



**PHILIPPINE NATIONAL OIL COMPANY**  
**PNOC BLDG. 6, ENERGY CENTER, RIZAL DRIVE**  
**BONIFACIO GLOBAL CITY, TAGUIG CITY**

## **PHILIPPINE BIDDING DOCUMENTS**

**2023 Security Services for Energy Center –  
Taguig, Industrial Park – Bataan and Energy  
Supply Base – Batangas**

**Invitation to Bid No. 2023-EPA-020**

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# *Glossary of Acronyms, Terms, and Abbreviations*

**ABC** – Approved Budget for the Contract.

**BAC** – Bids and Awards Committee.

**Bid** – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

**Bidder** – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

**Bidding Documents** – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

**Consulting Services** – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

**CDA** - Cooperative Development Authority.

**Contract** – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

**DDP** – Refers to the quoted price of the Goods, which means “delivered duty paid.”

**DTI** – Department of Trade and Industry.

**EXW** – Ex works.

**FCA** – “Free Carrier” shipping point.

**FOB** – “Free on Board” shipping point.

**Foreign-funded Procurement or Foreign-Assisted Project**–Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

**Framework Agreement** – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

**GFI** – Government Financial Institution.

**GOCC** –Government-owned and/or –controlled corporation.

**Goods** – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

**GOP** – Government of the Philippines.

**GPPB** –Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

**Infrastructure Projects** – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national

buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

**PhilGEPS** - Philippine Government Electronic Procurement System.

**Procurement Project** – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

**Supplier** – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

**UN** – United Nations.

# ***Section I. Invitation to Bid***



## PHILIPPINE NATIONAL OIL COMPANY

PNOC Building 6, Energy Center

Rizal Drive, BGC, Taguig City

Tel No.: 8789-7662

[www.pnoc.com.ph](http://www.pnoc.com.ph), [www.philgeps.gov.ph](http://www.philgeps.gov.ph)

### INVITATION TO BID

#### 2023 Security Services in Energy Center – Taguig City, Industrial Park – Bataan and Energy Supply Base – Batangas

Invitation to Bid No. 2023-EPA-020

1. Philippine National Oil Company (PNOC), through the *2023 National Expenditure Program for Early Procurement Activities* intends to apply the following:

Lot	Description	No. of Guards	ABC (PhP)
A	Energy Center, Taguig City	39	15,234,516.00
B	Industrial Park, Mariveles, Bataan	49	21,452,504.64
C	Energy Supply Base, Mabini, Batangas	30	11,796,840.00
TOTAL		118	<b>48,483,860.64</b>

Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The PNOC now invites bids for the above Procurement Project. Delivery of Goods and Services and the completion of the project is required within *one (1) year (January to December 31, 2023)* port of award until approval of the 2023 PNOC Corporate Operating Budget. Bidders should have completed, within five (5) years from the date of submission and receipt of bids, a contract similar to the project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the “Government Procurement Reform Act”.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183.

4. Interested bidders may obtain further information from the PNOC-Procurement Management Division and inspect the Bidding Documents at the address given below during *working hours from 08 AM to 05 PM*





*Section II. Instructions to Bidders*

## 1. Scope of Bid

The Procuring Entity, PNOC, wishes to receive Bids for the *2023 Security Services for Energy Center – Taguig City, Industrial Park – Bataan and Energy Supply Base – Batangas*, including tools, equipment and materials, with identification number **2023-EPA-0120**.

The Procurement Project, *2023 Security Services for Energy Center – Taguig City, Industrial Park – Bataan and Energy Supply Base – Batangas* for PNOC is composed of **three (3) lots**, the details of which are described in Section VII (Technical Specifications).

## 2. Funding Information

2.1. The GOP through the source of funding as indicated below for 2023 Approved Corporate Operating Budget in the amount of :

Lot	Description	No. of Guards	ABC (PhP)
A	Energy Center, Taguig City	39	15,234,516.00
B	Industrial Park, Mariveles, Bataan	49	21,452,504.64
C	Energy Supply Base, Mabini, Batangas	30	11,796,840.00
TOTAL		118	<b>48,483,860.64</b>

2.2. The source of funding is the Approved Corporate Operating Budget.

## 3. Bidding Requirements

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

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

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

## 4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

## 5. Eligible Bidders

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. Foreign ownership exceeding those allowed under the rules may participate pursuant to:
  - i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
  - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
  - iii. When the Goods sought to be procured are not available from local suppliers; or
  - iv. When there is a need to prevent situations that defeat competition or restrain trade.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
  - a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## 6. Origin of Goods

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

## 7. Subcontracts

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

The Procuring Entity has prescribed that subcontracting is not allowed.

## **8. Pre-Bid Conference**

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time at PNOC Bldg. 6, Energy Center, Rizal Drive, BGC, Taguig City or through videoconferencing/webcasting } as indicated in paragraph 6 of the **IB**.

## **9. Clarification and Amendment of Bidding Documents**

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

## **10. Documents comprising the Bid: Eligibility and Technical Components**

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB Clause 5.3** should have been completed within five (5) years prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

## **11. Documents comprising the Bid: Financial Component**

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

## 12. Bid Prices

12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:

- a. For Goods offered from within the Procuring Entity's country:
  - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
  - ii. The cost of all customs duties and sales and other taxes already paid or payable;
  - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
  - iv. The price of other (incidental) services, if any, listed in e.
- b. For Goods offered from abroad:
  - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
  - ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

## 13. Bid and Payment Currencies

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

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

## 14. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration<sup>1</sup> or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

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<sup>1</sup> In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

- 14.2. The Bid and bid security shall be valid for a period of one hundred twenty (120) calendar days from the date of bid opening. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

## **15. Sealing and Marking of Bids**

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

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

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

## **16. Deadline for Submission of Bids**

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

## **17. Opening and Preliminary Examination of Bids**

- 17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

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

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

## **18. Domestic Preference**

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

## **19. Detailed Evaluation and Comparison of Bids**

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

- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case may be. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows:  
  
One Project having several items that shall be awarded as one contract.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

## **20. Post-Qualification**

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

## **21. Signing of the Contract**

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

## ***Section III. Bid Data Sheet***



# Bid Data Sheet

ITB Clause																					
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ol style="list-style-type: none"> <li>1. For Energy Center – Provision of manpower, necessary equipment / supplies and expertise for security services in an office / compound setting.</li> <li>2. For Industrial Park – Provision of manpower, necessary equipment / supplies and expertise for security services in a petrochemical jetty facility.</li> <li>3. For Energy Supply Base – Provision of manpower, necessary equipment / supplies and expertise for security services in a commercial pier facilities.</li> </ol> <p>Completed within five (5) years prior to the deadline for the submission and receipt of bids.</p>																				
7.1	Sub-contracting is not allowed																				
12	No further instructions.																				
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ol style="list-style-type: none"> <li>a. The amount of not less than <b>Nine Hundred Sixty Nine Thousand Six Hundred Seventy Seven and 21/100 Pesos (PhP 969,677.21)</b> or two percent (2%) of ABC, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than <b>Two Million Four Hundred Twenty Four Thousand One Hundred Ninety Three and 03/100 Pesos (PhP 2,424,193.03)</b> or five percent (5%) of ABC if bid security is in Surety Bond.</li> </ol>																				
19.3	<p>2023 Security Services for Energy Center – Taguig City, Industrial Park – Bataan and Energy Supply Base – Batangas</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Lot</th> <th style="text-align: center;">Description</th> <th style="text-align: center;">No. of Guards</th> <th style="text-align: center;">ABC (PhP)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">A</td> <td>Energy Center, Taguig City</td> <td style="text-align: center;">39</td> <td style="text-align: right;">15,234,516.00</td> </tr> <tr> <td style="text-align: center;">B</td> <td>Industrial Park, Mariveles, Bataan</td> <td style="text-align: center;">49</td> <td style="text-align: right;">21,452,504.64</td> </tr> <tr> <td style="text-align: center;">C</td> <td>Energy Supply Base, Mabini, Batangas</td> <td style="text-align: center;">30</td> <td style="text-align: right;">11,796,840.00</td> </tr> <tr> <td colspan="2" style="text-align: center;">TOTAL</td> <td style="text-align: center;">118</td> <td style="text-align: right;"><b>48,483,860.64</b></td> </tr> </tbody> </table>	Lot	Description	No. of Guards	ABC (PhP)	A	Energy Center, Taguig City	39	15,234,516.00	B	Industrial Park, Mariveles, Bataan	49	21,452,504.64	C	Energy Supply Base, Mabini, Batangas	30	11,796,840.00	TOTAL		118	<b>48,483,860.64</b>
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20.2	<ol style="list-style-type: none"> <li>1. Certified true copy of valid and current license to operate issued by PNP-SOSIA</li> </ol>																				

	<ol style="list-style-type: none"> <li>2. In compliance to the amount to government in favor of guard, bidder must submit a certificate issued by a bank or by a licensed and reputable fund manager showing that the bidder has maintained a retirement fund for its security guards. The fund should at least be two (2) years immediately preceding reckoned from the date of submission of the bid</li> <li>3. Certified true copy of valid and current Certificate of Registration issued by DOLE</li> <li>4. Certificate of Compliance from DOLE</li> <li>5. Occupational Safety compliance from DOLE</li> <li>6. ISO Certificate</li> </ol>
21.2	No additional requirement

## ***Section IV. General Conditions of Contract***

## 1. Scope of Contract

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

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

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

## 2. Advance Payment and Terms of Payment

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

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

## 3. Performance Security

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

## 4. Inspection and Tests

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

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

## **5. Warranty**

- 6.1. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.
- 6.2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

## **6. Liability of the Supplier**

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

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

## ***Section V. Special Conditions of Contract***

## Special Conditions of Contract

GCC Clause																																	
	<p><b>Delivery and Documents –</b></p> <p>The delivery terms applicable to this Contract are delivered to:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="width: 10%;">Lot</th> <th style="width: 45%;">Description</th> <th style="width: 15%;">No. of Guards</th> <th style="width: 30%;">ABC (PhP)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">A</td> <td>Energy Center, Taguig City</td> <td style="text-align: center;">39</td> <td style="text-align: right;">15,234,516.00</td> </tr> <tr> <td style="text-align: center;">B</td> <td>Industrial Park, Mariveles, Bataan</td> <td style="text-align: center;">49</td> <td style="text-align: right;">21,452,504.64</td> </tr> <tr> <td style="text-align: center;">C</td> <td>Energy Supply Base, Mabini, Batangas</td> <td style="text-align: center;">30</td> <td style="text-align: right;">11,796,840.00</td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>TOTAL</b></td> <td style="text-align: center;"><b>118</b></td> <td style="text-align: right;"><b>48,483,860.64</b></td> </tr> </tbody> </table> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements). For purposes of this Clause the Procuring Entity’s Representative at the Project Site is:”</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="width: 10%;">Lot</th> <th style="width: 45%;">Description</th> <th style="width: 45%;">PNOC Representative</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">A</td> <td>Energy Center, Taguig City</td> <td style="text-align: center;">Mr. Lino G. Calaor Manager, Administration Dept.</td> </tr> <tr> <td style="text-align: center;">B</td> <td>Industrial Park, Mariveles, Bataan</td> <td style="text-align: center;">Mr. Edwin Celzo Manager, Park Management Department</td> </tr> <tr> <td style="text-align: center;">C</td> <td>Energy Supply Base, Mabini, Batangas</td> <td style="text-align: center;">Engr. Carlito B. Pena Manager, Energy Supply Base</td> </tr> </tbody> </table>	Lot	Description	No. of Guards	ABC (PhP)	A	Energy Center, Taguig City	39	15,234,516.00	B	Industrial Park, Mariveles, Bataan	49	21,452,504.64	C	Energy Supply Base, Mabini, Batangas	30	11,796,840.00	<b>TOTAL</b>		<b>118</b>	<b>48,483,860.64</b>	Lot	Description	PNOC Representative	A	Energy Center, Taguig City	Mr. Lino G. Calaor Manager, Administration Dept.	B	Industrial Park, Mariveles, Bataan	Mr. Edwin Celzo Manager, Park Management Department	C	Energy Supply Base, Mabini, Batangas	Engr. Carlito B. Pena Manager, Energy Supply Base
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	<p><b>Transportation –</b></p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p>																																

	<p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>
	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p><b>Intellectual Property Rights –</b></p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	No further instruction
4	No further instruction



## ***Section VI. Schedule of Requirements***

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

<b>Lot</b>	<b>Description / Location</b>	<b>No. of Guards</b>	<b>Delivered, Weeks/Months</b>
<b>A</b>	<b>Security Services</b> Energy Center, Taguig City	39	January 1 to December 31, 2023
<b>B</b>	<b>Security Services</b> Industrial Park, Mariveles, Bataan	49	January 1 to December 31, 2023
<b>C</b>	<b>Security Services</b> Energy Supply Base, Mabini, Batangas	30	January 1 to December 31, 2023

Name of Company: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_  
(Name and Signature)

## *Section VII. Technical Specifications*

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

Lot	Description / Location	No. of Guards	Statement of Compliance
<b>A</b>	<b>Security Services</b> Energy Center, Taguig City	39	
<b>B</b>	<b>Security Services</b> Industrial Park, Mariveles, Bataan	49	
<b>C</b>	<b>Security Services</b> Energy Supply Base, Mabini, Batangas	30	

### **I. Terms and Conditions Common to All Sites**

1. The coverage/scope of security services shall include the following:

- a. Protection of property from destruction, theft, pilferage, robbery, trespassing, sabotage, arson, forcible entry of armed person(s) and other unlawful acts and malicious mischiefs.
- b. Protection of PNOC officials, employees, visitors and guests from assault, harassment, threat, intimidation and other criminal acts.
- c. Protection from safety threats such as fire, and effects from natural disasters and calamities.
- d. Maintenance of peace and order.
- e. Implementation of appropriate security related administrative rules and regulations.

2. Qualifications

#### **A. Qualifications of Security Guards**

1. With current Private Security License issued by PNPSOSIA
2. Physically and mentally fit – medical certificate to be submitted before deployment
3. Have undergone and passed neuro-psychiatric examination
4. Have passed drug testing
5. Have no pending criminal or administrative case
6. Have undergone training or seminars necessary to qualify as security guard
7. Must not be more than 45 years old for male guards and not more than 35 years old for lady guards
8. At least 5’5” in height for male guards and 5’2” in height for lady guards

- B. Qualifications of Management Officers
    - 1. Executive/Management Officers must have completed Private Security Executive Management Seminar (PSEM) as required by PNPSOSIA
    - 2. Senior or Operations Officer should be a CSP graduate or equivalent.
    - 3. At least one (1) Senior Management Officer or Consultant should be an ex-military officer of high rank (Colonel and above)
  - C. Exemption from the above qualification standards may be allowed by PNOC management on a case to case basis as may be deemed appropriate solely by PNOC
  - D. Agency must have at least 5 years in operation
  - E. Guards assigned to CCTV must have training on CCTV monitoring
  - F. Agency must be ISO-certified (ISO 9001)
3. Support Equipment
- A. The following must be provided to each guard at any given time:
    - 1. One (1) unit flashlight
    - 2. One (1) raincoat with reflector
    - 3. One (1) pair of rain boots
    - 4. One (1) unit tear gas/pepper spray
    - 5. One (1) set First aid kit
    - 6. One (1) unit reflectorized traffic vest
    - 7. One (1) unit baton / night stick
    - 8. One (1) unit Whistle
  - B. Provide necessary office equipment and supplies, among others:
    - 1. PC with printer
    - 2. Table and chairs
    - 3. Office supplies (pens, papers, folders, etc.)
    - 4. Steel filing cabinets
    - 5. Firearm deposit box with lock
    - 6. Sufficient number of logbooks for recordings needed during the duration of the contract. Used log books shall be submitted to PNOC management
4. Reportorial Requirements
- a. Each detachment under the command of the Detachment Commander (DC) shall report directly to the PNOC Security Officer in charge of the site.
  - b. A Security Daily Activity Report must be submitted daily including guard postings and attendance
  - c. The winning agency must designate an Operations Officer who shall monitor and coordinate the operations of the sites and with whom PNOC shall directly coordinate.
  - d. Winning bidder must submit a Security Management plan based on the SSI (Security Survey and Investigation) report prior to deployment. Likewise, the security agency must conduct and submit an SSI report on the last quarter of the contract year.

5. Training requirements

- a. Conduct at least one (1) proficiency firing drill to all guards during the contract year, including gun handling and safety
- b. Provide necessary refresher trainings to all guards detailed per detachment
- c. Semi-annual fire fighting drill/training to be conducted by a certified person/agency

6. Other Terms and Conditions

- a. Bidder must not have a sister company or affiliate which has an existing or current service contract with PNOC (e.g. messengerial services, janitorial services, maintenance services)
- b. Documents should be submitted for post qualification:
  - 1. Certified true copy of valid and current license to operate issued by PNP-SOSIA
  - 2. In compliance to the amount to government in favor of guard, bidder must submit a certificate issued by a bank or by a licensed and reputable fund manager showing that the bidder has maintained a retirement fund for its security guards. The fund should at least be two (2) years immediately preceding reckoned from the date of submission of the bid
  - 3. Certified true copy of valid and current Certificate of Registration issued by DOLE
  - 4. Certificate of Compliance from DOLE – All contractors must comply
  - 5. Occupational Safety compliance from DOLE
  - 6. ISO Certificate
- c. All submission shall be verified from issuing agencies
- d. Payroll of guards assigned at PNOC must be thru a bank ATM. Likewise, agency must provide or give pay slips to guards every pay day
- e. All guards must be provided with a required “Security Agency” uniforms
- f. Extendable annually to a maximum of 3 years, subject to the sole discretion of PNOC or any applicable provisions of RA 9184 and its IRR.
- g. PNOC may increase or decrease the number of security guards as maybe necessary.

7. Approve Budget for the Contract (ABC)

a. PNOC (Energy Center, BGC – Taguig City	P15,234,516.00
b. PNOC Industrial Park (Bataan)	21,452,504.64
c. PNOC Energy Supply Base (Batangas)	<u>11,796,840.00</u>
<b>TOTAL</b>	<b>P48,483,860.64</b>
	=====

**I. ENERGY CENTER, BGC – TAGUIG CITY**

**1. DEPLOYMENT SCHEDULE**

Building 6 and Compound			
Position/Location	1 <sup>st</sup> Shift	2 <sup>nd</sup> Shift	3 <sup>rd</sup> Shift
	0600H-1400H	1400H-2200H	2200H-0600H
Detachment Commander	1 (0700Hrs-1900Hrs)		N/A
Assistant Detachment Commander	N/A		1 (1800H – 0600H)
Shift-In-Charge	1	1	N/A
Lobby	1	1	1
Outdoor/Lobby Assist	1	1	N/A
Basement Guard	1	1	1
CCTV Monitor Operator	1	1	1
6 <sup>th</sup> Floor	1 (0600H-1800H)		1 (1800H-0600H)
Main Gate	1	1	1
Radio/Tel. Control (C-2)	1	1	N/A
Exit Gate	1	1	N/A
Roving Patrol-1 (R1)	1	1	1
Roving Patrol-2 (R2)	1	1	N/A
Pedestrian Gate (Main)	1	1	N/A
TOTALS	11 Guards in 1 <sup>st</sup> Shift 8Hrs duty	11 Guards in 2 <sup>nd</sup> Shift 8Hrs duty	5 Guards in 3 <sup>rd</sup> Shift 8Hrs duty
	2 Guards in AM - PM Shift 12Hrs duty		2 Guard in PM – AM Shift 12Hrs duty
Building 5			
Position/Location	1st Shift	2 <sup>nd</sup> Shift	3 <sup>rd</sup> Shift
	0600H-1400H	1400H-2200H	2200H-0600H
Building 5 Lobby	1	1	1
Building 5 basement	1	1	N/A
CCTV Monitor Operator	1	1	1
	3 Guards in 1 <sup>st</sup> Shift 8Hrs duty	3 Guards in 2 <sup>nd</sup> Shift 8Hrs duty	2 Guard in 3 <sup>rd</sup> Shift 8Hrs duty

Totals per Shift:

1 <sup>st</sup> Shift 0600H – 1400H 8Hrs duty	14
2 <sup>nd</sup> Shift 1400H – 2200H 8Hrs duty	14
3 <sup>rd</sup> Shift 2200H – 0600H 8Hrs duty	7
Am – PM Shift 0600H – 1800H 12Hrs duty	2
PM – AM Shift 1800H – 0600H 12Hrs duty	<u>2</u>
<b>TOTAL</b>	<b>39</b>

2. FIREARMS

LOCATION	QTY	CAL	KIND	BASIC AMMO LOAD/GUN	RESERVE AMMO LOAD/GUN
PNOB Bldg. 6 & Compound	15	9mm	Pistol	7	7

3. COMMUNICATIONS EQUIPMENT

Building 5, 6 and Compound

1. One (1) unit base radio
2. Nineteen (19) units handheld radio
3. Nineteen (19) units battery pack
4. Nineteen (19) units battery charger

4. OTHER SUPPORT EQUIPMENT

- a. Provide Civil Disturbance Control (CDC) gear:
  1. Twelve (12) pcs. helmets
  2. Twelve (12) pcs. shields
  3. Twelve (12) pcs. truncheons
- b. Two (2) pcs. mirror undercarriage probes
- c. Three (3) pcs. metal detectors
- d. Two (2) units portable emergency lamp each for Building 5 and 6
- e. One (1) unit megaphone
- f. One (1) unit digital camera

5. VEHICLE REQUIREMENT

- a. One (1) unit 4 wheel vehicle of good running condition on site
- b. One (1) unit motorcycle of good running condition on site

6. TRAINING/SEMINAR REQUIREMENT

- a) Provide refresher trainings on the following:
  1. Riot control
  2. Customer relations
  3. Fire/earthquake drill
- b) Conduct at least one (1) evacuation drill at PNOB main office

7. PENALTIES FOR NON-COMPLIANCE

Inclusive	Penalty
Minimum number of guards, radios, firearms & transport equipment	P1,000.00/item for every day of delay
Office, surveillance, support equipment and trainings	P500.00/item for every day of delay

## 8. UNIFORM

All guards must wear proper uniform as prescribed by PNP-SOIA

## II. PNOC INDUSTRIAL PARK BATAAN

The coverage / scope of services shall include the following, among others:

1. Protect PNOC properties from theft, arson, pilferage, trespassers, robbery, destruction and other unlawful acts committed by any person as well as maintain peace and order within the premises (approximately 530 ha).
2. Protect PNOC officials, employees, visitors and guests from assault, harassment, threats or intimidations, and other criminal acts: enforce and implement security, safety rules, and regulations as well as maintain peace and order.
3. Implement appropriate security-related administrative rules and regulations, and PNOC Industrial Park's IMS policies and procedures.

## 4. DEPLOYMENT SCHEDULE

Post/Location	1 <sup>st</sup> Shift	2 <sup>nd</sup> Shift
1. Detachment Commander	1	-
2. Shift-In-Charge	1	1
3. Main Gate	1	1
4. Radio Operator	1	1
5. Driver /Mechanic	1	1
6. Gate 2	1	1
7. Admin Area	1	1
8. Roving 1	1	1
9. Roving 2	1	1
10. SEP Tower / Const'n Pier	1	1
11. South side (Near PPDC Housing)	1	1
12. North side (Near Lamao river)	1	1
13. Delgado	1	1
14. Margaja	1	1
15. Boat Patrol 1 & 2	2	2
16. Jetty Entry	1	1
17. Jetty Platform	1	1
18. PW #2	1	1
19. PW #3	1	1
20. Tank 400	1	1
21. Reservoir 2	1	1
22. Staging / Old warehouse area	1	1
23. Lamao Patrol	1	1
24. DND Arsenal Road	1	1
	25	24
<b>TOTAL</b>		<b>49</b>

Total per shift:

Outside fenced area = 4 guards/shift X 2 shifts	8 guards
Inside fenced area = 19 guards/shift X 2 shifts	38 guards
Shift-In-Charge = 1 officer/shift X 2 shifts	2 officers
Detachment Commander = 1 officer 1 <sup>st</sup> shift only	<u>1</u> officer
<b>Total</b>	<b>49</b>

**QUALIFICATIONS:**

**A. Security Guards**

- a. With current Private Security License issued by Philippine National Police-Supervisory Office for Security and Investigation Agency (PNP-SOSIA)
- b. Must have at least two (2) years of experience in providing security services to a Petrochemical Facility and/or similar industries.
- c. Security Officers/Guards must not be a resident in the immediate vicinity of the Industrial Park to avoid possible connivance.

B. Agency must have been operating for at least five (5) years

C. Agency must be ISO certified (ISO-9001)

D. The Agency with a retirement plan for their security personnel is at an advantage

E. Must have at least two (2) years experience in providing security services to a Petrochemical Facility and/or similar industries

*Note: Security Officers/Guards must not be a resident in the immediate vicinity of the Industrial Park to avoid possible connivance.*

**5. FIREARMS AND AMMUNITIONS**

- a) Four (4) units 12-gauge shot gun, fully loaded and with six (6) rounds reserve ammunition per unit
- b) Twenty-four (24) units Caliber 9mm automatic pistol with one (1) loaded magazine and one (1) loaded magazine reserve of ammunition per unit

**6. COMMUNICATIONS EQUIPMENT**

<b>Equipment Needed</b>	<b>Units</b>	<b>Channel</b>
Intrinsically Safe (IS) Very High Frequency (VHF) handheld radios with spare battery pack and charger each	Seven (7) units	Channel 2 – 165.255Mhz
VHF handheld radios with spare battery pack and charger each	Twenty one (21) units	Channel 2 – 165.255Mhz
VHF base radio (2 for main gate and 1 for service vehicle)	Three (3) units	Channel 2 – 165.255Mhz
<b>Note:</b> <ul style="list-style-type: none"> <li>1. Must have the same tone and frequency (165.255Mhz) with PNOC-IP radios</li> <li>2. All radios must duly licensed by National Telecommunication Commission (NTC)</li> <li>3. Agency must acquire its own channel and frequency dedicated for security operations</li> <li>4. All handheld radios must be in good working condition and not be more than 3 years old</li> </ul>		



5. In case of any breakdown of handheld radio, the replacement should be ready within 12 hours
6. 1 unit IS VHF handheld to be provided to PNOG Industrial Park

## 7. SUPPORT EQUIPMENT

A. The following support equipment must be provided to each guard at any given time:

1. One (1) unit safety helmet/hard hat with company logo
2. One (1) pair of high-cut safety shoes
3. One (1) unit raincoat with reflector
4. One (1) pair of rain boots
5. Face Mask (as needed or required by proponent)
6. One (1) unit Clear Safety Spectacles

Note:

- < PPE must have a test certificate acquired from OSH Center indicating a pass in the performance standard

7. One (1) unit flashlight
8. One (1) unit tear gas / pepper spray
9. Sufficient log books for recording
10. One (1) set of First aid kit
11. One (1) baton/night stick
12. One (1) whistle
13. Reflectorized traffic vest (with name of agency in front and "SECURITY" text at the back)
14. One (1) unit vehicle laser speed measurement

B. The following support equipment must be provided and can be used at any given time:

15. Five (5) units heavy duty portable rechargeable emergency lights
16. Three (3) units megaphone
17. Four (4) units binocular
18. Two (2) units metal detector
19. Two (2) units intrinsically Safe flash lights
20. Three (3) units durable undercarriage mirror (checking underside for vehicles)
21. Sufficient number of logbooks for recordings needed during the duration of the contract. Used logbooks shall be submitted to PNOG IP management
22. Provision for a minimum of brand new 150 pcs Visitor's Pass with lanyard, 100 pcs Jetty Pass (standard size) with lanyard and minimum 100 pcs Vehicle Pass (4"x5.5"). The design will be approved by PNOG
23. Investigation equipment
  - a. Digital camera (12 mega pixel or above) – Brand new unit
  - b. Digital recorder (MP4 or higher) – Brand new unit
  - c. Tape measure and steel tape (can measure distances of at least 50 meters long)
24. Two (2) rolls of caution tapes
25. Ten (10) traffic cones with minimum height of 2 feet, with PNOG logo sticker and 2 inches reflectorized stripe

## 8. TRANSPORTATION/SERVICE VEHICLE

- a. One (1) unit diesel engine service vehicle (L-300 FB or equivalent not more than three (3) years old and in good working condition) with mounted mobile VHF Radio transceiver (GM300 – compatible with PNOC’s existing transceiver) complete with accessories with 24 hour driver mechanic working on 2 shifts; must have a 16 passenger capacity)

**Specifications:**

- Ø With full air conditioning
- Ø At least equipped with 2.5 diesel engine, in-line 4 cylinders, 16 valve double overhead camshaft (DOCH)
- Ø Engine horsepower – 72 PS / 4,200 RPM
- Ø Curb WT – 1,531kg., GVW – 2,700kg maximum
- Ø Torque 17.5 / 2kgm / RPM
- Ø Power steering, wide cargo space
- Ø Complete with standard tools and equipment

- b. Two (2) units single motorcycle and one (1) unit with sidecar: (not more than three years old)

**Specifications:**

Engine	: 4 stroke OCH, Air Cooled
Displacement	: 125 cc
Bore & Stroke	: 56.5 x 49.55 mm
Starter	: Electric / kick
Compression Ratio	: 9.2:1
Dimension (L x W x H)	: 2037 mm x 778 mm x 1068 mm
Wheel Base	: 1306 mm
Dry Weight	: 108 kg
Ignition System	: CDI
Tire	: Front – 80/100 – 18 (42P) : Rear – 90/90 – 18(515)
Fuel Capacity	: at least 8.6 liters

- c. Two (2) units bicycles – Mountain Bike (not more than two years old)
- d. One (1) unit speed boat (15 person capacity for emergency evacuation purposes, and not more than five years old) with sufficient number of equipment as follows:
- < Flares (standard specifications of SOLAS)
  - < searchlight (handheld 12V, 55W)
  - < smoke signals (standard of specifications of SOLAS)
  - < life rings (standard specifications of SOLAS)
  - < towing rope of sufficient length (SOLAS approved polycarbonate)
  - < megaphone
  - < binocular, and
  - < fifteen (15) life vest/jacket.

Hourly patrol at Jetty vicinity or as the need arises. Gasoline and oil that will be used for the boat patrol shall be included in the items chargeable to PNOC Industrial Park.

**Specifications:**

- < Wooden boat

- ◁ Minimum 7 meters long with side balancing extenders (KATIG)
- ◁ Minimum 60HP or higher diesel engine; 4 cylinder
- ◁ Breadth 1.4 meters; Depth 1.02 meters, Drought 0.70; GRT 1.86T
- ◁ Following standard accessories included:
  - Ø At least 6 gallon fuel tank capacity
  - Ø Fuel line and fittings
  - Ø Tool kit (standard tools)
  - Ø Spare parts kit
  - Ø Slide shift
  - Ø Or equivalent

Note:As a contingency measure, the Contractor must have MOA with an owner of motor boat to serve as alternative in case of breakdown of the speed boat and must be available for deployment within two (2) hours upon receipt of notice.

- e. Provide one (1) male horse (stallion) with shelter to patrol ISF / Margaja / Delgado areas

#### 9. OFFICE EQUIPMENT

- a. One (1) unit computer with colored printer (not more than five year old)

##### **Minimum Specifications:**

CPU INTEL Core i5-9400@-2.9 Ghz or  
 4 GB DDR3 Memory  
 500 GB Serial ATA  
 DVD-Rom Drive  
 Web Cam  
 USB type keyboard  
 USB type mouse with pad  
 17" LCD Flat screen Monitor  
 700w power supply  
 Multimedia speaker  
 With Windows 10 OS, Microsoft Office at least 2019

- b. One (1) unit brand new computer table
- c. Three (3) units brand new four-drawer steel cabinet
- d. Three (3) units brand new staff table; one (1) unit must be durable with firearm deposit box (needed to be provided for safety purposes)
- e. Three (3) units brand new office chair
- f. One (1) unit brand new bench type visitor's chair (4 seats)
- g. Office supplies (bond paper, folders, etc.)
- h. Twelve (12) brand new visitor golf umbrellas
- i. Others as may be reasonably required

#### 10. TRAINING/SEMINAR REQUIREMENTS

- a. Marksmanship and firearms and/or weapon familiarization
- b. Safe Gun Handling (must be conducted before posting)
- c. Customer Service Satisfaction
- d. Vehicle Search Techniques
- e. Bomb Search, Pedestrian Body Frisking and Baggage Inspection
- f. Fire Fighting trainings as needed

- g. PNOC-IP IMS, Environment, Security and Safety orientation and trainings as needed
- h. 8-Hours Mandatory Safety and Health Training for Workers
- i. Radio Land Mobile Seminar for all guards and Base Radio Operator License
- j. Maritime Security Awareness Training (MSAT) with OTS accredited Institution/Schools/Center and Courses
- k. Other orientations and trainings as maybe required by PNOC-IP

11. SURVEILLANCE EQUIPMENT INSTALLATION AND MAINTENANCE

- a. Installation of twelve (12) digital CCTV cameras with 24" LCD and DVR with 16 slots and accessories including arrangement of power supply (not more than five years old)

Minimum Specifications:

2 units PTZ High Speed Dome Camera with accessories

- 30X zoom outdoor high speed dome camera ¼" CCD image sensor (with IR illuminator 30 feet max range)
- 128 preset position, 0.05 lux / F1.2
- 360 degree pan speed (15 deg/sec)
- 90 degree tilting (15 deg/sec)
- AGC, BLC with electronic auto shutter
- With IR illuminator 30 ft. max range

10 units of 1/3" CCD Color Night Vision Camera

- 15 meters infrared (IR) with 14mm CS type lens
- F1.2 (1.0 Lux) minimum 420 TV lines AGC
- BLC with electronic auto shutter

16 Channel Stand Alone DVR

- 240 fps real time monitoring and surveillance quadruplex function-simultaneous record, search, back-up and network
- Advance MPEG-4 compression (heavy duty industrial type)
- MPEG4 high quality compression
- 2X digital zoom, live display 180 fps

With 1TB IDE hard disk drive, supports up to 2HDD with CDRW, USB 2.0 (Recording cycle must be at least four (4) months)

- b. One (1) brand new laptop computer that can access the CCTV system that is computer based and can be accessed through a remote internet connection or LAN anywhere at real time display. (Other specifications to be discussed with the winning bidder)

*NOTE: Item 11 must be installed within thirty (30) calendar days from bid (NTP)*

12. UNIFORM

All guards must be provided with the required "Security Agency" uniforms (2 sets white and 2 sets dark blue)

13. PENALTIES FOR NONCOMPLIANCE

Category	Inclusive	Penalty
I	Items 4, 5, 6 and 7 - Provision of minimum number of guards, communication equipment, support equipment & firearms and ammunitions	P1,000.00/item for every day of delay
II	Items 4A, 7A, 7B, 10, 12, 14 & 15 - guards qualification, uniform, support equipment, trainings/seminars, other requirement, government licenses	P500.00/item for every day of delay

*Note: Required personnel and equipment must be provided upon assumption except for CCTV. The CCTVs must be installed within thirty (30) calendar days from NTP. In the duration of providing services the security agency shall be formally informed in writing of compliance/s. Penalty shall start five (5) days after receipt of notification if requirements are not corrected.*

14. OTHER REQUIREMENTS

- a. Provide one (1) Detachment Commander and two (2) Shift-In-Charge with Port Facility Security Officer training, and must be willing to attend seminar to be accredited and deputized by Bureau of Fisheries and Aquatic Resources (BFAR) / Municipal Fisheries and Aquatic Resources Management Council (MFARC)
- b. Provide six (6) trained personnel in Occupational First Aid and Basic Life Support – CPR with AED Operation
- c. Guards shall form part of the Emergency Response Team (ERT) and they shall respond to emergencies anywhere as maybe directed by PNOC-IP (included in their insurance coverage)
- d. Attend monthly operations coordination meeting
- e. PNOC may conduct random drug testing to all assigned guards (at least 30% of manpower) and the cost shall be charged against the security service provider

15. NECESSARY GOVERNMENT LICENSES

- a. Business permit in **Mariveles and Limay, Bataan**
- b. Radio license from NTC
- c. Firearms license
- d. Vehicles OR / CR
- e. Radio Land Mobile ID
- f. Base Radio Operator License
- g. Driver’s License for duty drivers and motorcycle roving patrols

III. ENERGY SUPPLY BASE – BATANGAS

1. DEPLOYMENT SCHEDULE

The security services required shall be in accordance with the existing needs of the ESB

Location	1st Shift	2nd Shift
	(0600H-1800H)	(1800H-0600H)
Detachment Commander	1	-
Shift-In-Charge	-	1
Main Gate	1	1
Main Gate Assistant	1	1
Motorpool	1	1
Administration Bldg.	1	1
Pier Entrance	1	1
Triangular Pier	1	1
Marginal Wharf	1	1
Calamias Gate	1	1
Petron/ESB Gate	1	1
Roving Guard	1	1
Speedboat Operator	1	1
Standby Augment Units for Port Development	3	3
<b>Total</b>	<b>15</b>	<b>15</b>

**Total Guards = 30**

## 2. QUALIFICATIONS

### 2.1 Security Guards:

- < Must be Filipino citizen;
- < At least high school graduate;
- < At least twenty one (21) years old but not more than fifty (50) years old;
- < At least 5'4" tall for male and 5'0" for female
- < Must be physically and mentally fit as indicated in neuro-psychiatric clearance from DOH-accredited institution;
- < Cleared b law enforcement or police agencies or National Bureau of Investigation and has not been convicted by final judgement of a criminal offense involving moral turpitude.
- < Holder of Certificate of Training for security Guard and other requirements of R.A. 5487 as amended';
- < Holder of valid security guard's license issued by PNP=SOSIA and valid for at least six (6) months from the date of posting;
- < Trained in handling firearms with Certificate of Training issued by a training institutions/Gun Club recognized by the government as provided for under R.A. 5487 and its IRR.
- < Capable of assimilating written and/or oral instructions in English and Filipino

### 2.2 Qualification of Security Officers (Detachment Commander and Shift In Charge)

In addition to the qualifications of the security guard, the officer must possess the following:

- < At least college level;
- < At least three (3) years experience on supervisory job;
- < With Special Order designating them as security officers from the contractor

### 3. COMMUNICATION EQUIPMENT

- 1 unit – Mobile phone (Cellular Phone Globe line/load for detachment Commander/SIC Use)
- 1 unit – VHF Base Radio with power supply at Main Gate
- 1 unit – Marine VHF Based Radio (Connected with marine frequency Channel 16) at Admin Building
- 19 units – VHF Handheld Radio with accessories and spare batteries
  - § 1 unit for Operations Section/Shift Engineer
  - § 1 unit to be provided to Admin Section
  - § 1 unit for Supervisor
  - § 1 unit for Safety and Health Officer
  - § 15 units for security post and security officer
- 2 units VHF Aerial Antenna
  - 1 – Admin Building
  - 1 – Main Gate

*Seventeen (17) units must not be more than three (3) VHF Handheld Radios with seventeen (17) spare battery packs, and seventeen (17) chargers. Contractor must be duly licensed by Telecommunication Corporation (NTC).*

### 4. FIREARMS AND AMMUNITIONS

- 4.1 Ten (10) units 38 Caliber Revolvers, fully loaded and six (6) (rounds) reserve
- 4.2 Two (2) units 12 gauge shot gun, fully loaded and six (6) (rounds) reserve of ammunitions per unit
- 4.3 Two (2) units Caliber 9MM automatic pistol with one(1) loaded magazine and one (1) loaded magazine reserve of ammunition per unit
- 4.4 One (1) unit safety cabinet for firearms storage

### 5. SAFETY EQUIPMENT AND UNIFORM TO BE PROVIDED AS NECESSARY

- 5.1 Two (2) sets SG uniform and one (1) set accoutrements (SG pistol belt, headgear, whistle with lanyard, batons etc.) per guard
- 5.2 One (1) unit heavy-duty flashlight per guard with replaceable battery during the entire duration of the contract
- 5.3 One (1) pair rain coat for every security guard
- 5.4 One (1) pair rain boots (steel toe ANSI standard) for every security guard
- 5.5 One (1) set Medical (first aid) kit for every security guard (band aid, cotton, betadine, gauze, paracetamol, etc.)
- 5.6 One (1) pair safety shoes (steel toe ANSI standard) per security guard
- 5.7 One (1) unit safety helmets (hard hat) color white per guard with chin strap (ANSI standard) per security guard
- 5.8 One (1) piece reflectorized traffic vest per security guard
- 5.9 One (1) safety spectacles (dark lens) per security guard

## 6. TRANSPORTATION/SERVICE VEHICLE

6.1 One (1) unit diesel engine service vehicle, 16 passenger capacity (L-300 FB or equivalent, not more than three (3) years old, with mounted mobile VHF Radio transceiver complete with accessories with 24 hour driver mechanic working 12 hours per shift:

Minimum Specifications:

With aircon  
Equipped with 2.5 L 4 cylinder in line dsl  
Engine, Horsepower-72 PS/4,200 RPM  
Curb wt-1,531 kg., GW-2,700 kg maximum  
Torque17.5/2 kgm/rpm  
Power steering, wide cargo space  
Complete with standard tools & equipment  
Or equivalent

6.2 One (1) unit motorcycle: (not more than three (3) years old)

Minimum Specifications:

Engine	4 stroke, OHC, Air Cooled
Displacement	110 cc
Bore and stroke	56.5 x 49.55 mm
Starter	Electric / Kick
Compression Ration	9.2:1
Dimension (LxWxH)	2012 mm x 765 mm x 1064 mm
Wheel Base	1277 mm
Dry Weight	112 kg
Ignition System	CDI
Brake System	Front – (Drum) Rear – (Drum)
Tire	Front – 2.75 – 18 (42P) Rear – 90 / 90 – 18 (515)
Fuel Capacity	11 liters

6.3 One (1) unit of not more than three (3) years old bicycle – Mountain Bike

6.4 Gasoline, oil, lubricants and maintenance shall be borne by the contractor

## 7. OFFICE EQUIPMENT

7.1 One (1) unit of not more than two (2) years old Computer and printer

Minimum Specifications:

Processor:	10 <sup>th</sup> or 11 <sup>th</sup> Gen Intel Core 15, 17 or 19 Processor, or Apple M 1 Processor (CPU)
Operating System:	Microsoft Windows 10 Home, Pro, Enterprise
Office Suite:	Microsoft office 365 for Windows or Macintosh Microsoft Office 365 is available for no-cost download for all enrolled students. See the UDel Office 365 for Education services page for details.
Memory (RAM):	8-16 GB of RAM



Storage:	240 GB solid state drive, or larger
Video Graphics:	Integrated or Discrete graphics processor capable of 1440 x 900 resolution, or better (1920 x 1080 or 1200 ideal).
Monitor:	desktop: 19" – 27" widescreen flat-panel display
Mouse:	Built-in or external trackpad, wireless and/or USB, 2 button, optical mouse
Sound:	Sound card or built-in audio, and speakers
Headphones:	Headphones or Earbuds, with built-in Microphone
Webcam:	Either external USB device or built-in
Network:	802.11ac WiFi capability

- 7.2 One (1) unit computer table
- 7.3 One (1) unit four drawer steel cabinet
- 7.4 Two (2) units staff table; one (1) unit must be durable with firearm deposit box
- 7.5 Three (3) units office chair
- 7.6 One (1) unit bench type visitors' chair
- 7.7 Office supplies (bond paper, folders, etc.)
- 7.8 Twelve (12) brand new visitor golf umbrellas
- 7.9 Others as may be reasonably required

## 8. OFFICE SUPPORT EQUIPMENT

- 8.1 Eleven (11) units heavy duty rechargeable emergency lights
- 8.2 Three (3) units heavy duty megaphone, not less than 60 watts output, 60 meter range, with extension microphone
- 8.3 Four (4) units binocular
- 8.4 Three (3) units metal detector
- 8.5 Three (3) units rechargeable flash lights
- 8.6 Three (3) units durable undercarriage mirror (checking underside for vehicles)
- 8.7 Sufficient number of logbooks for recordings needed during the duration of the contract. Used log books shall be submitted to ESB management
- 8.8 Provide minimum of 300 pcs laminated visitor ID (Yellow), 300 pcs laminated Contractor pass ID (Blue) 200 pcs Locator pass ID (Green), 300 pcs pier pass laminated ID (Color Red), and minimum 300 pcs laminated vehicle pass (A4) size and 150 pcs laminated pier vehicle pass (A4 Size color red). Design to be approved by PNOC. All IDs' must be complete with ID clip.
- 8.9 Investigation equipment:
  - < Digital camera (6 and above mega pixel)
  - < Digital recorder (MP4 or higher)
  - < Tape measure and steel tape
  - < Two (2) rolls of caution tapes
  - < Ten (10) traffic cones with minimum height of 2ft., with two (2) inches reflectorize stripe
- 8.10 One (1) set of Watchman Clock with at least of six (6) inspection points

## 9. SURVEILLANCE EQUIPMENT INSTALLATION AND MAINTENANCE

- 9.1 Installation of thirteen (13) digital CCTV cameras with two (2) units 24" LCD and DVR with 16 slots and accessories installed at Admin Building and Main Gate

Minimum Specifications:

2 units PTZ High Speed Dome Camera with accessories

- 30X zoom outdoor high speed dome camera ¼" CCD image sensor (with IR illuminator 30 feet max range)
- 128 preset position, 0.05 lux / F1.2
- 360 degree pan speed (15 deg/sec)
- 90 degree tilting (15 deg/sec)
- AGC, BLC with electronic auto shutter
- With IR illuminator 30 ft. max range

14 units of 1/3" CCD Color Night Vision Camera

- 15 meters infrared (IR) with 14mm CS type lens
- F1.2 (1.0 Lux) minimum 420 TV lines AGC
- BLC with electronic auto shutter

16 Channel Stand Alone DVR

- 240 fps real time monitoring and surveillance quadruplex function-simultaneous record, search, back-up and network
- Advance MPEG-4 compression (heavy duty industrial type)
- MPEG4 high quality compression
- 2X digital zoom, live display 180 fps

9.2 With 1TB IDE hard disk drive, supports up to 2HDD with CDRW, USB 2.0 (Recording cycle must be at least four (4) months)

9.3 One (1) Lap top computer (not more than two (2) years old) that can access the CCTV system that is computer based and can be accessed through a remote internet connection or LAN anywhere at real time display. (Other specifications to be discussed with the winning bidder)

*Note: All deliverables under para 7 must be completed within 30 days receipt of Notice to Proceed.*

10. TRAINING/SEMINAR REQUIREMENTS

- 10.1 Marksmanship and firearms and/or weapon familiarization
- 10.2 Safe Gun Handling (must be conducted before posting)
- 10.3 Customer Service Satisfaction
- 10.4 Vehicle Search Techniques
- 10.5 Bomb Search, Pedestrian Body Frisking and Baggage Inspection
- 10.6 Radio and Mobile Seminar for all guards and Base Radio Operator License
- 10.7 Provide Port Facility Security Officer training to the Detachment Commander
- 10.8 Provide Maritime Security Awareness Training for all security personnel to be conducted by Office of Transportation Security (OTS) certifies organization
- 10.9 Provide at least four (4) BLS/CPR/First Aid trained personnel

11 GOVERNMENT LICENSES

- 11.1 Business permit as required by municipality of **Mabini, Batangas**
- 11.2 Radio license from NTC
- 11.3 Firearms license
- 11.4 Vehicles OR / CR

- 11.5 Radio Land Mobile ID
- 11.6 Base Radio Operator license
- 11.7 Duty drivers and motorcycle roving patrols must possess valid Driver's license

## 12 COORDINATION MEETING

- 12.1 Monthly coordination meeting shall be conducted at the ESB every third Wednesday of the month or as schedule by ESB Management with authorized operations representative(s) from the contractor
- 12.2 Quarterly meeting maybe conducted at PNOC Head Office with top management representative(s) if necessary.

## 13 OBLIGATIONS OF THE CONTRACTOR

- 13.1 The Contractor shall ensure the security and safety of all personnel and visitors transacting business inside the specified Area of Responsibility (AOR).
- 13.2 The Contractor shall protect all equipment and property within the PNOC ESB specified AOR against loss and/or damages
- 13.3 Maintain peace and order within the premises (approximately 10.55 ha);
- 13.4 Effectively enforce Rules and Regulations, Standard Operating Procedure/Memo-Circular/Directives with regards to security and safety matters.
- 13.5 The Contractor shall secure all the identified PNOC ESB properties and without any operational interruption during the effectivity of the Contract in accordance with security best practices. The ESB security management and procedures shall be religiously performed by the Contractor.
- 13.6 The Contractor shall exercise extraordinary diligence in carrying out its obligation under the Contact.
- 13.7 Only duly Licensed security guards (SGs) and security officers (SO) shall be deployed by the Contractor. Before discharging their duties, the Contractor shall submit the following:
- 13.8 Individual SG and SO clearance issued within the last six (6) month by PNP, NBI, and/or proper court of the place where they reside, certifying that they have no criminal record convicting then for any offense, or there is no pending criminal case against them.
- 13.9 A certification from the Contractor that the SG and SO are of good moral character, courteous, honest, not alcoholic, and not engage in any illegal activity.
- 13.10 Certified true copies of the SG and SO respective licenses.
- 13.11 A certified true copy of the result of neuro-psychiatric and drug testing of individual SG and SO conducted and issued not earlier than six (6) months by PNP accredited laboratory/clinic.
- 13.12 The Contractor shall, together with ESB management conduct briefing and orientation to the guards before their posting to specific assignment concerning among others, their wages, benefits and other instructions / matters relevant to the efficient performance of their duties.
- 13.13 The Contractor shall issue Duty Detail Order (DDO) to every security personnel to be assigned / posted at PNOC ESB.
- 13.14 SG or SO will not be allowed to assume post without presenting DDO to the PNOC ESB.
- 13.15 The tour of duty of the security personnel shall be two (2) shifts, for a maximum duty of 12-hours. First shift is 0600H – 1800H and second shift is 1800H – 0600H.
- 13.16 However, during special occasion where extra guards are necessary, the ESB management mat request the Contractor to provide additional guards at least 24-hours before the deployment time.
- 13.17 In no case shall the guards be allowed to perform more than 12-hours duty except in times of calamity/ies, emergency/ies, or as maybe authorized by the ESB management.
- 13.18 In the matter of discipline, performance and/or breach in the norms of conduct by the security personnel, the Contractor shall submit incident report within 24-hours to the ESB management.

- 13.19 The Contractor shall undertake a quarterly assessment to determine non performing guards which shall be recommended for rotation. However, relief or reassignment of erring security personnel can be made any time upon the instructions of the ESB management.
- 13.20 The Contractor shall equip their personnel, and must be in proper uniform at all times.
- 13.21 The Contractor and the security guards assigned shall provide additional services related to their work when requested by the ESB management. Moreover, the Contractor shall have a pool of at least Four (4) reserved guards to ensure adequate reliever when the need arises.
- 13.22 The Contractor shall provide pay slips to guards and payroll shall be through ATM.
- 13.23 The Contractor shall assume full and exclusive obligation to pay the mandated wage/benefits and withholding taxes provided for by laws to its security guards under this contract. This include claim and other compensation as may be legally due to the security personnel such payment of salaries, SSS premiums, Philhealth and the like. In this regard, the Contractor is under obligation to PNOC every billing, document or proofs of remittances of the said monthly contributions.
- 13.24 The Contractor shall conform to the rules and regulations as mandated in R.A. 7487 (Private Security Contractor Law) as amended by other elated laws.
- 13.25 All cost related to mobilization, demobilization and supervision of guards shall be shouldered by the Contractor.
- 13.26 The Contractor shall submit appointment of its designated Liaison Officer/s who shall be authorized representative of the Contractor and is also responsible to deliver and received pertinent documents to and from PNOC ESB.
- 13.27 The Contractor must be compliant to Occupational Safety and Health Standards (OSHS)
- 13.28 The Contractor must conduct security assessment, and submit the recommendation within fifteen (15) days from receipt of Notice to Proceed (NTP). And submit every year thereafter, in case of contract renewal.
- 13.29 THE contractor and its employees must be aware for being not exempted to the ESB Operation Guidelines No. 1-002 otherwise known as Prohibited Acts and Penalties/Charges for Violations on Health, Safety, Security and Environment. Copy of said guidelines will be provided by the ESB to contractor upon start of the contract.
- 13.30 The contractor are required to participate in the firefighting trainings and drills. Guards shall form part of the Emergency Response Team (ERT) and they shall respond to emergency anywhere as maybe directed by PNOC-ESB (included in their insurance coverage).
- 13.31 Must have two (2) first aiders in the first shift and another two (2) first aiders in the second shift of security daily deployment.
- 13.32 The contractor are required to attend in the PNOC-ESB IMS, HIRAC, and Health, Safety, Security and Environment orientations.
- 13.33 The Detachment Commander/Security-In-Charge (DC/SIC) will be a member of PNOC ESB Internal HSSE Committee.

#### 14 OTHER REQUIREMENTS

- a. Provide one (1) Detachment Commander, Shift-in-Charge with Port Facility Security Officer training and
- b. Provide Security Awareness Training for all security personnel
- c. Provide at least (6) BLS/CPR/First Aid trained personnel.
- d. Guards shall form part of the Emergency Response Team (ERT) and they shall respond to emergency anywhere as maybe directed by PNOC - ESB (included in their insurance coverage)
- e. Speedboat Operator to be provided:
  - ◁ Must be trained and knowledgeable on how to operate speedboat.

- < Know the basic preventive maintenance of speedboat.
- < Shall duty/deploy also as a roving guard if not operating speedboat.

15 Penalties for non-compliances

Category	Inclusive	Penalty
I	Para "2", "3", "4", and "5" – provision of minimum number of guards, radio communication, firearms and transport equipment	P1,000.00/item for every day of delay
II	Para "6", "7", "8", "9", and "10"– office, security, surveillance and support equipment, trainings and other requirements	P500.00/item for every day of delay

Name of Company: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

*(Name & Signature)*

## ***Section VIII. Checklist of Technical and Financial Documents***

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class “A” Documents*

#### Legal Documents

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

#### Technical Documents

- (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (c) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;  
**or**  
Original copy of Notarized Bid Securing Declaration; **and**
- (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (f) Original duly signed Omnibus Sworn Statement (OSS);  
**and** if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

#### Financial Documents

- (g) The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC);  
**or**  
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

### *Class “B” Documents*

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

#### Other documentary requirements under RA No. 9184 (as applicable)

- (i) [ *F o r f o r e i g n b i d d e r s c l a i m i n g b r e c i p r o c a l r i g h t s t o F i l i p i n o s* ] Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.

- (j) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

**II. FINANCIAL COMPONENT ENVELOPE**

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



# *Bidding Forms*

STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT SIMILAR TO THE CONTRACT TO BE BID

This is to certify that **(Bidder)** has completed the below-listed contract within five (5) years prior the deadline of submission and opening of bids.

Date of the Contract	Contracting Party	Name of Contract	Nature of Contract	Amount of Contract	Contract Duration	Issuance Date of Certification Satisfactory Service

\_\_\_\_\_  
Name and Signature of Authorized Representative

\_\_\_\_\_  
Date

\*Notes:

- a) Cut-off date as of **DEADLINE OF SUBMISSION OF BIDS**.
- b) **“Name of Contract”**. Indicate here the Nature/ Scope of the Contract for the Procuring Entity to determine the relevance of the entry with the Procurement at hand.

**STATEMENT OF ALL: (i) ONGOING CONTRACTS (GOVERNMENT AND PRIVATE) AND; (ii) AWARDED BUT NOT YET STARTED CONTRACTS**

This is to certify that (Bidder) has the following ongoing and awarded but not yet started contracts:

Date of the Contract	Contracting Party	Name of Contract	Nature of Contract	Amount of Contract	Contract Duration	

\_\_\_\_\_  
Name and Signature of Authorized Representative

\_\_\_\_\_  
Date

\*Instructions:

- a) State all ongoing contracts including those awarded but not yet started (government and private contracts which may be similar or not similar to the project called for bidding) as of **DEADLINE OF SUBMISSION OF BIDS**.
- b) If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state none or equivalent term.
- c) The total amount of the ongoing and awarded but not yet started contracts should be consistent with those used in the Net Financial Contracting Capacity (NFCC) in case an NFCC is submitted as an eligibility document.
- d) **“Name of Contract”**. Indicate here the Nature/ Scope of the Contract for easier tracking of the entries/ representations.

## BID FORM

Date : \_\_\_\_\_  
Project Identification No.: \_\_\_\_\_

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

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods/Services]* in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

- a. To deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents(PBDs);
- b. To provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

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

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

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached *[state the written authority]*.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

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

Legal capacity: \_\_\_\_\_ Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

Date: \_\_\_\_\_

## BREAKDOWN OF BID

	Energy Center, Taguig City (8-hours duty)	Energy Center, Taguig City (12-hours duty)	Industrial Park, Mariveles, Bataan (12-hours duty)	Energy Supply Base, Mabini, Batangas (12-hours duty)
Number of Guards	35	4	49	30
Days Worked Per Week				
Number of Days Per Year				
Daily Wage	PhP	PhP	PhP	PhP
<b>Amount to Guard</b>				
Average Pay / Month	PhP	PhP	PhP	PhP
Night Differential Pay	PhP	PhP	PhP	PhP
13 <sup>th</sup> Month Pay	PhP	PhP	PhP	PhP
5 days Incentive Pay	PhP	PhP	PhP	PhP
Uniform Allowance	PhP	PhP	PhP	PhP
Overtime Pay	PhP	PhP	PhP	PhP
Sub Total	PhP	PhP	PhP	PhP
<b>Amount to Government</b>				
Retirement Benefit	PhP	PhP	PhP	PhP
SSS Premium	PhP	PhP	PhP	PhP
SSS Mandatory Provident Fund	PhP	PhP	PhP	PhP
Philhealth Contribution	PhP	PhP	PhP	PhP
State Insurance Fund	PhP	PhP	PhP	PhP
Pag-ibig Fund	PhP	PhP	PhP	PhP
Sub Total	PhP	PhP	PhP	PhP
Total Amount to Guard and Government	PhP	PhP	PhP	PhP
Agency Fee	PhP	PhP	PhP	PhP
Value Added Tax (12%)	PhP	PhP	PhP	PhP
Total Rate/Guard/Month	PhP	PhP	PhP	PhP
Total / Month	PhP	PhP	PhP	PhP
Total / Annum	PhP	PhP	PhP	PhP

<b>GRAND TOTAL</b>	<b>PhP</b>
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Name of Company : \_\_\_\_\_

Name and Signature : \_\_\_\_\_

Designation / Position : \_\_\_\_\_

**Price Schedule for Goods Offered from Within the Philippines**

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination  (col 9) x (col 4)

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

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

**BID SECURING DECLARATION**

**Project Identification No.: [Insert number]**

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

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
  - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
  - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

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

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal Affiant]

**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ issued on \_\_\_ at \_\_\_\_\_.

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

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

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

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

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## CONTRACT AGREEMENT

THIS AGREEMENT made the day of \_\_\_\_\_ 20\_\_\_\_ between [name of PROCURING ENTITY] of the Philippines (hereinafter called “the Entity”) of the one part and [name of Supplier] of [city and country of Supplier] (hereinafter called “the Supplier/Service Provider”) of the other part;

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

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

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

Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents submitted (*e.g.*, Bidder’s response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity’s bid evaluation;
  - iii. Performance Security;
  - iv. Notice of Award of Contract; and the Bidder’s conforme thereto; and
  - v. Other contract documents that maybe required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**
3. In consideration for the sum of [*total contract price in words and figures*] or such other sums as may be ascertained, [*Named of the bidder*] agrees to [*state the object of the contract*] in accordance with his/her/its Bid.

4. The *[Name of the procuring entity]* agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

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

**For the Entity:**  
By

**For the Supplier/Service Provider**  
By:

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President and  
Chief Executive Officer

---

*Insert Name of Signatory*  
*Insert Legal Capacity of the Signatory*

Witnesses

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

**ACKNOWLEDGMENT**

Before me, a notary public for and in the City of \_\_\_\_\_, this \_\_\_\_\_, personally appeared the following:

Name	Competent Evidence of Identity	Date/Place Issued

Known to me to be the same persons who executed the foregoing Contract Agreement consisting of three (3) pages, including the page on which this Acknowledgment is written, but excluding Annexes, and they acknowledged to me that the same is their free and voluntary act and deed, as well as that of their respective principals.

WITNESS MY HAND AND SEAL, on the date and in the place first above written.

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_

## **OMNIBUS SWORN STATEMENT**

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

### **AFFIDAVIT**

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

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

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

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

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

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

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

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

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

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

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

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical

Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

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

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

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. *[Name of Bidder]* hereby assigns the following contact number/s and e-mail address/es as the official telephone/fax number and contact reference of the company where the PROCURING ENTITY notices may be transmitted.

Telephone No/s.	:	_____
Fax No/s.	:	_____
E-mail Add/s.	:	_____

It is understood that notices/s transmitted in the above-stated telephone/fax numbers and/or e-mail address/es are deemed received as of its transmittal and the reckoning period for the reglementary periods stated in the bidding documents and the revised Implementing Rules and Regulations of Republic Act No. 9184 shall commence from receipt thereof.

**11. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

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

[Insert NAME OF BIDDER OR ITS AUTHORIZED  
REPRESENTATIVE]

[ I n s e r t s i ~~capacity~~ o r y ' s l e g a l  
Affiant

**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ issued on \_\_\_ at \_\_\_\_\_.

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

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_\_\_ [date issued], [place issued]

IBP No. \_\_\_\_\_ [date issued], [place issued]

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Series of \_\_\_\_\_

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

## PERFORMANCE SECURING DECLARATION

Invitation to Bid: [Insert Reference Number indicated in the Bidding Documents]

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

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, to guarantee the faithful performance by the supplier/distributor/manufacturer/contractor/consultant of its obligations under the Contract, I/we shall submit a Performance Securing Declaration within a maximum period of ten (10) calendar days from the receipt of the Notice of Award prior to the signing of the Contract.
2. I/We accept that: I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of one (1) year for the first offense, or two (2) years **for the second offense**, upon receipt of your Blacklisting Order if I/We have violated my/our obligations under the Contract;
3. I/We understand that this Performance Securing Declaration shall cease to be valid upon:
  - a. issuance by the Procuring Entity of the Certificate of Final Acceptance, subject to the following conditions:
    - i. Procuring Entity has no claims filed against the contract awardee;
    - ii. It has no claims for labor and materials filed against the contractor; and
    - iii. Other terms of the contract; or
  - b. replacement by the winning bidder of the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 as required by the end-user.

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

*[Insert NAME OF BIDDER OR ITS  
AUTHORIZED REPRESENTATIVE]  
[Insert signatory's legal  
Affiant*

**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ issued on \_\_\_ at \_\_\_\_\_.

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

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

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

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## NET FINANCIAL CONTRACTING CAPACITY

Current Assets	_____
<b>Less:</b> Current Liabilities	_____
Total	_____
Multiply by K	<b>15</b>
Total	_____
<b>Less:</b> Value of All Outstanding Works or Projects Under On-going Contracts	_____
<b>Net Financial Contracting Capacity</b>	<b>=====</b>

---

Net Financial Contracting Capacity  
(NFCC)

**NFCC** = at least equal to the Approved Budget

= [(current assets - current liabilities) (K) - (value of all outstanding works or projects under on-going contracts, including awarded contracts yet to be started)]

Name of Company: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_  
signature over printed name

