  9. List of security guards duly issued with PNP-SAGSD License to be fielded under the Contract. (T-Form 13)  10. Commitment to provide licensed firearms, communication, transportation and other equipment for the Contract. (Attach copies of licenses for firearms and communications equipment, certificate of registration (CR), lease contract and/or purchase agreement.) (T-Form 14) |
| 13.1(b)(c)(d) | The financial component of the bid shall contain the following:[[42]](#footnote-42)  (a) Undertaking; (F-Form 1)  (b) Bid Form; (F-Form 2)  (c) Detailed Estimate of Financial Proposal (F-Forms 3, 3a, 4, 4a, 4b, 5 and 5a)  (d) Commitment of the agency to pay salaries and wages of security guards in accordance with PADPAO schedule and all labor laws, specifically, Department of Labor and Employment (DOLE) Department Order No. 18-A which took effect on December 5, 2011 and such other rules and regulations of the DOLE. |
| 13.2 | The Approved Budget for the Contract (ABC) is Seventy Million Eight Hundred Fourteen Thousand and Nine Hundred Fifty Two Pesos (PhP70,814,952.00).  Any financial bid higher than the above ABC shall be automatically disqualified. |
| 15.2 | The Bid Prices shall be entered in the following manner:  1. For services to be rendered within PPA Head Office, PPA PMO-NCR South and PMO-NCR North, the bid price shall be no more than the PADPAO minimum contract rate for 8 hours/guard/month for the National Capital Region (NCR), Wage Order No. NCR-19, effective April 4, 2015; (F-Form 3)      1.1 For services rendered at Cavite and Corregidor Island, the bid price shall be no more than the PADPAO minimum contract rate for 8 hours/guard/month for Region IV, Wage Order RB IVA-16, effective May 1, 2014 (F-Form 3a)   1. For services to be rendered at PMO Northern Luzon in San Fernando City, TMO Pangasinan, Port of Currimao and Port of Salomague, the bid price shall be no more than the PADPAO minimum contract rate for 8 hours/guard/month for Region I, Wage Order No. RB1-16 effective February 5, 2014; (F-Form 4)    1. For services to be rendered at TMO Zambales, the bid price shall be no more than the PADPAO minimum contract rate for 8 hours/guard/month for Region III, Wage Order No. RBIII-18, effective November 30, 2014. (F-Form 4a)    2. For services to be rendered at Port of Aparri and TMO Batanes, the bid price shall be no more than the PADPAO minimum contract rate for 8 hours/guard/month for Region II, Wage Order No. RTWPBII-16 effective January 5, 2014; (F Form 4b) 2. For services to be rendered at PMO Bataan/Aurora in the Province of Bataan (Port of Lamao and Port of Capinpin), the bid price shall be no more than the PADPAO minimum contract rate for 8 hours/guard/month for Region III Wage Order No. RBIII-18 (Pampanga, Bulacan, Tarlac, Bataan, Zambales, Nueva Ecija) effective November 30, 2014; (F-Form 5)    1. For services to be rendered in the Province of Aurora, (Port of Dingalan and Port of Casiguran), the bid price shall be no more than the PADPAO minimum contract rate for 8 hours/guard/month for Region III, Wage Order No. RBIII-18 (Aurora Province) effective November 30, 2014. (F-Form 5a) |
| 15.3[[43]](#footnote-43) | Bid Prices shall be fixed for the entire duration of the Contract unless otherwise provided by law or regional Wage Order, which shall be reckoned from the date of the PADPAO rate adopting said law or Wage Order in the region where issued. “No gain-no loss” policy shall be applied in its computation. |
| 16.1(b) | “Not applicable” |
| 16.3 | Payment of the Contract price shall only be made in Philippine Pesos. |
| 17.1 | Bids shall have a validity period of one hundred twenty (120) calendar days from the date of opening of bids. |
| 18.1 | The bid security shall either be in the form of a Bid Securing Declaration or Cash, Cashier’s/Manager’s Check equivalent to two (2%) percent of the ABC, which is in the amount of One Million Four Hundred Sixteen Thousand and Three Hundred Pesos (PhP1,416,300.00) |
| 18.2 | Bids shall have a validity period of one hundred twenty (120) calendar days from the date of opening of bids. |
| 20.3 | Each Bidder shall submit one (1) original and four (4) copies of its Eligibility Documents, Technical Component and Financial Component.  The original and the four (4) copies shall be properly book-bound with corresponding index tabs and all pages shall be consecutively numbered; otherwise the submitted Eligibility Documents, Technical Component and Financial Component shall not be accepted. Properly book-bound means hard-bound.  All pages shall be signed in full at the right hand margin of each page. Failure of the Bidder or his authorized representative to sign all pages of bid documents and its duplicate copies including attachments thereto shall be a ground for disqualification. |
|  | ***Submission and Opening of Bids*** |
| 21[[44]](#footnote-44) | The bids shall be addressed to:  Francisquiel O. Mancile,  Chairperson,  **Port Security Cluster for NRC, Central and Northern Luzon**  **Bids and Awards Committee**(PSCNCRCLBAC)  PMO- NCR South, PNR Building, Muelle de San Francisco,  South Harbor, Port Area, Manila  Submission of Bids shall be made before the Head Secretariat at the lobby of PMO- NCR South, PNR Building, Muelle de San Francisco,  South Harbor, Port Area, Manila not later than 9:00 o’ clock in the morning of May 6, 2016. For this purpose, the existing bundy clock of PMO-NCR South located at its office lobby shall be the official reference. |
| 24.1 | All bids shall be publicly opened at:  **Conference Room S, PMO-NCR South**,  PNR Building, Muelle de San Francisco,  South Harbor, Port Area, Manila;  on May 6, 2016 at no earlier than 10:00 o’ clock in the morning or immediately thereafter.  An interested bidder’s representative attending the bid opening must present a written authorization showing that he/she is authorized to represent the Company. In case an interested bidder has authorized more than one (1) representative, only one (1) person shall be allowed to address the PCSNCRCLBAC during the bid opening. |
| 24.2 | No further instructions. |
|  | ***Evaluation and Comparison of Bids[[45]](#footnote-45)*** |
| 27.1 | No further instructions. |
| 28.3 | No further instructions. |
| 28.3(b) | Bid modification shall not be allowed. |
| 28.4 | No further instructions. |
| 29.2(a) | Valid tax clearance at the time of the opening of the bids per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR. |
| 29.2(b) | Only tax returns filed and taxes paid through the BIR Electronic Filing and Payment System (EFPS) shall be accepted.  NOTE: The latest income and business tax returns are those within the last six months preceding the date of bid submission. |
| 29.2(d) | No other licenses and/or permits are required. |
| 30.1 | Pursuant to Item No. 3.2 GPPB Circular No. 06-2005 dated 05 August 2005, the non-discretionary and non-discriminatory method of breaking ties in the event two or more of the bidders are determined and declared as the Lowest Calculated and Responsive Bid (LCRB), shall be as follows:  1. The LOTTO scheme shall be used to break a tie, where tied bidders shall select the nearest Lotto draw date after the opening of bids and the Lotto game that shall be the basis to break their tie (i.e. 6/42 – every Tuesday, Thursday and Saturday; 6/45 – every Monday, Wednesday and Friday; 6/49 – every Tuesday, Thursday and Sunday; or, 6/55 - every Monday, Wednesday and Saturday);  2. Each tied bidder shall be given the opportunity to draw any slot from No. 1, No. 2, No. 3, No. 4, No. 5 or No. 6 by chance;  3. During the Lotto draw date and game selected by the tied bidders, the numbers in the order that they are drawn shall be placed from slots 1 to 6. Thus, the first number to be drawn during said event shall be placed in slot no. 1, second number to be drawn shall be placed in slot no.2, the third number to be drawn shall be placed in slot no. 3 and so on;  4. The bidder whose slot gets the highest number drawn during said date and game shall be declared as the Lowest Calculated and Responsive Bid (LCRB). |
|  | ***Award of Contract[[46]](#footnote-46)*** |
| 33.4(g) | No other document is specified. |



Section V

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| Draft of Port Security Contract |

**CONTRACT FOR**

**PORT SECURITY SERVICES**

**IN PORT SECURITY CLUSTER**

**NATIONAL CAPITAL REGION, CENTRAL AND NORTHERN LUZON**

**CY 2016-2019**

KNOW ALL MEN BY THESE PRESENTS:

This Contract made and entered into by and between:

**PHILIPPINE PORTS AUTHORITY**, government owned and controlled corporation duly organized and existing under and by virtue of Presidential Decree No. 857, as amended, with office address at A. Bonifacio Drive, South Harbor, Port Area, Manila, represented herein by its Officer-In-Charge, **RAUL T. SANTOS**, and herein after referred to as the “**AUTHORITY**”,

- and -

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, a corporation duly organized and existing under and by virtue of the laws of the Republic of the Philippines, with office address at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, represented herein by its President, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, duly authorized by a Board Resolution No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_\_\_, a copy of which is hereto attached as Annex “A”, hereinafter referred to as the **“AGENCY”**.

W I T N E S S E T H

WHEREAS, **AUTHORITY** is desirous of engaging the services of a security agency for the purpose of safeguarding and protecting its properties, equipment, and facilities/installations as well as the officers, employees and all persons transacting legitimate business within its premises against any and all crimes/unlawful acts by strangers or third persons particularly at the PPA Head Office, PMO-NCR North, PMO-NCR South, Bataan/Aurora, Central and Northern Luzon;

WHEREAS, pursuant to PPA Memorandum Circular No. \_\_\_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_\_\_\_, the **AUTHORITY** is empowered to enter into contract for security services through public bidding;

WHEREAS, in accordance with the Invitation to Bid for Security Services of the **AUTHORITY** advertised and published in the newspaper of general circulation, the **AGENCY** together with \_\_\_\_\_\_ other security agencies submitted their respective bids/proposals for the provision of security services in the Port Security Cluster – National Capital Region, Central and Northern Luzon.

WHEREAS, after the opening of bids in the public bidding conducted on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and after the evaluation of the bids and the conduct of the required post-qualification, the Bids and Awards Committee concerned found the **AGENCY**’s bid/proposal the most advantageous to the **AUTHORITY**;

WHEREAS, pursuant to the Notice of Award dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the Contract for the period from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and ending on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ was awarded to the **AGENCY**;

NOW, THEREFORE, for and in consideration of the foregoing premises and of the mutual terms, conditions and stipulations hereinafter set forth, the parties hereto have agreed and covenanted, as they hereby agree and covenant, as follows:

1. **COVERAGE AND NUMBER OF GUARDS** – **AUTHORITY** hereby engages the services of the **AGENCY** to safeguard and protect its properties and employees and guests against all crimes and unlawful acts mentioned in the first whereas clause above-written. The **AGENCY** shall initially provide the following number of guards in the various offices of **AUTHORITY** to be posted strictly in accordance with the Security Plans attached hereto as Annexes \_\_\_\_, \_\_\_\_, \_\_\_\_, \_\_\_\_, and \_\_\_\_, to wit:



PROVIDED, that the number of security guards may be increased/decreased on the need basis as determined by **AUTHORITY** and such increase or decrease; as the case may be, shall be effected within fifteen (15) days from the date of written notice to the **AGENCY**. In which case, and subject to availability of funds, **a written authority of the Office-in-Charge shall be first secured before any deployment of additional guard(s) will be** effected and a supplemental contract shall be executed by and between the parties to the original contract which shall form part hereof.

PROVIDED, however, that **AUTHORITY** upon loss of confidence and without any liability whatsoever, may require the **AGENCY** to change or replace the guard(s) concerned within twenty-four (24) hours from receipt of the corresponding written notice thereof.

PROVIDED, further, that in no case shall the guards be replaced/relieved without prior written notice and written concurrence from the **AUTHORITY**.

1. **UNIFORM AND EQUIPMENT** – The **AGENCY** shall provide **AUTHORITY** with guards who shall always be in proper and complete identical uniforms, with prescribed firearms, ammunitions, night sticks and such other equipment, paraphernalia and security aids as specified in the abovementioned Security Plans.

Provided, that the number and type of equipment and other security aids to be used to complement the above Security Plan for each Office shall be those equipment and security aids as listed in Annex \_\_\_\_\_ hereof.

Provided, further, that said equipment and other security aids in the list may be increased, decreased or substituted from time to time as necessity may demand subject to agreement by the parties.

1. **PERFORMANCE SECURITY** – As a requisite to the signing of this Contract by AUTHORITY, the **AGENCY** shall put up and submit a Performance Security amounting to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (P\_\_\_\_\_\_\_\_\_\_\_\_\_\_), Philippine Currency, to ensure the faithful performance of its obligations under this contract and to guarantee payment of possible loss or damage to **AUTHORITY,** if such loss or damage upon investigation by **AUTHORITY** and **AGENCY** was due solely to the negligence of the guard and without any contributory negligence on the part of **AUTHORITY** and that the same has been reported to the **AGENCY** within forty eight (48) hours after the discovery of its occurrence.

Provided, however, that the liability of the **AGENCY** shall not be limited to the amount of the performance security thus posted; Provided, further, that the performance security shall include a condition that it shall be effective after the cancellation or termination of this Contract should there be any claim by **AUTHORITY** against the **AGENCY** for loss and or damage by reason of this Contract.

Provided, furthermore, that **AUTHORITY** may retain as liquidated damages, in addition to the liability of the **AGENCY** under its performance security, all sums of money due to the **AGENCY** but without any liability to the individual guards nor to the **AGENCY**, itself.

The performance security, which shall be callable on demand, shall be secured from the Government Service Insurance System (GSIS) or any reputable insurance company duly accredited by the appropriate government agency.

1. **COMPENSATION** – For and in consideration of the services of the guards, **PPA** hereby agrees to pay the **AGENCY** a monthly compensation fee for each security guard assigned to PPA Head Office, PMOs NCR North and South, Bataan/Aurora, Central and Northern Luzon under its jurisdiction who renders an eight-hour-duty daily, including Saturdays, Sundays and Legal Holidays, in accordance with the rates specified hereunder, to wit:



The consideration mentioned above shall be payable every 15th and the last working day of the month following the submission by the **AGENCY** of the statement of accounts and other supporting documents, in duplicate, for the number of security guards assigned with **AUTHORITY** and a Sworn Affidavit to the effect that the salaries and other fringe benefits of the security guards for the preceding month have been fully paid without any unlawful deductions.

Provided, that the **AGENCY** agrees to pay the salaries of its security guards to include the cost of living allowance, overtime pay, nigh shift differential pay, 5-day incentive pay, 13th month pay, uniform allowance and such other benefits and emoluments as may be granted by law, wage orders and rules and regulations issued by the Philippine Association of Detective and Protective Agency Operators (PADPAO) Inc., and the breakdown of such salaries, incentive pays, benefits and emoluments, and deductions shall be made known to its security guards through the proper presentations and acknowledgement/signature by the guards of the bi-monthly payroll which contains the aforementioned details/deductions or issuance of individual Pay Slip per guard at least two (2) days prior to the scheduled pay day. Provided, further, that the **AGENCY** agrees and commits that it will ensure that their guards have retirement benefits as required by PADPAO; and, that the **AGENCY** shall submit to **AUTHORITY** periodic reports regarding this commitment.

1. **DURATION OF THE CONTRACT** – this Contract shall remain in full force and effect for a period of three (3) years commencing on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and ending on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. **PENALTIES** – Without prejudice to the right of **AUTHORITY** to cancel/terminate this Contract or to such other remedies available under the existing laws, rules and regulations, **AUTHORITY** shall impose penalties on the **AGENCY** for offense or violations as listed below, to wit:

|  |  |
| --- | --- |
| **Offenses** | **Penalty** |
| Shift duty in excess of eight (8) hours without prior permission from PPA and/or its authorized representative. | Deduction from the AGENCY's billing of P100.00 per incident |
| Abandonment of post | Deduction from the AGENCY’s billing of P100.00 per incident and removal or relief of subject guard from PPA's posting immediately upon receipt of the latter's notice |
| Posted security guard not carrying his private security license | P100.00 per guard for 1st offense  P250.00 per guard for 2nd offense  P500.00 per guard for 3rd offense  and succeeding offense |
| Posted security guard found intoxicated or drinking intoxicated liquor or found under the influence of or taking prohibited drugs/substance | Deduction from the AGENCY's billing of P100.00 per incident and removal or relief of subject guard from PPA's posting immediately upon receipt of the latter's notice. |
| Providing confidential information to unauthorized person | Deduction from the AGENCY's billing of P100.00 per incident and removal or relief of subject guard from PPA's posting immediately upon receipt of the latter's notice. |
| Security guard found sleeping on duty | P100.00 per guard for 1st offense  P250.00 per guard for 2nd offense  P500.00 per guard for 3rd offense  and succeeding offense |
| Security guard firing his firearm indiscriminately without connection to the performance of his duty | Deduction from the AGENCY's billing of P100.00 per incident and removal or relief of subject guard from PPA's posting immediately upon receipt of the latter's notice. |
| Posted security guard found allowing others to hold or tinker with his firearm | Deduction from the AGENCY's billing of P100.00 per incident and removal or relief of subject guard from PPA's posting immediately upon receipt of the latter's notice. |
| Security guard apprehended for alarm, scandal or disorderly conduct within the premises of the installation | Deduction from the AGENCY's billing of P100.00 per incident and removal or relief of subject guard from PPA's posting immediately upon receipt of the latter's notice. |
| Security guard without firearm or with defective firearm while on duty | P100.00 per guard for 1st offense  P250.00 per guard for 2nd offense  P500.00 per guard for 3rd offense  and succeeding offense |
| Posted security guard not in proper uniform | P100.00 per guard for 1st offense  P250.00 per guard for 2nd offense  P500.00 per guard for 3rd offense  and succeeding offense |
| AGENCY allows or consents to the employment of security guards without appropriate license | Cancellation/Termination of the Contract |
| Refusal or failure of the AGENCY and/or security guard(s) to testify in administrative and/or criminal cases involving PPA personnel and/or other person | Cancellation/Termination of the Security Contract without prejudice to the payment of damages that PPA may sustain due to the said refusal or failure of the AGENCY and/or security guard to testify. |
| AGENCY allows or consents to the employment of new guards, while this Contract is in effect, who are deficient in the minimum standard qualification prescribed by PPA | Cancellation/Termination of the Contract |
| Security guard involved in illegal activities in the port, as determined by competent Authorities | Cancellation/Termination of the Contract |
| AGENCY without local office in the port, as indicated in the Security Plan | 1st three months: Deduction of P200.00 from AGENCY's billing per port  Succeeding months: Cancellation of Contract |
| Security guard allows cargo or equipment to be brought out of the port gate without appropriate gatepass | Deduction of P200.00 from the AGENCY's billing per incident and/or removal of subject guard from PPA posting |

In addition to the above penalties, five (5) points per violation/offense shall be imposed against the **AGENCY** which shall be aggregated, the total of which shall be deducted from the performance rating of the **AGENCY** for the particular month.

The **AUTHORITY** or its authorized representative shall inform the **AGENCY** of any offense or violation committed by the security guard, name of the apprehended guard, and time and date of apprehension. Apprehension report shall be signed by the apprehending party and the apprehended party.

1. **CANCELLATION/TERMINATION OF THE CONTRACT** – It is the essence of this Contract that the relationship of the parties is based on the highest trust and confidence, and that, therefore, either of the parties hereto may terminate this Contract at any time for any cause upon a **FIFTEEN (15) DAY** prior written notice; provided, that all accreditation and other documents submitted by the **AGENCY** shall form an integral part hereof and any misrepresentation therein or any violation of any of the terms and conditions herein provided shall be ground for cancellation/termination of this Contract.
2. **QUALIFICATION OF GUARDS** – The security guards to be assigned by the **AGENCY** in accordance with Security Plans above-cited must posses the following qualifications:
   1. Must be a Filipino citizen, at least twenty one (21) years old but preferably not more than fifty (50);
   2. Must be physically and mentally fit, able-bodied, not less than 140 pounds in weight and at least 5 feet 4 inches in height for male and not less than 120 pounds in weight and at least 5 feet and 2 inches for female;
   3. Must be at least a High School graduate;
   4. Must be of good moral character, reputation and has no criminal and derogatory police record;
   5. Must be of sound mind, not a narcotic of drug addict, nor a habitual drunkard;
   6. Must have a neuro-psychiatric clearance issued by competent person or institution;
   7. Must not be a dishonorably discharged member of the Philippine National Police or any branches of the Armed Forces of the Philippines, and such other similar agencies;
   8. Must be duly licensed as a security guard by the Chief of the Philippine National Police;
   9. Must possess all other qualifications required of a security guard under R.A. No. 5487, as amended, otherwise known as the Private Agency Law.

**AUTHORITY** reserves the right to examine and screen all such security guards for the purpose of determining whether or not they possess all the qualifications above-enumerated. Whatever necessary and so required by **AUTHORITY**, the **AGENCY**, hereby agrees and consents to make all records available for examination.

1. **FUEL, REPAIR AND MAINTENANCE** – The **AGENCY** shall provide at its own cost of the fuel, oil and lubricants necessary for the utilization of all vehicles provided to **AUTHORITY**. Fuel/gasoline to be provided thereof shall be three (3) liters/day for 4-wheeled vehicle and one (1) liter/day for motorcycle. Repair and maintenance of said vehicles as well as the other equipment and security aids supplied to **AUTHORITY** shall also be the responsibility and at the expense of the **AGENCY**.

Likewise, the **AGENCY** shall at its own expense, cause the registration of the vehicles supplied to **AUTHORITY** and secure the insurance coverage prescribed thereon.

1. **SUBMISSION OF REPORT** – The **AGENCY** shall submit a weekly report to **AUTHORITY** to be delivered not later than the 3rd working day of the following week regarding the manner on which the **AGENCY** has rendered security protection to **AUTHORITY** as provided for in this Contract. The **AGENCY** shall at all times maintain a Daily Logbook where daily events are entered and which shall always be available for inspection by authorized personnel of the **AUTHORITY**.
2. **OTHER CONDITIONS** – The **AGENCY** hereby expressly and clearly agrees to strictly comply with all the pertinent provisions of Part 2 of AUTHORITY Memorandum Circular No. 18-2000 dated April 05, 2000, as amended by AUTHORITY Memorandum Circular No. 05-2003, which shall form part and parcel hereof and hereto attached as Annex \_\_\_\_\_\_, as well as other applicable laws, rules and regulations and **AUTHORITY** issuances, now existing and those that may hereinafter be promulgated.

**IN WITNESS WHEREOF**, the parties have hereunto affixed their signatures this \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_ 2016 at Manila, Philippines.

**PHILIPPINE PORTS AUTHORITY** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By: By:

**RAUL T. SANTOS**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Officer-in-Charge President and Chairman

WITNESSES

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ACKNOWLEDGEMENT**

REPUBLIC OF THE PHILIPPINES )

CITY OF MANILA ) S.S.

BEFORE ME, a Notary Public for and in the City of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Philippines, this \_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_ 2016 personally appeared:

Name CTC No. Place Issued Date Issued

**RAUL T. SANTOS \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_**

known to be the same persons who executed the foregoing instrument as:

Position Company CTC No. Place Issued Date Issued

Officer-in-Charge Philippine **\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_**

Ports Authority

\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ **\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_**

and acknowledged to me that the same is their free and voluntary act and deed, as well as the free and voluntary act of the corporation they represent.

The foregoing instrument refers to the Contract for the Port Security Services for PPA Head, PMO NCR South, PMO NCR North, Bataan/Aurora, Central and Northern Luzon consisting of eleven (11) pages including the page in which this acknowledgement is written, duly signed by the parties and their witnesses on each and every page thereof.

**WITNESS MY HAND AND NOTARIAL SEAL** this \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_ 2016 in Manila, Philippines.

NOTARY PUBLIC

Doc No. \_\_\_\_\_\_

Page No. \_\_\_\_\_\_

Book No. \_\_\_\_\_

Series of 2016.



Section VI

|  |
| --- |
| Schedule of Requirements |

**SCHEDULE OF REQUIREMENTS**

I. **SECURITY GUARDS**

The Winning Bidder shall deploy the required security guards to the various offices of the PPA Head Office and its annexed facilities, the Port Management Offices/Terminal Management Offices/Facilities/Units located across the National Capital Region, Central and Northern Luzon upon issuance of the Notice to Proceed.

|  |  |  |
| --- | --- | --- |
| LOCATION | NO. OF  GUARDS | TOTAL |
| PPA Head Office  Corporate Building  GAD Center  PPATI  DAD Motor Pool  Survey Boats  Head Office Motor Pool |  | 48 |
| PMO NCR South  TMO - Pasig  Cavite Ferry Terminal | 71  3 | 74 |
| PMO NCR NORTH  Radar Station, Corregidor | 63  6 | 69 |
| BATAAN/AURORA  TMO Dingalan  TMO Casiguran | 29  4  4 | 37 |
| NORTHERN LUZON  TMO Zambales  TMO Pangasinan  Port of Curimao  Port of Salomague  TMO Batanes | 12  3  3  6  3  3 | 30 |
| **GRAND TOTAL** |  | **258** |

II. **FIREARMS, COMMUNICATIONS AND TRANSPORTATION MINIMUM REQUIREMENTS**

The Winning Bidder shall deliver to the various offices of the PPA Head Office, PMOs NCR North and South, Bataan/Aurora and Northern Luzon the following required equipment including other equipment as committed in their bids:

1. Firearm/ammunition Requirement

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| PPA/PMO | 9mm Pistol | Ammo | .38 cal | Ammo | 12GA | Ammo |
| Head Office | 18 | 216 | 4 | 48 | 2 | 20 |
| NCR South | 25 | 300 | - | - | 1 | 10 |
| NCR North | 25 | 300 | 2 | 24 | 5 | 50 |
| Bataan/Aurora | 12 | 110 | 5 | 124 | 9 | 100 |
| Northern Luzon | 9 | 108 |  |  | 4 | 40 |

1. Transportation Equipment (In good running condition and not older than 2012 model)

|  |  |  |  |
| --- | --- | --- | --- |
| PPA/PMO | 4 Wheel Vehicle  (4 Door Sedan or AUV no less than 2.0L) | Motorcycle  (No less than 125cc) | Bicycle  (Mt. Bike) |
| Head Office | 1 | 1 | 0 |
| NCR South | 1 | 4 | 0 |
| NCR North | 1 | 3 | 2 |
| Bataan/Aurora | 1 | 1 | 6 |
| Northern Luzon | 1 | 2 | 6 |

1. Other Security Equipment Requirements

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| PPA/PMO | Emergency  Light | Metal  Detector | Mega  phone | Binocular | VHF  Radio | Radio  Base(Ringo Ranger type antenna) |
| Head Office | 5 | 5 | 3 | 0 | 10 | 1 |
| NCR South | 25 | 7 | 6 | 3 | 27 | 1 |
| NCR North | 20 | 10 | 6 | 3 | 30 | 1 |
| Bataan/Aurora | 9 | 4 | 2 | 4 | 12 | 2 |
| Northern Luzon | 9 | 5 | 3 | 2 | 7 | 1 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| PMO/RC | Ostrich  Mirror | Camera | Traffic  Vest | Halogen  Searchlight |
| Head Office | 4 | 0 | 0 | - |
| NCR South | 1 | 1 | 15 | 1 |
| NCR North | 4 | 1 | 15 | 4 |
| Bataan/Aurora | 2 | 1 | 6 | 4 |
| Northern Luzon | 2 | 2 | 3 | 6 |

d. Security Guard Paraphernalia

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Paraphernalia | Head  Office | PMO NCR South | PMO  NCR North | PMO  Bataan Aurora | Northern Luzon |
| Head gear | 48 | 74 | 69 | 37 | 30 |
| Whistle with lanyard | 48 | 74 | 69 | 37 | 30 |
| Retractable Baton | 48 | 74 | 69 | 37 | 30 |
| Rechargeable LED Flash light | 48 | 74 | 69 | 37 | 30 |
| Tear gas canister | 48 | 74 | 69 | 37 | 30 |
| First aid kit | 48 | 74 | 69 | 37 | 30 |
| Raincoat | 48 | 74 | 69 | 37 | 30 |
| Rain boots | 48 | 74 | 69 | 37 | 30 |
| Service Shoes (Black) | 48 | 74 | 69 | 37 | 30 |
| Brassard (reflectorized  With PPA & Agency  marking) | 48 | 74 | 69 | 37 | 30 |



Section VII

|  |
| --- |
| Technical Specifications |

**TECHNICAL SPECIFICATIONS**

I. Qualifications of Security Guards

a. At least High School graduate

b. Height: at least 5’4” for male

5’2” for female

1. Duly licensed security guard
2. At least 21 years of age but preferably not more than 50 years old
3. with Neuro Psychiatric Clearance
4. with Drug Test Clearance
5. Must not be a dishonorably discharged member of the PNP or any branches of the Armed Forces of the Philippines, and such other similar agencies.

II. Firearms, Communications and Transportation Minimum Requirements

1. Firearm/ammunition Requirement

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| PPA/PMO | 9mm Pistol | Ammo | .38 cal | Ammo | 12GA | Ammo |
| Head Office | 18 | 216 | 4 | 48 | 2 | 20 |
| NCR South | 25 | 300 | - | - | 1 | 10 |
| NCR North | 25 | 300 | 2 | 24 | 5 | 50 |
| Bataan/Aurora | 12 | 110 | 5 | 124 | 9 | 100 |
| Northern Luzon | 9 | 108 |  |  | 4 | 40 |

1. Transportation Equipment (In good running condition and not older than 2012 model)

|  |  |  |  |
| --- | --- | --- | --- |
| PPA/PMO | 4 Wheel Vehicle  (4 Door Sedan or AUV no less than 2.0L) | Motorcycle  (No less than 125cc) | Bicycle  (Mt. Bike) |
| Head Office | 1 | 1 | 0 |
| NCR South | 1 | 4 | 0 |
| NCR North | 1 | 3 | 2 |
| Bataan/Aurora | 1 | 1 | 6 |
| Northern Luzon | 1 | 2 | 6 |

c. Other Security Equipment Requirements

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| PPA/PMO | Emergency  Light | Metal  Detector | Mega  phone | Binocular | VHF  Radio | Radio  Base(Ringo Ranger type antenna) |
| Head Office | 5 | 5 | 3 | 0 | 10 | 1 |
| NCR South | 25 | 7 | 6 | 3 | 27 | 1 |
| NCR North | 20 | 10 | 6 | 3 | 30 | 1 |
| Bataan/Aurora | 9 | 4 | 2 | 4 | 12 | 2 |
| Northern Luzon | 9 | 5 | 3 | 2 | 7 | 1 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| PMO/RC | Ostrich  Mirror | Camera | Traffic  Vest | Halogen  Searchlight |
| Head Office | 4 | 0 | 0 | - |
| NCR South | 1 | 1 | 15 | 1 |
| NCR North | 4 | 1 | 15 | 4 |
| Bataan/Aurora | 2 | 1 | 6 | 4 |
| Northern Luzon | 2 | 2 | 3 | 6 |

d. Security Guard Paraphernalia

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Paraphernalia | Head  Office | PMO NCR South | PMO  NCR North | PMO  Bataan Aurora | Northern Luzon |
| Head gear | 48 | 74 | 69 | 37 | 30 |
| Whistle with lanyard | 48 | 74 | 69 | 37 | 30 |
| Retractable Baton | 48 | 74 | 69 | 37 | 30 |
| Rechargeable LED Flash light | 48 | 74 | 69 | 37 | 30 |
| Tear gas canister | 48 | 74 | 69 | 37 | 30 |
| First aid kit | 48 | 74 | 69 | 37 | 30 |
| Raincoat | 48 | 74 | 69 | 37 | 30 |
| Rain boots | 48 | 74 | 69 | 37 | 30 |
| Service Shoes (Black) | 48 | 74 | 69 | 37 | 30 |
| Brassard (reflectorized  With PPA & Agency  marking) | 48 | 74 | 69 | 37 | 30 |



Section VIII

|  |
| --- |
| Standard Forms: Eligibility and Technical Components |

**CHECKLIST OF ELIGIBILITY AND TECHNICAL DOCUMENTS FOR PORT SECURITY SERVICES**

1. **ELIGIBILITY DOCUMENTS**

**Class “A” Documents**

E – FORM 1 - Letter of Intent (LOI)

E – FORM 2 - Department of Trade and Industry (DTI) Business Name Registration or SEC Registration Certificate, whichever may be appropriate under existing laws of the Philippines, if applicable.

E – FORM 3 - Valid and current Mayor’s Permit/Municipal License.

E – FORM 3A - Tax Clearance

E – FORM 4 - Statement of prospective Bidder of all its on-going and completed government and private contracts within the relevant period, where applicable, including contracts awarded but not yet started, if any. The statement shall state for each contract whether said contract is: On-going, Completed or Awarded but not yet started, within the relevant period, where applicable. The statement shall include, for each contract, the following:

1. the name of the contract
2. date and duration of the contract
3. number of guards deployed
4. amount of contract and value of outstanding contracts

E – FORM 5 - Certified True Copy of Single Largest Contract similar to the Project within the last five (5) years from the date of submission and receipt of bids, the value of which must be equivalent to at least 50% of the ABC

E – FORM 6 - Audited Financial Statements, stamped “RECEIVED” by the BIR or its duly accredited and authorized institutions, for calendar year 2009, showing, among others, the total assets and liabilities, which should not be earlier than two (2) years from bid submission.

E – FORM 7 - SSS Registration

E – FORM 8 - Computation of Net Financial Contracting Capacity (NFCC) or Credit Line Certificate (CLC) in accordance with ITB Clause 5.5

E – FORM 9 - Valid PNP-SAGSD license authorizing prospective bidder to provide security services.

**CLASS “B” DOCUMENT**

E – FORM 10 - Valid Joint Venture (JV) Agreements, if applicable.

E – FORM 11 - Articles of Incorporation, Partnership or Cooperation whichever is applicable thereon, including amendments thereto, if any.

E – FORM 12 - Partnership Agreement, if applicable.

1. **TECHNICAL DOCUMENTS**

T – FORM 1 - Bid Security

T – FORM 2 - Conformity with technical specifications, as enumerated and specified in Sections VI and VII of the Bidding Documents

T – FORM 3 - Sworn statement in accordance with Section 25.2(a)(iv) of the IRR of RA 9184

T – FORM 3a - Authority of Signatory

T – FORM 4 - Number of Valid Licensed Firearms

T – FORM 5 - List of Motor Vehicles

T – FORM 6 - List of Communication Devices

T – FORM 7 - List of Trainings or Seminars of Key Personnel in any three (3) of the following: 1) ISPS Code specifically Port Facility Security Officer (PFSO) Course; 2) Radiation Safety Officers of Industrial X-ray Facilities; 3) Bomb Detection and Identification; 4) Intelligence and Investigation; and 5) Basic First Aid

T – FORM 8 - List of Owners/Principals/Partners and Top 5 Key Personnel

T – FORM 8A - Curriculum Vitae

T – FORM 9 - Organizational Structure of the Security Agency

T – FORM 10 - Affidavit of Site Inspection

T – FORM 11 - Certificate of Site Inspection

T – FORM 12 - Port Security Plan

T – FORM 12A Port Security Survey

T – FORM 12B Port Facility Security Assessment

T – FORM 13 - List of Security Guards with PNP-SAGSD License to be fielded under this Contract

T – FORM 14 - List of Licensed Firearms, Communications, Transportation and Other Equipment Committed to be provided by the Agency at PPA Head Office, PMOs NCR North & South, Bataan/Aurora, Central and Northern Luzon

**E-FORM 1**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Company

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

FRANCISQUIEL O MANCILE

Chairperson

PSCNCRCNL BIDS AND AWARDS COMMITTEE

PMO-NCR South Bldg., 22 Muelle de San Francisco,

South Harbor, Port Area, Manila

***Letter of Intent***

Dear Sir:

In response to the INVITATION TO BID which was published in \_\_(*Name of Newspaper or website*)\_\_\_\_ on \_\_\_(*date of advertising/posting*)\_\_\_, the undersigned \_\_\_\_(*Name and Position*)\_\_\_\_ of \_\_\_(*Name of Company*)\_\_\_, having been duly authorized, hereby submits this Letter of Intent to apply for eligibility and participate in the bidding for the Procurement of Contract for Port Security Services in Port Security Cluster-National Capital Region, Central and Northern Luzon CY 2016-2019.

Submitted herewith are the following information and corresponding documents in support hereof:

1. Owner’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Registered Business Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Type of Agency/Firm/Contractor:

(\_\_) Corporation (\_\_) Partnership (\_\_) Cooperative

(\_\_) Joint Venture (\_\_) Consortium (\_\_) Sole proprietorship

Date organized/registered: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Capitalization/Networth:

Authorized Capital \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subscribed Capital \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Paid Up Capital \_\_\_\_\_\_\_\_\_\_\_

Networth (Latest) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Working Capital \_\_\_\_\_\_\_\_\_\_\_

5. Business Address:

Main Office

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel. Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fax Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

**E-FORM 2**

Registration Certificate from the Securities and Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship or Cooperative Development Authority (CDA) for Cooperatives

**E-FORM 3**

Valid Mayor’s Permit issued by the City or Municipality where the principal place of business of the prospective bidder is located.

**E-FORM 3A**

Latest Tax Clearance per Executive Order No. 398, Series of 2005, as finally received and approved by the BIR.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **E-FORM 4-A** | | | | | | | | **Statement of Contracts with Government Institution/Agency for the Last Five (5) Years from the date of the submission of bids** | | | | | | | |  |  |  |  | |  |  | |  |  |  | **Date of** | |  | **Amount of Contract** | |  | **Name of Contract** | | **Contract Effectivity & Duration** | | **Number of Guards** | **and Value of** | |  |  |  |  | | **Deployed** | **Outstanding Contract** | |  | I. Completed | |  | |  |  | | **with Government Institution/Agency** | a |  |  | |  |  | |  | b |  |  | |  |  | |  | c |  |  | |  |  | |  | d |  |  | |  |  | |  | e |  |  | |  |  | |  | f |  |  | |  |  | |  | g |  |  | |  |  | |  | II. On-Going | |  | |  |  | |  | a |  |  | |  |  | |  | b |  |  | |  |  | |  | c |  |  | |  |  | |  | d |  |  | |  |  | |  | e |  |  | |  |  | |  | f |  |  | |  |  | |  | g |  |  | |  |  | |  | III. Awarded but not yet started | |  | |  |  | |  | a |  |  | |  |  | |  | b |  |  | |  |  | |  | c |  |  | |  |  | |  | d |  |  | |  |  | |  | e |  |  | |  |  | |  | f  g |  |  | |  |  | |  |  |  |  | |  |  | |  | Note: This Statements shall be supported with: | |  | |  |  | |  | 1. Notice of Award  2. Notice to Proceed | |  | |  |  | |  | 3. Copy of the Contract | |  | |  |  | |  | 4. Certificate of Accomplishments signed by the owner or authorized representative | | | |  |  | |  |  |  | |  |  |  | |  | Submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |  |  | |  |  | (Printed Name & Signature) | |  |  |  | |  |  |  | |  |  |  | |  | Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |  |  | |  | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |  |  |   **E - FORM 4-B** | | | | | | | | |
| **Statement of Contracts with Private Institution/Agency for the Last Five (5) Years from the date of the submission of bids** | | | | | | | | |
|  |  |  |  | | | |  |  |
|  |  |  |  | | | |  |  |
|  |  |  | **Date of** | | | |  | **Amount of Contract** |
|  | **Name of Contract** | | **Contract Effectivity & Duration** | | | | **Number of Guards** | **and Value of** |
|  |  |  |  | | | | **Deployed** | **Outstanding Contract** |
| **with Private Entity** | I. Completed | |  | | | |  |  |
|  | a |  |  | | | |  |  |
|  | b |  |  | | | |  |  |
|  | c |  |  | | | |  |  |
|  | d |  |  | | | |  |  |
|  | e |  |  | | | |  |  |
|  | f |  |  | | | |  |  |
|  | g |  |  | | | |  |  |
|  | II. On-Going | |  | | | |  |  |
|  | a |  |  | | | |  |  |
|  | b |  |  | | | |  |  |
|  | c |  |  | | | |  |  |
|  | d |  |  | | | |  |  |
|  | e |  |  | | | |  |  |
|  | f |  |  | | | |  |  |
|  | g |  |  | | | |  |  |
|  | III. Awarded but not yet started | |  | | | |  |  |
|  | a |  |  | | | |  |  |
|  | b |  |  | | | |  |  |
|  | c |  |  | | | |  |  |
|  | d |  |  | | | |  |  |
|  | e |  |  | | | |  |  |
|  | f |  |  | | | |  |  |
|  | Note: This Statements shall be Supported with: | | |  | | |  |  |
|  | 1. Notice of Award | |  | | | |  |  |
|  | 1. 2. Notice to Proceed   3. Copy of the Contract | |  | | | |  |  |
|  | 4. Certificate of Accomplishments signed by the owner or authorized representative | | | | | |  |  |
|  |  |  | | |  |  | |  |
|  | Submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |  |  | |  |
|  |  | (Printed Name & Signature) | | |  |  | |  |
|  |  |  | | |  |  | |  |
|  | Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |  |  | |  |
|  | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |  |  | |  |

**E-FORM 5**

Certified True Copy of Single Largest Contract similar to the Project within the last five (5) years from the date of submission and receipt of bids, the value of which must be equivalent to at least 50% of the ABC

**E-FORM 6**

Audited Financial Statements, stamped “RECEIVED” by the BIR or its duly accredited and authorized institutions, for the preceding calendar year, showing among others, the total assets and liabilities, which should not be earlier than two (2) years (2013-2014) from date of bid submission.

**E-FORM 7**

SSS Registration

**E-FORM 8**

Computation of Prospective Bidders Net Financial Contracting Capacity (NFCC)

The NFCC computed using the following formula, must be at least equal to the ABC to be bid:

NFCC = [(Current assets minus current liabilities) (K)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started coinciding with the contract for this Project.

Where:

K = 10 for a contract duration of one year or less, 15 for a contract duration of more than one year up to two years, and 20 for a contract duration of more than two years.

**E-FORM 9**

Valid PNP-SAGSD license authorizing prospective bidder to provide security services at the time of bid opening.

**E-FORM 10**

Joint Venture Agreement (JVA)

If applicable, attached the JVA, in case the joint venture is already in existence, or duly notarized statement 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.

If not applicable, please state “NOT APPLICABLE” in this form.

**E-FORM 11**

Certified true copy of the Articles of Incorporation, Partnership or Cooperation whichever is applicable thereon, including amendments thereto, if any.

If not applicable, please state “NOT APPLICABLE” in this form.

**E-FORM 12**

Partnership Agreement, if applicable.

If not applicable, please state “NOT APPLICABLE” in this form.

**T-FORM 1**

**BID SECURITY**

Bid Security in accordance with ITB 18.1. If the Bidder opts to submit the bid security in the form of:

1. A Bid Securing Declaration, it shall comply with the standard format attached as Annex “A” or;
2. Cash, Cashier’s or Manager’s check equivalent to 2% of the ABC (Php1,416,300.00)

Annex “A”

REPUBLIC OF THE PHILIPPINES )

CITY OF MANILA ) S.S.

**BID SECURING DECLARATION**

FRANCISQUIEL O MANCILE

Chairperson

PSCNCRCNL BIDS AND AWARDS COMMITTEE

PMO-NCR South Bldg., 22 Muelle de San Francisco,

South Harbor, Port Area, Manila

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 Bid Securing Declaration.
2. I/We accept that: (a) I/We will be automatically disqualified from the 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, if I/we have committed any of the following actions:
3. Withdrawn my/our Bid during the period of bid validity required in the Bidding Documents; or
4. Fail or refuse to accept the award and enter into contract or perform any and all acts necessary to the execution of the Contract, in accordance with the Bidding Documents after having been notified of your acceptance of our Bid during the period of bid validity.
5. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
   1. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
   2. I am/we are declared ineligible of 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;
   3. I am/we are declared as the bidder with the Lowest Calculated and 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2016, Philippines.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bidder’s Representative/Authorized Signatory

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_ 2016, 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 of Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *(type of government identification card issued),* with his/her photograph and signature appearing thereon, with No. \_\_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, issued on \_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Philippines.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NOTARY PUBLIC

Doc. No. : \_\_\_\_\_\_\_

Page No. : \_\_\_\_\_\_\_

Book No.: \_\_\_\_\_\_\_

Series of 2016.

**T-FORM 2**

Conformity with technical specifications, as enumerated and specified in Sections VI and VII of the Bidding Documents

The Bidder’s authorized signatory shall affix his/her signature on the “CONFORME” portion of the herein attached Schedule of Requirements – Section VI and Technical Specifications – Section VII.

**SCHEDULE OF REQUIREMENTS**

I. **SECURITY GUARDS**

The Winning Bidder shall deploy the required security guards to the various offices of the PPA Head Office, PMOs NCR North and South, Bataan Aurora and Northern Luzon upon issuance of the Notice to Proceed.

|  |  |  |
| --- | --- | --- |
| LOCATION | NO. OF  GUARDS | TOTAL |
| PPA Head Office  Corporate Building  GAD Center  PPATI  DAD Motor Pool  Survey Boat  Head Office Motor Pool |  | 48 |
| PMO NCR SOUTH  Cavite Ferry Terminal | 71  3 | 74 |
| PMO NCR NORTH  Radar Station, Corregidor | 63  6 | 69 |
| BATAAN/AURORA  TMO Dingalan  TMO Casiguran | 29  4  4 | 37 |
| NORTHERN LUZON  TMO Zambales  TMO Pangasinan  Port of Curimao  Port of Salomague  TMO Batanes | 12  3  3  6  3  3 | 24 |
| **GRAND TOTAL** |  | **258** |

II. **FIREARMS, COMMUNICATIONS AND TRANSPORTATION MINIMUM REQUIREMENTS**

The Winning Bidder shall deliver to the various offices of the PPA Head Office, PMOs in National Capital Region/Central and Northern Luzon the following required equipment including other equipment as committed in their bids:

1. Firearm/ammunition Requirement

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| PMO | 9mm Pistol | Ammo | .38 cal | Ammo | 12GA | Ammo |
| Head Office | 18 | 144 | 4 | 24 | 2 | 10 |
| NCR South | 22 | 650 | - | - | 6 | 120 |
| NCR North | 23 | 251 | 2 | 24 | 5 | 50 |
| Bataan/Aurora | 12 | 360 | - | - | 8 | 150 |
| Northern Luzon | 5 | 70 | 1 | 12 | 3 | 24 |

1. Transportation Equipment (In good running condition and not older than 2012 model)

|  |  |  |  |
| --- | --- | --- | --- |
| PMO | 4 Wheel Vehicle  (4 Door Sedan or Passenger Van no Less than 2.0L) | Motorcycle  (No less than 150cc) | Bicycle  (Mt. Bike) |
| Head Office | 1 | 1 | 2 |
| NCR South | 1 | 4 | 6 |
| NCR North | 1 | 2 | 4 |
| Bataan/Aurora | 1 | 1 | 6 |
| Northern Luzon | 1 | 2 | 6 |

1. Other Security Equipment Requirements

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| PMO | Emergency  Light | Metal  Detector | Mega  phone | Binocular | VHF  Radio | Radio  Base |
| Head Office | 15 | 7 | 4 | 1 | 15 | 1 |
| NCR South | 25 | 10 | 6 | 3 | 30 | 2 |
| NCR North | 20 | 10 | 6 | 3 | 30 | 1 |
| Bataan/Aurora | 12 | 6 | 2 | 4 | 10 | 2 |
| Northern Luzon | 12 | 6 | 1 | 1 | 8 | 1 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| PMO | Ostrich  Mirror | Camera | Traffic  Vest | Halogen  Searchlight |
| Head Office | 4 | 0 | 0 | 0 |
| NCR South | 1 | 1 | 15 | 1 |
| NCR North | 4 | 1 | 15 | 4 |
| Bataan/Aurora | 2 | 1 | 6 | 4 |
| Northern Luzon | 2 | 2 | 3 | 6 |

d. Security Guard Paraphernalia

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Paraphernalia | Head  Office | PMO NCR  South | PMO NCR  North | Bataan/  Aurora | Northern Luzon |
| Head gear | 48 | 74 | 69 | 37 | 30 |
| Whistle with lanyard | 48 | 74 | 69 | 37 | 30 |
| Retractable Baton | 48 | 74 | 69 | 37 | 30 |
| Rechargeable LED Flash light | 48 | 74 | 69 | 37 | 30 |
| Tear gas canister | 48 | 74 | 69 | 37 | 30 |
| First aid kit | 48 | 74 | 69 | 37 | 30 |
| Raincoat | 48 | 74 | 69 | 37 | 30 |
| Rain boots | 48 | 74 | 69 | 37 | 30 |
| Service Shoes (Black) | 48 | 74 | 69 | 37 | 30 |
| Brassard (reflectorized  With PPA & Agency  marking) | 48 | 74 | 69 | 37 | 30 |

**CONFORME:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Company/Prospective Bidder

By:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name and Signature of Authorized Representative

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

**TECHNICAL SPECIFICATIONS**

I. Qualifications of Security Guards

1. At least High School graduate
2. Height: At least 5’4” for male

5’2” for female

1. Duly licensed security guard
2. At least 21 years of age but preferably not more than 50 years old
3. with Neuro Psychiatric Clearance
4. with Drug Test Clearance
5. Must not be a dishonorably discharged member of the PNP or any branches of the Armed Forces of the Philippines, and such other similar agencies.

II. Firearms, Communications and Transportation Minimum Requirements

1. Firearm/ammunition Requirement

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| PMO | 9mm Pistol | Ammo | .38 cal | Ammo | 12GA | Ammo |
| Head Office | 18 | 144 | 4 | 24 | 2 | 10 |
| NCR South | 22 | 650 | - | - | 6 | 120 |
| NCR North | 23 | 251 | 2 | 24 | 5 | 50 |
| Bataan/Aurora | 12 | 360 | - | - | 8 | 150 |
| Northern Luzon | 5 | 70 | 1 | 12 | 3 | 24 |

1. Transportation Equipment (In good running condition and not older than 2012 model)

|  |  |  |  |
| --- | --- | --- | --- |
| PMO | 4 Wheel Vehicle  (4 Door Sedan or AUV no less than 2.0L) | Motorcycle  (No less than 150cc) | Bicycle  (Mt. Bike) |
| Head Office | 1 | 1 | 2 |
| NCR South | 1 | 4 | 6 |
| NCR North | 1 | 2 | 4 |
| Bataan/Aurora | 1 | 1 | 6 |
| Northern Luzon | 1 | 2 | 6 |

1. Other Security Equipment Requirements

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| PMO | Emergency  Light | Metal  Detector | Mega  phone | Binocular | VHF  Radio | Radio  Base |
| Head Office | 15 | 7 | 4 | 1 | 15 | 1 |
| NCR South | 25 | 10 | 6 | 3 | 30 | 2 |
| NCR North | 20 | 10 | 6 | 3 | 30 | 1 |
| Bataan/Aurora | 12 | 6 | 2 | 4 | 10 | 2 |
| Northern Luzon | 12 | 6 | 1 | 1 | 8 | 1 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| PMO | Ostrich  Mirror | Camera | Traffic  Vest | Halogen  Searchlight |
| Head Office | 4 | 0 | 0 | 0 |
| South Harbor | 1 | 1 | 15 | 1 |
| North Harbor | 4 | 1 | 15 | 4 |
| Bataan/Aurora | 2 | 1 | 6 | 4 |
| San Fernando | 2 | 2 | 3 | 6 |

d. Security Guard Paraphernalia

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Paraphernalia | Head  Office | PMO NCR  South | PMO NCR  North | Bataan/  Aurora | Northern Luzon |
| Head gear | 48 | 74 | 69 | 37 | 30 |
| Whistle with lanyard | 48 | 74 | 69 | 37 | 30 |
| Retractable Baton | 48 | 74 | 69 | 37 | 30 |
| Rechargeable LED Flash light | 48 | 74 | 69 | 37 | 30 |
| Tear gas canister | 48 | 74 | 69 | 37 | 30 |
| First aid kit | 48 | 74 | 69 | 37 | 30 |
| Raincoat | 48 | 74 | 69 | 37 | 30 |
| Rain boots | 48 | 74 | 69 | 37 | 30 |
| Service Shoes (Black) | 48 | 74 | 69 | 37 | 30 |
| Brassard (reflectorized  With PPA & Agency  marking) | 48 | 74 | 69 | 37 | 30 |

**CONFORME:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Company/Prospective Bidder

By:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name and Signature of Authorized Representative

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

**T-FORM 3**

**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 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]*;

1. ***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 the Procurement of Port Security Services for PPA Head Office, National Capital Region/Central and Northern Luzon;

*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)] (Please see attached sample form of Secretary’s Certificate)*;

1. *[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;
2. 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;
3. *[Name of Bidder]* is authorizing the Head of PPA Head Office or its duly authorized representative(s) to verify all the documents submitted;
4. ***Select one, delete the rest:***

*If a sole proprietorship:* I am not related to the Head or any of the members of the PSCNCRCNL Bids and Awards Committee (BAC), its Technical Working Group, and/or its 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 or any of the members of the PSCNCRCNL Bids and Awards Committee (BAC), its Technical Working Group, and/or its 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 or any of the members of the PSCNCRCNL Bids and Awards Committee (BAC), its Technical Working Group, and/or its 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;

1. *[Name of Bidder]*complies with existing labor laws and standards; and
2. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:
   1. Carefully examine all of the Bidding Documents;
   2. Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
   3. Made an estimate of the facilities available and needed for the contract to be bid, if any; and
   4. Inquire or secure Supplemental/Bid Bulletin(s) issued for the Procurement of Contract for Port Security Services in Port Security Cluster–National Capital Region, Central and Northern Luzon.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_ day of \_\_\_, 2016 at \_\_\_\_\_\_\_\_\_\_\_\_, Philippines.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bidder’s Representative/Authorized Signatory

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_ 2016, 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 of Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *(type of government identification card issued),* with his/her photograph and signature appearing thereon, with No. \_\_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, issued on \_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Philippines.

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**T-FORM 3a**

**Authority of Signatory**

**SECRETARY’S CERTIFICATE**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, a duly elected and qualified Corporate Secretary of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, a corporation duly organized and existing under and by virtue of the law of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, DO HEREBY CERTIFY, that:

I am familiar with the facts herein certified and duly authorized to certify the same;

At the regular meeting of the Board of Directors of the said Corporation duly convened and held on \_\_\_\_\_\_\_\_\_\_\_\_\_\_ at which meeting a quorum was present and acting throughout, the following resolutions were approved, and the same have not been annulled, revoked and amended in any way whatever and are in full force and effect on the date hereof:

RESOLVED, that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_be, as it hereby is, authorized to participate in the bidding of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by the Philippine Ports Authority, NCR/Northern Luzon; and that if awarded the project shall enter into a contract with the Philippine Ports Authority, NCR/Northern Luzon; and in connection therewith hereby appoint, acting as duly authorized and designated representatives of, are granted full power and authority to do, execute and perform any and all acts necessary and/or to represent \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the bidding as fully and effectively as the might do if personally present with full power of substitution and revocation and hereby satisfying and confirming all that my said representative shall lawfully do or cause to be done by virtue hereof;

RESOLVED FURTHER THAT, the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby authorizes its President to:

1. execute a waiver of jurisdiction whereby the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby submits itself to the jurisdiction of the Philippine government and hereby waives its right to question the jurisdiction of the Philippine courts;
2. execute a waiver that the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ shall not seek and obtain writ of injunctions or prohibition or restraining order against the PPA or any other agency in connection with this project to prevent and restrain the bidding procedures related thereto, the negotiating of and award of a contract to a successful bidder, and the carrying out of the awarded contract.

WITNESS the signature of the undersigned as such officer of the said \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ this \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Corporate Secretary)

**ACKNOWLEDGMENT**

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_ 2016, 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 of Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *(type of government identification card issued),* with his/her photograph and signature appearing thereon, with No. \_\_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, issued on \_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Philippines.

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Page No. \_\_\_\_\_\_\_

Book No. \_\_\_\_\_\_\_

Series of 2016.

**T-FORM 4**

Number of Valid Licensed Firearms

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FIREARM** | **MAKE** | **KIND** | **SERIAL NO.** | **LICENSE NUMBER ISSUED** |
| Note:  Use Arial 12 pts Font for this form |  |  |  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Signature of Authorized Official

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation Date

**T-FORM 5**

**Number and Kind of Motor Powered Vehicles Committed for the Contract**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **VEHICLE** | **NO.** | **MAKE** | **TYPE** | **MODEL** | **LOCATION** |
|  |  |  |  |  | Head Office |
|  |  |  |  |  | PMO NCR South |
|  |  |  |  |  | PMO NCR North |
|  |  |  |  |  | PMO Bataan/Aurora |
|  |  |  |  |  | PMO Northern Luzon |
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Name and Signature of Authorized Official

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Designation Date

**T-FORM 6**

**List and Kind of Communication Devices Committed for the Contract**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **MAKE** | **TYPE** | **NO.** | **MODEL** | **LOCATION** |
|  |  |  |  | Head Office |
|  |  |  |  | PMO NCR South |
|  |  |  |  | PMO NCR North |
|  |  |  |  | PMO Bataan/Aurora |
|  |  |  |  | PMO Northern Luzon |
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Name and Signature of Authorized Official

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation Date

**T-FORM 7**

List of Trainings or Seminars of Agency’s Key Personnel in Port facility Security Officers Course and any three (3) of the following: 1) Radiation Safety Course, 2) Bomb Detection and Identification Course, 3) Intelligence and Investigation Course, and 4) Basic First Aid Course

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| TITLE | CONDUCTED BY | DATE OF TRAINING | NO. OF HOURS | NAMES OF PARTICIPANTS |
|  |  |  |  |  |

Please attach the corresponding Certificate of Trainings/Seminars

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Signature of Authorized Official Designation Date: \_\_\_\_\_\_\_\_\_\_\_

**T-FORM 8**

**List of Owners/Principals/Partners and (Top 5) Key Personnel**

Agency:

A. Owners/Principals/Partners/Directors/Trustees:

|  |  |  |  |
| --- | --- | --- | --- |
| NAME | POSITION  /DESIGNATION | EDUCATIONAL  ATTAINMENT | YEARS WITH  FIRM |
|  |  |  |  |
| B. Top 5 Key Personnel (attach respective curriculum vitae use T-Form 8A) | | | |
|  |  |  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Signature of Authorized Official

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation Date

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| **T - FORM 8A** | | | | | | | |  |
|  |  |  |  |  |  |  |  |  |
| **Curriculum Vitae** | | | | | | | |  |
|  |  |  |  |  |  |  |  |  |
| NAME (LAST, FIRST MIDDLE) | |  |  |  | STATUS | SEX |  |  |
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|  |  |  |  |  |  |  |  |  |
| RESIDENCE ADDRESS | |  |  |  | BIRTHDATE | AGE | PASSPORT SIZE PHOTO |  |
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|  |  |  |  |  | BIRTHPLACE |  |  |  |
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| HIGHEST EDUCATIONAL ATTAINMENT | | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| NAME OF SCHOOL, ADDRESS | | |  |  |  | DEGREE/COURSE |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | YEAR GRADUATED | |  |
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| RELATED TRAININGS UNDERTAKEN (PLEASE SEE T-FORM 7) | | | | | |  |  |  |
|  |  |  |  |  |  |  |  |  |
| TITLE AND DESCRIPTION | |  |  | CONDUCTED BY | | INCLUSIVE DATES | NO. OF HOURS |  |
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| RELATED WORK EXPERIENCE | | | | | |  |  |  |
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| INCLUSIVE | POSITION |  |  |  | NAME OF COMPANY, ADDRESS | |  |  |
| DATES |  |  |  |  |  |  |  |  |
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| IN WITNESS WHEREOF, I hereby affix my signature this \_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2016, City of | | | | | | | |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Philippines. | | |  |  |  |  |  |  |
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| **SUBSCRIBED AND SWORN** to before me this \_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_ 2016, 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 of Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *(type of government identification card issued),* with his/her photograph and signature appearing thereon, with No. \_\_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, issued on \_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Philippines. | | | | | | | | |
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**T-FORM 9**

**Security Agency Staffing Pursuant to R.A. 5487**

OPERATOR/OWNER/

BOARD OF DIRECTORS

MANAGER/

CHIEF SECURITY DIRECTOR

ASSISTANT MANAGER/

ASSISTANT CHIEF

SECURITY DIRECTOR

STAFF DIRECTOR

ADMIN

STAFF DIRECTOR

OPERATIONS

DETACHMENT

COMMANDERS

CHIEF

INSPECTOR

SECURITY

INSPECTORS

POST IN

CHARGE

SHIFT IN

CHARGE

SECURITY GUARDS/

WATCHMEN

**T-FORM 10**

**Affidavit of Site Inspection**

REPUBLIC OF THE PHILIPPINES)

CITY OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ) S. S.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, of legal age, married/single, with residence and postal address at No. \_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, after having been duly sworn to in accordance with law, do hereby depose and state:

That I am the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Position)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_of \_\_\_\_\_\_\_\_\_\_\_\_\_\_(Name of Agency)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, an agency engaged in security services business with office address at No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

That I have conducted an ocular site inspection of the offices and premises of Philippine Ports Authority Head Office, Northern Luzon, Port Management Offices under it, namely: NCR South, NCR North, Bataan/Aurora and San Fernando and their respective Terminal Management Offices and base ports which are the subject of the provision of port security services for the Philippine Ports Authority..

That I am executing this affidavit to attest the truth of the foregoing facts and as requirement for the bidding.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2016 at \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Affiant**

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_ 2016, 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 of Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *(type of government identification card issued),* with his/her photograph and signature appearing thereon, with No. \_\_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, issued on \_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Philippines.

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Book No. \_\_\_\_\_\_\_\_\_\_\_;

Series of 2016

**T-FORM 11**

**Certificate of Site Inspection**

This is to certify that on \_\_\_\_(Date of Inspection)\_\_\_\_\_, \_\_\_\_\_(Name of Prospective Bidder)\_\_\_\_\_\_ has conducted an ocular site inspection of the offices and premises of \_\_\_(TMO/PMO)\_\_\_\_ which is one of the subject of the provision of Port Security Services for the Philippine Ports Authority, PMOs NCR North & South, Bataan/Aurora and Northern Luzon.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name & Signature of

Authorized Signatory

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

*Note:*

*Attached is the list of Authorized Signatories for the above Certification.*

**LIST OF AUTHORIZED SIGNATORIES**

**RC SIGNATORY ALTERNATE**

**PPA Head Office** PP/SSupt. Jesus V. Tolosa PP/Supt. Armando V. Razon

Corporate Building

GAD Center

PPA Training Institute

HMD Motorpool

Survey Boats

HO Motorpool

21st Street Surface Parking Area

**PMO NCR South**

SHEPZ PP/Supt. Alano C. Salosagcol PP/CIns. Billy Estrada

TMO Pasig Mr. Lorentino Viray PP/Ins Eduard S. Seraspe

Cavite Ferry Terminal, Guard on duty to be confirmed by PP/Supt Alano C. Salosagcol

San Roque ,Cavite City

**PMO NCR North** PP/Supt. Loving F. Fetalvero Jr. PP/CInsp. Dan Alano

Administrative Building

TMO-Vitas/Private Ports

VTMS Manila International Container Terminal

VTMS Building, Radar Station 1 (Isla Puting Bato)

VTMS Radar Station 2 (Corregidor Island) Guard on Duty to be confirmed by PP/Supt. Loving F. Fetalvero, Jr.

**PMO Bataan/Aurora**

Port of Lamao PP/Supt Cornelio A. Jimenez PP/CInsp. Sesenio Sereno III

(including Mariveles Collection Unit)

Port of Capinpin Mr. Eric A. Locsin PPO Lou Isidro L. Andit

Port of Dingalan Mr. Macario Gaa, Jr. PP/Supt. Conelio A. Jimenez

Port of Casiguran Guard on duty to be confirmed by PP/Supt Conelio A. Jimenez

**PMO Northern Luzon** PP/Supt Manuel L. Vallejo PP/CInsp. Jayson A. Labsilica

Port of Currimao Jerome Balisi John Angelo Mendoza

Port of Aparri Jerome Balisi Hayden Nebab

TMO Masinloc Manuel Vallejo John Fontanilla

Port of Salomague Jerome Balisi John Angelo Mendoza

Port of Basco Batanes Onofre Guis-it Mary Jane Aguinoas

**T-FORM 12**

**Port Security Plan**

**PORT FACILITY SECURITY PLAN**

**PMO/TMO/FACILITY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Introduction**
2. **Definition of Terms**
3. **Administrative Provisions**

3.1 Authority (Specific authorization by the Company to the person of company authorized to prepare Port Facility Security Plan (PFSP).

3.2 Approval (Approval by the Company of the prepared PFSP and such approving person must affix his signature attesting his approval)

3.3 Document Classification and Protection

**4. Security Organization and Security Responsibilities**

4.1 Security Organizational Chart

4.2 Security Responsibilities

a. Plant Manager/Manager/President

b. Port Facility Security Officer (PFSO)

c. Security Personnel

d. Ships Operator

e. Other Port Users

**5. Port Facility Security Advisory Committee**

5.1 Role

5.2 Membership (Gov’t. security units, stakeholders and port facility service providers, among others)

5.3 Administrators

5.4 Committee’s Response to Security Incidents

**6. Standard Security Measures (Security Level 1)**

6.1 Physical Barrier

6.2 Guard System (Guards patrol, roving guards, etc.)

6.3 Access to the Port Facility

6.3.1 Access control for Staff/Employees;

6.3.2 Access of visitors to the ship including representative of seafarers’ welfare and labor organizations;

6.3.3 Access control for ship personnel;

6.3.4 Screening of Passenger’s; and

6.3.5 Access control for service providers and visitors.

6.4 Restricted areas with the Port Facility

6.5 Handling of Cargo and personal baggage

6.6 Delivery of Ship’s Stores

6.7 Handling of unaccompanied baggage

6.8 Monitoring the security of the Port Facility including Anchorage and Approaches

6.8.1 Security guards details including foot patrol, vehicle and water borne patrols.

6.8.2 Automatic intrusion detection device and surveillance equipment

6.8.3 Lighting Facilities

6.9 Other areas

**7. Additional Security Measures**

**(For all activities mentioned in para.6)**

7.1 At Security Level 2

7.2 At Security Level 3

**8. Contingency Measures**

8.1 Contingency plans for security incidents:

1. Bombing/armed attack
2. Hostage taking
3. Fire

8.2 Contingency plans for other security incidents that the port facility may deem necessary

8.3 Handling of Threats

8.3.1 Procedures for responding to security threats or breaches of security;

8.3.2 Procedures for responding to any security instructions from OTS;

8.3.3 Procedures for evacuation in case of security threats or breaches of security;

8.3.4 Procedures for responding in case the ship security alert system of the ship at the port has been activated.

**9. Records**

9.1 Provision for retention of records of security incidents and threats, revision, audits, trainings, drills and exercises as evidence of compliance with those requirements; and

9.2 Procedure to maintain and update, records of dangerous goods and hazardous substance and their location within the facility.

**10. Training, Drills and Exercise**

**11. Responding Procedure**

(including procedures for reporting security related incidents to the proper authority)

11.1 Report on the following shall be submitted to the PPA immediately

1. Security threats and security incidents; and
2. Any amendments to the plan or charges in the designation of the PFSO, address and contact numbers.

11.2 Reports on the following shall be submitted to the PPA as soon as possible:

1. Change in management or ownership;
2. DOS executed, if any; and
3. Interfacing at different security levels.

**12. Provisions for Plan Review (Para 15.4 Part A of the ISPS Code)**

**13. Security procedures in the conduct of Differing Security Levels (Para 16.55 Part B of the ISPS Code)**

**14. Security procedures in the conduct of activities not covered by the code (Para 16.56 Part B of the ISPS Code)**

**15. Procedures in the conduct of Declaration of Security (Para 5 Part b of the ISPS Code)**

**ANNEXES:**

A. Contract Details

B. Contingency Plans

C. Port Facility Layout and Restricted Area Diagrams

D. Incident Reporting

E. DOS Format

**T-FORM 12A**

**Port Security Survey**

**PMO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **INTRODUCTION**

Methodology of the Survey

1. **PURPOSE**

State the purpose of the survey

1. **PHYSICAL SECURITY**

3.1 Physical description of the general area surrounding the facility and its boundaries. (North, South, East, West)

3.2 General physical description of the entire facility

3.2.1 Area and perimeter

3.2.2 Number, type and location of buildings, structures and installation within the facility.

3.3 Designated restricted area

3.4 Measures implemented to prevent unauthorized access to facility.

1. **FIRE FIGHTING EQUIPMENT AND FACILITIES**

4.1 Kinds and type of fire fighting equipment

4.2 Type of fire alarm installed

4.3 Fire drill program

1. **PERIMETER FACILITY**

5.1 General description and condition of the perimeter fence and other physical barriers

5.2 Location and condition of ingress and egress

5.3 Hour of operating/manning

5.4 Security requirements

5.5 Maintenance and inspection

5.6 Lighting system

1. **GUARD AND GUARDING SYSTEM**

6.1 Strength

6.2 Deployment to strategic post/location

6.3 Gears and equipment used

6.4 Patrol and traffic procedures

1. **KEY CONTROL SYSTEM**

7.1 Designated key custodian

7.2 Disposition of key to entrances and rooms

7.3 Disposition of key duplicates

7.4 Availability of key box

1. **ALARM SYSTEM**

8.1 Kinds and types of alarm system

8.2 Location

8.3 Internal controls

1. **CONTROL AND MONITORING MEASURES**

9.1 Regulations and restriction imposed on access to the facility including designated restricted areas, and categorized as to personnel, vehicles and cargoes/materials.

9.2 Inspection, control and monitoring of persons and carry on article

9.3 Inspection, control and monitoring of vehicles

9.4 Inspection, safeguarding and monitoring of cargoes/materials.

1. **PROTECTIVE LIGHTING SYSTEM**

10.1 Use and control

10.2 Inspection

10.3 Action to be taken in the event of commercial power failure

10.4 Action to be taken in the event of alternative source of power

10.5 Emergency lighting system

10.6 Security measures to safeguard powerhouse

1. **COMMUNICATION FACILITIES**

11.1 Kind of message center

11.2 Means of communications used in the facility

11.3 Telephone system of the facility

1. **HEIGHTENED STATE OF ALERT**

12.1 Additional security measures to be undertaken during heightened state of alert:

12.1.1 Security Level 1

12.1.2 Security Level 2

12.1.3 Security Level 3

1. **CONTINGENCY PLANS**

13.1 Contingency plans have been/have not been produced for the following:

13.1.1 Bomb Threat

13.1.2 Fires

13.1.3 Earthquakes

13.1.4 Civil Disturbance

13.1.5 Infiltration and raid

1. **EQUIPMENT REQUIREMENT**
2. **FINDINGS AND RECOMMENDATIONS**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PORT FACILITY SECURITY OFFICER

**T-FORM 12B**

**Format of a Port Facility Security Assessment**

1. **Introduction**

1.1 Title

1.2 Purpose

1.3 Scope

1.4 Authority

1.5 Inclusive Date of Survey

1.6 Composition of Survey Team

1.7 Port Facility Personnel Accompanying the Survey

1.8 General Information about the Port

1. General layout of the facility
2. History, mission, functions, and importance to national security
3. Areas and structures in the vicinity of the facility
4. Degree of dependence on essential services (electricity, communications, etc.)
5. Standby equipment to assure continuity of essential services
6. Number, reliability and function of port personnel
7. Location and function of actual and potential access points
8. Vehicle traffic

2. **Assessment**

* 1. Criticality Assessment – An identification and evaluation of key port

Assets, infrastructures and operations, which are important to protect, such as:

1. Accesses, entrances, approaches, anchorages, maneuvering areas, berthing areas.
2. Cargo facility, terminals, storage area, cargo handling equipment.
3. Electrical distribution systems, radio and telecommunication systems and networks
4. Aids to navigation systems and equipment, vessel traffic management systems.
5. Power plants, cargo transfer piping
6. Bridges, railways, roads
7. Port service vessels/boats, pilot boats, tugs, lighters, etc.
8. Water adjacent to the port facility
9. Port personnel, passengers, visitors, vendors, repair technicians and dock workers.
   1. Threat Identification and Evaluation – Contains a statement on the current security situation and identification of possible threats to the key port facility assets and operations in order to establish and prioritize security measures
10. Destruction of the facility caused by explosive devices, arson, sabotage or vandalism.
11. Seizure of the facility or of persons within the facility;
12. Tampering with cargo, essential equipment or systems;
13. Unauthorized access or use, including presence of stowaways;
14. Smuggling weapons or equipment, including weapons of mass destruction;
15. Use of the facility to transfer those intending to cause a security incident and/or their equipment;
16. Use of the facility itself as a weapon or as a means to cause damage or destruction;
17. Attacks form seaward; and
18. Attacks from land
    1. Identification of Existing Security Measures, procedures and Operations
19. Ensuring the performance of all port facility security duties
20. Controlling access to the facility, including use of any identification system
21. Monitoring restricted areas to ensure that only authorized persons have access
22. Monitoring of public areas surrounding the facility
23. Cargo Handling
24. Ensuring availability of security communication, information and equipment
25. Securing waterside areas using private security companies
26. Responding to emergency situations
27. Linkages with other security organizations including government organizations
    1. Vulnerability Assessment – Identification of weakness, including human factors in the infrastructure, policies and procedures.
28. Conflicts between safety and security measures;
29. Conflicts between operational duties and security measures;
30. Watch keeping duties, number of personnel, particularly with implications on crew fatigue, alertness and performance;
31. Any identified security training deficiencies;
32. Any lack in security equipment and systems, including communications systems;
33. Gaps in physical security;
34. Flaws in structural integrity;
35. Insufficient personnel protection systems;
36. Lapses in procedural policies;
37. Proximity to high risk/urban areas;
38. Type of security forces available;
39. Response time for security personnel;
40. Availability of additional port security forces;
41. Local social and political environment;
42. Routes of access and egress; and
43. Transportation infrastructure
44. Linkages with other security organizations including government organizations
    1. Risk Analysis and Evaluation – Determination of the likelihood of a threat to actually happen and evaluation of the consequences or impact of such a threat. Likelihood and consequences ratings shall be used to prioritize risk events and determine security measures.

3. **Recommendation**

* 1. Preventive Countermeasures – per vulnerability/asset
  2. Mitigative Countermeasures – per vulnerability/asset
  3. Other Countermeasures – per vulnerability/asset

1. **Monitoring and Review**

ANNEX – Accomplished Security checklist – assets/Information Security measures

**T-FORM 13**

**List of Security Guards with PNP-SAGSD License to be**

**Fielded Under this Contract**

|  |  |  |
| --- | --- | --- |
| **NAME OF SECURITY GUARD** | **PNP-SAGSD**  **LICENSE NUMBER** | **EXPIRY**  **DATE** |
| Note:  Use Arial 12 pts Font for this form |  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Authorized Representative Date: \_\_\_\_\_\_\_\_\_\_\_

**T-FORM 14**

**Commitment to Provide Licensed Firearms,**

**Communication, Transportation and other Equipment at**

**the PPA Head Office, PMOs NCR North, NCR South, Bataan/Aurora and Northern Luzon**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **PARTICULARS** | **Head Office** | **PMO NCR South** | **PMO NCR North** | **PMO Bataan/Aurora** | **PMO Northern Luzon** | **TOTAL** |
| Security Guards |  |  |  |  |  |  |
| 1. Firearms  a. 9mm Pistol  b. .38 Cal Rev  c.12 gauge  Shotgun |  |  |  |  |  |  |
| 2. Ammunition  a. 9mm  b. .38 Cal.  c. 12 gauge |  |  |  |  |  |  |
| 3. Communications  a. Radio Base with  Ringo Ranger  Antenna  b. Handheld Radio  c. Megaphone |  |  |  |  |  |  |
| 4. Mobility  a. Four wheel  Motor Vehicle  b. Motorcycle  c. Bicycle |  |  |  |  |  |  |
| 5. Other Security  Gears/Support  Equipment  a. Head Gear  b. Whistle  c. Retractable  Baton  d. Flash light  e. Tear Gas  Canister  f. First Aid Kit  g. Rain Coat  h. Rain boots  i. Service Shoes  (Black)  j. Brassard  (reflectorized with  PPA and Agency  Markings) |  |  |  |  |  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Authorized Representative Date



Section IX

|  |
| --- |
| Standard Forms: Financial Component |

**CHECKLIST OF FINANCIAL DOCUMENTS**

**FOR PORT SECURITY SERVICES**

F-FORM 1 - Financial Proposal Submission Form (Undertaking)

F-FORM 2 - Summary of Financial Offer

F-FORM 3 - Financial Offer (NCR) Head Office, PMOs NCR South and North

F--FORM 3a - Financial Offer PMO NCR South and North (Cavite & Corregidor)

F-FORM 4 - Financial Offer PMO Northern Luzon, TMO Pangasinan,

Port of Currimao and Port of Salomague

F-FORM 4a - Financial Offer PMO Northern Luzon (TMO Zambales)

F-FORM 4b - Financial Offer PMO Northern Luzon (Port of Aparri and

TMO Batanes)

F-FORM 5 - Financial Offer PMO Bataan/Aurora, Ports of Lamao and

Capinpin

F-FORM 5a - Financial Offer PMO Bataan/Aurora (Ports of Dingalan and Casiguran)

F-FORM 6 - Commitment of the Agency to Pay Salaries/Wages in Accordance with PADPAO Schedule

1. PROCUREMENT OF CONTRACT FOR PORT SECURITY SERVICES IN THE PORT SECURITY CLUSTER-NATIONAL CAPITAL REGION/CENTRAL AND NORTHERN LUZON CY 2016-2019

   **Page 1 INV** [↑](#footnote-ref-1)
2. PROCUREMENT OF CONTRACT FOR PORT SECURITY SERVICES IN THE PORT SECURITY CLUSTER-NATIONAL CAPITAL REGION/CENTRAL AND NORTHERN LUZON CY 2016-2019

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7. PROCUREMENT OF CONTRACT FOR PORT SECURITY SERVICES IN THE PORT SECURITY CLUSTER-NATIONAL CAPITAL REGION/CENTRAL AND NORTHERN LUZON CY 2016-2019

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10. PROCUREMENT OF CONTRACT FOR PORT SECURITY SERVICES IN THE PORT SECURITY CLUSTER-NATIONAL CAPITAL REGION/CENTRAL AND NORTHERN LUZON CY 2016-2019

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11. PROCUREMENT OF CONTRACT FOR PORT SECURITY SERVICES IN THE PORT

    SECURITY CLUSTER-NATIONAL CAPITAL REGION/CENTRAL NORTHERNLUZON

    CY 2016-2019 [↑](#footnote-ref-11)
12. [↑](#footnote-ref-12)
13. PROCUREMENT OF CONTRACT FOR PORT SECURITY SERVICES IN THE PORT SECURITY CLUSTER-NATIONAL CAPITAL REGION/CENTRAL AND NORTHERN LUZON CY 2016-2019 [↑](#footnote-ref-13)
14. PROCUREMENT OF CONTRACT FOR PORT SECURITY SERVICES IN THE PORT SECURITY CLUSTER-NATIONAL CAPITAL REGION/CENTRAL AND NORTHERN LUZON CY 2016-2019 [↑](#footnote-ref-14)
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32. PROCUREMENT OF CONTRACT FOR PORT SECURITY SERVICES IN THE PORT SECURITY CLUSTER-NATIONAL CAPITAL REGION/CENTRAL AND NORTHERN LUZON CY 2016-2019

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33. PROCUREMENT OF CONTRACT FOR PORT SECURITY SERVICES IN THE PORT SECURITY CLUSTER-NATIONAL CAPITAL REGION/CENTRAL AND NORTHERN LUZON CY 2016-2019

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34. PROCUREMENT OF CONTRACT FOR PORT SECURITY SERVICES IN THE PORT SECURITY CLUSTER-NATIONAL CAPITAL REGION/CENTRAL AND NORTHERN LUZON CY 2016-2019

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