

PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

Procurement of GOODS

Sixth Edition

PROCUREMENT OF SECURITY SERVICES FOR THE DEVELOPMENT BANK OF THE PHILIPPINES FOR TWO (2) YEARS

BID REFERENCE NO. G-2025-27

September 2025

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Glossary of Acronyms, Terms, and Abbreviations

ABC –Approved Budget for the Contract.

BAC – Bids and Awards Committee.

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

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

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

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

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

CDA - Cooperative Development Authority.

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

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

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

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

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

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

GFI – Government Financial Institution.

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

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

GOP – Government of the Philippines.

GPPB –Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

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

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

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

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

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

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

UN – United Nations.

Section I. Invitation to Bid

INVITATION TO BID for

PROCUREMENT OF SECURITY SERVICES FOR THE DEVELOPMENT BANK OF THE PHILIPPINES FOR TWO (2) YEARS Bid Reference No. G-2025-27

- The **Development Bank of the Philippines**, through the **Corporate Budget**, intends to apply the Approved Budget for the Contract (ABC) to payments for the contract for the above-cited project as follows:

Approved Budget for the Contract (ABC) inclusive of taxes all taxes	Without 20% contingency	With 20% contingency
For one (1) year	322,089,779.76	386,507,735.71
For two (2) years	644,179,559.52	773,015,471.42

- The bid project is clustered as follows:

Cluster	BBG	No. of Security Guards	Day Shift	Night Shift	Approved Budget for the Contract (ABC) inclusive of taxes (exclusive of the 20% contingency)			20% Contingency	Total ABC (inclusive of the 20% Contingency)	Cost of Bidding Documents per cluster
					Day Shift	Night Shift	TOTAL			
CLUSTER 1 - LUZON AREA	DBP Head Office	53	44	9	17,575,163.64	3,866,554.20	21,441,717.84	4,288,343.57	25,730,061.41	50,000.00
	BBG Metro Manila	104	74	30	29,063,061.00	12,627,152.64	41,690,213.64	8,338,042.73	50,028,256.37	
	BBG Northern Luzon	155	117	38	34,738,759.20	12,228,454.56	46,967,213.76	9,393,442.75	56,360,656.51	
	BBG- Central Luzon	76	58	18	20,010,217.32	6,733,189.68	26,743,407.00	5,348,681.40	32,092,088.40	
	BBG- Southern Luzon	111	86	25	26,916,108.00	8,432,757.24	35,348,865.24	7,069,773.05	42,418,638.29	
	BBG Bicol	73	58	15	15,091,390.80	4,241,365.20	19,332,756.00	3,866,551.20	23,199,307.20	
SUBTOTAL		572	437	135	143,394,699.96	48,129,473.52	191,524,173.48	38,304,834.70	229,829,008.18	
CLUSTER 2 - VISAYAS AREA	BBG Central and Eastern Visayas	123	97	26	28,010,993.16	8,203,789.44	36,214,782.60	7,242,956.52	43,457,739.12	50,000.00
	BBG Western Visayas	86	68	18	21,787,819.32	6,266,689.08	28,054,508.40	5,610,901.68	33,665,410.08	
	SUBTOTAL	209	165	44	49,798,812.48	14,470,478.52	64,269,291.00	12,853,858.20	77,123,149.20	
CLUSTER 3 - MINDANAO AREA	BBG Northern Mindanao	94	75	19	21,010,534.56	5,764,639.92	26,775,174.48	5,355,034.90	32,130,209.38	50,000.00
	BBG Southern Mindanao	92	75	17	21,981,221.88	5,404,865.88	27,386,087.76	5,477,217.55	32,863,305.31	
	BBG Western Mindanao	46	37	9	9,595,071.36	2,539,981.68	12,135,053.04	2,427,010.61	14,562,063.65	
	SUBTOTAL	232	187	45	52,586,827.80	13,709,487.48	66,296,315.28	13,259,263.06	79,555,578.34	
GRAND TOTAL		1,013	789	224	245,780,340.24	76,309,439.52	322,089,779.76	64,417,955.95	386,507,735.71	

Note: The 20% Contingency shall only be used during contract implementation based on the conditions listed in the scope of Services. The ABC without the 20% contingency shall be the basis for the comparison of bids.

- The **Development Bank of the Philippines** now invites bids for the above-cited procurement project. **Bidders may bid for one (1) cluster, some, or all three (3) clusters** Bids received in excess of the ABC shall be automatically rejected at bid opening.
- The duration of the Contract shall be for a period of two (2) years, effective upon signing and reckoned from the actual date and time the winning bidder(s) assume duties at the designated DBP branches, branch-lite units, acquired properties, sites and offices, as specified in the NTP.

5. Bidders must have completed a contract similar to the project **within the last five (5) years** from the date of submission and receipt of bids, equivalent to at least fifty percent (50%) of the ABC per cluster. **If bidding for more than one cluster, completed similar contract must be at least 50% of the highest ABC of the cluster being bid.**

A contract similar to the project refers to security services. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).

6. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
7. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.
8. Prospective Bidders may obtain further information from *the Development Bank of the Philippines* and inspect the Bidding Documents at the address given below Mondays to Fridays from 9:00 AM to 4:30 PM.
9. A complete set of Bidding Documents may be acquired by interested Bidders from the given address and website(s) below ***and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amounts stipulated above. If bidding for more than one (1) cluster, the bidder shall only pay the maximum cost of fifty thousand pesos (Php50,000.00) for the bidding document.*** The Procuring Entity shall allow the bidder to present its proof of payment for the fees *via physical presentation of Official Receipt (OR) (original)*. Bidders shall also be given the printed format of the Bidding Documents provided that bidders shall pay the applicable Bidding Documents Fee at least the day before the deadline for submission of their bids.

*BAC Secretariat Unit - Procurement and Inventory Management
Department (PIMD), 6th Floor, Development Bank of the Philippines
(DBP)-Head Office, Sen. Gil Puyat Ave., cor. Makati Ave., Makati City*

10. The following is the schedule of bidding activities:

Particulars	Date	Venue
Issuance and Availability of Bidding Documents	Starting 19 September 2025 9:00 AM to 3:00 PM only (excluding weekends and holidays)	6/F BAC Secretariat, DBP Head Office, Makati City
Pre-Bid Conference*	29 September 2025 (Monday) 2:00 PM	12/F Suite 5, DBP Head Office, Makati City
Submission of Eligibility and Technical Documents, and Financial Proposals	14 October 2025 (Tuesday) <u>ON OR BEFORE 11:00 AM</u>	6/F BAC Secretariat, DBP Head Office, Makati City
Opening of Eligibility and Technical Documents, and Financial Proposals	14 October 2025 (Tuesday) 1:30 PM	12/F Suite 5, DBP Head Office, Makati City

****Note: The Pre-bid Conference shall be open to all interested parties. Bidders may attend the Pre-bid Conference and Bid Opening through videoconferencing via Zoom Meeting App. Bidders who wish to attend/participate via Zoom Meeting must coordinate with the BAC***

Secretariat through email at least one (1) day before the scheduled bid activity and provide their contact information (name of company, name of representative, email address, contact number). Bidders are advised to send their authorized technical and/or administrative representatives who will prepare the bid documents to ensure completeness and compliance of bids.

11. Bids must be duly received by the BAC Secretariat through (i) manual submission at the office address indicated above **OR** via (ii) online or electronic submission **on or before deadline as specified on the above schedule**. **Late bids shall not be accepted.**
12. **Electronic bids shall only be submitted through the BAC's Microsoft OneDrive, as the official electronic/online submission facility.** Bidders shall inform and coordinate with the BAC Secretariat (bacsecretariat@dbp.ph) on their intent to submit their bids online at least one (1) day before the scheduled deadline of submission. **Bids which are not submitted through MS OneDrive and/or not password-protected shall be disqualified.** Please refer to the Bid Data Sheet for the detailed guidelines and procedure for electronic/online submission.
13. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
14. The **Development Bank of the Philippines** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
15. For further information, please refer to:
DBP Bids and Awards Committee Secretariat
6/F Procurement and Inventory Management Department
DBP Head Office, Sen. Gil J. Puyat corner
Makati Avenue, Makati City
Trunkline: (+632) 8818-9511 local 2610 or 2606
Email: bacsecretariat@dbp.ph
Bid Reference No. G-2025-27
16. You may visit the following websites for downloading of Bidding Documents:
 - DBP website: <https://www.dbp.ph/invitations-to-bid/>
 - PhilGEPS website: <https://philgeps.gov.ph/>

(SIGNED)
DBP Special Bids and Awards Committee

REMINDER TO BIDDERS:

- Please be informed that DBP exercises Zero Tolerance for all types of fraud including illegal practices, corruption and malpractices. DBP officers and employees shall act ethically and lawfully in all transactions and dealing with stakeholders avoiding any appearance of irregularity that could erode the trust and confidence in the Bank as an institution and as the government as a whole.
- DBP cautions the public in dealing with individuals claiming association with the Bank, especially those posing as BAC members for any form of monetary solicitation or support. DBP does not condone illegal acts and disowns any responsibility for transactions made with unauthorized individuals.

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, *Development Bank of the Philippines* wishes to receive Bids for the **PROCUREMENT OF SECURITY SERVICES FOR THE DEVELOPMENT BANK OF THE PHILIPPINES FOR TWO (2) YEARS**, Bid Reference No. G-2025-27.

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

2. Funding Information

- 2.1. The GOP through the source of funding as indicated below in the amount as follows:

Approved Budget for the Contract (ABC) inclusive of taxes all taxes	Without 20% contingency	With 20% contingency
For one (1) year	322,089,779.76	386,507,735.71
For two (2) years	644,179,559.52	773,015,471.42

- 2.2. The source of funding is the Development Bank of the Philippines.

3. Bidding Requirements

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

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

5. Eligible Bidders

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. Foreign ownership limited to those allowed under the rules may participate in this Project.

- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
 - a. The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC within the last five (5) years.
- 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.**

- 7.2. *[If Procuring Entity has determined that subcontracting is allowed during the bidding, state:]*The Bidder must submit together with its Bid the documentary requirements of the subcontractor(s) complying with the eligibility criteria stated in **ITB** Clause 5 in accordance with Section 23.4 of the 2016 revised IRR of RA No. 9184 pursuant to Section 23.1 thereof.
- 7.3. *[If subcontracting is allowed during the contract implementation stage, state:]* The Supplier may identify its subcontractor during the contract implementation stage. Subcontractors identified during the bidding may be changed during the implementation of this Contract. Subcontractors must submit the documentary requirements under Section 23.1 of the 2016 revised IRR of RA No. 9184 and comply with the eligibility criteria specified in **ITB** Clause 5 to the implementing or end-user unit.
- 7.4. Subcontracting of any portion of the Project does not relieve the Supplier of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address **12th Floor, Suite 5, DBP Head Office, Makati and/or through videoconferencing/webcasting as indicated in paragraph 8 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 Eligibility, Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB Clause 5.3** should have been completed **within the last 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 Eligibility, 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:
- a. Philippine Pesos.

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration¹ or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until *One Hundred Twenty (120) Calendar Days from the Date of the 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.

¹ 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.

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.

[Include the following options if Framework Agreement will be used:]

- a. In the case of single-year Framework Agreement, the Lowest Calculated Bid shall be determined outright after the detailed evaluation;
- b. For multi-year Framework Agreement, the determination of the eligibility and the compliance of bidders with the technical and financial aspects of the projects shall be initially made by the BAC, in accordance with Item 7.4.2 of the Guidelines on the Use of Framework Agreement.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 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 **per cluster.**

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

20. Post-Qualification

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

21. Signing of the Contract

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

Section III. Bid Data Sheet

Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> a. A contract similar to the project refers to <u>security services</u>; and b. completed within the last five (5) years prior to the deadline for the submission and receipt of bids, and equivalent to at least fifty percent (50%) of the ABC per cluster. If bidding for more than one cluster, completed similar contract must be at least 50% of the highest ABC of the cluster being bid.
7.1	<p><i>Not applicable</i></p> <p><i>[Specify the portions of Goods to be subcontracted, which shall not be a significant or material component of the Project as determined by the Procuring Entity.]</i></p>
8	<p>The Development Bank of the Philippines will hold a Pre-bid conference for this Project on:</p> <p>Date: <u>29 September 2025 (Monday); 2:00 PM</u></p> <p>Venue: 12th floor, Suite 5, DBP Head Office, Makati City and/or through videoconferencing/webcasting as indicated in paragraph 8 of the Invitation to Bid (IB).</p> <p>Conduct of Pre-bid Conference:</p> <p>Bidders shall be allowed to participate during the conduct of Pre-bid Conference via Zoom Meeting App. Although attendance during the Pre-bid Conference is not mandatory, prospective bidders are encouraged to attend to fully understand the Bank's requirements through its Technical Specifications, Scope of Works or Terms of Reference and other contents of the Bidding Documents.</p> <ul style="list-style-type: none"> a. Non-attendance of a prospective bidder during the Pre-bid Conference will in no way prejudice its bid. However, it is the sole responsibility of the bidder to know the changes and/or amendments to the Bidding Documents as recorded in the minutes of the pre-bid conference and the issuance of the Supplemental/Bid Bulletin. b. All prospective bidders shall be guided by the following: <ul style="list-style-type: none"> b.1 All prospective bidders who will attend the Pre-bid Conference must use the Zoom Meeting App and must coordinate with the BAC Secretariat through email at least one (1) day before the scheduled Pre-bid Conference and provide their contact information: <ul style="list-style-type: none"> ✓ Complete name of the representative ✓ Complete name of the company ✓ Registered e-mail address ✓ Mobile/cell phone numbers b.2 The BAC Secretariat shall send an invite to all prospective bidders through their respective e-mails who desire to join/participate in the

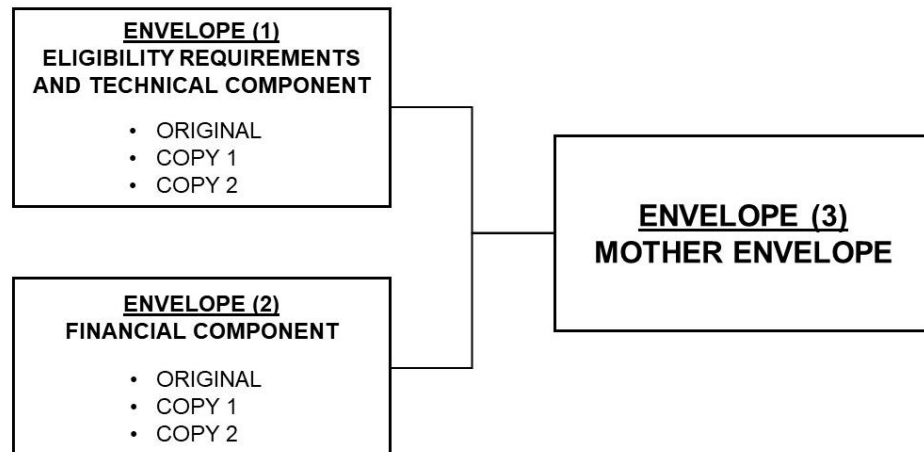
	<p>Pre-bid Conference using Zoom Meeting at least one (1) day before the said activity.</p> <p>b.3 The BAC Secretariat shall call all prospective bidders using Zoom Meeting on the respective time slots for a specific procurement project;</p> <p>b.4 The Chairman, or in her absence, the First Vice Chairperson or the Second Vice Chairperson, shall acknowledge all prospective bidders who are present via Zoom Meeting;</p> <p>b.5 Bidders shall turn on their video cameras at all times or during the Pre-bid Conference and Opening of Bids for transparency and recording purposes.</p> <p>b.6 If in case a bidder was not able to join the Pre-bid Conference, they may send their clarifications or queries to the Secretariat through e-mail. All clarifications or queries sent via e-mail including those that were discussed during the Pre-bid Conference shall be properly recorded and shall be included and addressed in the Supplemental Bid Bulletin;</p> <p>b.7 Prospective bidders need not to have their account/e-mails registered in the Office 365. However, bidder must still download the Zoom Meeting App.</p>																																	
12	The price of the Goods shall be quoted DDP <i>[state place of destination]</i> or the applicable International Commercial Terms (INCOTERMS) for this Project.																																	
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> <p>a. The amount of not less than <i>[two percent (2%) of ABC]</i>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;</p> <p>b. The amount of not less than <i>[five percent (5%) of ABC]</i>, if bid security is in Surety Bond;</p> <p>c. No required percentage, if bid security is in the form of Bid Securing Declaration.</p> <table><tr><th rowspan="2">Cluster No.</th><th colspan="2">ABC (In PhP)</th><th colspan="3">Bid Security</th></tr><tr><th>ABC for One (1) Year</th><th>ABC for Two (2) Years</th><th>Cashier's/manager's check, Bank draft/guarantee or irrevocable letter of credit (2% of ABC)</th><th>Surety Bond (5% of ABC)</th><th>Bid Securing Declaration</th></tr><tr><td>CLUSTER 1 - LUZON AREA</td><td>191,524,173.48</td><td>383,048,346.96</td><td>7,660,966.94</td><td>19,152,417.35</td><td rowspan="3">No Percentage Required</td></tr><tr><td>CLUSTER 2 - VISAYAS AREA</td><td>64,269,291.00</td><td>128,538,582.00</td><td>2,570,771.64</td><td>6,426,929.10</td></tr><tr><td>CLUSTER 3 - MINDANAO AREA</td><td>66,296,315.28</td><td>132,592,630.56</td><td>2,651,852.61</td><td>6,629,631.53</td></tr><tr><td>TOTAL</td><td>322,089,779.76</td><td>644,179,559.52</td><td>12,883,591.19</td><td>32,208,977.98</td><td></td></tr></table>	Cluster No.	ABC (In PhP)		Bid Security			ABC for One (1) Year	ABC for Two (2) Years	Cashier's/manager's check, Bank draft/guarantee or irrevocable letter of credit (2% of ABC)	Surety Bond (5% of ABC)	Bid Securing Declaration	CLUSTER 1 - LUZON AREA	191,524,173.48	383,048,346.96	7,660,966.94	19,152,417.35	No Percentage Required	CLUSTER 2 - VISAYAS AREA	64,269,291.00	128,538,582.00	2,570,771.64	6,426,929.10	CLUSTER 3 - MINDANAO AREA	66,296,315.28	132,592,630.56	2,651,852.61	6,629,631.53	TOTAL	322,089,779.76	644,179,559.52	12,883,591.19	32,208,977.98	
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TOTAL	322,089,779.76	644,179,559.52	12,883,591.19	32,208,977.98																														

For Manual Submission of Bids:

Each bidder shall submit one (1) original and two (2) copies of the first and second components of its bid.

Bidders shall submit their bids through their duly authorized representative enclosed in sealed envelopes:

- a. The first sealed envelope “**ENVELOPE (1)**” shall contain the folder/binder of the Eligibility Requirements and Technical Component of the bid; prepared in three copies labeled as follows:
 - ORIGINAL – Eligibility Requirements and Technical Component
 - COPY 1 – Eligibility Requirements and Technical Component
 - COPY 2 – Eligibility Requirements and Technical Component
- b. The next sealed envelope “**ENVELOPE (2)**” shall contain the folder/binder of the Financial Component of the bid; prepared in three copies labeled as follows:
 - ORIGINAL – Financial Component
 - COPY 1 – Financial Component
 - COPY 2 – Financial Component
- c. “ENVELOPE (1)” and “ENVELOPE (2)” shall then be enclosed in a single mother envelope/package/box, which must be duly labeled, signed, and sealed.



- d. All envelopes “ENVELOPE (1)”, “ENVELOPE (2)”, and the MOTHER ENVELOPE shall indicate the following as its **outer label**:
 - addressed to DBP-BAC
 - name and address of the bidder in all capital letters
 - name of the project to be bid in all capital letters

- bear the specific reference number for the project
- bear a warning “DO NOT OPEN BEFORE...” the date and time for the opening of bids

TO	:	THE BIDS AND AWARDS COMMITTEE DEVELOPMENT BANK OF THE PHILIPPINES (DBP)
FROM	:	_____
		<i>(Name of Bidder in All Capital Letters)</i>
ADDRESS:		_____
		<i>(Address of Bidder in All Capital Letters)</i>
PROJECT:		_____
BID REFERENCE NO : _____		
<i>(In Capital Letters, Indicate the Phrase):</i>		
“DO NOT OPEN BEFORE: (DATE AND TIME OF OPENING OF BIDS)”		

For Online/Electronic Submission of Bids:

Proper labelling of bids (for ELECTRONIC BID SUBMISSION)

All bidders must upload their bids/archived files in their respective folders as illustrated below:

1) For the first envelope/archived file containing the Eligibility and Technical Proposals:



- (Name of Company/Office/Bidder)_FOLDER 1_ELIGIBILITY AND TECHNICAL COMPONENT_BID

e.g. ABC Company_FOLDER 1_ELIGIBILITY AND TECHNICAL COMPONENT_BID

2) For the second envelope/archived file containing the Financial Proposals:

- (Name of Company/Office/Bidder)_FOLDER 2_FINANCIAL COMPONENT_BID

e.g. ABC Company_FOLDER 2_FINANCIAL COMPONENT_BID

Manner of Submission of Bids

The BAC shall adopt the following procedure in the submission and receipt of bids:

Manual Submission:

- a. Bidders shall be permitted to submit bids through actual submission by submitting the printed copies which must still be compliant with the two-envelope system and the sealing and marking of bids under Section 25 of the Republic Act No. 9184 and its 2016 Revised Implementing Rules and Regulations (IRR);
- b. Bidders shall submit the printed copies of their bid proposals preferably at least one (1) day before the deadline for the submission and receipt of bids;
- c. Bidders may send another representative to submit their bid proposals;
- d. The bidder or its representative shall coordinate with the Secretariat in submitting their bids. Bidders or its representative shall present to the Secretariat the transmittal page containing the Checklist of Requirements attached in the Bidding Documents, or if in case a Supplemental Bid Bulletin was issued, the transmittal page containing the Revised Checklist of Requirements, in which a date and time stamp shall be given as a proof on the submission and receipt of bids. The date and time stamp shall serve as the reference of the BAC and the bidders during the Opening of the Bids;
- e. The Secretariat shall be the sole custodian and shall be responsible in safekeeping the bid proposals;

Electronic Submission:

- a. Bidders shall submit their bid proposals via e-mail electronic format/e-mail provided that it shall comply with the following requirements:
 - a.1 uses a two-factor security procedure consisting of an archive format compression and password protection to ensure the security, integrity and confidentiality of the bids submitted;
 - a.2 allows access to a password-protected Bidding Documents on opening date and time. The passwords for accessing the file will be disclosed by the Bidders only during the actual bid opening which may be done in person or face-to-face through videoconferencing, webcasting or similar technology; and
 - a.3 capable of generating an audit trail of transactions to ensure the security, integrity and authenticity of bid submissions.
- b. Bidders shall comply with the required and proper labelling of bids provided in **Clause 15 of Bid Data Sheet (BDS)**.
- c. Bidders shall submit their bid proposals using the following format:
 - ✓ The following documents must be saved in PDF file format:

	<ul style="list-style-type: none"> • Eligibility (Legal, Technical and Financial) and Technical Documents (First Envelope); and • Financial Proposals (Second Envelope) <p>✓ Must be in archived/.zip file format. Note: .RAR is not recommended.</p> <p>✓ Shall be labelled as “Name of the Company/Office/Bidder_ELIGIBILITY AND TECHNICAL/FINANCIAL_BID”</p> <p>✓ Password encrypted</p> <p><u>For the detailed procedures on how to create and encrypt password on archive files, please refer to PAGE 49 of this Guidelines.</u></p> <p>d. The BAC shall use Microsoft Office 365 OneDrive as the platform/facility for the electronic submission of bids;</p> <p>e. Bidders shall inform/notify the BAC Secretariat through email at bacsecretariat@dbp.ph, at least one (1) day prior to the deadline of submission and receipt of bids, their intent to submit their bids online. The BAC Secretariat shall then send to the bidders the link of the MS OneDrive folder where the bidders shall upload their electronic bids.</p> <p>f. Upon receipt of the bids containing the first and second envelopes, the BAC through its Secretariat shall send a “Bid Receipt” page for the official date and time of submission which can be saved or printed by the bidder;</p> <p>g. A bidder may modify its bid, provided that this is done before the deadline for the submission and receipt of bids. Bidders shall send another bid equally secured, properly identified, and labelled as a “modification” of the one previously submitted. The time indicated in the latest “Bid Receipt” page generated shall be the official time of submission. <u>Bids submitted after the deadline shall not be accepted.</u></p> <p>h. <u>Bids which are not submitted through BAC’s MS OneDrive and/or not password-protected shall be disqualified.</u></p> <p>i. <u>Bids that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.</u></p> <p>j. The use of the aforesaid online or electronic bid submission shall be allowed until such time the online bidding facility under the PhilGEPS becomes fully operational.</p>
16	<p>The address for submission of bids is:</p> <p>Development Bank of the Philippines - Head Office</p> <p>Bids and Awards Committee (BAC) Secretariat</p> <p>6th floor, BAC Secretariat, Procurement and Inventory Management Department (PIMD), Sen. Gil Puyat Ave., corner Makati Ave., Makati City</p>

	<p><u>The deadline for submission of bids is:</u></p> <p>14 October 2025 (Tuesday); <u>“ON OR BEFORE” 11:00 AM</u></p>
17	<p>The place of bid opening is:</p> <p>Development Bank of the Philippines-Head Office</p> <p>12th floor, Suite 5, DBP Head Office, Makati City, <u>or</u> via Zoom Meeting app</p> <p>The date and time of bid opening is:</p> <p><u>14 October 2025 (Tuesday); 1:30 PM</u></p>
19.3	<p><i>No further instruction</i></p> <p><i>[In case the Project will be awarded by lot, list the grouping of lots by specifying the group title, items, and the quantity for every identified lot, and the corresponding ABC for each lot.]</i></p> <p><i>[In case the project will be awarded by item, list each item indicating its quantity and ABC.]</i></p>
20.2	<p><i>No further instruction</i></p> <p><i>[List here any licenses and permits relevant to the Project and the corresponding law requiring it.]</i></p>
21.2	<p><i>No further instruction</i></p> <p><i>[List here any additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity.]</i></p>

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	
1	<p data-bbox="368 353 646 383"><i>No further instruction</i></p> <p data-bbox="368 421 1358 450"><u>Please refer to the Draft Contract per Section XII of this Bidding Documents</u></p> <p data-bbox="368 488 740 517">Delivery and Documents –</p> <p data-bbox="368 555 1391 719">For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p data-bbox="368 757 1391 853"><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered <i>[indicate place of destination]</i>. In accordance with INCOTERMS.”</p> <p data-bbox="368 891 1391 1021"><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered <i>[indicate place of destination]</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p data-bbox="368 1059 1391 1122">Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p data-bbox="368 1160 1391 1223">For purposes of this Clause the Procuring Entity’s Representative at the Project Site is <i>[indicate name(s)]</i>.</p> <p data-bbox="368 1261 663 1290">Incidental Services –</p> <p data-bbox="368 1328 1391 1391">The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <p data-bbox="368 1429 1050 1458"><i>Select appropriate requirements and delete the rest.</i></p> <ul style="list-style-type: none"> <li data-bbox="440 1496 1391 1559">a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; <li data-bbox="440 1597 1391 1659">b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; <li data-bbox="440 1697 1391 1760">c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; <li data-bbox="440 1798 1391 1928">d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and

	<p>e. training of the Procuring Entity's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.</p>
	<p>f. <i>[Specify additional incidental service requirements, as needed.]</i></p> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p>Spare Parts –</p> <p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p> <p><i>Select appropriate requirements and delete the rest.</i></p> <p>a. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and</p> <p>b. in the event of termination of production of the spare parts:</p> <p>i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and</p> <p>ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.</p> <p>The spare parts and other components required are listed in Section VI (Schedule of Requirements) and the cost thereof are included in the contract price.</p> <p>The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of <i>[indicate here the time period specified. If not used indicate a time period of three times the warranty period]</i>.</p> <p>Spare parts or components shall be supplied as promptly as possible, but in any case, within <i>[insert appropriate time period]</i> months of placing the order.</p> <p>Packaging –</p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.</p>

	<p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity</p> <p>Name of the Supplier</p> <p>Contract Description</p> <p>Final Destination</p> <p>Gross weight</p> <p>Any special lifting instructions</p> <p>Any special handling instructions</p> <p>Any relevant HAZCHEM classifications</p> <p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p>Transportation –</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>Intellectual Property Rights –</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	<p><i>Payment shall be based on actual services rendered.</i></p> <p><u>The bidder declared as Lowest or Single Calculated and Responsive Bid must open an account with DBP upon issuance of Notice of Award for payment purposes (in case no account with DBP yet).</u></p>
4	<p>No further instruction</p> <p>The inspections and tests that will be conducted are: <i>[Indicate the applicable inspections and tests]</i></p>

Section VI. Schedule of Requirements

The duration of the Contract shall be for a period of two (2) years, effective upon signing and reckoned from the actual date and time the winning bidder(s) assume duties at the designated DBP branches, branch-lite units, acquired properties, sites and offices, as specified in the NTP.

Please refer to Form 9-A – Terms of Reference for the complete project requirements.

Section VII. Technical Specifications

Technical Specifications

Please refer to FORM 9 of this Bidding Documents for the Technical Specifications (TS) / Terms of Reference (TOR)

Section VIII. Checklist of Eligibility, Technical and Financial Documents

**PROCUREMENT OF SECURITY SERVICES
FOR THE DEVELOPMENT BANK OF THE PHILIPPINES FOR TWO (2) YEARS
BID REFERENCE NO. G-2025-27**

TRANSMITTAL FORM

CHECKLIST OF REQUIREMENTS FOR BIDDERS

Note: Please fill-out this form and submit directly to the BAC Secretariat outside of the sealed envelopes.

FOR MACHINE STAMP (OFFICIAL TIME) BY THE DBP BAC SECRETARIAT
Received:

Name of Bidder: _____

Complete Address: _____

Submitted by: _____

Landline: _____ Email: _____

Item	FIRST ENVELOPE: ELIGIBILITY DOCUMENTS AND TECHNICAL REQUIREMENTS (DULY SEALED AND MARKED)
LEGAL ELIGIBILITY DOCUMENTS	
TAB 1	<p>If the bidder is a joint venture (JV):</p> <p>a. If bidding as a formed JV: Submit the existing valid, duly accomplished, signed and notarized JV Agreement (JVA). The JVA must specifically indicate among others, the following: the partner company that will represent the JV, the shareholdings of each partner company in the JV (to determine which partner company and its nationality has the controlling majority share), and the share of each partner company in the JV.</p> <p>Moreover, please likewise note:</p> <ol style="list-style-type: none"> 1) <u>If the JV is incorporated or registered with the relevant government agency</u>, all documents listed in this checklist must be under the JV's name and shall submit the PhilGEPS Certificate of Registration under Platinum Category also under the JV's name. 2) <u>If the JV is unincorporated</u>, the PhilGEPS Certificate of Registration under Platinum Membership shall be submitted by each of the JV partners, while submission of the technical and financial eligibility documents (Tab 4 onwards) by any one of the JV partners constitutes collective compliance. <p>b. If bidding as a JV that is yet to be formed: Submit duly notarized Agreement to Enter into Joint Venture (<i>Template per FORM 1</i>). Please likewise note:</p> <p>PhilGEPS Certificate of Registration under Platinum Membership shall be submitted by each of the JV partners, while submission of the technical and financial documents (Tab 4 onwards) by any one of the JV partners constitutes collective compliance.</p>

Item	FIRST ENVELOPE: ELIGIBILITY DOCUMENTS AND TECHNICAL REQUIREMENTS (DULY SEALED AND MARKED)
	<p>Please refer to FORM 1-A and FORM 1-B for the sample Secretary's Certificate for each of the JV Partners.</p> <p><u><i>Each JV partner must submit its duly notarized Special Power of Attorney or Secretary's Certificate, whichever is applicable, indicating therein the following:</i></u></p> <ol style="list-style-type: none"> <i>1. The designated/authorized representative who will sign the Joint Venture Agreement (JVA) or the Protocol to Enter into a JVA;</i> <i>2. That they are duly authorized to participate in the bidding as a JV;</i> <i>3. The authorized Lead Company to represent the JV;</i> <i>4. The person designated as the duly authorized representative of the corporation to the JV, sign the bid proposals/bidding documents, and sign the ensuing contract with DBP.</i> <p>In case a JV partner is a sole proprietorship and the principal/proprietor opts to designate a representative, FORM 2-A shall be customized to include provisions such as the authority to sign the Protocol/Undertaking to enter a JVA.</p>
TAB 2	<p>Proof of appointment/authority of bidder's representative:</p> <ol style="list-style-type: none"> a. Duly notarized Special Power of Attorney (if the bidder is a sole proprietorship and opts to designate a representative) - Template per FORM 2-A <p>OR</p> <ol style="list-style-type: none"> b. Duly notarized Secretary's Certificate (if the bidder is a corporation, partnership, cooperative, or joint venture) - Template per FORM 2-B <p>In case there are more than one appointed/designated representatives, bidders must tick ONE of the checkboxes provided in the form to identify if acting ANY ONE OF THE SIGNATORIES, ALL OF THE SIGNATORIES, or ANY (NUMBER) OF THE SIGNATORIES.</p> <p><u>FAILURE TO TICK A CHECKBOX SHALL MEAN THAT ALL AUTHORIZED REPRESENTATIVES ARE SIGNING THE BIDDING FORMS.</u></p>
TAB 3	<p>Valid and current Certificate of PhilGEPS Registration (Platinum Membership), in three (3) pages, including Annex "A" or the List of Class "A" Eligibility Documents required to be uploaded and maintained current and updated in PhilGEPS in accordance with section 8.5.2. of the IRR of RA 9184.</p> <p><u>Only the current/updated Certificate of PhilGEPS Registration (Platinum Membership) shall be accepted during the opening of bids. Expired Certificate or any of the eligibility documents listed in Annex "A" shall be a ground for failure of the bidder.</u></p>
<p><i>The following are the related provisions/requirements based on GPPB Resolution 15-2021 dated 14 October 2021 regarding submission of valid/current PhilGEPS Certificate of Registration (Platinum Membership):</i></p>	

Item	FIRST ENVELOPE: ELIGIBILITY DOCUMENTS AND TECHNICAL REQUIREMENTS (DULY SEALED AND MARKED)
	<ul style="list-style-type: none"> - <u>LIFT the suspension on the implementation of mandatory submission of the PhilGEPS Certificate of Registration (Platinum Membership) in Competitive Bidding and Limited Source Bidding, thus, fully enforcing Sections 8.5.2 and 54.6 of the 2016 revised IRR of RA No. 9184 starting 01 January 2022;</u> - <u>AMEND Sections 23.1(a)(ii) and 24.1(a)(ii) of the 2016 revised IRR of RA No. 9184 to reflect that the submission of the recently expired Mayor's Permit together with the official receipt as proof that the prospective bidder has applied for renewal within the period prescribed by the concerned local government unit shall be accepted by the PhilGEPS for the purpose of updating the PhilGEPS Certificate of Registration (Platinum Membership) in accordance with Section 8.5.2 of the 2016 revised IRR of RA 9184.</u>
TECHNICAL ELIGIBILITY DOCUMENTS	
TAB 4	<p>Statement by the bidder of ALL its <u>ongoing</u> government and/or private contracts (including those awarded but not yet started, if any), whether similar or not similar in nature and complexity to the contract to be bid (include all contracts with the DBP for the said period, if any) (Template per FORM 3), duly signed by the bidder's authorized representative.</p> <p>Note: For bidders who have no ongoing government and/or private contracts, kindly indicate in their statement "NONE" to comply with the requirement. Bidders will be rated "failed" if no document is submitted or if the document submitted is incomplete or patently insufficient (per GPPB NPM 094-2013 dtd. 2013-12-19).</p> <p><i>Copies of the NOA, contract, NTP, or equivalent document for each ongoing contract listed in the statement shall be required to be <u>submitted as part of post-qualification</u> of the bidder declared as the Lowest or Single Calculated Bid.</i></p>
TAB 5	<p>Statement of single largest completed contract of similar nature (government or private contract) within the last five (5) years equivalent to at least fifty percent (50%) of the ABC per cluster (Template per FORM 4), duly signed by the bidder's authorized representative.</p> <p>Similar contract refers to security services.</p> <p>If bidding for more than one cluster, completed similar contract must be at least 50% of the highest ABC of the cluster being bid.</p> <p>The identified/listed single largest or at least two completed contract must be supported by the following:</p> <p>a) <u>Notice of Award (NOA)</u>, OR <u>Notice to Proceed (NTP)</u>, OR <u>Contract</u>, OR <u>Purchase Order (PO)</u></p> <p>AND</p> <p>b) <u>Either one</u> of the following documents:</p> <ul style="list-style-type: none"> • <u>Copy of Certificate of Completion or Certificate of Acceptance or Certificate of Satisfactory Performance</u> issued by the bidder's client or <u>copy of Official Receipt/s or Sales Invoice/s</u> issued by the bidder to the client (ORs/SIs must sum up to the full amount of total contract price of completed project).

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FINANCIAL ELIGIBILITY DOCUMENTS																																		
TAB 6	<p>Completely accomplished computation of Net Financial Contracting Capacity (NFCC) which must be at least equal to the ABC (<i>Template per FORM 5</i>), duly signed by the bidder's authorized representative.</p> <p>1) The values of the bidder's current assets and current liabilities shall be based on the AFS for CY 2024.</p> <p>2) The value of the NFCC must at least be equal to the ABC of this project.</p> <p><u>In case of Joint Venture, the partner responsible to submit the NFCC shall likewise submit the Statement of All its Ongoing Contracts and the latest Audited Financial Statements.</u></p> <p>If the prospective bidder opts to submit a committed Line of Credit, it must be at least equal to ten percent (10%) of the ABC to be bid. If issued by a foreign universal or commercial bank, it shall be confirmed or authenticated by a local universal or commercial bank.</p>																																	
TECHNICAL COMPONENT																																		
TAB 7	<p>Original Bid Security issued in favor of the Development Bank of the Philippines (must be valid for at least 120 calendar days from the date of bid opening); <u>either one of the following is acceptable:</u></p> <p>a. Cashier's/manager's check issued by a Universal or Commercial Bank (at least 2% of the ABC).</p> <p>b. Bank draft/guarantee or irrevocable letter of credit issued by a Universal bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank (at least 2% of the ABC).</p> <p>c. Surety bond, callable upon demand, issued by a surety or insurance company (at least 5% of the ABC) and <u>a copy of certificate issued by the Insurance Commission certifying that the surety or insurance company is authorized to issue a surety bond.</u></p> <p>d. Duly <u>notarized</u> Bid Securing Declaration (<i>Template per FORM 6</i>) duly signed by the bidder's authorized representative.</p> <table><tr><th rowspan="2">Cluster No.</th><th colspan="2">ABC (In PhP)</th><th colspan="3">Bid Security</th></tr><tr><th>ABC for One (1) Year</th><th>ABC for Two (2) Years</th><th>Cashier's/manager's check, Bank draft/guarantee or irrevocable letter of credit (2% of ABC)</th><th>Surety Bond (5% of ABC)</th><th>Bid Securing Declaration</th></tr><tr><td>CLUSTER 1 - LUZON AREA</td><td>191,524,173.48</td><td>383,048,346.96</td><td>7,660,966.94</td><td>19,152,417.35</td><td rowspan="3">No Percentage Required</td></tr><tr><td>CLUSTER 2 - VISAYAS AREA</td><td>64,269,291.00</td><td>128,538,582.00</td><td>2,570,771.64</td><td>6,426,929.10</td></tr><tr><td>CLUSTER 3 - MINDANAO AREA</td><td>66,296,315.28</td><td>132,592,630.56</td><td>2,651,852.61</td><td>6,629,631.53</td></tr><tr><td>TOTAL</td><td>322,089,779.76</td><td>644,179,559.52</td><td>12,883,591.19</td><td>32,208,977.98</td><td></td></tr></table> <p>The Bid Securing Declaration mentioned above is an undertaking which states, among others, that the bidder shall enter into contract with the Procuring Entity and furnish the performance security required under ITB Clause 31, within ten (10) calendar days from receipt of the Notice of Award, and commits to pay the corresponding amount as fine, and be suspended for a period of time from being qualified to participate in any government procurement activity in the event it violates any of the conditions stated therein as provided in the guidelines issued by the GPPB.</p>	Cluster No.	ABC (In PhP)		Bid Security			ABC for One (1) Year	ABC for Two (2) Years	Cashier's/manager's check, Bank draft/guarantee or irrevocable letter of credit (2% of ABC)	Surety Bond (5% of ABC)	Bid Securing Declaration	CLUSTER 1 - LUZON AREA	191,524,173.48	383,048,346.96	7,660,966.94	19,152,417.35	No Percentage Required	CLUSTER 2 - VISAYAS AREA	64,269,291.00	128,538,582.00	2,570,771.64	6,426,929.10	CLUSTER 3 - MINDANAO AREA	66,296,315.28	132,592,630.56	2,651,852.61	6,629,631.53	TOTAL	322,089,779.76	644,179,559.52	12,883,591.19	32,208,977.98	
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Item	FIRST ENVELOPE: ELIGIBILITY DOCUMENTS AND TECHNICAL REQUIREMENTS (DULY SEALED AND MARKED)
TAB 8	Accomplished Omnibus Sworn Statement (with ten [10] statements) (<i>Template per FORM 7</i>), duly signed by the bidder's authorized representative and notarized.
TAB 9	Accomplished Data Privacy Consent Form <i>per FORM 8</i> , duly signed by the bidder's authorized representative.
TAB 10	<p>Accomplished Certificate of Conformance to the Terms of Reference <i>per FORM 9</i>, duly signed by the bidder's authorized representative.</p> <p>The complete Terms of Reference are also attached as <i>FORM 9-A</i> <u>for reference</u>.</p> <p>Annexes for references:</p> <ul style="list-style-type: none"> • <i>Annex A</i> – Required Number of Security Guards per Location/Branch • <i>Annex B</i> – List of Required Security Equipment, Firearms/Ammunitions and other Paraphernalia Requirement per Location/Branch
TAB 11	Company profile which must include company history, organizational structure, and list of clients.
TAB 12	Valid/current License to Operate issued by the PNP Supervisory Office on Security and Investigation Agencies (PNP-SOSIA) under RA 11917.
TAB 13	Current/valid Membership Certificate (Regional/National) - Philippine Association of Detective and Protective Agency Operators, Inc. (PADPAO) (as proof of active membership and compliance with industry and good standing).
TAB 14	<p>Certified Copy of Notarized latest disposition report submitted to PNP-SOSIA showing the following:</p> <ul style="list-style-type: none"> • List of clients • Deployment of guards • Inventory and disposition of firearms
TAB 15	Certificate that reserve guards shall be provided which shall not be less than ten percent (10%) of the total number of security guards per Cluster that will be posted at DBP based on the approved security plan, duly signed by the bidder's authorized representative.
TAB 16	Certification of its manpower complement of at least Three Hundred (300) licensed security personnel, which number shall be maintained throughout the duration of the contract. Furthermore, the Service Provider/s shall submit not less than forty (40) names for cluster 1 and twenty (20) names each for cluster 2 and 3 of Security Guards together with their updated/valid 201 files (certified photocopy and per DBP Checklist requirements) as pool of immediate relievers in case of absence of any Security Personnel assigned to the respective Cluster / BBG, duly signed by the bidder's authorized representative.

Item	SECOND ENVELOPE: FINANCIAL PROPOSAL (DULY SEALED AND MARKED)
TAB 1	<p>Duly accomplished Financial Proposal Form (<i>Template per FORM 10</i>), duly signed by the bidder's authorized representative.</p> <p>Note: Bidders may bid for one (1), some or all three (3) Clusters. Please fill up the Clusters being bid and put "N/A" for the cluster not bided.</p>

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11. Pag-ibig Fund																																																																																																																		
TL-2 (Sum 6 to 12)																																																																																																																		
A. TOTAL AMOUNT TO GUARD & GOV'T (Sum TL-1 & TL-2)																																																																																																																		
B. AGENCY FEE																																																																																																																		
Administrative Overhead & margin (A*20%)																																																																																																																		
C. VALUE ADDED TAX																																																																																																																		
(Agency Fee x 12% VAT - RMC-39-2007)																																																																																																																		
CONTRACT RATE PER GUARD PER MONTH (Sum A to C)																																																																																																																		

Item	SECOND ENVELOPE: FINANCIAL PROPOSAL (DULY SEALED AND MARKED)
	<p>Note:</p> <ol style="list-style-type: none"> 1. The minimum administrative fee that may be charged by Private Security Agencies (PSAs to its clients shall not be less than twenty percent (20%), subject to adjustment by the Department of Labor and Employment. 2. The Service Provider shall include in the bid documents the computations of the night differential pay of the guard starting from 10:00pm to 6:00am including the standard and applicable computations / contributions of SSS, PhilHealth, Pag-IBIG, etc. 3. The computation of the Night Differential Pay is based on Section 5 of the <i>DOLE Handbook on Workers' Statutory Monetary Benefits</i>, 2023 Edition. 4. The 395 days/year computation is based on Paragraph E, Item No. 2 under Section I of the <i>DOLE Handbook on Workers' Statutory Monetary Benefits</i>, 2023 Edition. 5. The Service Incentive Leave is based on Paragraph D under Section 7 of the <i>DOLE Handbook on Workers' Statutory Monetary Benefits</i>, 2023 Edition. 6. The SSS, Mandatory Provident Fund, and State Insurance Fund contributions are based on SSS Circular No. 2024-006. 7. The Php 100 Uniform Allowance is based on the guidelines set by the Philippine Association of Detective and Protective Agency Operators (PADPAO) for government contracts. <p>The total detailed bid must not exceed the ABC and must be consistent with the financial bid per TAB 1.</p>

IMPORTANT REMINDERS

- A) Pursuant to Section 19.4 of the Instruction to Bidders, each and every page of the Bid Forms, under Section VI: Bidding Forms hereof, shall be signed by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the bid.
- B) Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the Bidder.
- C) Bid documents shall be compiled in a folder/binder with the Annexes properly labeled with tabs/separators.
- D) Bidders shall submit their bids through their duly authorized representative enclosed in separate sealed envelopes, which shall be submitted simultaneously:
- a. The first sealed Envelope (1) shall contain the folder/binder of the Eligibility Requirements and Technical Component of the bid; prepared in three copies labeled as follows:
 - ORIGINAL – Eligibility Requirements and Technical Component
 - COPY1 – Eligibility Requirements and Technical Component
 - COPY2 – Eligibility Requirements and Technical Component
 - b. The next sealed Envelope (2) shall contain the folder/binder of the Financial Component of the bid; prepared in three copies labeled as follows:
 - ORIGINAL – Financial Component
 - COPY1 – Financial Component
 - COPY2 – Financial Component
 - c. Envelopes (1) and (2) shall then be enclosed in a single sealed, signed final/outer envelope/package/box.
 - d. All envelopes (Envelopes (1) to (2) and the final/outer envelope/package/box) shall indicate the following:
 - addressed to the Procuring Entity's BAC
 - name and address of the Bidder in capital letters
 - name of the contract/project to be bid in capital letters
 - bear the specific identification/reference code of this bidding process
 - bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of bids
- E) Bids submitted after the deadline shall only be marked for recording purposes, shall not be included in the opening of bids, and shall be returned to the bidder unopened.

A. How to create and encrypt a password in an archived file

1. Launch the WinRAR application in your windows by clicking the windows button and type WinRAR at the search button. (Fig. 1.1) If you don't have a WinRAR, download and install the program at www.win-rar.com (Fig. 1.2). For steps on how to download

and install the WinRAR program, please refer to this link:
<https://www.wikihow.com/Use-WinRAR>

Avoid using the "Get WinRAR FREE with TrialPay" option. This will attempt to install adware on your computer.

Fig. 1.1

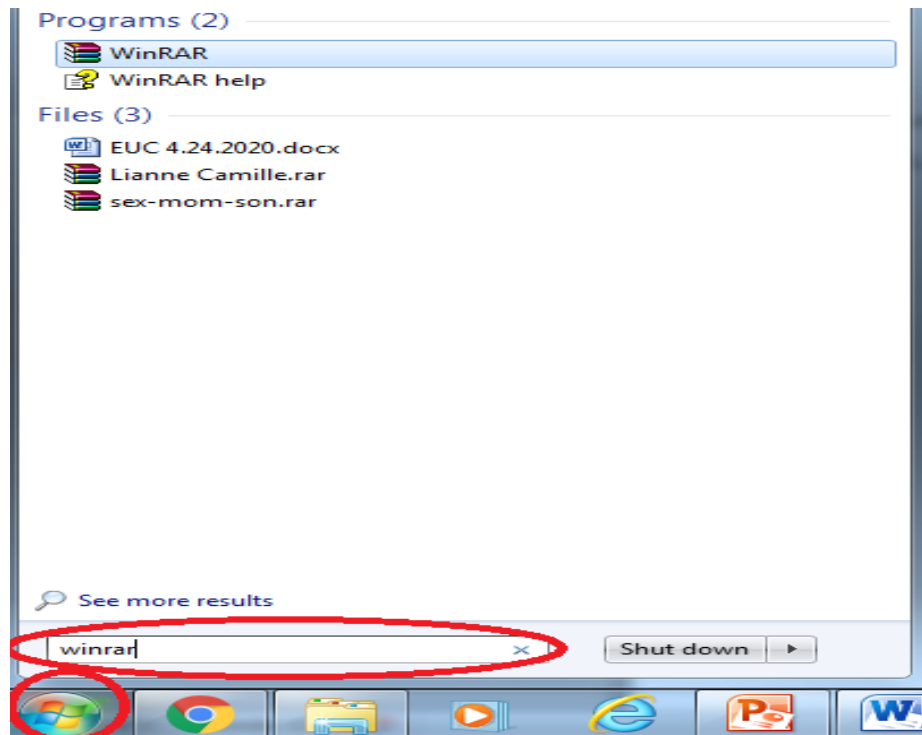
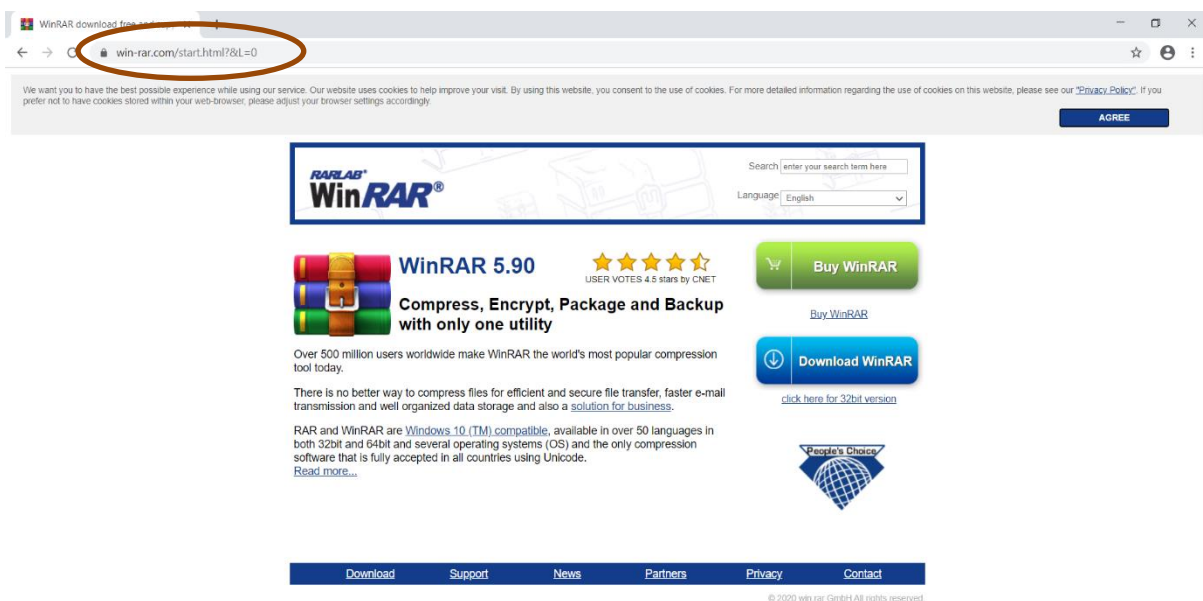
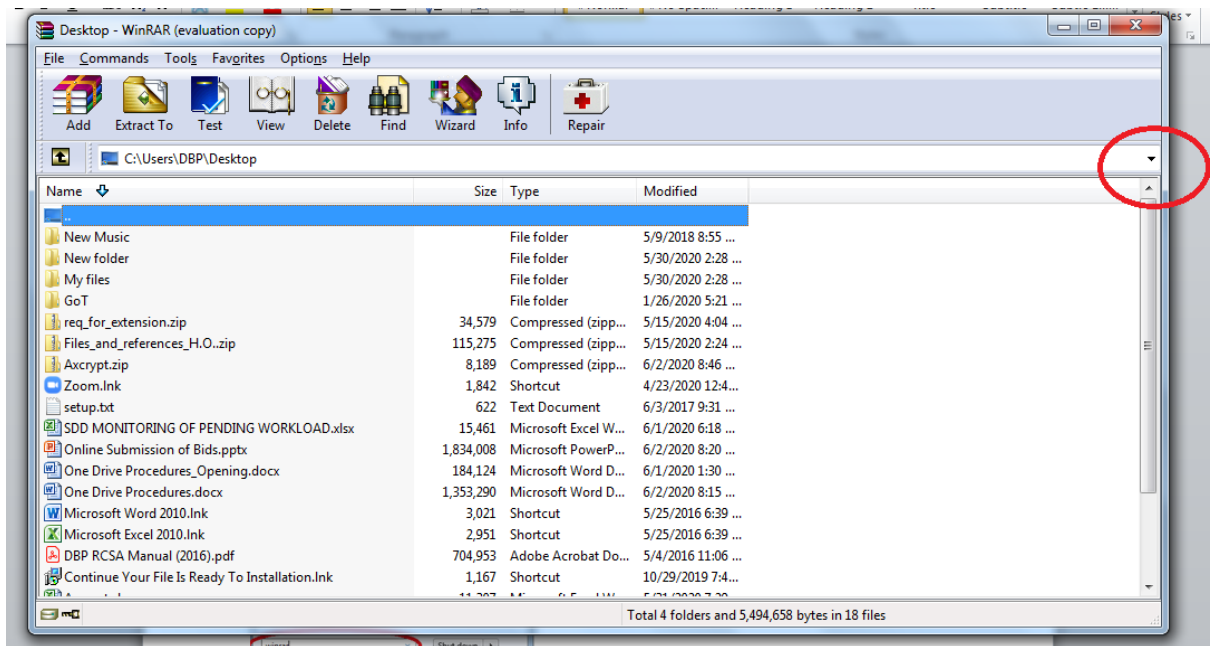


Fig. 1.2



2. Locate the file you want to zip by clicking the drop down menu. (Fig. 1.3)

Fig. 1.3



3. Select all of the files you want to archive in Windows by holding down the "Ctrl" key and left-click each file that you want to add to the archive. Add your files to a new RAR archive. There are a couple of different ways that you can do this:
 - 3.1 Open the WinRAR window and then browse for the files you want to add. Select all the files and then click the "Add" button; (Fig. 1.4) OR
 - 3.2 Select all of the files you want to archive in Windows. Right-click on your selection and choose "Add to archive..." (Fig. 1.5)

Fig. 1.4

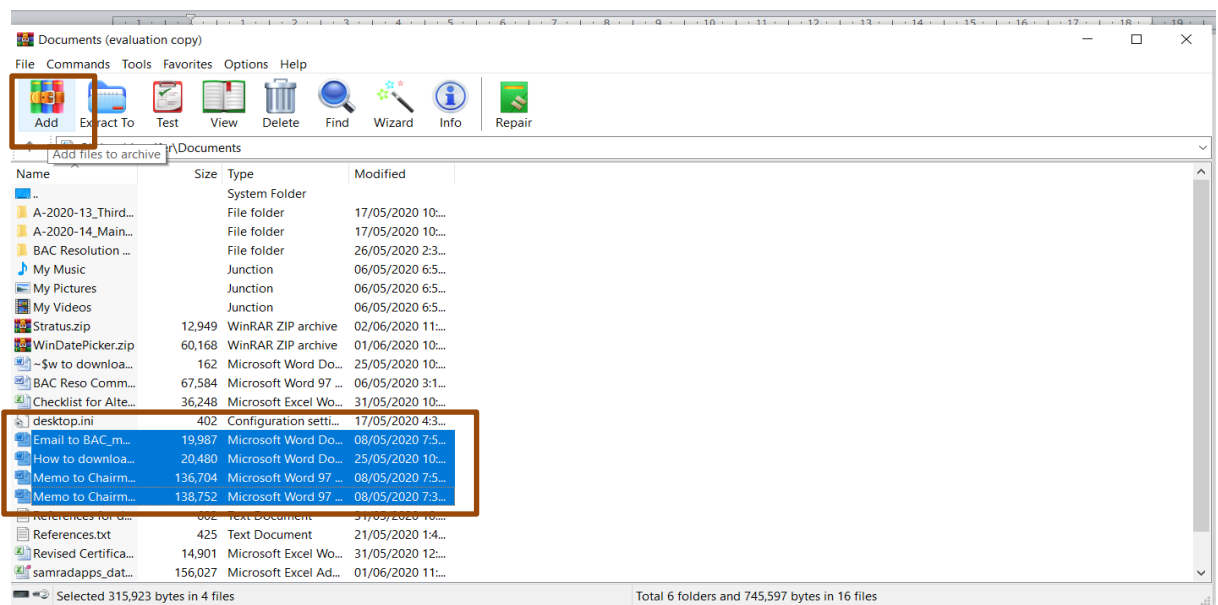
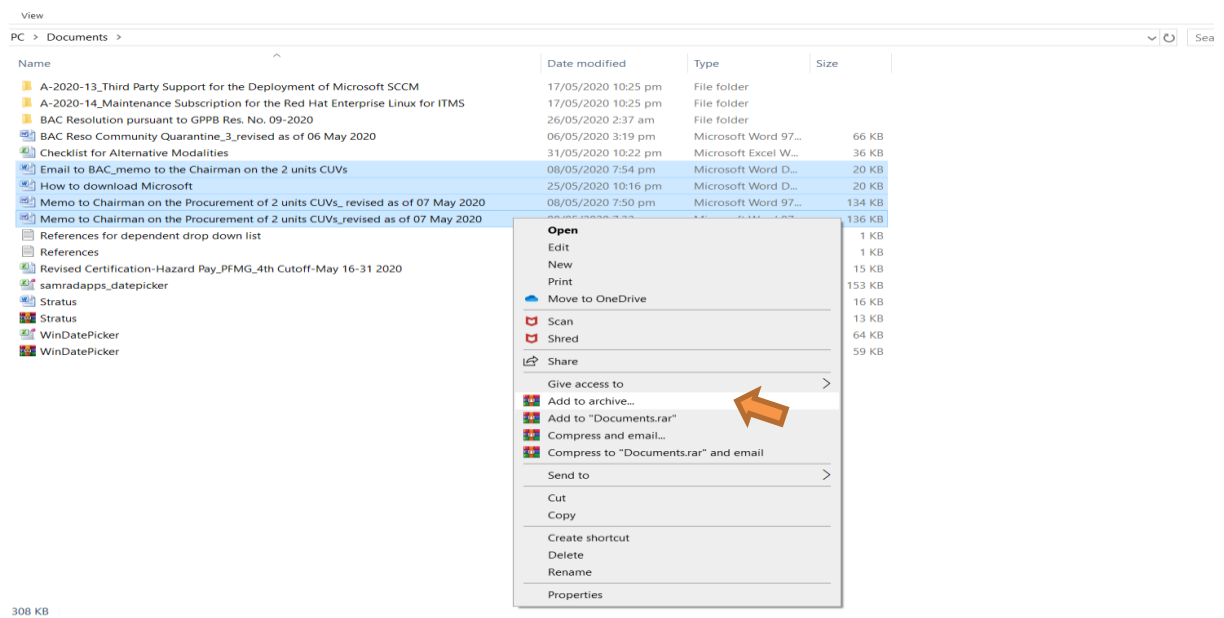
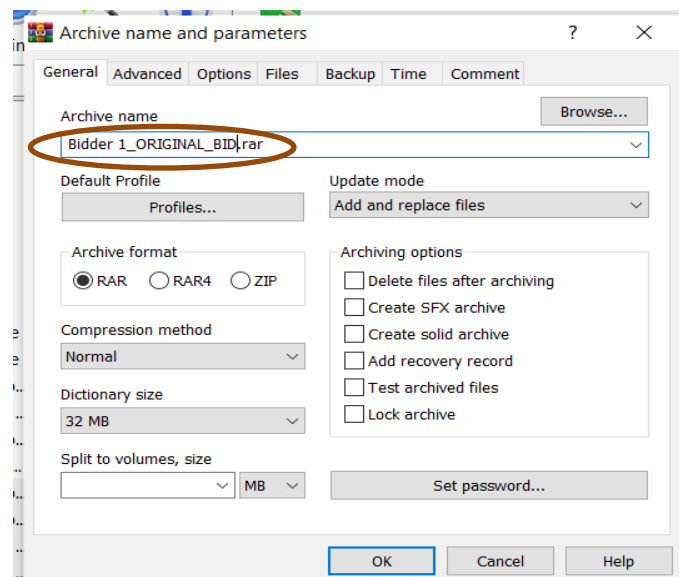


Fig. 1.5



4. Indicate your Archive name (e.g. Bidder 1_ORIGINAL_BID, Bidder 1_COPY NO. 1_BID, Bidder 1_COPY NO. 2_BID) (Fig. 1.6). By default, it will be named after the folder the files were originally in.

Fig. 1.6





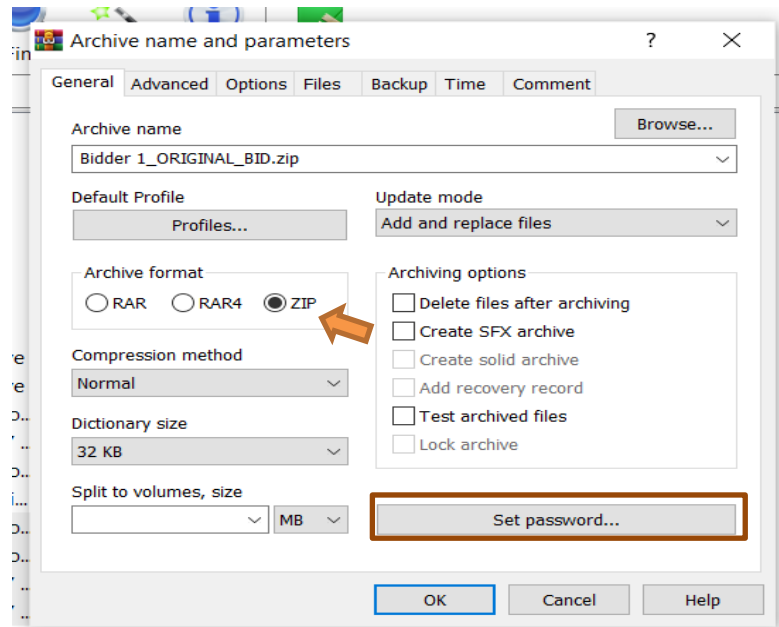
5. Select the  ZIP file button in the Archive format and then click the  button. This is located in the General tab of the "Archive name and parameters" window that appears when creating a new archive. (Fig. 1.7)

Fig. 1.7



6. Type/Key in your password. (Fig. 1.8 and 1.9)

Fig. 1.8

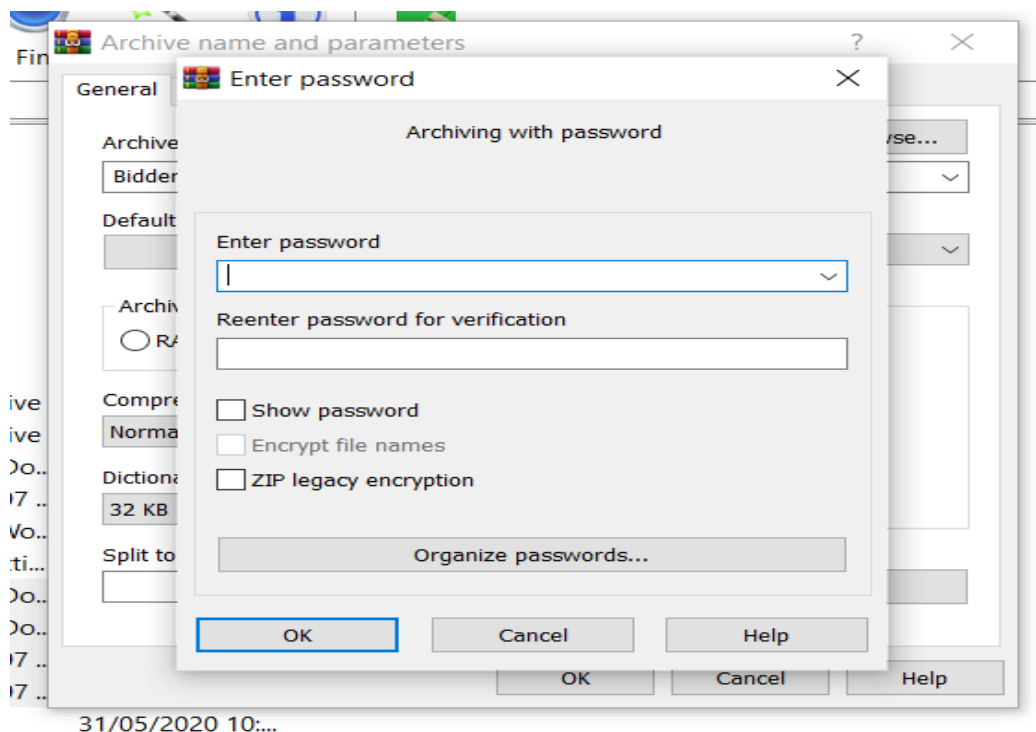
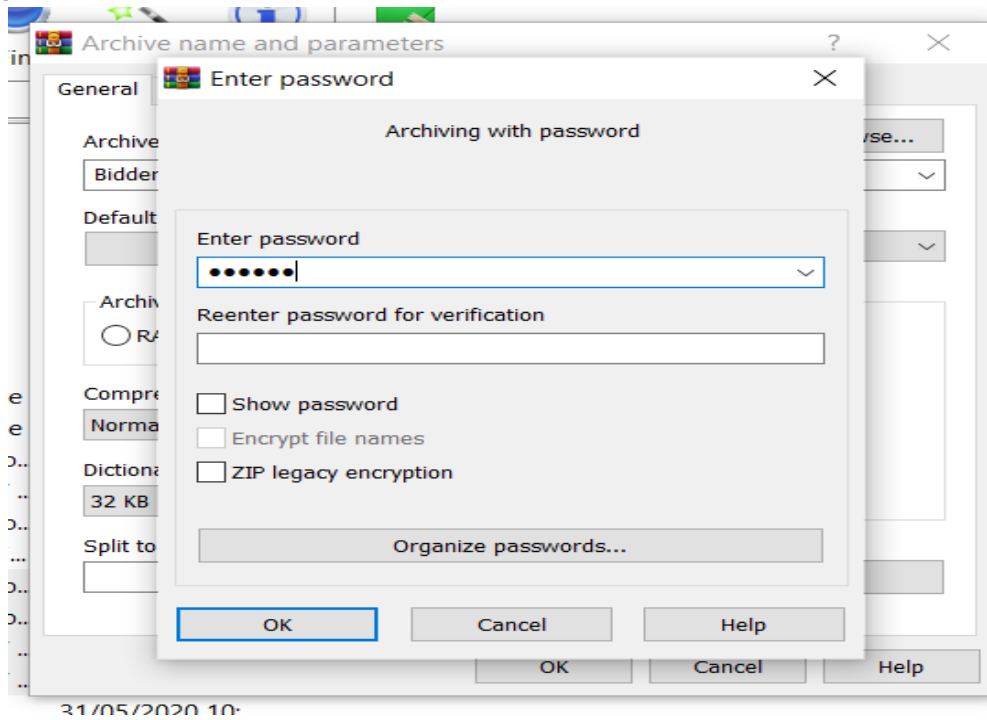
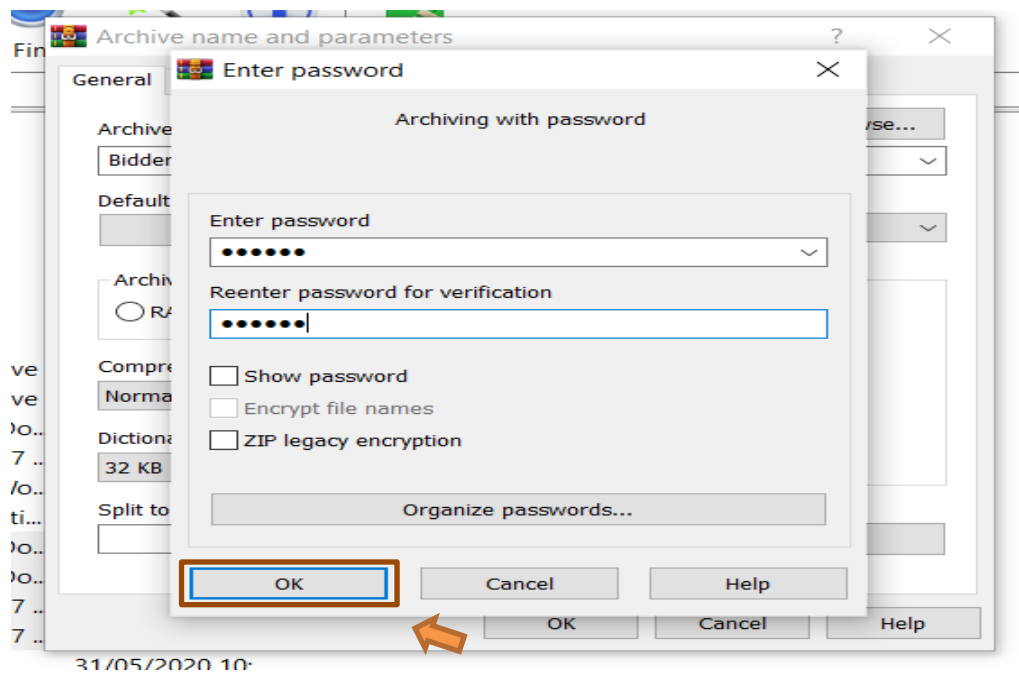


Fig. 1.9



7. Enter it a second time to confirm it. You can check the "Show password" box to see the characters as you type them (Fig. 1.10). After re-entering your password, click button to save your password.

Fig. 1.10



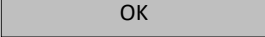
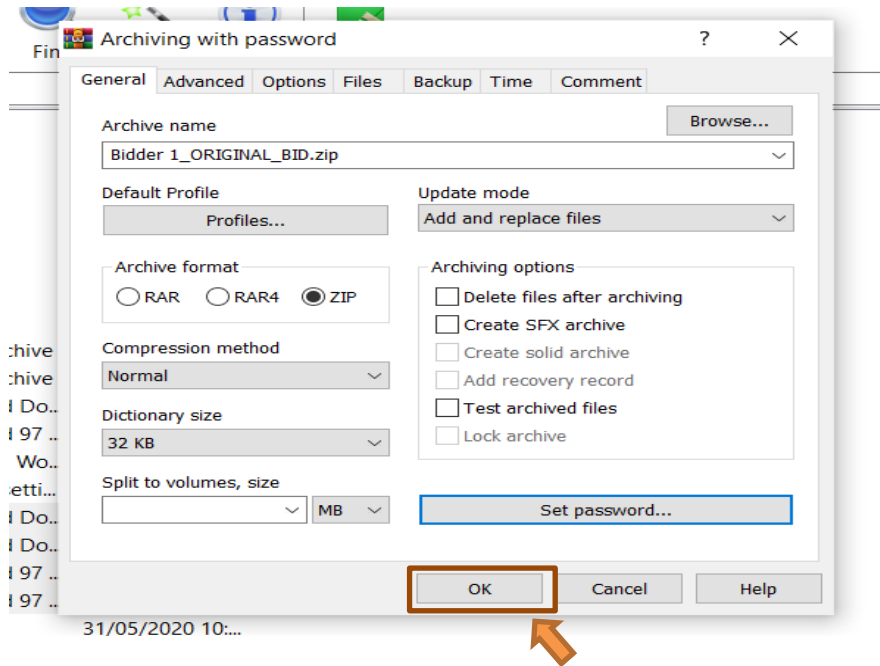
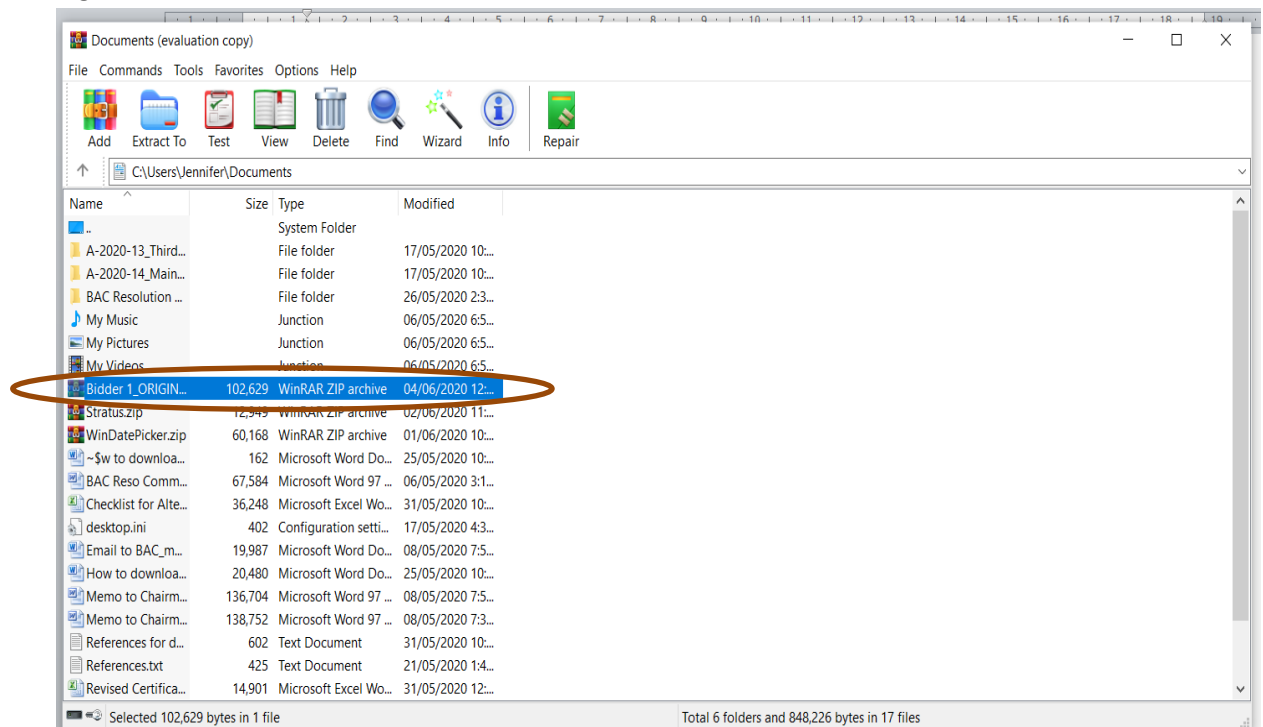
8. After clicking OK in the “Enter password” tab, click  in the “Archive with password” window to create your new .ZIP file. (Fig. 1.11)

Fig. 1.11



9. The program will show that the files you have already selected are already compressed. (Fig. 1.12)

Fig. 1.12



10. Test it out. After the .ZIP file is created, you can double-click it to test it out. When you try to extract it, you will be prompted for the password you created.

B. Procedures/steps for Online or Electronic Bid Submission:

- I. All bidders who choose to submit their bids via our online bid submission facility shall properly notify the BAC Secretariat. The BAC Secretariat shall likewise provide assistance to the bidders on the procedures of online bid submission. Bidders shall be given the link as access to the online bid submission facility being used by the BAC.

1. The bidder shall send an email to the BAC Secretariat signifying its intent to submit their bids via DBP-BAC Online Bid Submission Facility. The bidder shall likewise request for the link of the Shared OneDrive Folder (**Microsoft Office 365 OneDrive**).
2. The BAC Secretariat shall send the link of the Shared OneDrive Folder to the registered email being used by the bidder.

Note: The email address being used by the bidder must be consistent or the same email address to be used by the BAC Secretariat in sending links of the Shared OneDrive Folder except for justifiable reasons (e.g., bidder is encountering technical issues or cannot access the link of the shared folder, etc.).

3. Once the bidder received the link of the Shared OneDrive Folder, he/she must notify the BAC Secretariat via email confirming receipt of the same link of the shared folder.
4. Upon gaining access or upon opening the Shared One Drive Folder, the bidder shall upload their bids, via proper labeling which is as follows:

- a. **(Name of Company/Office/Bidder)_FOLDER 1_ELIGIBILITY REQUIREMENTS AND TECHNICAL COMPONENT_BID**
- b. **(Name of Company/Office/Bidder)_FOLDER 2_FINANCIAL COMPONENT_BID**

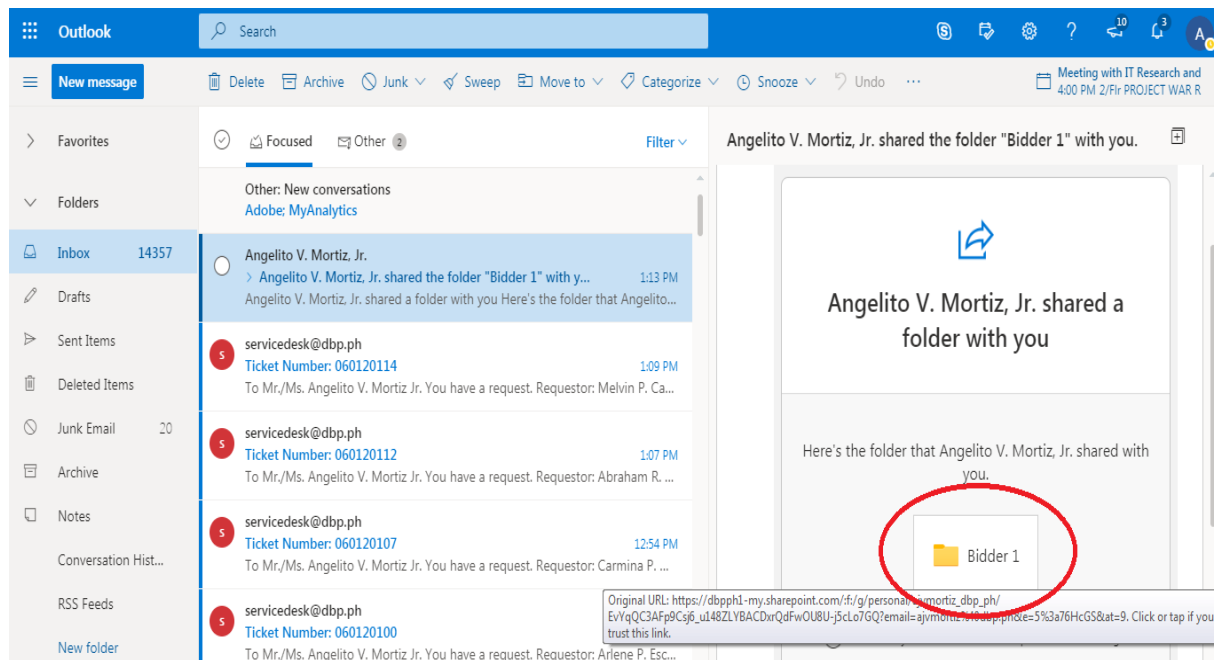
- 4.1 The bidder shall submit their bids **on or before the date and time of the Deadline for the Submission and Receipt of Bids as indicated in the Invitation to Bid (IB) par. 8.**
- 4.2 The bidders are advised to take note of the schedule for the said activity at all times as indicated in the IB and the Bidding Documents and must check any Supplemental Bid Bulletins that will be issued/posted by the BAC from time to time which they can access and download for free in the PhilGEPS website and the DBP's website: <https://www.dbp.ph/invitations-to-bid/>
- 4.3. **Any revisions on the schedule of Deadline of the Submission and Receipt of Bids and the Opening of Bids shall be issued by the BAC and posted by the BAC Secretariat via a Supplemental Bid Bulletin and shall be used by the bidders as reference in submitting their bids.**
5. Once the bidders have uploaded their bids, they shall properly notify the BAC Secretariat via email that their bids were successfully uploaded in the Shared OneDrive Folder.

6. The BAC Secretariat shall immediately notify the bidder or confirm via email that their bids were deemed uploaded and received by the BAC Secretariat and must indicate the exact date and time when the bids are received. The date and time of the receipt of the bid proposals shall be used by the BAC Secretariat during the Opening of Bids.
7. If the bidder desires to modify its bid, it shall likewise notify the BAC Secretariat of its intent to modify their bids.
 - 7.1 A bidder may modify its bid, ***provided: that this is done before the deadline for the submission and receipt of bids.***
 - 7.2 If the bidder modifies its bid, it shall not be allowed to retrieve or delete its original electronically submitted bids but, shall only be allowed to send another bid equally labeled, properly identified, linked to its original electronically submitted bid and marked as a “modification”.
 - 7.3 The BAC Secretariat shall equally notify the bidder on the date and time when the bid modifications were received via email.
 - 7.4. Bid modifications received after the applicable deadline shall not be considered or rejected and shall not be opened during the Opening of Bids.
8. All bids received beyond the Deadline for the Submission and Receipt of Bids shall be automatically rejected.

C. How to Open the Link and Upload the Bid Proposals to the Shared OneDrive Folder

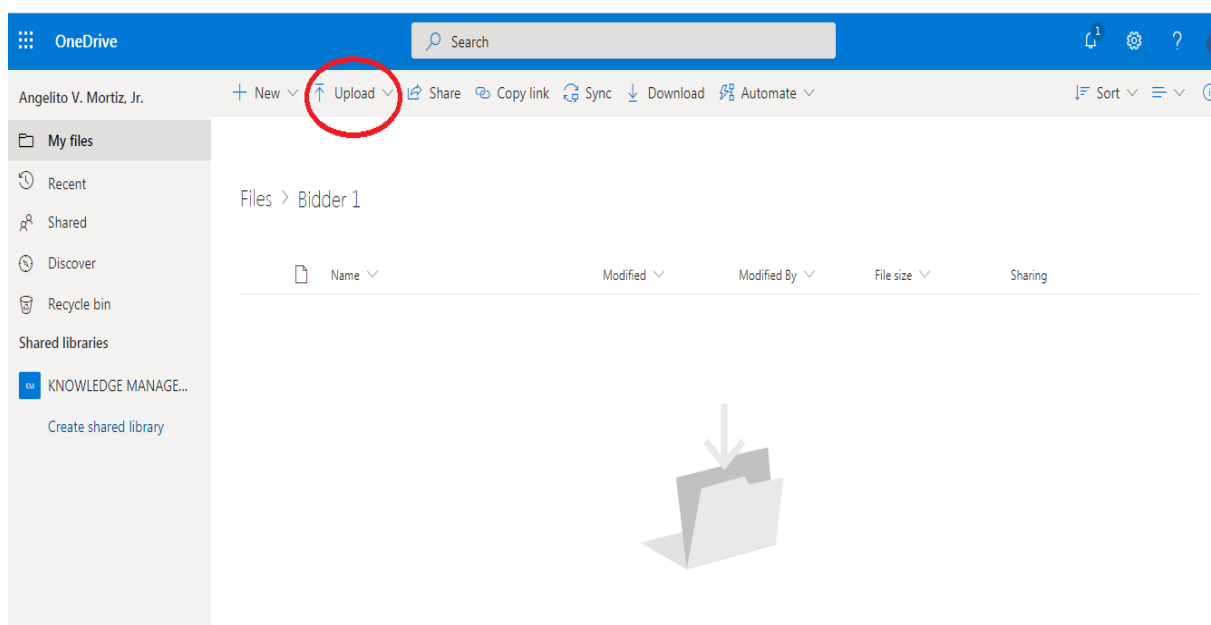
1. Open your email application and look for the email sending you the link for one drive and click the folder.

Fig. 1.1



2. Upon clicking the link, you will be directed to the One Drive folder. You may now upload the documents you wanted to share by clicking the upload button.

Fig. 2.1



Section IX: Bidding Forms

Bidding Forms

1ST ENVELOPE

<u>Form No.</u>	<u>Particulars</u>	<u>Page No.</u>
Eligibility Documents		
FORM 1	Protocol/Undertaking of Agreement to Enter into a Joint Venture (JV)	56-60
FORM 1-A	Secretary's Certificate of the Lead Partner of the JV	61-63
FORM 1-B	Secretary's Certificate of the Partner of the JV	64-66
FORM 2-A	Special Power of Attorney	67-68
FORM 2-B	Secretary's Certificate for Corporations, Partnerships and Cooperatives	69-71
FORM 3	Statement of All Ongoing Contracts	72
FORM 4	Statement of Single Largest Completed Contract (SLCC) of Similar Nature	73
FORM 5	Certificate of Net Financial Contracting Capacity (NFCC)	74
Technical Documents		
FORM 6	Bid Securing Declaration	75-76
FORM 7	Omnibus Sworn Statement	77-79
FORM 8	Data Privacy Consent Form	80
FORM 9	Certificate of Conformance to the TOR	81
FORM 9-A	DBP Terms of Reference	82-107
ANNEX A	Required Number of Security Guards per Location/Branch	108-114
ANNEX B	List of Required Security Equipment, Firearms/Ammunitions and other Paraphernalia Requirement per Location/Branch	115-120

2ND ENVELOPE

Financial Bid Form		
FORM 10	Financial Bid Form	121-122
FORM 11	Detailed Bid Proposal /Price Schedule	123-124

FORM 1 (page 1 of 5)

PROTOCOL/UNDERTAKING TO ENTER INTO A JOINT VENTURE

KNOW ALL MEN BY THESE PRESENTS:

This Protocol/Undertaking to Enter into a Joint Venture "Undertaking" is made and executed by:

_____ (Name of the Bidder/Potential JV Partner), a
sole proprietorship/partnership/corporation (Choose one, delete the others)
duly organized and existing under Philippine laws, with principal office address
at _____ (Address), represented by its
_____ (Position of the Representative as indicated in the
Secretary's Certificate), _____ (Name of the Authorized
Representative as indicated in the Secretary's Certificate)

- and -

_____ (Name of the Bidder/Potential JV Partner), a
sole proprietorship/partnership/corporation (Choose one, delete the others)
duly organized and existing under Philippine laws, with principal office address
at _____ (Address), represented by its
_____ (Position of the Representative as indicated in the
Secretary's Certificate), _____ (Name of the Authorized
Representative as indicated in the Secretary's Certificate)

herein referred to collectively as the "**BIDDERS**"

- in favor of -

The **DEVELOPMENT BANK OF THE PHILIPPINES**, a financial institution created and operating pursuant to the provisions of Executive Order No. 81 dated December 3, 1986, otherwise known as the 1986 Revised Charter of the Development Bank of the Philippines, as amended by Republic Act No. 8523 dated February 14, 1998, with principal office at DBP Building, Sen. Gil J. Puyat Avenue, Makati City, Philippines, and herein referred to as "**DBP**" or the "**PROCURING ENTITY**".

FORM 1 (page 2 of 5)

WITNESSETH:

WHEREAS, the **BIDDERS** desire to form and participate as a JOINT VENTURE ("JV") in the public bidding that will be conducted by the Development Bank of the Philippines pursuant to RA 9184 and its Revised IRR, with the following particulars:

Bid Reference No.:	
Name/Title of Procurement Project:	
Approved Budget for the Contract:	

WHEREAS, as of the date of submission of the bid for the above-mentioned procurement project of **DBP**, the **BIDDERS** have not executed or entered into a Joint Venture Agreement;

WHEREAS, pursuant to Sections 23.1(b) for Goods and 24.1(b) for Consulting Services of the 2016 Revised IRR of RA 9184, bidders that desire to participate in the bidding project as a Joint Venture, are required to submit a Joint Venture Agreement ("JVA") and in the absence thereof, a Notarized Statement from all the potential JV partners stating therein that they will enter into and abide by the provisions of the JVA in the event that the bid is successful and failure to enter into a joint venture within ten (10) calendar days after receipt of the Notice of Award shall be a ground for the forfeiture of the bid security;

NOW, THEREFORE, for and in consideration of the foregoing premises, the **BIDDERS**, hereby undertake in favor of the **PROCURING ENTITY**, as follows:

1. The **BIDDERS** shall enter into a JOINT VENTURE and sign and execute a Joint Venture Agreement and abide by its provisions in the event that the bid is successful in the above-mentioned procurement project of **DBP**.
2. The **BIDDERS** shall furnish **DBP**, through its Bids and Awards Committee (BAC) Secretariat, a duly signed and notarized copy of the JVA within ten (10) calendar days from receipt of the Notice from the DBP-BAC that the **BIDDERS** were declared as the Lowest Calculated and Responsive Bidder (LCRB) or Highest Rated and Responsive Bidder (HRRB), as the case may be.
3. For the purpose of executing and performing all acts necessary in order to participate in this bidding project, the following shall be the authorized representative of the **BIDDERS** or the JV to be formed as supported by the **BIDDER'S** respective Secretary's Certificate:²

² NAMES and ACTING AUTHORITY SHOULD CORRESPOND TO THAT STATED IN THE SUPPORTING SECRETARY'S CERTIFICATE FOR BOTH CORPORATIONS. EACH PARTNER'S SECRETARY'S CERTIFICATE MUST STATE THE AUTHORIZED REPRESENTATIVE TO SIGN THE PROTOCOL TO FORM A JOINT VENTURE

FORM 1 (page 3 of 5)

Name	Company and Position	Specimen Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____

acting in this manner³:

1. ☐ Any one (1) of the above signatories
2. ☐ All of the above signatories
3. ☐ Any (state the number) of the above signatories (in case the Board opts to have joint signing from designated representatives, i.e. any 2 jointly signing out of 3)

4. The **BIDDERS** shall indicate in the Joint Venture Agreement the following provisions, among others:

- a. The JV Partners agree to be bound **jointly and severally** under the Joint Venture Agreement in relation to this bid project and the contract to be entered into with DBP;
- b. The shareholdings and contribution of each JV Partner to the Joint Venture (with percentages [%]);
- c. The Lead Partner Company of the JV is _____ and the authorized representative of the JV from Lead Partner Company bidding is _____;
- d. The Lead Company/JV Partner which shall be authorized to represent the JV in connection with this bid project specifying therein that the said lead company and the designated representative is duly authorized:
 - i) to execute the contract to be entered into by and between the JV and DBP **as indicated in Item No. 3 above**; and
 - ii) to issue the billing, sales invoice and receive any and all payments from DBP on behalf of the JV as well as the issuance of the corresponding official receipt.
- e. The manner of management.

5. The **BIDDERS** further undertake that they shall comply with the 2016 IRR of RA 9184 or the Government Procurement Reform Act, and all other prevailing/applicable laws, as well as the policies of **DBP**.

6. The **BIDDERS** hereby acknowledge that pursuant to relevant provisions of the 2016 Revised IRR of RA 9184, failure on the part of the **BIDDERS** to enter into the Joint Venture, execute/sign a Joint Venture Agreement, and furnish DBP a notarized copy thereof within the period specified above after a Notice of Award was duly issued by **DBP**, for any reason, shall be a ground for non-issuance of the Notice to Proceed, forfeiture of the bid security and such other administrative and/or civil liabilities imposed under RA 9184 and its Revised IRR, GPPB Resolutions and Issuances, without liability on the part of **DBP**.

³ Failure to indicate the manner of authority or to indicate the number in the third option shall mean that **ALL** authorized signatories **must sign** the bid documents.

FORM 1 (page 4 of 5)

7. The **BIDDERS** further acknowledge that in relation to this bidding project and Undertaking, notice to one of the **BIDDERS**/Potential JV Partners is deemed notice to all **BIDDERS**.

IN WITNESS WHEREOF, the **BIDDERS** have caused these presents to be signed at _____ (Place of Signing), Philippines this _____ (Date of Signing).

BIDDERS:

(Name of JV Partner No. 1)
By:

(Name of JV Partner No. 2)
By:

(Name of the Authorized Signatory of
JV Partner No. 1)
(Position)

Per Secretary's Certificate dated _____

(Name of the Authorized Signatory of
JV Partner No. 2)
(Position)

Per Secretary's Certificate dated _____

FORM 1 (page 5 of 5)

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
MAKATI CITY) SS.

BEFORE ME, this ____ day of _____ personally appeared:

Name	Competent Evidence of Identity	Place/Date Issued

known to me and to me known to be the same person/s who executed the foregoing instrument and who acknowledged to me that the same is his/her free and voluntary act and deed. This instrument, which consists of _____(____) pages, refers to a Protocol/Undertaking to Enter into a Joint Venture and signed by the Bidders and their instrumental witnesses on each and every page thereof.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my notarial seal at the place and on the date first above written.

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 20____.

FORM 1-A (page 1 of 3)

For the Lead Partner of JV (Corporation)

REPUBLIC OF THE PHILIPPINES)
) SS.

SECRETARY'S CERTIFICATE

I, _____ (Name of the Corporate Secretary), the Corporate Secretary of the _____ (Name of the Corporation), a corporation duly organized and existing under and by virtue of the laws of the Philippines with principal office at _____ (Address of the Corporation) (the "Corporation"), after having been duly sworn according to law, do hereby certify that at the meeting of the Board of Directors of the said Corporation duly convened and held on _____ (Date of the meeting) at _____ (Place of the meeting) at which a quorum was present and acted throughout, the following resolutions were unanimously approved and adopted through **Board Resolution No. ____** (Indicate Board Resolution No.), **Series of 20__**:

"RESOLVED, that the Corporation is hereby authorized to enter into a Joint Venter Agreement to participate in the bidding of _____ (Name of the Project and Project ID No.) of the Development Bank of the Philippines ("DBP" or the "Procuring Entity") as a Joint Venture ("JV") with _____ (Name of the Joint Venture Partner), hereinafter referred to as the **"JV"** pursuant to the terms and conditions of the Joint Venture Agreement ("JVA");

RESOLVED ALSO, that in connection with the said bidding, the following is/are hereby appointed and designated as the duly authorized representative/s of the **Corporation to the JV, to sign the Protocol/ Undertaking to Enter into A Joint Venture, the Joint Venture Agreement if Awarded the Contract, and to act as the Lead Partner of the said JV**, granted with full power and authority to do, execute and perform any and all acts necessary **for such purpose** and/or to represent the **Corporation to the JV** in the bidding of the above-mentioned project, which includes to sign for and in behalf of the **Corporation to the JV** all bid and to sign contracts, agreements, instruments, statements, reports, and other documents pertaining to the bidding including the ensuing contract with DBP and all other documents, as may be required.

LEAD PARTNER: _____ (NAME OF CORPORATION)

Name ⁴	Position	Specimen Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____

⁴Both Corporations should designate the same representative/s to sign the bidding documents and the contract, if awarded the project subject of the bidding. The name must be consistent with the authorized representative as indicated in the Joint Venture Agreement.

FORM 1-A (page 2 of 3)

acting in this manner⁵:

1. ☐ Any one (1) of the above signatories
2. ☐ All of the above signatories
3. ☐ Any (state the number) of the above signatories (in case the Board opts to have joint signing from designated representatives, i.e. any 2 jointly signing out of 3)

RESOLVED FURTHER that, the

_____ (Name of the Corporation):

- (1) Submits itself to the jurisdiction of the Philippine government and waives its right to question the jurisdiction of the Philippine courts; and
- (2) Shall neither seek nor obtain writs of injunction or prohibition or restraining order against the DBP or any other agency in connection with this project to prevent and restrain the bidding procedures related thereto, the negotiating of the award of a contract to a successful bidder, and the carrying out of the awarded contract.

RESOLVED FINALLY that, the foregoing authorities shall remain in full force and effect and binding on the Corporation until notice in writing is received by DBP, revoking, amending, or otherwise modifying the same."

The undersigned also certifies that _____ (Name of the Corporation's Signatory to the JVA) has been previously and duly authorized by the Board of the Directors thru Board Resolution No. ____, Series of ____ (Indicate the Board Resolution authorizing the Representative of the Corporation as Signatory to the JVA) to sign the JVA for and in behalf of the Corporation.

The undersigned further certifies that the foregoing resolutions have not been revoked, amended, or otherwise modified, and remain valid and subsisting.

The foregoing excerpts of the minutes of the Board meeting are true and correct and in accordance with the corporate records under my custody and are consistent with the Articles of Incorporation and By-laws of the Corporation.

IN WITNESS WHEREOF, I have hereunto affixed my signature on this ____ day of _____, 20 at _____.

Corporate Secretary

⁵ Failure to indicate the manner of authority or to indicate the number in the third option shall mean that **ALL** authorized signatories **must sign** the bid documents.

FORM 1-A (page 3 of 3)

SUBSCRIBED AND SWORN to before me, this day of , 20 at , affiant exhibiting to me his/her Competent Evidence of Identity issued on _____ at _____.

NOTARY PUBLIC

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

FORM 1-B (page 1 of 3)

For the Partner of JV (Corporation)

REPUBLIC OF THE PHILIPPINES)
) SS.

SECRETARY'S CERTIFICATE

I, _____ (Name of the Corporate Secretary), the Corporate Secretary of the _____ (Name of the Corporation), a corporation duly organized and existing under and by virtue of the laws of the Philippines with principal office at _____ (Address of the Corporation) (the "Corporation"), after having been duly sworn according to law, do hereby certify that at the meeting of the Board of Directors of the said Corporation duly convened and held on _____ (Date of the meeting) at _____ (Place of the meeting) at which a quorum was present and acted throughout, the following resolutions were unanimously approved and adopted through **Board Resolution No. ____** (Indicate Board Resolution No.), **Series of 20__**:

"RESOLVED, that the Corporation is hereby authorized to enter into a Joint Venter Agreement to participate in the bidding of _____ (Name of the Project and Project ID No.) of the Development Bank of the Philippines ("DBP" or the "Procuring Entity") as a Joint Venture ("JV") with _____ (Name of the Joint Venture Partner), hereinafter referred to as the **"JV"** pursuant to the terms and conditions of the Joint Venture Agreement ("JVA");

RESOLVED ALSO, that in connection with the said bidding, the following is/are hereby appointed and designated as the duly authorized representative/s of the **Corporation to the JV, to sign the Protocol/ Undertaking to Enter into A Joint Venture, the Joint Venture Agreement if Awarded the Contract, and to act as the Lead Partner of the said JV**, granted with full power and authority to do, execute and perform any and all acts necessary **for such purpose** and/or to represent the **Corporation to the JV** in the bidding of the above-mentioned project, which includes to sign for and in behalf of the **Corporation to the JV** all bid and to sign contracts, agreements, instruments, statements, reports, and other documents pertaining to the bidding including the ensuing contract with DBP and all other documents, as may be required.

PARTNER: _____ (NAME OF CORPORATION)

Name ⁶	Position	Specimen Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____

⁶Both Corporations should designate the same representative/s to sign the bidding documents and the contract, if awarded the project subject of the bidding. The name must be consistent with the authorized representative as indicated in the Joint Venture Agreement.

FORM 1-B (page 2 of 3)

acting in this manner⁷:

4. ☐ Any one (1) of the above signatories
5. ☐ All of the above signatories
6. ☐ Any (state the number) of the above signatories (in case the Board opts to have joint signing from designated representatives, i.e. any 2 jointly signing out of 3)

RESOLVED FURTHER that, the

_____ (Name of the Corporation):

- (3) Submits itself to the jurisdiction of the Philippine government and waives its right to question the jurisdiction of the Philippine courts; and
- (4) Shall neither seek nor obtain writs of injunction or prohibition or restraining order against the DBP or any other agency in connection with this project to prevent and restrain the bidding procedures related thereto, the negotiating of the award of a contract to a successful bidder, and the carrying out of the awarded contract.

RESOLVED FINALLY that, the foregoing authorities shall remain in full force and effect and binding on the Corporation until notice in writing is received by DBP, revoking, amending, or otherwise modifying the same."

The undersigned also certifies that _____ (Name of the Corporation's Signatory to the JVA) has been previously and duly authorized by the Board of the Directors thru Board Resolution No. ____, Series of ____ (Indicate the Board Resolution authorizing the Representative of the Corporation as Signatory to the JVA) to sign the JVA for and in behalf of the Corporation.

The undersigned further certifies that the foregoing resolutions have not been revoked, amended, or otherwise modified, and remain valid and subsisting.

The foregoing excerpts of the minutes of the Board meeting are true and correct and in accordance with the corporate records under my custody and are consistent with the Articles of Incorporation and By-laws of the Corporation.

IN WITNESS WHEREOF, I have hereunto affixed my signature on this ____ day of _____, 20 at _____.

Corporate Secretary

⁷ Failure to indicate the manner of authority or to indicate the number in the third option shall mean that **ALL** authorized signatories **must sign** the bid documents.

FORM 1-B (page 3 of 3)

SUBSCRIBED AND SWORN to before me, this day of , 20 at , affiant exhibiting to me his/her Competent Evidence of Identity issued on _____ at _____.

NOTARY PUBLIC

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

FORM 2-A (page 1 of 2)

(For Sole Proprietorships)

(use Bidder's Official Letterhead)

SPECIAL POWER OF ATTORNEY

I, _____, Filipino, of legal age, doing business under the trade name and style of "_____", duly organized and existing under Philippine laws, with principal office address at _____ hereby name, constitute, and appoint _____ (Name of Attorney-in-Fact) as my authorized representative and attorney-in-fact to do, execute, and perform any and all acts necessary to participate, submit bids, sign and execute documents and instruments, including the Bid Securing Declaration and/or to represent me in any and all bidding proceedings conducted by the Development Bank of the Philippines for the Bid Project _____ (Indicate Bid Project Title and No.):

I hereby grant, unto my said attorney-in-fact, full power and authority, to do, execute and perform all acts necessary or proper to render effective the power above-stated, as fully and effectively as I might or could lawfully do if personally present, and hereby ratifying and confirming all that my said attorney-in-fact shall do with full power of substitution and hereby further confirms all that said representative shall lawfully do or cause to be done by virtue hereof.

IN WITNESS WHEREOF, I have hereunto affixed my signature on this ____ day of _____, 20__ at _____.

Affiant/Principal

Attorney-in-Fact

Signed in the Presence of:

Witness

Witness

FORM 2-A (page 2 of 2)

(NOTE: PLS. USE THIS FORM **ONLY** IF THE REGISTERED PROPRIETOR OPTS TO AUTHORIZE ANOTHER PERSON TO REPRESENT HER/HIM TO DO, EXECUTE, AND PERFORM ANY AND ALL ACTS NECESSARY IN ORDER TO PARTICIPATE, SUBMIT BIDS, SIGN AND EXECUTE DOCUMENTS PERTAINING TO THE BID PROJECT.)

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
) SS.

BEFORE ME, a Notary Public for and in the (Province/City/Municipality) of _____, personally appeared _____ with Identification No. _____ issued on _____ at _____, known to me and to me known to be the same person who executed the foregoing instrument which he/she acknowledged to me to be his/her free and voluntary act and deed, consisting of only _____ (____) page/s, including this page in which this Acknowledgement is written, duly signed by him/her and his/her instrumental witnesses on each and every page hereof.

WITNESS MY HAND AND SEAL this _____ at _____, Philippines.

NOTARY PUBLIC

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

FORM 2-B (page 1 of 3)

(For Corporations, Partnerships, or Cooperatives)

(use Bidder's Official Letterhead)

REPUBLIC OF THE PHILIPPINES)
) S.S.

SECRETARY'S CERTIFICATE

I, _____ (Name of the Corporate Secretary), the Corporate Secretary of the _____ (Name of the Corporation), a corporation duly organized and existing under and by virtue of the laws of the Philippines with principal office at _____ (Address of the Corporation) (the "Corporation"), after having been duly sworn according to law, does hereby certify that at the meeting of the Board of Directors of the said Corporation duly convened and held on _____ (Date of the meeting) at _____ (Place of the meeting) at which a quorum was present and acted throughout, the following resolutions were unanimously approved and adopted through Board Resolution No. ____ (Indicate Board Resolution No.), Series of 20__:

"RESOLVED, that the Corporation is hereby authorized to participate in the bidding of _____ (Name of the Project and Project ID No.) of the Development Bank of the Philippines ("DBP" or the "Procuring Entity") and if awarded the project shall enter into contract with DBP;

RESOLVED, that in connection with the said bidding, the following is/are hereby appointed and designated as the duly authorized representative/s of the **Corporation**, granted with full power and authority to do, execute and perform any and all acts necessary and/or to represent the **Corporation** to participate in the bidding of the above-mentioned project which includes **to sign for and in behalf of the Corporation all bid documents, submit the bid**, and to sign contracts, agreements, instruments, statements, reports, and other documents pertaining to the bidding **including the ensuing contract with DBP** and all other documents, as may be required:

Name	Position	Specimen Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____

FORM 2-B (page 2 of 3)

acting in this manner⁸:

1. ☐ Any one (1) of the above signatories
2. ☐ All of the above signatories
3. ☐ Any (state the number) of the above signatories (in case the Board opts to have joint signing from designated representatives, i.e. any 2 jointly signing out of 3)

RESOLVED FURTHER THAT, the _____
(Name of the Corporation):

- (1) Submits itself to the jurisdiction of the Philippine government and waives its right to question the jurisdiction of the Philippine courts; and
- (2) Shall neither seek nor obtain writs of injunction or prohibition or restraining order against the DBP or any other agency in connection with this project to prevent and restrain the bidding procedures related thereto, the negotiating of the award of a contract to a successful bidder, and the carrying out of the awarded contract.

RESOLVED FINALLY, that the foregoing authorities shall remain in full force and effect and binding on the Corporation until notice in writing is received by DBP, revoking, amending, or otherwise modifying the same."

The undersigned further certifies that the foregoing resolutions have not been revoked, amended, or otherwise modified, and remain valid and subsisting.

The foregoing excerpts of the minutes of the Board meeting are true and correct and in accordance with the corporate records under my custody and are consistent with the Articles of Incorporation and By-laws of the Corporation.

IN WITNESS WHEREOF, I have hereunto affixed my signature on this ____ day of _____, 20__ at _____.

Corporate Secretary

⁸ Failure to indicate the manner of authority or to indicate the number in the third option shall mean that **ALL** authorized signatories **must sign** the bid documents.

FORM 2-B (page 3 of 3)

SUBSCRIBED AND SWORN to before me, this day of , 20 at , affiant exhibiting to me his/her Competent Evidence of Identity issued on _____ at _____.

NOTARY PUBLIC

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

FORM 3

(use Bidder's Official Letterhead)

PROCUREMENT OF SECURITY SERVICES
FOR THE DEVELOPMENT BANK OF THE PHILIPPINES FOR TWO (2) YEARS
BID REFERENCE NO. G-2025-27

**STATEMENT OF ALL ONGOING GOVERNMENT & PRIVATE CONTRACTS
INCLUDING CONTRACTS AWARDED BUT NOT YET STARTED (if any)
(whether similar or not similar in nature)**

Business Name : _____

Business Address : _____

Name of Contract/ Project Cost	a) Client's Name b) Address c) Contact Person d) Contact Details (Telephone No. and Email Address)	Nature of Work	Bidder's Role		a) Date Awarded b) Date Started c) Date of Completion	% of Accomplishment		Value of Outstanding Works / Undelivered Portion
			Description	%		Planned	Actual	
Government Contracts								
1)								
2)								
3)								
Private Contracts								
1)								
2)								
3)								

Submitted by : _____
(Printed Name & Signature)

Designation : _____

Date : _____

FORM 4

(use Bidder's Official Letterhead)

**PROCUREMENT OF SECURITY SERVICES
FOR THE DEVELOPMENT BANK OF THE PHILIPPINES FOR TWO (2) YEARS
BID REFERENCE NO. G-2025-27**

STATEMENT OF SINGLE LARGEST CONTRACT (GOVERNMENT OR PRIVATE), OF SIMILAR NATURE COMPLETED WITHIN THE LAST FIVE (5) YEARS EQUIVALENT TO AT LEAST FIFTY PERCENT (50%) OF THE ABC PER CLUSTER

Business Name : _____
Business Address : _____

Name of Contract	a) Client's Name b) Address c) Telephone number d) Email address	Nature of Work	Bidder's Role		a) Amount Awarded b) Amount Completion c) Duration	at at	a) Date Awarded b) Contract Effectivity c) Date Completed
			Description	%			

IMPORTANT: Please attach the following supporting documents related to each listed completed similar contract:

The identified single largest completed contracts must be supported by the following:

- 1) Notice of Award (NOA), **OR** Notice to Proceed (NTP), **OR** Contract/Purchase Order (PO)

AND

- 2) **Any one** of the following documents:

- 2.1) Copy of Certificate of Completion or Certificate of Acceptance or Certificate of Satisfactory Performance issued by the bidder's client;
- 2.2) Copy of Official Receipt/s or Sales Invoice/s issued by the bidder to the client (ORs/ SIs must sum up to the full amount of total contract price of completed project).

Submitted by : _____
(Printed Name & Signature)

Designation : _____

Date : _____

Note:

- **Similar contract shall refer to security services.**
- **If bidding for more than one (1) cluster, the identified completed contract must be at least 50% of the highest ABC of the cluster being bid.**

FORM 5

(use Bidder's Official Letterhead)

**PROCUREMENT OF SECURITY SERVICES
FOR THE DEVELOPMENT BANK OF THE PHILIPPINES FOR TWO (2) YEARS
BID REFERENCE NO. G-2025-27**

CERTIFICATE OF NET FINANCIAL CONTRACTING CAPACITY

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

NFCC = [(Current assets minus current liabilities) **(15)**] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started coinciding with the contract to be bid.

The value of the bidder's current assets and current liabilities shall be based on the Audited Financial Statement, stamped "RECEIVED" by the Bureau of Internal Revenue or BIR authorized collecting agent, for the immediately preceding year and a certified copy of Schedule of Fixed Assets particularly the list of construction equipment.

Current Assets (Year 20___)	
Minus: Current Liabilities (Year 20___)	
<i>Sub-Total</i>	
Multiplied by 15	
<i>Sub-Total</i>	
Minus: Value of Outstanding Contracts (per FORM 3)	
TOTAL	

Submitted by:

Name of Company/Bidder

Name of Bidder's Authorized Representative

Date

Note: In case of Joint Venture, the partner responsible to submit the NFCC shall likewise submit the Statement of all its ongoing contracts and the latest EFPS Filed Audited Financial Statements

FORM 6 (page 1 of 2)

Bid Securing Declaration Form

[shall be submitted with the Bid if bidder opts to provide this form of bid security]

PROCUREMENT OF SECURITY SERVICES FOR THE DEVELOPMENT BANK OF THE PHILIPPINES FOR TWO (2) YEARS BID REFERENCE NO. G-2025-27

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.

FORM 6 (page 2 of 2)

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 capacity]

Affiant

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

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

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

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

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

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

FORM 7 (page 1 of 3)

PROCUREMENT OF SECURITY SERVICES FOR THE DEVELOPMENT BANK OF THE PHILIPPINES FOR TWO (2) YEARS BID REFERENCE NO. G-2025-27

OMNIBUS SWORN STATEMENT

[shall be submitted with the Bid]

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;**

FORM 7 (page 2 of 3)

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. *[Select one, delete the rest:]*

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

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

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

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - 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.

FORM 7 (page 3 of 3)

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

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

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

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.

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

NAME OF NOTARY PUBLIC

Serial No. of Commission _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. _____, *[date issued]*, *[place issued]*
IBP No. _____, *[date issued]*, *[place issued]*

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

FORM 8

PROCUREMENT OF SECURITY SERVICES FOR THE DEVELOPMENT BANK OF THE PHILIPPINES FOR TWO (2) YEARS BID REFERENCE NO. G-2025-27



DEVELOPMENT BANK OF THE PHILIPPINES

PRIVACY CONSENT FORM
Bids/Procurement

Name of Project	
-----------------	--

I, _____, (Address) _____
(Contact Number) _____, (Email Address) _____ hereby authorize/consent to the processing of personal and other related business information which I voluntarily provided to the Development Bank of the Philippines (DBP) and understand, acknowledge and agree to the following specific purposes and terms:

I authorize DBP for processing¹ and using my personal and other related business information, including but not limited to my name, address, contact details, and any other relevant information necessary for the evaluation process.

I understand that appropriate security measures shall be implemented by DBP for the protection of my personal and other related business information and shall be treated confidentially. Similarly, such information shall only be disclosed to authorized personnel involved in the bids and awards process of DBP.

I acknowledge that my personal and other related business information may be retained by DBP for as long as deemed necessary to fulfill the purposes specified/stated in this consent form, or as required by applicable policies, laws or regulations.

I understand that I have the right to access and request correction of my personal and other related business information held by DBP to correct any error and inaccuracy, in accordance with applicable data privacy laws.

I understand that I have the right to withdraw my consent, and request DBP to stop the processing of my personal and business information which may cease/ terminate/ discontinue the evaluation and other related procurement processes.

I agree that any confidential information obtained during my participation in the bid and procurement procedures shall not be disclosed to any third party other than its intended purpose.

By signing below, I acknowledge that I have read and understood the terms and purposes of this consent form and agree to the processing of my personal and other related business information as described.

Signature over Printed Name

Date Signed

ADDITIONAL INFORMATION

For inquiries or complaints, you may contact the Development Bank of the Philippines (DBP), Attention to: the DBP Data Protection Officer or the DBP Customer Experience Management Department, Sen. Gil J. Puyat Ave. cor. Makati Ave., Makati City, Philippines, Telephone No. (02) 8818-9511 to 20/ (02) 8818-9611 to 20, email: info@dbp.ph.

¹PROCESSING - refers to any operation or any set of operations performed upon personal data including but not limited to, the collection, recording, organization, storage, updating or modification, retrieval, consultation, use, consolidation, blocking, erasure or destruction of data.

FORM 9

(use Bidder's Official Letterhead)

**PROCUREMENT OF SECURITY SERVICES
FOR THE DEVELOPMENT BANK OF THE PHILIPPINES FOR TWO (2) YEARS
BID REFERENCE NO. G-2025-27**

**CERTIFICATE OF CONFORMANCE TO THE
TERMS OF REFERENCE**

I/we, _____ the authorized representative/s of

(name of company), hereby certify the following:

- That we have thoroughly read and understood the complete set of the bidding documents for the project, particularly the Scope of Works/Terms of Reference, its specifications and requirements, including all revisions, amendments, and supplemental bulletins.
- That should we be awarded the contract, we shall conform and comply to all specifications and requirements as specified in the project's bidding documents and its Terms and Reference.

Name and Signature of Representative

Name of Company (Bidder)

Position

Address

Contact Numbers

Date Signed

FORM 9-A (page 1 of 26)

DEVELOPMENT BANK OF THE PHILIPPINES

TERMS OF REFERENCE (TOR)

Procurement of services of a contractor (the "Service Provider") which will provide security services for the Head Office Building, Branches, Branch-lite Units, Cash Centers, Warehouse, Training Center, Acquired Properties and other sites/installations of the Development Bank of the Philippines ("DBP" or the "Bank").

I. RATIONALE

The Development Bank of the Philippines ("DBP" or the "Bank") needs Security Service Provider/s for the supply and delivery of security services in all of the **existing and future** DBP Building/Branches, Branch-lite Units (BLU), Cash Centers, Warehouse, Training Center, Acquired Properties, and other bank installations or sites nationwide.

II. OBJECTIVE

To hire a service provider to supply the security services required by DBP through competitive public bidding, pursuant to the provisions of **Republic Act No. 12009, also known as the New Government Procurement Act, and its Implementing Rules and Regulations (IRR)**.

III. APPROVED BUDGET FOR THE CONTRACT

1. The ABC, net of the 20% contingency, is **PESOS: THREE HUNDRED TWENTY-TWO MILLION EIGHTY-NINE THOUSAND SEVEN HUNDRED SEVENTY-NINE AND 76/100 (P322,089,779.76)** for one (1) year.
2. The ABC or Total Project Cost is **PESOS: THREE HUNDRED EIGHTY-SIX MILLION FIVE HUNDRED SEVEN THOUSAND SEVEN HUNDRED THIRTY-FIVE PESOS & 71/100 (Php386,507,735.71)** for one (1) year, or **SEVEN HUNDRED SEVENTY-THREE MILLION FIFTEEN THOUSAND FOUR HUNDRED SEVENTY-ONE AND 42/100 (P773,015,471.42)** for two (2) years contract, inclusive of 20% contingency which is applicable to the following:
 - a. Increase in the minimum daily wage, SSS, Philhealth, Pag-IBIG and other mandatory requirements pursuant to newly enacted law or new wage order issued by the government authorities after the date of bidding.
 - b. Increase in taxes; and
 - c. If during the term of the contract, the procuring entity sees the need for an increase in the number of manpower services that includes posting of security guards for new branch(es), branch-lite unit(s), acquired properties and other installations that DBP may establish, provided that the resulting cost of said increase will not exceed the ABC for the relevant year and provided further that

FORM 9-A (page 2 of 26)

payment for additional services shall be in accordance with the rules and regulations of the Commission on Audit and the Government Procurement Reform Act.

Table 1 (Annual Budget)

BBG	No. of Security Guards	Day Shift	Night Shift	ABC			20% Contingency	Total ABC w/ 20% Contingency
				Day Shift	Night Shift	TOTAL		
DBP Head Office	53	44	9	17,575,163.64	3,668,554.20	21,441,717.84	4,268,343.57	25,730,061.41
BBG Metro Manila	104	74	30	29,063,061.00	12,627,152.64	41,690,213.64	8,338,042.73	50,028,256.37
BBG Northern Luzon	155	117	38	34,738,759.20	12,226,454.56	46,967,213.76	9,393,442.75	56,360,656.51
BBG- Central Luzon	76	58	18	20,010,217.32	6,733,189.68	26,743,407.00	5,348,681.40	32,092,088.40
BBG- Southern Luzon	111	86	25	26,916,108.00	8,432,757.24	35,348,865.24	7,069,773.05	42,418,638.29
BBG Bicol	73	58	15	15,091,390.80	4,241,365.20	19,332,756.00	3,866,551.20	23,199,307.20
CLUSTER 1 – LUZON AREA (TL-1)	572	437	135	143,394,699.96	48,129,473.52	191,524,173.48	38,304,834.70	229,829,008.18
BBG Central and Eastern Visayas	123	97	26	28,010,993.16	8,203,789.44	36,214,782.60	7,242,956.52	43,457,739.12
BBG Western Visayas	86	68	18	21,787,819.32	6,266,689.08	28,054,508.40	5,610,901.68	33,665,410.08
CLUSTER 2 – VISAYAS AREA (TL-2)	209	165	44	49,798,812.48	14,470,478.52	64,269,291.00	12,853,858.20	77,123,149.20
BBG Northern Mindanao	94	75	19	21,010,534.56	5,764,639.92	26,775,174.48	5,355,034.90	32,130,209.38
BBG Southern Mindanao	92	75	17	21,981,221.88	5,404,865.88	27,386,087.76	5,477,217.55	32,863,305.31
BBG Western Mindanao	46	37	9	9,595,071.36	2,539,981.68	12,135,053.04	2,427,010.61	14,562,063.65
CLUSTER 3 – MINDANAO AREA (TL-3)	232	187	45	52,586,827.80	13,709,487.48	66,296,315.28	13,259,263.06	79,555,578.34
Grand Total (Year)	1,013	789	224	245,780,340.24	76,309,439.52	322,089,779.76	64,417,955.95	386,507,735.71

Note:

The Service Provider is required to submit bid amount to all and /or any of the cluster / group as shown in Table 1.

IV. DURATION OF THE CONTRACT

1. Upon receipt of the Notice to Proceed (NTP), the winning bidder shall commence the provision of security services within twenty (20) calendar days for Luzon and thirty (30) calendar days for Visayas and Mindanao. **The duration of the Contract shall be for a period of two (2) years, effective upon signing and reckoned from the actual date and time the winning bidder(s) assume duties at the designated DBP branches, branch-lite units, acquired properties, sites, and offices, as specified**

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in the NTP. The contract period shall be deemed to run until the end of the approved extension or upon the effectivity of the new contract, whichever comes first.

2. The Contract may be terminated by DBP at any time in the event of any breach, violation, or default by the Contractor in the performance of its obligations or in the terms and conditions stipulated herein.
3. The Contract may be renewed upon mutual agreement of both parties for an additional term, under the same terms and conditions or as may be amended in writing and signed by both parties. Renewal shall be subject to the Contractor's satisfactory performance and the continued need for the services covered by this Contract.
4. The Contract may be terminated prior to its expiration upon mutual written agreement of both DBP and the Contractor. In such case, both parties shall agree on the terms of disengagement, including the settlement of any outstanding obligations, final deliverables, and transition arrangements to ensure continuity of operations.

V. TECHNICAL REQUIREMENTS OF THE CONTRACTOR

Stability

1. The Service Provider should have at least five (5) years of actual work experience in providing security services and developed good company image for reliability, efficiency and effectiveness in its work performance.
2. The Service Provider must have undertaken similar contract¹ in the last five (5) years from the date of submission and receipt of bids with an amount of at least 50% of the cluster with the highest ABC per year being bid.
3. The Service Provider shall submit its Company profile with the list of corporate clients for the last five (5) years indicating its latest project, number of guards deployed and duration of the contract.
4. The DBP shall satisfy itself as to the liquidity of the Service Provider through its latest audited financial statements for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.
5. The Service Provider should be authorized to operate as a Private Security Agency by the Philippine National Police, Supervisory Office for Security and Investigation Agencies (PNP-SOSIA) and complied with all the latter's requirements.

Table 2 (Documents to be submitted by the Service Provider during bid opening)

¹ Similar contract refers to security services

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Document Name	Requirements
1. Company Profile	Includes history, organizational structure, and list of clients.
2. License to Operate (LTO) from PNP-SOSIA	Valid and current license under RA 11917.
2. PADPAO Membership Certificate (Regional/National)	Proof of active membership and compliance with industry standards and good standing
3. Certified Copy of the Notarized Latest Monthly Disposition Report	Certified Copy of the Notarized Latest Monthly Disposition Report submitted to PNP-SOSIA , showing: <ul style="list-style-type: none"> - List of clients - Deployment of guards - Inventory and disposition of firearms

Resources

1. The Service Provider shall provide reserve guards, which shall not be less than ten percent (10%) of the total number of security guards per Cluster that will be posted at DBP based on the approved security plan during bid opening.
2. The Service Provider shall submit its list of motor vehicles/transportation equipment, communication equipment, metal detectors, handheld radios and other security devices/equipment registered in the name of the Service Provider which shall be used / assigned at the DBP during post-qualification.
3. The Service Provider shall provide/submit the list of registered firearms from the Firearms Information Management Systems (FIMS), Firearms & Explosives Division (FED), PNP indicating the description, model, caliber, serial number, license number and corresponding ammunitions under the Service Provider's name which shall be dedicated by the Service Provider to the DBP during post-qualification.
4. The Service Provider shall execute an affidavit that it has extra readily available replacement firearms and extra ammunitions in its arsenal and security equipment/communications in case the need arises. Firearms, ammunitions and security equipment/communications dedicated to DBP should be on stock during post qualification.

Proposed Security Plan for DBP

1. The Service Provider shall conduct an ocular inspection of the areas covered and submit a comprehensive security survey report for DBP, which shall be the basis for the proposed security plans after the **Notice of Award (NOA)**. The final decision on the implementation of security measures of the DBP shall be the Chief Security Officer / Security Services Department.

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2. The Service Provider shall submit its security plans and annual schedule of trainings/seminars and programs after the **Notice of Award (NOA)** for the following situations:
 - 2.1 Bank robbery / hold-up (Bank premises/ATM off-sites, Armored Car and Deposit Pick-up operations).
 - 2.2 Rules of Engagement, Customer Relations, Violation of Human Rights, Data Privacy Act.
 - 2.3 Mitigation procedures to deter / detect and / or prevent occurrence of incidents/accidents in the workplace.
 - 2.4 Kidnapping / bomb threat.
 - 2.5 Fire, earthquake, flood.
 - 2.6 Active Shooter, Civil disturbance.
 - 2.7 Pandemic illnesses
 - 2.8 Other security threats / potential hazards.
3. The security plans and programs shall detail the preventive and emergency measures / countermeasures, including among other things:
 - 3.1 Gadgets / equipment or security monitoring system to be installed or provided; and
 - 3.2 Business Continuity Plan (BCP) of the Service Provider in case of the following:
 - a. Security personnel locked out / strike.
 - b. Looting.
 - c. Implementation of court order / claims from other claimants / party/ies.
4. To test the effectiveness / preparedness and response procedure on the abovementioned emergencies, the security personnel / service provider, in coordination with concerned branches / business unit, SSD may conduct unannounced drills / exercises with corresponding reports/ ratings to be included in the annual efficiency ratings of the service provider during the term of the Contract.

VI. OTHER CONDITIONS

1. Evaluation of Security Complement shall be submitted upon receipt of the Notice of Award or within ten (10) calendar days prior to the issuance of Notice to Proceed
2. The Service Provider/s shall submit a Certification of its manpower complement of at least Three Hundred (300) licensed security personnel, which number shall be maintained throughout the duration of the contract. Furthermore, the Service Provider/s shall submit not less than forty (40) names for cluster 1 and twenty (20) names each for cluster 2 and 3 of Security Guards together with their updated/valid 201 files (certified photocopy and per DBP Checklist requirements) as pool of immediate relievers in case of absence of any Security Personnel assigned to the respective Cluster / BBG during bid opening.

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3. The Service Provider shall allow the Bank / SSD to conduct unannounced verifications / audit of compliance to all the provisions of the TOR during the term of the Contract.
4. Immediately after an incident has transpired, e.g. robbery / hold-up / theft and other form of emergencies affecting the interest/security of the Bank, the Service Provider shall make a verbal report to the DBP/SSD and DBP Branch Head / Branch Services Officer (BSO) of the Branch / Branch-lite Unit and/or to the Head, Acquired Assets Department, as the case maybe and shall, within twenty-four (24) hours, submit to SSD a written report of the incident. SSD may require the Service Provider to conduct a thorough investigation of such incident.
5. Within a period of three (3) months after the effectivity of the contract, the Service Provider, with the presence of the DBP's representative, shall administer the conduct of actual firing for its security personnel assigned to DBP using the issued firearms, with the objectives of improving their firearms' proficiency, observance of gun safety and to check the operational conditions of the firearms. The result of the actual firing, including the condition of the firearms used shall be submitted to the SSD.
6. DBP may, at its own discretion and for whatever reason/s, demand the replacement of any personnel / security equipment of the Service Provider assigned to DBP. In which case, the Service Provider shall, upon notice by DBP, cause the replacement of personnel / security equipment within twenty-four (24) hours.
7. In coordination with SSD, the **Service Provider** shall conduct annual drills of its BCP and shall submit to the Bank (SSD/BBG) of the after-drill reports with corresponding recommendations together with the submission of Certification that its Business Continuity Plan for DBP is performed, ANNUALLY.
8. The **Service Provider** shall provide DBP / SSD with a Business Continuity Plan after the **Notice of Award (NOA)** in cases wherein the Service Provider cannot provide DBP with the required services during a disaster, calamity (natural or man-made) and other service disruption such as employee strikes, lockdown, etc. It shall contain the comprehensive procedures necessary to resume business to its normal operation in the least possible time:
 - Emergency Response Procedures – appropriate emergency response to a disaster, or any other activity to protect and mitigate the damage/loss of lives.
 - Backup Operation Procedures – to ensure the continuity of services during and after the occurrence of the disaster / calamities
9. It is understood that DBP reserves the right to reject any or all proposals / quotations, waive any defect/s or informality/ies therein, or accept the proposal which is most advantageous to DBP.

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10. It is understood to all bidders/service providers, that all bids must incorporate the terms and conditions indicated in this TOR document. Said documents will be the property of DBP and will not be returned to the bidders.
11. The **Service Provider** shall fulfill its obligations and services according to the best acceptable professional standards. The Service Provider shall exercise all reasonable skill, care, diligence and prudence in the discharge of the duties agreed to be performed and shall always work in the best interest of the government. To attain these ends, the Service Provider shall provide personnel with qualifications and experiences as may be required for the best fulfillment of the services, subject to the approval of DBP.
12. The **Service Provider** and its key staff, who may be directly associated with entities that may have an interest in or bias against any DBP projects/services, shall divulge the extent of its conflict with DBP. The Service Provider agrees that the conflict of interest may be a ground for DBP to terminate the Contract.
13. The **Service Provider** shall treat with utmost confidentiality the submitted security plans and programs and shall be used for evaluation purposes only.
14. The **Service Provider** shall execute an Affidavit of non-disclosure on all the information gathered in the conduct of the survey and all transactions / activities of the Bank that transpired before, during and after the duration of the contract.
15. The **Service Provider** shall provide all the security personnel assigned in the Bank the appropriate medical and insurance coverage/services and other necessary equipment for their protection in the performance of their official duties.
16. The **Service Provider** shall ensure the payment of "Hazard Pay" to the security guards who physically report for work in DBP, sites / installations during pandemics, epidemics, calamities and other fortuitous events, pursuant to the declaration of state of calamities by the National Government / LGUs, subject to the implementing rules and regulations (laws, administrative / executive orders) and/or approval by the DBP management.
17. The **Service Provider/Winning Bidder** upon receipt of the Notice of Award (NOA) shall meet and discuss comprehensively with the Chief Security Officer and/or his authorized representative/s the full details of the TOR of the operational, logistical, or administrative details before deployment begins
18. The **Service Provider** assigned / posted in the Bank's acquired properties /sites/installations shall acknowledge receipt of all the properties listed in the inventory list/s being stored in the property under their custodial responsibility.

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VII. MANPOWER REQUIREMENTS

1. The schedule/distribution of the number of security guards per branch / BLU / acquired property / site / installation:

Table 3 (The details was presented under Annex A)

BBG	No. of Security Guards
DBP Head Office *	53
BBG Metro Manila ***	104
BBG Northern Luzon **	155
BBG- Central Luzon ***	76
BBG- Southern Luzon ***	111
BBG Bicol ***	73
CLUSTER – LUZON AREA 1 (TL-1)	572
BBG Central and Eastern Visayas ***	123
BBG Western Visayas ***	86
CLUSTER 2 – VISAYAS AREA (TL-2)	209
BBG Northern Mindanao ***	94
BBG Southern Mindanao ***	92
BBG Western Mindanao ***	46
CLUSTER 3 – MINDANAO AREA (TL-3)	232
Grand Total	1,013

Notes:

- * : Including VIP & Cash Escort Security, DBP Warehouse.
- ** : Including Ward Branches, Branch Lite Units, Cash Centers, Lending Centers, ***DBP Baguio Building & Training Complex in Baguio City*** and Acquired Properties.
- *** : Including Ward Branches, Branch Lite Units, Cash Centers, Lending Centers, and Acquired Properties

2. The above number of security personnel may increase or decrease, subject to the exigency of the service and/or actual requirements as may be determined by DBP, to include Close in or VIP Security, posting of cash escort/security guards to new branch/(es), branch-lite unit(s), acquired properties and installations that the Bank may establish within the duration of the contract.
3. As the need arises and upon receipt of a written request / notice from DBP, the Service Provider shall increase or decrease the number of security guards within twenty-four (24) hours.
4. Upon disposal, sale or transfer of chattels to DBP Warehouse of the Bank's acquired properties, the guard's services will be automatically terminated after the inventory / turnover of property and issuance of clearance by the Bank. Any discrepancies / losses in

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the inventory list that could have been transpired while under the custodial responsibility of the Service Provider shall be shouldered by the latter

VIII. APPLICABLE WAGES AND BENEFITS

1. As of May 2025, DOLE prescribed wages and benefits are as follows:

DOLE SUMMARY OF CURRENT REGIONAL DAILY MINIMUM WAGE RATES as of May 2025:

Table 4

	Areas Covered	Wage Order No.	DATE OF EFFECTIVITY	Daily Wage
1.	Metro Manila	NCR- 25	January 1, 2025	645.00
2.	Region IV – Bacoor / Dasmariñas / Imus Antipolo	IV-A – 21 (Second Tranche)	April 1, 2025	560.00
3.	Region IV - Binangonan / Sta. Cruz / Balayan	IV-A – 21	April 1, 2025	520.00
4.	Cordillera Administrative Region	CAR - 23	January 1, 2025	470.00
5.	Cagayan Valley	RTWPB-2-23	January 1, 2025	480.00
6.	Ilocos Region	RB 1-23	January 1, 2025	468.00
7.	Central Luzon	RB III-25 (Second Tranche)	April 16, 2025	550.00
8.	Central Luzon – Aurora	RB III-25 (Second Tranche)	April 16, 2025	500.00
9.	Region IV- Sta. rosa/ Calamba/ Batangas / Lipa/ Lucena / Tayabas / San Agustin/ Santo Tomas	IV-A – 21 (Second Tranche	April 1, 2025	540.00
10.	Region IV- Pagsanjan / Pakil / Victoria	IV-A – 21 (Second Tranche	April 1, 2025	450.00
11.	MIMAROPA	RB- MIMAROPA - 12	January 1, 2025	430.00
12.	Bicol	RBV - 21	April 5, 2025	415.00
13.	Central Visayas (Class A) – Cebu / Carcar / Naga/ Mandaue / Lapu Lapu City / Talisay	RO VII -25	January 1, 2025	501.00
14.	Central Visayas (Class B) – Toledo / Bogo/Tagbilaran / Dumaguete	RO VII -25	January 1, 2025	463.00
15.	Central Visayas (Class C) – Tubigon / Ubay and other municipalities not covered under Class A and B	RO VII -25	January 1, 2025	453.00

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Areas Covered	Wage Order No.	DATE OF EFFECTIVITY	Daily Wage
16. Eastern Visayas	RB VIII -24 – Second Tranche	June 1, 2025	435.00
17. Western Visayas	RB VI - 28	January 1, 2025	513.00
18. Northern Mindanao (Category 1) – Cagayan de Oro / Iligan / Limketkai / Valencia / Gingoog / Malaybalay / Villanueva / Ozamiz	RX -23	January 12, 2025	461.00
19. Northern Mindanao (Category 11) – Talakag / Bukidnon / Tubod /Oroquieta	RX -23	January 12, 2025	446.00
20. CARAGA	RX III – 19 (Second Tranche)	May 1, 2025	435.00
21. Davao Region	RB XI - 23	March 7, 2025	510.00
22. SOCCSKSARGEN	RB XII - 24	January 1, 2025	430.00
23. Zamboanga Region	RIX - 23	January 1, 2025	414.00
24. BARMM	BARMM - 03	January 1, 2025	336.00

SUMMARY OF WAGES AND BENEFITS PAID BY THE PROCURING ENTITY PER SECURITY GUARD PER REGION:

Table 5

PARTICULARS	REGION NAME/AREA COVERED
Days worked per week	7 days
No. of Days/year	395.00
	8 hours work/day
AMOUNT TO GUARD	
Latest approved DOLE Daily Wage Rate (Based on table 3)	
1. Ave. Pay/Month (DW x No. of Days per year/12)	
2. Night Differential Pay (Ave. Pay/month x10%x1)/	
3. 13th Month Pay (DW x 365/12/12)	
4. 5 days Incentive Pay (DW x 5/12)	
5. Uniform Allow (R.A. 5487)	
TL-1 (Sum 1 to 6)	
AMOUNT TO GOV'T IN FAVOR OF GUARDS	
6. Retirement Benefit (R.A. 7641) (DW x 22.5/12)	
7. SSS Premium	
8. Mandatory Provident Fund	
9. State Insurance Fund	
10. PhilHealth Contribution (Ave Pay/mo. X5%/2)	
11. Pag-ibig Fund	

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PARTICULARS	REGION NAME/AREA COVERED
TL-2 (Sum 6 to 12)	
A. TOTAL AMOUNT TO GUARD & GOV'T (Sum TL-1 & TL-2)	
B. AGENCY FEE	
Administrative Overhead & margin (A*20%)	
C. VALUE ADDED TAX	
(Agency Fee x 12% VAT - RMC-39-2007)	
CONTRACT RATE PER GUARD PER MONTH (Sum A to C)	

Note:

1. The minimum administrative fee that may be charged by Private Security Agencies (PSAs to its clients shall not be less than twenty percent (20%), subject to adjustment by the Department of Labor and Employment.
2. The Service Provider shall include in the bid documents the computations of the night differential pay of the guard starting from 10:00pm to 6:00am including the standard and applicable computations / contributions of SSS, PhilHealth, Pag-IBIG, etc.
3. The computation of the **Night Differential Pay** is based on Section 5 of the *DOLE Handbook on Workers' Statutory Monetary Benefits*, 2023 Edition.
4. The **395 days/year** computation is based on Paragraph E, Item No. 2 under Section I of the *DOLE Handbook on Workers' Statutory Monetary Benefits*, 2023 Edition.
5. The **Service Incentive Leave** is based on Paragraph D under Section 7 of the *DOLE Handbook on Workers' Statutory Monetary Benefits*, 2023 Edition.
6. The **SSS, Mandatory Provident Fund, and State Insurance Fund** contributions are based on SSS Circular No. 2024-006.
7. The **Php 100 Uniform Allowance** is based on the guidelines set by the Philippine Association of Detective and Protective Agency Operators (PADPAO) for government contracts.

IX. MINIMUM QUALIFICATION STANDARDS FOR EACH POSITION

The winning bidder assures and warrants that qualifications other than those required by PNP-SOSIA/ Firearms, Explosives, Security Agencies and Guards Section (FESAGS) for the security guards to be assigned at the DBP as herein below enumerated shall be strictly complied with:

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POSITION	QUALIFICATION STANDARDS
Security Guards	<p>General Requirements</p> <ol style="list-style-type: none"> 1. Filipino citizens who are at least five feet and six inches (5'6") in height for male and at least five feet and three inches (5'3") in height for female; 2. At least 21 years of age; 3. At least high school graduate; 4. Holder of a valid Security Guard License to Exercise Profession duly issued by the PNP-SOSIA / FESAGS; 5. With at least one (1) year security / military / police experience; 6. Preferably undergone training program conducted by the Bank Security Management Association (BSMA); 7. Passed the written examinations and interview to be administered by DBP's authorized officials and/or security officer/s; 8. Must have passed the comprehensive Background Investigation (BI) conducted by the winning Bidder / Service provider to be submitted to the DBP prior to posting; 9. Physically and mentally fit. Must submit a medical certificate (Re: Negative of COVID 19) from a registered physician and/or from the Barangay Health Worker where he/she is residing; 10. Must have undergone and passed the drug test and neuropsychiatric examination administered by hospital / health clinic duly licensed by the Philippine government and/or accredited by PNP-SOSIA. Said tests / examinations shall be renewed annually and DBP shall be furnished copies of the results thereof; 11. Not related to any employees of the DBP and/or Co-Guards / Officer/s or Employee/s of the Service Provider up to the 3rd degree of affinity or consanguinity; 12. Recent colored pictures of the immediate members of the family (parents, siblings, children's and wife) with caption and date when the picture was taken; 13. No pending case and never been convicted of any crime.
Shift-in-Charge/Head Guard	<p>In addition to the above General Requirements:</p> <ol style="list-style-type: none"> 1. Must have completed at least two (2) years of college education and must have undergone relevant leadership and supervisory trainings; and 2. Holder of a valid Security Officer License to Exercise Profession duly issued by the PNP-SOSIA (or PNP-FESAGS).

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POSITION	QUALIFICATION STANDARDS
Security Escort for Cash Deposit / Pick-up	<p>In addition to the abovementioned Security Guard's General Requirements, security personnel assigned in the cash / deposit pick-up operations must be;</p> <ol style="list-style-type: none"> 1. Holder of a valid Bank Armored Guard License to Exercise Profession duly issued by PNP-FESAGs / PNP SOSIA; 2. PNP-SOSIA approved overall security guard uniform, military boots, beret, etc.
VIP / Close-in Security	<p>In addition to the abovementioned Security Guard's General Requirements, security personnel assigned in the VIP / Closein Security operations must be;</p> <ol style="list-style-type: none"> 1. Holder of a valid Protection Agent License to Exercise Profession duly issued by PNP-FESAGs / PNP SOSIA; 2. Relevant training for VIP security/ Personal Agent
Communication / CCTV and Security Equipment Operations	<p>In addition to the abovementioned Security Guard's General Requirements, security personnel assigned in the Communication / CCTV and Security Equipment operations must be;</p> <ol style="list-style-type: none"> 1. Holder of a valid Radio Operator License issued by the National Telecommunication Commission; 2. Relevant training on the use and operations of various security equipment, alarms, devices including CCTV surveillance system. 3. Basic knowledge in computer operations

X. SCOPE OF SERVICES OF SECURITY PERONNEL

1. Protection of all personnel, clients, visitors and facilities of the Bank.
2. Maintain peace and order in the Bank premises and acquired assets.
3. Secure the safety of Bank's facilities, human resource, assets and clients.
4. Enforce Bank policies and rules and regulations on physical security & safety.
5. Respond to protective signal or other indications of suspicious activities.
6. Report to the Bank Chief Security Officer / Duty Security Officers / Branch Head / Branch Security Officer as a matter of routine under normal conditions and whenever necessary in the event of unusual circumstances.
7. Maintain/ensure the confidentiality of all the transactions/activities of the Bank.

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8. Maintain a list of emergency contact numbers of the nearest PNP / Barangay Stations, Hospitals, Bureau of Fire Protection and Disaster Risk Reduction Management Office in the locality of their place of assignment.
9. As the need arises, acts as escort security in the branch's cash movement operations and as close-in security for the officers of the Bank.
10. The security guards shall be armed with firearms and security tools / equipment with specifications as stated in Annex B hereof and shall ensure that said firearms and security tools / equipment to be used during the performance of duty are serviceable / reliable.
11. Use/ operations of security equipment/devices including CCTV and Monitoring of security operation/activities in the Bank / Branches
12. Assist / perform additional duties in the implementation of safety protocols in case of pandemic and other fortuitous events / cases.

XI. GENERAL CONDITIONS

1. The Service Provider shall submit to DBP a Billing Statement on bi-monthly basis. **Payment shall be based on the actual services rendered.** Services rendered by security guard/s on the following schedule as stated below shall be considered regular duty.
 - a. *Eight (8) hours daily seven days a week.
 - b. **Twelve (12) hours five days a week from Monday to Friday.
2. On the other hand, except from cover-up duties, services rendered more than eight (8) hours duty by security guards assigned in regular 8-hour daily duty schedule (*a.) and services rendered more than twelve (12) hours by security guards assigned in regular 12- hour Monday-Friday (**b.) duty schedule shall be paid with overtime premium. Services rendered during scheduled rest days and holidays shall be paid based on the prevailing labor rates.
3. The standard duty schedule issued by SSD for all the security personnel assigned in the Bank / Branch / BLU, etc. shall be strictly followed and implemented by the Service Provider.
4. Services rendered from 10:00 PM to 6:00 AM shall be paid with night differential in accordance with the existing labor rates/laws and shall be included in the bid proposals.
5. The Service Provider shall submit to DBP a monthly invoice and a sworn certification duly executed by its President or authorized officer stating that all wages, salaries and other remunerations required by law due to all his workers

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assigned to DBP have already been paid, including the SSS, Pag-IBIG and PhilHealth contributions.

6. The Service Provider shall provide regular issuance of pay slips every payday for its security guards indicating payment for the services rendered and respective amount of deductions incurred thereon.
7. The Service Provider shall provide the following:
 - a. Complete sets of presentable uniforms and identification cards for its security guards and all the guard's paraphernalia / equipment listed in Annex "B" hereof. The 12 GA shotgun (must be fitted to the armored car gun ports) being used by the cash escort security guards shall be replaced with high-powered firearms (cal. 5.56 mm rifle) once PNP-Civil Security Group Memorandum dated May 26, 2017 "Guidelines on Possession and Use of High-Powered firearms by Private Security Service Providers" is lifted.
 - b. The Service Provider shall issue one (1) cellular phone with basic accessories and enough supply of call card load per Branch / Branch-lite Unit, Acquired Property and other installation / site for use of the guard in case of emergency. Use of Personal cellular phones by security guards while on duty during office / banking hours/days except in case of emergency is strictly prohibited.
 - c. Use of biometric attendance and provision of hand radios with GPS tracking of roving guards.
 - d. Prior to the assumption of duty, the winning bidder/s shall submit/present to the SSD during the pre-employment examinations / briefing / orientation all the cellular phones to be issued/used by their security personnel assigned to the Bank and furnish SSD, BBG and ward branches and Acquired Assets Department the list of the respective numbers.
 - e. For proper monitoring and recording of reports thru cellular phones, the Service Provider shall issue one (1) unit of cellphone to the Central Monitoring Room, HO with high storage capacity, capable of sending / receiving / store pictures / video footages and text messages to and from destinations.
 - f. Submission to DBP/ SSD of the annual medical examination of the security guards assigned at DBP including neuro-psychiatric examination and drug test at any hospital / clinic duly licensed by the Philippine government. The corresponding certification of fit-to-work and results of said examination / test shall be submitted to DBP.

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- g. Annual training / seminar in accordance with RA 5487 and as required by PNP-SOSIA.
 - h. Other trainings / seminars required by the Bank i. e. Customer Relations, Firearms Proficiency, First Aid & Rescue, Bomb Identification, Emergency Preparedness & Response Procedures (Bomb threat, Fire, Earthquake, Civil Disturbance, Hold-up / Robbery, Pilferage) Rules of Engagement, Data Privacy Act and Violation of Human Rights.
8. **The Service Provider shall maintain a satisfactory level of performance throughout the term of the contract based on a prescribed set of performance criteria.** The performance criteria to be applied shall include, among others, the following:
- a. Quality of service delivered.
 - b. Time management.
 - c. Management and suitability of personnel.
 - d. Contract administration and management.
 - e. Monitoring of its security guards in the field including the detachment that the security guards are tasked to protect.
 - f. Submission of the quarterly security assessment reports;
 - g. Timely provision of security guards as needed by the bank. Deployment shall be within Two (2) days from approval the approval of the request.
 - h. The service provider shall not collect additional fees for uniforms, equipment or systems, supplementary benefits provided to its security personnel, augmentation of guards during special bank events, or assistance rendered to SSD inspection team members during inspection activities.
 - i. Provision of monthly service performance reports, and quarterly review sessions to the bank.
9. During the term of the contract, DBP shall evaluate the performance of the Service Provider based on the foregoing criteria. If found deficient, the Service Provider shall be notified and given thirty (30) calendar days to correct the deficiency, otherwise, DBP may terminate the contract in whole or in part without incurring any liability thereon. Likewise, the Service Provider/s who, despite of the coordinated efforts being done by the DBP has wittingly or unwittingly failed to comply with the requirements on the specified time shall be blacklisted and must not be accepted by the Bank on its future biddings for security services.

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10. The Service Provider shall conduct periodic/monthly inspection of their security guards assigned in DBP and submit the monthly report to SSD. The Service Provider shall also conduct fact-finding investigation in case of incident involving their security guard(s) and submit the corresponding report to DBP.
11. The Service Provider shall have offices strategically located for each DBP Regional Office to immediately address all concerns pertaining to the performance of its security services, with each site is managed by an area coordinator and / or Supervisor with local roots and operational capacity or have the capacity to coordinate activities in the local setting.

The documents to be submitted for Compliance with DBP Regional Office Deployment Requirement are detailed below:

- a. Proof of Regional Office Locations

- List of Regional Offices with complete addresses and contact details
- Lease Agreements or Ownership Documents for each office location
- Photographs of Office Facilities (interior and exterior)
- Location Maps showing proximity to DBP Regional Offices

- b. Personnel Deployment and Credentials

- List of Area Coordinators/Supervisors assigned to each regional office
- Curriculum Vitae or Résumés of each coordinator/supervisor
- Government-issued IDs and proof of local residency (e.g., barangay certificate, utility bills)
- Employment Contracts or Appointment Letters

12. In addition, the Service Provider/s shall expressly agree to pay DBP as fine on the following violations/deficiencies:

- a. One Thousand Pesos (P1,000.00) / Day / for every Firearm - issued to the security guards assigned to the Bank found not in accordance with the required specifications and description starting from the date of discovery/report of violation and until it is properly complied to be attested by the DBP Branch Designated Security Officer/Branch Head/s.

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- b. One Thousand Pesos (P1,000.00) / Day - for every guard found not in complete uniform while on duty.
- c. One Thousand Pesos (P1,000.00) / Day - for every on-duty guard who failed to submit / undergo the mandatory annual Drug Test and/or Neuropsychiatric Test results for the current year.
- d. Two Thousand Pesos (P2,000.00) / Day / guard – for failure to replace absent guard and/or provide additional manpower after proper notification.
- e. Two Thousand Pesos (P2,000.00) / Day for every guard posted / performing guarding duty with expired LESP.
- f. Two Hundred (P200.00) / day / magazine / ammunitions - for every guard found without magazines / cartridges and/or for every number of deficiencies of ammunitions indicated in Annex "B".
- g. One Thousand Pesos (P1,000.00) - for every guard found Sleeping on Post while on duty and/or Abandonment of Post.

The reckoning period on items "c", "d", "e" and "f" shall be after four (4) hours upon receipt of the report/request by the DBP and until the Service Provider/s has complied with the requirement/s. Compliance thereof shall be supported with corresponding reports of the Service Provider/s, concurred by the concerned DBP Branch Security Officer/Branch Head. The abovementioned penalties shall be deducted by DBP from the billing/s for security services rendered by the Service Provider

- 13. The Service Provider shall be obligated to construct, or otherwise provide, adequate barracks facilities for guards assigned to the Bank's acquired assets, in instances where no appropriate accommodations exist. The design, location, and construction of said barracks shall be subject to the approval of the SSD or the Acquired Asset Group Head of the DBP.
- 14. The Service Provider shall conduct annual firearms proficiency training for the guards assigned at DBP using the Service Provider issued firearms. The Service Provider shall then submit the results of the training as well as the certificates issued by the training entity as proof of completion from the training to form part of the validation process conducted by DBP SSD.
- 15. There shall be no employer-employee relationship between DBP and the guards whom the Service Provider may assign to perform the services subject of the Agreement. The Service Provider hereby acknowledges that no authority has been conferred upon it by DBP to hire any person on behalf of DBP and that the personnel assigned by the Service Provider.
- 16. The Service Provider through its designated representative or supervisor, shall coordinate with the DBP's SSD/Branch/Cash Center/AAD/BLU to ensure effective

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coordination and implementation of all security measures adopted by DBP. Representatives of DBP's SSD/Branch/Cash Center/BLU/AAD/PLS and the Service Provider shall have quarterly meetings (or as the need arises) with DBP/SSD to discuss issues on security operations to improve the security services. Both DBP and the Service Provider shall always establish and maintain effective liaising with the nearest police station/sub-station or precinct to ensure positive police response.

17. Moreover, the Service Provider shall warrant and undertake that:

- a. The Service Provider, as employer of the assigned guards to DBP, is solely and exclusively liable to pay for their salaries and wages and all other benefits mandated under existing labor laws, rules and regulations including but not limited to payment of Social Security System (SSS), Philippine Health Insurance Corporation (Philhealth), Pag-IBIG, Employees Compensation Premium, Hazard Pay, 13th month pay, vacation leave, service incentive leave and the like. The Service Provider shall undertake and represent that the security personnel shall be paid not lower than the minimum wage and other benefits under the Labor Code and other pertinent laws. A valid and current Certificate issued by DOLE shall be part of post-qualification requirements as shown below:
 - Certificate of No Pending Case with DOLE. In the absence of the "Certificate of No Pending Case", a certified correct proof of any documents issued by the DOLE (e.g. letter/notice stating that the case with DOLE is closed and terminated);
 - Certificate of Good Standing with SSS, Philhealth, Pag-IBIG for the last two (2) years, FY 2023 and FY 2024;
 - In the absence of the certificate of good standing, a proof of complete payments (Official Receipts) of the monthly applicable government dues for the last two (2) years, FY 2023 and FY 2024 will suffice the requirement.
- b. The Service Provider shall comply with SSS, Employees Compensation, Philhealth and Pag-IBIG laws on employees' coverage or membership, as well as the laws on the granting of retirement benefits. It is clearly understood that the 13th month pay, holiday premiums, incentive leave pay, hazard pay, Employees Compensation Premium, SSS, Philhealth and Pag-IBIG contributions for the guards are for the sole account of the Service Provider.
- c. Remittances for SSS, Philhealth and Pag-IBIG shall be coursed through any DBP Branches/BLU's. The Service Provider shall warrant that it shall furnish each of their guards assigned at DBP pay slips of their monthly earnings and deductions.

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- d. The Service Provider shall hold DBP free and harmless and shall indemnify DBP for any liability, cause of action or claims which may be filed by any of the Service Provider's personnel arising from non-payment or underpayment of their wages, salaries, benefits or any violation of the Labor Code and other applicable laws which are now in effect, or which may hereafter be enacted.
 - e. The Service Provider shall provide security services requirements of DBP continuously during the term of the Contract, in accordance with the recognized standards of DBP. Failure of the Service Provider to comply with such standards as well as breach by the Service Provider of any of the terms and conditions of the Contract shall be grounds for DBP to terminate the Contract, in whole or in part upon a thirty (30) days written notice to the Service Provider. Corollary thereto, the Service Provider shall warrant that DBP shall be rendered free from any concerted activity during the term of the Contract as it is the essence of the Contract that the performance of the services contracted for shall not be disturbed. In the event of a strike called by the security personnel of the Service Provider, it shall be the principal and primary responsibility of the Service Provider to provide DBP with adequate number of security force from other sources and/or subsidiaries of the Service Provider, subject to the approval of DBP.
17. If the Service Provider fails to satisfactorily perform the Services within the period(s) specified in the Contract inclusive of duly granted time extensions, if any, DBP shall, without prejudice to its other remedies under the Contract and the applicable law, deduct from the Contract Price, as liquidated damages, the applicable rate of one tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay until the actual compliance or performance thereof. The maximum deduction shall be ten percent (10%) of the amount of Contract. Once the maximum amount of liquidated damages reaches ten percent (10%), DBP may rescind or terminate the Contract, without prejudice to other courses of action and remedies under the circumstances.
18. The Service Provider shall provide DBP their updated official e-mail address, telephone numbers (land line or cellular phones for 24/7 services) and authorized officers / employees of the Service Provider for use in the daily monitoring of the Bank's security such as punctuality and attendance and other security requirements/deficiencies/requests. They are required to officially acknowledge all the communications sent by the Bank at the soonest possible time.
19. The Service Provider shall be held liable for the losses and damages that DBP properties and facilities may suffer as a direct result of the fault, willful act or negligence of its security guard/s assigned to the Bank. It is understood, however, that the Service Provider shall not be held liable for any loss or damage due to fortuitous events or force majeure beyond the control of its personnel, provided that its personnel have done all means necessary to prevent such loss or damage.

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20. The Service Provider shall assume exclusive, immediate and full responsibility for any loss or damage sustained by DBP, its officers, employees, visitors, and agents, as well as, properties of said persons, where such loss or damage have been caused by, or attributed to any untoward act, misconduct, negligence, theft, pilferage, robbery and any other unlawful or destructive act, on the part of the security guards.
21. The Service Provider shall be responsible for all liabilities resulting from any accident, death or sickness that its personnel assigned to DBP may suffer. No employer-employee relationship exists between DBP and the personnel of the Service Provider. For this purpose, the Service Provider holds DBP free and harmless from all liabilities arising therefrom.
22. The Service Provider shall maintain effective supervision and control over its personnel and shall exercise the responsibility to discipline its personnel. The Service Provider shall have the right to impose disciplinary action upon its personnel, which disciplinary action includes, but not limited to, suspension and termination.
23. The Service Provider shall not replace / relieve / assign or transfer its security guard/s in the branches/BLU's. Acquired Properties, sites and installations, etc. without prior clearance / approval by DBP/SSD.
24. The DBP may, at its own discretion and for whatever valid reason/s, demand the replacement of any personnel of the Service Provider assigned to the Bank. In which case, the Service Provider shall, upon notice by the DBP will cause the replacement within twenty-four (24) hours of the personnel concerned.
25. Security personnel to be detailed / assigned to DBP in view of a new contract, shall be screened at DBP Head Office – SSD prior to deployment. However, the screening of the security personnel for deployment outside the National Capital Region (NCR) may be conducted at venues other than the DBP Head Office. In such case, all relevant and actual expenses of DBP personnel, e.g. fares and accommodations shall be for the account of DBP. However, in cases that the screening cannot be completed due to factors attributed to the Service Provider, such as inadequate number of guards for screening, subsequent interviews may be requested either at DBP Head Office or in other venues as determined by the Service Provider, in which case all relevant and actual expenses of DBP personnel will be for the account of the Service Provider. No security guards shall be posted without the pretesting/examination/briefing and orientation by DBP/SSD personnel.
26. At least seven (7) working days before the assumption of the contract, the Service Provider shall provide DBP SSD with the following: a) list of guards to be assigned in each site/branch/BLU/AA, etc.; b) firearms deployment complete with the corresponding documents.(i.e. licenses of the firearms registered under the name of the Service Provider); and c) the appropriate and corresponding documentary

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requirement/clearances, (i.e. identification cards, NBI/PNP clearances, medical certificate, drug test results, neuropsychiatric clearance, etc.) attesting to the guards' physical and mental fitness.

27. The contract may be pre-terminated by DBP with a 30-day written notice to the Service Provider of such termination on any of the following grounds:
- a. Violation or non-compliance by the Service Provider with any of the terms and conditions of the contract.
 - b. Unsatisfactory performance of the duties and responsibilities of the security personnel, or commission of any act by the latter inimical to the interest of DBP.
 - c. In case of misrepresentation on material facts and documents during the bidding and after the award of contract.
 - d. In case of involvement of any employee of the Service Provider in robbery/holdup/theft of the serviced Branch/BLU/Acquired properties, others.
28. In the event of termination for any cause, the Service Provider shall agree and guarantee that should DBP decide to transfer the required services to another service provider or other arrangements, it shall provide DBP the necessary level of assistance during the transition. The Service Provider shall likewise not leave or abandon their respective post assignment without proper turnover to the incoming Service Provider. In case of such violation, the Service provider shall be automatically blacklisted in the future bidding for security services by the Bank without prejudice to any necessary and appropriate legal action.
29. The Service Provider undertakes to immediately take the necessary corrective measures to satisfy the findings and recommendations of the internal and/or external auditors appointed by DBP, as necessary

XII. EXTENT OF LIABILITIES

- 1. The Service Provider shall be solely, exclusively, directly and immediately responsible and liable for any death, injury, damage or loss caused to any person or property in case of accident or mishap or negligence or willful act involving the Service Provider's personnel and shall hold DBP free and harmless from any and all such claims or liabilities.
- 2. The Service Provider shall also be exclusively and directly responsible to DBP and its officers, employees, visitors, agents and clients the properties of all said persons, where such damages have been caused by, or are attributed to any criminal act, misconduct, malfeasance or negligence on the part of the Service Provider and the latter shall be liable regardless of whether or not the third parties are in connivance or collusion with the security guard assigned by the Service Provider. It is understood

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that the Service Provider shall not be liable by reason of a force majeure or fortuitous event

3. In any event, the Service Provider shall make available, the Guard/s concerned as possible witness/es to a case or investigation undertaken by DBP. In case of failure of the Service Provider to present the Guard/s as witness/es on a scheduled hearing, DBP shall have the recourse against the Service Provider's Performance Security and receivables of the whole amount involved on a particular case subject of the investigation

XIII. SERVICE FEE

1. For and in consideration of the services of the Service Provider, DBP will pay the Service Provider the agreed monthly contract price (bid price) for the actual security services rendered inclusive of VAT.
2. The amount due shall be settled monthly and paid, after receipt of the Billing/ Statement of Account, by DBP, subject to withholding tax as required by law via direct credit to the account of the Service Provider with DBP.
3. The Service Provider shall open a savings account at DBP Financial Center or with any DBP Branches with an Average Daily Balance (ADB) equivalent to at least ten percent (10%) of the equivalent contract price. Likewise, said deposit account will serve as the mother account for the servicing of the payroll of its assigned personnel thru the ATM payroll facility of DBP.
4. The Service Provider shall issue an Official Receipt for the payment of the security services.
5. Special services i. e. VIP Security, K9, surveillance operations, etc. that may be required by DBP shall be covered by special billings to be mutually pre-agreed between DBP and the Service Provider. DBP reserves the right to increase or decrease at a given notice, the scope of the services to be rendered by the Service Provider.
6. In case a new law or regulation is promulgated or enacted increasing the Minimum Wage, Workmen's Compensation and Allowances of workers including security guards, the rates shall be adjusted in accordance with the new wage orders.
7. All service fees specified herein are hereby agreed to be inclusive of VAT and subject to withholding tax as required by law.

XIII. NON-DISCLOSURE

Information about DBP and its operation in this document is considered confidential and must be treated as such by the recipients of this TOR. In the same manner, the response

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to this TOR which shall be specified as confidential and shall not be disclosed to any Third Party.

1. Each party agrees to hold and maintain confidential all information which shall come into its possession or knowledge in connection with the service and not to make use thereof other than for this service.
2. The Service Providers undertake that it shall make appropriate instructions to its employees who need to have access to such information and materials to satisfy and comply with its confidential obligation as set forth in this Section.
3. This confidentiality obligation shall survive even after the termination of the Contract.
4. The Service Providers shall, likewise, oblige to be bound by this confidentiality contract.
5. The Service Providers breach of this confidentiality provision shall entitle DBP to legal and other equitable remedies including but not limited to the immediate cancellation of this Contract and shall entitle DBP for claim of damages and injunctive relief under the circumstances. DBP may also elect to terminate further access by the Service Providers to any data and information.
6. A Non-Disclosure Agreement between DBP and the Service Providers will form part of the contract that outline confidential material knowledge, or information that both parties wish to share with one another for certain purposes but wish to restrict to or by Third parties

XIV. INSTRUCTIONS TO THE WINNING BIDDER

1. Within ten (10) calendar days upon receipt of the Notice of Award, the Service Provider shall submit / conduct the following:
 - a. List of security guards that will be posted at the DBP (Annex "A)
 - b. List of firearms, ammunitions and other paraphernalia, as determined by DBP (Annex B).
 - c. Copies of Licenses of firearms, Handheld Radios, and other security equipment to be used by security guards assigned to DBP.
2. Prior to the signing of the Contract, the winning bidder shall post a performance security in an amount equal to a percentage of the total contract price per Cluster in accordance with the following schedule:

Form of Performance Security	Amount
Cash/cashier's check/manager's check	Five Percent (5%)
Bank draft/guarantee or irrevocable letter of credit	Five Percent (5%)

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Form of Performance Security	Amount
Surety Bond issued by a surety or insurance company duly certified by the Insurance Commission	Thirty Percent (30%)

3. Within five (5) calendar days after the issuance of the Notice to Proceed, the winning bidder shall post a bond referred to as the Comprehensive General Liability Insurance in the amount of Two Million Pesos (P2,000,000.00) per cluster to be issued by a bonding company duly accredited by DBP and licensed by the Insurance Commission to answer for the payment of any damage, loss and claim against the Service Provider for the duration of the contract. It is understood however, that the liability of the Service Provider shall not be limited to the amount of the bond; instead, its liability shall be to the extent of the actual loss or damage that may be suffered by the DBP and third parties.
4. After the issuance of the Notice to Proceed, the winning Bidder/s shall present to the SSD the number of security guard applicants more than the total number of the required security personnel to be posted in the bank with complete, updated and valid documentary requirements for screening / pre-posting examination / interview. The documentary requirements shall be comprised of the following:
 - a. Accomplished Personal Data Sheet
 - b. Birth Certificate
 - c. Recent 2 x 2 and 5 x 7 colored pictures
 - d. Recent 5 x 7 colored group picture of guard with his family (parents, siblings, children/wife) / relatives with corresponding captions /names of person in the picture.
 - e. Valid NBI, Fiscal, Police and Barangay Clearances
 - f. Background Investigation Report on Subject security guard
 - g. Valid Neuro-Psychiatric Test Results
 - h. Valid Drug Test Results
 - i. High School or College Diploma together with Transcript of Records
 - j. Training Certificates, including but not limited to Bank Security Management Association (BSMA) Training Certificate
 - k. Certificate from Previous Employment/s
 - l. Medical Certificate issued by a registered physician and/or the Barangay Health Center in the area where he or she resides
 - m. Sketch of verified present residence with corresponding signatures of the applicant
 - n. Authenticated Security Guard's License to Exercise Security Profession (LESP) issued by PNP-SOSIA.
 - o. Soft / scan copy, in chronological order of all the 201 files / documents abovementioned of the guards posted / to be posted in the bank.

The abovementioned documents shall form part of the 201 files of the security guards and shall remain in the custody of the Bank. Documents with expiration dates shall be monitored by the Service Provider and be updated prior to their expiration. Security guards with expired licenses shall not be allowed to render duty.

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Original copy of the abovementioned documents shall be presented to the Bank and/or the photocopies upon submission to the Bank must be authenticated by the authorized representative/s of the Service Provider

5. Immediately thereafter, the winning bidder, in coordination with the SSD and DBP Branch Heads, the following shall be conducted:
 - a. Proper turn-over of duties and responsibilities from the outgoing service provider.
 - b. Pre-screening examinations / interviews of all applicants.
 - c. Briefing/orientation on security matters affecting the interest of the Bank, i. e. Bangko Sentral ng Pilipinas (BSP), DBP Circulars, PNP / BFP, IMS, Emergency Preparedness and Response Procedure, RA 5487, Customer Relations, Rules of Engagement, Human Right Violations, Data Privacy Act and other government regulatory agencies.

The winning bidder shall provide enough transportation services to ferry the manpower and logistic requirements to the DBP to and from destinations, at no cost to the DBP.

The winning bidder shall consider the manpower requirements and minimum qualification standards of DBP in the hiring of personnel to be posted as stated under Sections VII and VIII of this Terms of Reference.

The winning bidder shall establish satellite offices in each BBGs in Metro Manila, Luzon, Visayas and Mindanao for close monitoring of their security guards assigned in the respective branches / branch-lite units / acquired properties, etc. and to attend to the immediate concern of the branches, sites/installations.

Security Equipment, Firearms/Ammunitions and other paraphernalia are listed in the attached ANNEX "B" hereof

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Required Number of Security Guards per Location/Branch

BBG	AREAS	Total nos. of Security Guards				
		Premises	Escort	Nos. of Security Guards	Day shift	Night Shift
DBP Head Office	Head Office	48	2	50	42	8
DBP Head Office	Antipolo Warehouse	3	0	3	2	1
DBP Head Office Total		51	2	53	44	9
DBP Metro Manila	AA San Jose General Hospital	6	0	6	4	2
DBP Metro Manila	AA Colegio De Saint Monique	3	0	3	2	1
DBP Metro Manila	AA Yupangco Cotton Mills	3	0	3	2	1
DBP Metro Manila	Alabang	4	0	4	3	1
DBP Metro Manila	Antipolo	4	0	4	3	1
DBP Metro Manila	Antipolo City Hall ATM Offsite	1	0	1	0	1
DBP Metro Manila	Baras City Hall ATM Offsite	1	0	1	0	1
DBP Metro Manila	Caloocan	4	0	4	3	1
DBP Metro Manila	Cal North City Hall ATM Offsite	1	0	1	0	1
DBP Metro Manila	Commonwealth	7	0	7	6	1
DBP Metro Manila	COD North	2	0	2	2	0
DBP Metro Manila	Makati	4	0	4	3	1
DBP Metro Manila	Mandaluyong	4	0	4	3	1
DBP Metro Manila	Manila Aroceros	4	0	4	3	1
DBP Metro Manila	PGH Mla ATM Offsite	1	0	1	0	1
DBP Metro Manila	Manila Nakpil	4	0	4	3	1
DBP Metro Manila	Marikina	4	0	4	3	1
DBP Metro Manila	Muntinlupa	4	0	4	3	1
DBP Metro Manila	Paranaque	4	0	4	3	1
DBP Metro Manila	Pasay	4	0	4	3	1
DBP Metro Manila	Pasig	4	0	4	3	1
DBP Metro Manila	P.Tuazon	4	0	4	3	1
DBP Metro Manila	Quezon City	4	0	4	3	1
DBP Metro Manila	NKTI ATM Offsite	1	0	1	0	1
DBP Metro Manila	East ave Qc ATM Offsite	1	0	1	0	1
DBP Metro Manila	Roces Ave	4	0	4	3	1
DBP Metro Manila	San Juan	4	0	4	3	1
DBP Metro Manila	Taguig (BGC)	4	0	4	3	1
DBP Metro Manila	Taguig Tuktukan	4	0	4	3	1
DBP Metro Manila	Malabon	5	0	5	4	1

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DBP Metro Manila Total		104	0	104	74	30
BBG Northern Luzon	Pagudpud ATM Offsite	1	0	1	0	1
BBG Northern Luzon	Cabugao	4	0	4	3	1
BBG Northern Luzon	Dagupan	5	0	5	4	1
BBG Northern Luzon	Laoag	5	0	5	4	1
BBG Northern Luzon	Laoag Lending	1	0	1	1	0
BBG Northern Luzon	Naguilan BLU	4	0	4	3	1
BBG Northern Luzon	San Fernando La Union	4	2	6	5	1
BBG Northern Luzon	Bolinao ATM Offsite	1	0	1	0	1
BBG Northern Luzon	Urdaneta	4	0	4	3	1
BBG Northern Luzon	Pozorrubio Blu	4	0	4	3	1
BBG Northern Luzon	Vigan	4	0	4	3	1
BBG Northern Luzon	Sta. Ana Cagayan	5	0	5	4	1
BBG Northern Luzon	AA Sps. Sammy & Gerveline Acdang (Chesterly's Poultry Farm)	3	0	3	2	1
BBG Northern Luzon	AA Victoria Hotel	3	0	3	2	1
BBG Northern Luzon	AA Lourdes A. Liwag (Angandangan, Isabela)	3	0	3	2	1
BBG Northern Luzon	AA Sps. Reynante & Rosalie Pascua (Echague, Isabela)	3	0	3	2	1
BBG Northern Luzon	AA Sps. Orlando & Margarita R. Gonzales (Santiago City, Isabela)	3	0	3	2	1
BBG Northern Luzon	AA Sps. Emerson & Josephine Obedoza (Barrio Plaridel(now Dublinan east), Santiago, Isabela)	3	0	3	2	1
BBG Northern Luzon	AA Sps. Emerson & Josephine Obedoza (Barrios of Patul & Plaridel(now plaridel), Santiago City, Isabela)	3	0	3	2	1
BBG Northern Luzon	Baguio	5	0	5	5	0
BBG Northern Luzon	Baguio BLU	4	0	4	3	1
BBG Northern Luzon	Baguio Bldg	8	0	8	6	2
BBG Northern Luzon	Baguio Training	11	0	11	7	4
BBG Northern Luzon	Tabuk	5	0	5	4	1
BBG Northern Luzon	Abulug	4	0	4	3	1
BBG Northern Luzon	Aparri	6	0	6	5	1
BBG Northern Luzon	Bangui	4	0	4	3	1
BBG Northern Luzon	Cabarroguis	4	0	4	3	1
BBG Northern Luzon	Cauayan	4	0	4	3	1
BBG Northern Luzon	Iligan	5	0	5	4	1
BBG Northern Luzon	Tumauini BLU	4	0	4	3	1
BBG Northern Luzon	Lal-lo	5	0	5	4	1

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BBG Northern Luzon	Santiago	4	0	4	3	1
BBG Northern Luzon	Solano	4	2	6	5	1
BBG Northern Luzon	Tuguegarao	5	2	7	6	1
BBG Northern Luzon	Tuguegarao RGC	4	0	4	3	1
BBG Northern Luzon Total		149	6	155	117	38
BBG Central Luzon	Balanga	4	0	4	3	1
BBG Central Luzon	Balanga BLU	2	0	2	2	0
BBG Central Luzon	Baler	4	0	4	3	1
BBG Central Luzon	Cabanatuan	6	0	6	5	1
BBG Central Luzon	Cabanatuan Lending	1	0	1	1	0
BBG Central Luzon	Clark	4	0	4	3	1
BBG Central Luzon	Guagua	4	0	4	3	1
BBG Central Luzon	Malolos	4	0	4	3	1
BBG Central Luzon	Malolos Lending	1	0	1	1	0
BBG Central Luzon	San Jose Del Monte BLU	4	0	4	3	1
BBG Central Luzon	Palayan	4	0	4	3	1
BBG Central Luzon	San Fernando Pmga	4	0	4	3	1
BBG Central Luzon	San Fernando Pmga Lending	1	0	1	1	0
BBG Central Luzon	Subic	4	0	4	3	1
BBG Central Luzon	Tarlac	5	0	5	4	1
BBG Central Luzon	Valenzuela	4	0	4	3	1
BBG Central Luzon	Porac Blu	4	0	4	3	1
BBG Central Luzon	San Fernando-DMGC Blu	4	0	4	3	1
BBG Central Luzon	AA Calurn Aweca	3	0	3	2	1
BBG Central Luzon	AA Ralf Realty	3	0	3	2	1
BBG Central Luzon	AA Juliana Yambot and Armando Vitug	6	0	6	4	2
BBG Central Luzon Total		76	0	76	58	18
BBG Southern Luzon	Bacoor	5	0	5	4	1
BBG Southern Luzon	Sta Cruz Laguna	4	0	4	3	1
BBG Southern Luzon	Sta Rosa Laguna	4	0	4	3	1
BBG Southern Luzon	Calamba, Laguna Blu	4	0	4	3	1
BBG Southern Luzon	Imus Blu	4	0	4	3	1
BBG Southern Luzon	Pagsanjan Blu	4	0	4	3	1
BBG Southern Luzon	Pakil, Laguna Blu	4	0	4	3	1
BBG Southern Luzon	AA Mighty Duck Farm	3	0	3	2	1
BBG Southern Luzon	Batangas	5	0	5	4	1
BBG Southern Luzon	Lipa	5	0	5	4	1
BBG Southern Luzon	Lipa Lending	1	0	1	1	0
BBG Southern Luzon	Lucena	5	0	5	4	1
BBG Southern Luzon	Lucena Lending	1	0	1	1	0
BBG Southern Luzon	Tayabas BLU	4	0	4	3	1
BBG Southern Luzon	Balayan Blu	4	0	4	3	1
BBG Southern Luzon	San Agustin Blu	4	0	4	3	1

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BBG Southern Luzon	Sto. Tomas BLU	4	0	4	3	1
BBG Southern Luzon	Dasmarinas	5	2	7	6	1
BBG Southern Luzon	Dasmarinas Lending	1	0	1	1	0
BBG Southern Luzon	Glenridge School Corporation	3	0	3	2	1
BBG Southern Luzon	Calapan	5	0	5	4	1
BBG Southern Luzon	Pinamalayan BLU	4	0	4	3	1
BBG Southern Luzon	Puerto Princesa	4	0	4	3	1
BBG Southern Luzon	Puerto Princesa Lending	1	0	1	1	0
BBG Southern Luzon	Romblon	5	0	5	4	1
BBG Southern Luzon	San Jose Mindoro	4	0	4	3	1
BBG Southern Luzon	Taytay Palawan	4	0	4	3	1
BBG Southern Luzon	Mamburao BLU	4	0	4	3	1
BBG Southern Luzon	Narra BLU	4	0	4	3	1
BBG Southern Luzon Total		109	2	111	86	25
BBG Bicol	Daet	5	0	5	4	1
BBG Bicol	Jose Panganiban BLU	4	0	4	3	1
BBG Bicol	Guinobatan	4	0	4	3	1
BBG Bicol	Iriga	4	0	4	3	1
BBG Bicol	Legaspi	5	0	5	4	1
BBG Bicol	Legaspi Lending	1	0	1	1	0
BBG Bicol	Masbate	7	0	7	6	1
BBG Bicol	Aroroy BLU	4	0	4	3	1
BBG Bicol	Naga	5	0	5	4	1
BBG Bicol	Placer	4	0	4	3	1
BBG Bicol	Sorsogon	5	0	5	4	1
BBG Bicol	Virac	5	0	5	4	1
BBG Bicol	Daraga	5	0	5	4	1
BBG Bicol	San Jacinto	5	0	5	4	1
BBG Bicol	Tabaco	5	0	5	4	1
BBG Bicol	Viga BLU	5	0	5	4	1
BBG Bicol Total		73	0	73	58	15
BBG Central & Eastern Visayas	Bogo	4	2	6	5	1
BBG Central & Eastern Visayas	Tagbilaran	6	0	6	5	1
BBG Central & Eastern Visayas	Toledo	4	2	6	5	1
BBG Central & Eastern Visayas	Alegria BLU	4	0	4	3	1
BBG Central & Eastern Visayas	Tubigon	4	0	4	3	1
BBG Central & Eastern Visayas	Ubay	4	0	4	3	1
BBG Central & Eastern Visayas	Dumanjug BLU	4	0	4	3	1
BBG Central & Eastern Visayas	Balamban, Cebu	5	0	5	4	1

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BBG Central & Eastern Visayas	AA Norma Reynaldo (Hidden Paradise)	3	0	3	2	1
BBG Central & Eastern Visayas	Carcar	4	0	4	3	1
BBG Central & Eastern Visayas	Cebu	8	0	8	6	2
BBG Central & Eastern Visayas	Cebu Lending	1	0	1	1	0
BBG Central & Eastern Visayas	Mandaue	4	0	4	3	1
BBG Central & Eastern Visayas	Lapu - Lapu BLU	4	0	4	3	1
BBG Central & Eastern Visayas	Talisay	5	0	5	4	1
BBG Central & Eastern Visayas	Naga-Cebu BLU	4	0	4	3	1
BBG Central & Eastern Visayas	Liloan BLU	4	0	4	3	1
BBG Central & Eastern Visayas	Borongan	5	0	5	4	1
BBG Central & Eastern Visayas	Catarman	6	0	6	5	1
BBG Central & Eastern Visayas	Catbalogan	5	0	5	4	1
BBG Central & Eastern Visayas	Catbalogan Lending	1	0	1	1	0
BBG Central & Eastern Visayas	Dolores	5	0	5	4	1
BBG Central & Eastern Visayas	Maasin	4	0	4	3	1
BBG Central & Eastern Visayas	Ormoc	4	0	4	3	1
BBG Central & Eastern Visayas	Tacloban	6	0	6	5	1
BBG Central & Eastern Visayas	Tacloban Lending	1	0	1	1	0
BBG Central & Eastern Visayas	Calbayog	5	0	5	4	1
BBG Central & Eastern Visayas	Naval	5	0	5	4	1
BBG Central & Eastern Visayas Total		119	4	123	97	26
BBG Western Visayas	Antique	4	2	6	5	1
BBG Western Visayas	Bacolod	6	0	6	5	1
BBG Western Visayas	Talisay City, Negros Occ ATM Offsite	2	0	2	1	1
BBG Western Visayas	Buenavista	5	0	5	4	1
BBG Western Visayas	Dumaguete	6	0	6	5	1
BBG Western Visayas	Siaton BLU	4	0	4	3	1
BBG Western Visayas	Iloilo	6	0	6	4	2
BBG Western Visayas	Iloilo Lending	1	0	1	1	0
BBG Western Visayas	Jaro	5	0	5	4	1
BBG Western Visayas	Kabankalan	6	0	6	5	1
BBG Western Visayas	Kalibo	5	2	7	6	1

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BBG Western Visayas	Pototan	5	0	5	4	1
BBG Western Visayas	Roxas	5	2	7	6	1
BBG Western Visayas	San Carlos	6	0	6	5	1
BBG Western Visayas	Siquijor	5	0	5	4	1
BBG Western Visayas	AA HCLR Nadal Castle	3	0	3	2	1
BBG Western Visayas	AA Holy Mary Healthcare, Inc	3	0	3	2	1
BBG Western Visayas	AA Paradiso Del Sur Resort Inc	3	0	3	2	1
BBG Western Visayas Total		80	6	86	68	18
BBG Northern Mindanao	Butuan	6	0	6	5	1
BBG Northern Mindanao	Butuan Lending	1	0	1	1	0
BBG Northern Mindanao	Claver	4	0	4	3	1
BBG Northern Mindanao	San Francisco	5	0	5	4	1
BBG Northern Mindanao	Bayugan BLU	4	0	4	3	1
BBG Northern Mindanao	San Jose Dinagat	4	0	4	3	1
BBG Northern Mindanao	Siargao	4	0	4	3	1
BBG Northern Mindanao	Surigao	6	0	6	5	1
BBG Northern Mindanao	Tandag	4	0	4	3	1
BBG Northern Mindanao	Trento	4	0	4	3	1
BBG Northern Mindanao	Cagayan de Oro	6	0	6	5	1
BBG Northern Mindanao	CDO Cash Center	1	2	3	3	0
BBG Northern Mindanao	Talakag BLU	4	0	4	3	1
BBG Northern Mindanao	Iligan	7	0	7	6	1
BBG Northern Mindanao	Limketkai	4	0	4	3	1
BBG Northern Mindanao	Bukidnon ATM Offsite	1	0	1	1	0
BBG Northern Mindanao	Villanueva	4	0	4	3	1
BBG Northern Mindanao	Malaybalay	5	0	5	4	1
BBG Northern Mindanao	Mangagoy	4	0	4	3	1
BBG Northern Mindanao	Tubod	5	0	5	4	1
BBG Northern Mindanao	Valencia	4	0	4	3	1
BBG Northern Mindanao	Gingoog	5	0	5	4	1
BBG Northern Mindanao Total		92	2	94	75	19
BBG Southern Mindanao	Cotabato	6	0	6	5	1
BBG Southern Mindanao	Kidapawan	6	0	6	5	1
BBG Southern Mindanao	M'lang BLU	4	0	4	3	1
BBG Southern Mindanao	Tacurong	7	0	7	6	1
BBG Southern Mindanao	Davao	6	0	6	5	1
BBG Southern Mindanao	Davao Lending	1	0	1	1	0
BBG Southern Mindanao	Digos	6	0	6	5	1
BBG Southern Mindanao	Malita	5	0	5	4	1
BBG Southern Mindanao	Mati	6	0	6	5	1
BBG Southern Mindanao	Sta Cruz Davao	5	0	5	4	1
BBG Southern Mindanao	Tagum	6	0	6	5	1
BBG Southern Mindanao	Tagum Lending	1	0	1	1	0

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BBG Southern Mindanao	Panabo, Davao Del Norte	5	0	5	4	1
BBG Southern Mindanao	AA Igacos General Hospital, Inc.	3	0	3	2	1
BBG Southern Mindanao	General Santos	9	0	9	7	2
BBG Southern Mindanao	Marbel	5	2	7	6	1
BBG Southern Mindanao	Banga BLU	4	0	4	3	1
BBG Southern Mindanao	Polomolok	5	0	5	4	1
BBG Southern Mindanao Total		90	2	92	75	17
BBG Western Mindanao	Basilan	5	0	5	4	1
BBG Western Mindanao	Dipolog	4	2	6	5	1
BBG Western Mindanao	Ipil	4	2	6	5	1
BBG Western Mindanao	Jolo	5	0	5	4	1
BBG Western Mindanao	Oroqueta (NM)	4	0	4	3	1
BBG Western Mindanao	Ozamis (NM)	5	0	5	4	1
BBG Western Mindanao	Pagadian	5	0	5	4	1
BBG Western Mindanao	Zamboanga City	6	0	6	5	1
BBG Western Mindanao	Zamboanga Ecozone	4	0	4	3	1
BBG Western Mindanao Total		42	4	46	37	9
Grand Total		985	28	1013	789	224

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List of Required Security Equipment, Firearms/Ammunitions and other Paraphernalia Requirement per Location/Branch

AREAS	.9mm	Extra Magazine with 10 rds. Ammo/ea	Shotgun with 8 shell reserve ammo/ea.	Metal Detector	Bullet-proof Vest	Handheld radio with earphone, charger and extra battery	Cellular Phone
Head Office	36	70	3	4	0	20	2
Antipolo Warehouse	1	2	0	0	0	0	1
Close-in Security (OCH , OP)	2	4	0	0	0	0	2
DBP Head Office Total	39	76	3	4	0	20	5
AA San Jose General Hospital	2	4	0	0	0	0	1
AA Colegio De Saint Monique	1	2	0	0	0	0	1
AA Yupangco Cotton Mills	1	2	0	0	0	0	1
Alabang	2	4	1	1	0	0	1
Antipolo	2	4	1	1	0	0	1
Antipolo City Hall ATM Offsite	0	0	0	0	0	0	1
Baras City Hall ATM Offsite	0	0	0	0	0	0	1
Caloocan	2	4	1	1	0	0	1
Cal North City Hall ATM Offsite	0	0	0	0	0	0	1
Commonwealth	4	8	2	1	0	5	1
COD North	2	4	1	1	1	0	1
Makati	2	4	1	1	0	0	1
Mandaluyong	2	4	1	1	0	0	1
Manila Aroceros	2	4	1	1	0	0	1
PGH Mla ATM Offsite	0	0	0	0	0	0	1
Manila Nakpil	2	4	1	1	0	0	1
Marikina	2	4	1	1	0	0	1
Muntinlupa	2	4	1	1	0	0	1
Paranaque	2	4	1	1	0	0	1
Pasay	2	4	1	1	0	0	1
Pasig	2	4	1	1	0	0	1
P.Tuazon	2	4	1	1	0	0	1
Quezon City	2	4	1	1	0	0	1
NKTI ATM Offsite	0	0	0	0	0	0	1
East ave Qc ATM Offsite	0	0	0	0	0	0	1
Roces Ave	2	4	1	1	0	0	1
San Juan	2	4	1	1	0	0	1
Taguig (BGC)	2	4	1	1	0	0	1
Taguig Tuktukan	2	4	1	1	0	0	1
*Malabon	3	6	1	1	0	0	1
DBP Metro Manila Total	49	98	22	21	1	5	30

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Pagudpud ATM Offsite	0	0	0	0	0	0	1
Cabugao	2	4	1	1	0	0	1
Dagupan	3	6	2	1	0	0	1
Laoag	3	6	2	1	0	0	1
Laoag Lending	1	2	0	0	0	0	1
Naguilan BLU	2	4	1	1	0	0	1
San Fernando La Union	4	8	3	1	2	0	1
Bolinao ATM Offsite	0	0	0	0	0	0	1
Urdaneta	2	4	1	1	0	0	1
***Pozorrubio Blu	2	4	1	1	0	0	1
Vigan	2	4	1	1	0	0	1
*Sta. Ana Cagayan	3	6	2	1	0	0	1
AA Sps. Sammy & Gervaline Acadang (Cheslerly's Poultry Farm)	1	2	0	0	0	0	1
AA Victoria Hotel	1	2	0	0	0	0	1
AA Lourdes A. Liwag (Angandang, Isabela)	1	2	0	0	0	0	1
****AA Sps. Reynante & Rosalie Pascua (Echague, Isabela)	1	2	0	0	0	0	1
****AA Sps. Orlando & Margarita R. Gonzales (Santiago City, Isabela)	1	2	0	0	0	0	1
****AA Sps. Emerson & Josephine Obedoza (Barrio Plaridel(now Dubinan east), Santiago, Isabela	1	2	0	0	0	0	1
****AA Sps. Emerson & Josephine Obedoza (Barrios of Patul & Plaridel(now plaridel), Santiago City, Isabela	1	2	0	0	0	0	1
Baguio	5	10	4	1	3	1	1
***Baguio BLU	2	4	1	1	0	0	1
Baguio Bldg	4	8	2	1	0	2	1
Baguio Training	4	8	2	1	0	2	1
Tabuk	3	6	2	1	0	0	1
Abulug	2	4	1	1	0	0	1
Aparri	4	8	2	1	0	2	1
Bangui	2	4	1	1	0	0	1
Cabarroguis	2	4	1	1	0	0	1
Cauayan	2	4	1	1	0	0	1
Ilagan	3	6	2	1	0	0	1
Tumauini BLU	2	4	1	1	0	0	1
Lal-lo	3	6	2	1	0	0	1
Santiago	2	4	1	1	0	0	1
Solano	4	8	3	1	2	0	1
Tuguegarao	4	8	3	1	2	0	1
Tuguegarao RGC	2	4	1	1	0	0	1

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BBG Nothern Luzon Total	81	162	44	26	9	7	36
Balanga	2	4	1	1	0	0	1
Balanga BLU	2	4	2	0	0	0	1
Baler	2	4	1	1	0	0	1
Cabanatuan	4	8	1	1	0	0	1
Cabanatuan Lending	1	2	0	0	0	0	1
Clark	2	4	1	1	0	0	1
Guagua	2	4	1	1	0	0	1
Malolos	2	4	1	1	0	0	1
Malolos Lending	1	2	0	0	0	0	1
San Jose Del Monte BLU	2	4	1	1	0	0	1
Palayan	2	4	1	1	0	0	1
San Fernando Pmga	2	4	1	1	0	0	1
San Fernando Pmga Lending	1	2	0	0	0	0	1
Subic	2	4	1	1	0	0	1
Tarlac	3	6	2	1	0	0	1
Valenzuela	2	4	1	1	0	0	1
***Porac Blu	2	4	1	1	0	0	1
***San Fernando-DMGC Blu	2	4	1	1	0	0	1
AA Calburn Aweca	1	2	0	0	0	0	1
AA Ralf Realty	1	2	0	0	0	0	1
AA Juliana Yambot and Armando Vitug	1	2	0	0	0	0	1
BBG Central Luzon Total	39	78	17	14	0	0	21
Bacoor	3	6	2	1	0	0	1
Sta Cruz Laguna	2	4	1	1	0	0	1
Sta Rosa Laguna	2	4	1	1	0	0	1
***Calamba, Laguna Blu	2	4	1	1	0	0	1
***Imus Blu	2	4	1	1	0	0	1
***Pagsanjan Blu	2	4	1	1	0	0	1
***Pakil, Laguna Blu	2	4	1	1	0	0	1
AA Mighty Duck Farm	1	2	0	0	0	0	1
Batangas	3	6	2	1	0	0	1
Lipa	3	6	2	1	0	0	1
Lipa Lending	1	2	0	0	0	0	1
Lucena	3	6	2	1	0	0	1
Lucena Lending	1	2	0	0	0	0	1
Tayabas BLU	2	4	1	1	0	0	1
*** Balayan Blu	2	4	1	1	0	0	1
***San Agustin Blu	2	4	1	1	0	0	1
***Sto. Tomas Blu	2	4	1	1	0	0	1
Dasmarinas	5	10	4	1	2	0	1
Dasmarinas Lending	1	2	0	0	0	0	1
AA Glenridge School Corporation	1	2	0	0	0	0	1

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Calapan	3	6	2	1	0	0	1
Pinamalayan BLU	2	4	1	1	0	0	1
Puerto Princesa	2	4	1	1	0	0	1
Puerto Princesa Lending	1	2	0	0	0	0	1
Romblon	3	6	2	1	0	0	1
San Jose Mindoro	2	4	1	1	0	0	1
Taytay Palawan	2	4	1	1	0	0	1
***Mamburao Blu	2	4	1	1	0	0	1
***Narra Blu	2	4	1	1	0	0	1
BBG Southern Luzon Total	61	122	32	23	2	0	29
Daet	3	6	2	1	0	0	1
Jose Panganiban BLU	2	4	1	1	0	0	1
Guinobatan	2	4	1	1	0	0	1
Iriga	2	4	1	1	0	0	1
Legaspi	3	6	2	1	0	0	1
Legaspi Lending	1	2	0	0	0	0	1
Masbate	5	10	3	1	0	0	1
Aroroy BLU	2	4	1	1	0	0	1
Naga	3	6	2	1	0	0	1
Placer	2	4	1	1	0	0	1
Sorsogon	3	6	2	1	0	0	1
Virac	3	6	2	1	0	0	1
*Daraga	3	6	2	1	0	0	1
*San Jacinto	3	6	2	1	0	0	1
*Tabaco	3	6	2	1	0	0	1
***Viga BLU	3	6	2	1	0	0	1
BBG Bicol Total	43	86	26	15	0	0	16
Bogo	4	8	3	1	2	0	1
Tagbilaran	4	8	3	1	0	0	1
Toledo	4	8	3	1	2	0	1
Alegria BLU	2	4	1	1	0	0	1
Tubigon	2	4	1	1	0	0	1
Ubay	2	4	1	1	0	0	1
***Dumanjug BLU	2	4	1	1	0	0	1
*Balamban, Cebu	3	6	2	1	0	0	1
AA Norma Reynaldo (Hidden Paradise)	1	2	0	0	0	0	1
Carcar	2	4	1	1	0	0	1
Cebu	5	10	4	1	0	2	1
Cebu Lending	1	2	0	0	0	0	1
Mandaue	2	4	1	1	0	0	1
Lapu - Lapu BLU	2	4	1	1	0	0	1
Talisay	3	6	2	1	0	0	1
Naga-Cebu BLU	2	4	1	1	0	0	1

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***Liloan BLU	2	4	1	1	0	0	1
Borongan	3	6	2	1	0	0	1
Catarman	4	8	3	1	0	0	1
Catbalogan	3	6	2	1	0	0	1
Catbalogan Lending	1	2	0	0	0	0	1
Dolores	3	6	2	1	0	0	1
Maasin	2	4	1	1	0	0	1
Ormoc	2	4	1	1	0	0	1
Tacloban	4	8	3	1	0	0	1
Tacloban Lending	1	2	0	0	0	0	1
*Calbayog	3	6	2	1	0	0	1
*Naval	3	6	2	1	0	0	1
BBG Central & Eastern Visayas Total	72	144	44	24	4	2	28
Antique	4	8	3	1	2	0	1
Bacolod	4	8	3	1	0	0	1
Talisay City, Negros Occ ATM Offsite	0	0	0	0	0	0	1
Buenavista	3	6	2	1	0	0	1
Dumaguete	4	8	3	1	0	0	1
Siaton BLU	2	4	1	1	0	0	1
Iloilo	4	8	3	1	0	0	1
Iloilo Lending	1	2	0	0	0	0	1
Jaro	3	6	2	1	0	0	1
Kabankalan	4	8	3	1	0	0	1
Kalibo	5	10	4	1	2	0	1
Pototan	3	6	2	1	0	0	1
Roxas	5	10	4	1	2	0	1
San Carlos	4	8	3	1	0	0	1
Siquijor	3	6	2	1	0	0	1
AA HCLR Nadal Castle	1	2	0	0	0	0	1
AA Holy Mary Healthcare, Inc	1	2	0	0	0	0	1
****AA Paradiso Del Sur Resort Inc	1	2	0	0	0	0	1
BBG Western Visayas Total	52	104	35	13	6	0	18
Butuan	3	6	2	1	0	0	1
Butuan Lending	1	2	0	0	0	0	1
Claver	2	4	1	1	0	0	1
San Francisco	3	6	2	1	0	0	1
Bayugan BLU	2	4	1	1	0	0	1
San Jose Dinagat	2	4	1	1	0	0	1
Siargao	2	4	1	1	0	0	1
Surigao	4	8	3	1	0	0	1
Tandag	2	4	1	1	0	0	1
Trento	2	4	1	1	0	0	1

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Cagayan de Oro	4	8	3	1	0	0	1
CDO Cash Center	3	6	2	0	2	0	1
Talakag BLU	2	4	1	1	0	0	1
Iligan	5	10	4	1	0	0	1
Limketkai	2	4	1	1	0	0	1
Bukidnon ATM Offsite							1
Villanueva	2	4	1	1	0	0	1
Malaybalay	3	6	2	1	0	0	1
Mangagoy	2	4	1	1	0	0	1
Tubod	3	6	2	1	0	0	1
Valencia	2	4	1	1	0	0	1
*Gingoog	3	6	2	1	0	0	1
BBG Northern Mindanao Total	54	108	33	19	2	0	22
Cotabato	4	8	3	1	0	0	1
Kidapawan	4	8	3	1	0	0	1
M'lang BLU	2	4	1	1	0	0	1
Tacurong	5	10	3	1	0	0	1
Davao	4	8	3	1	0	0	1
Davao Lending	1	2	0	0	0	0	1
Digos	4	8	3	1	0	0	1
Malita	3	6	2	1	0	0	1
Mati	4	8	3	1	0	0	1
Sta Cruz Davao	3	6	1	1	0	0	1
Tagum	4	8	3	1	0	0	1
Tagum Lending	1	2	0	0	0	0	1
*Panabo, Davao Del Norte	3	6	1	1	0	0	1
AA Igacos General Hospital, Inc.	1	2	0	0	0	0	1
General Santos	5	10	4	1	0	0	1
Marbel	5	10	4	1	3	0	1
Banga BLU	2	4	1	1	0	0	1
Polomolok	3	6	1	1	0	0	1
BBG Southern Mindanao Total	58	116	36	15	3	0	18
Basilan	3	6	1	1	0	0	1
Dipolog	4	8	3	1	2	0	1
Ipil	4	8	3	1	2	0	1
Jolo	3	6	1	1	0	0	1
Oroquieta (NM)	2	4	1	1	0	0	1
Ozamis (NM)	3	6	1	1	0	0	1
Pagadian	3	6	1	1	0	0	1
Zamboanga City	4	8	3	1	0	0	1
Zamboanga Ecozone	2	4	1	1	0	0	1
BBG Western Mindanao Total	28	56	15	9	4	0	9
Grand Total	576	1150	307	183	31	34	232

FORM 10 (page 1 of 2)

(use Bidder's Official Letterhead)

**PROCUREMENT OF SECURITY SERVICES
FOR THE DEVELOPMENT BANK OF THE PHILIPPINES FOR TWO (2) YEARS
BID REFERENCE NO. G-2025-27**

BID FORM

Date : _____

Bid Reference No. : _____

To: *DEVELOPMENT BANK OF THE PHILIPPINES*

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]* 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,

Cluster	Approved Budget for the Contract (ABC) (In PhP, inclusive of all taxes)		Financial Bid (In PhP, inclusive of all taxes) <u>Amount in Figures</u>	
	ABC for One (1) Year	ABC for Two (2) Years	Total Bid for One (1) Year	Total Bid for Two (2) Years
CLUSTER 1 - LUZON AREA	191,524,173.48	383,048,346.96		
CLUSTER 2 - VISAYAS AREA	64,269,291.00	128,538,582.00		
CLUSTER 3 - MINDANAO AREA	66,296,315.28	132,592,630.56		
GRAND TOTAL	322,089,779.76	644,179,559.52		

Financial Bid (In PhP, inclusive of all taxes) - <u>Amount in Words</u>	
Total Bid for One (1) Year	
Total Bid for Two (2) Years	

FORM 10 (page 2 of 2)

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: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

FORM 11 (page 1 of 2)

PROCUREMENT OF SECURITY SERVICES FOR THE DEVELOPMENT BANK OF THE PHILIPPINES FOR TWO (2) YEARS BID REFERENCE NO. G-2025-27

**Bidder must provide Detailed Financial Bid for each component of
each Cluster**

Cluster	BBG	No. of Security Guards	ABC (In PhP, inclusive of all taxes)		Financial Bid (In PhP, inclusive of all taxes)	
			ABC for One (1) Year	ABC for Two (2) Years	ABC for One (1) Year	ABC for Two (2) Years
CLUSTER 1 - LUZON AREA	DBP Head Office	53	21,441,717.84	42,883,435.68		
	BBG Metro Manila	104	41,690,213.64	83,380,427.28		
	BBG Northern Luzon	155	46,967,213.76	93,934,427.52		
	BBG- Central Luzon	76	26,743,407.00	53,486,814.00		
	BBG- Southern Luzon	111	35,348,865.24	70,697,730.48		
	BBG Bicol	73	19,332,756.00	38,665,512.00		
SUBTOTAL		572	191,524,173.48	383,048,346.96		
CLUSTER 2 - VISAYAS AREA	BBG Central and Eastern Visayas	123	36,214,782.60	72,429,565.20		
	BBG Western Visayas	86	28,054,508.40	56,109,016.80		
SUBTOTAL		209	64,269,291.00	128,538,582.00		
CLUSTER 3 - MINDANAO AREA	BBG Northern Mindanao	94	26,775,174.48	53,550,348.96		
	BBG Southern Mindanao	92	27,386,087.76	54,772,175.52		
	BBG Western Mindanao	46	12,135,053.04	24,270,106.08		
SUBTOTAL		232	66,296,315.28	132,592,630.56		
GRAND TOTAL		1,013	322,089,779.76	644,179,559.52		

FORM 11 (page 2 of 2)

The Detailed Financial Bid per Cluster must be based on the following:

PARTICULARS	REGION NAME/AREA COVERED
Days worked per week	7 days
No. of Days/year	395.00
	8 hours work/day
AMOUNT TO GUARD	
Latest approved DOLE Daily Wage Rate (Based on table 3)	
1. Ave. Pay/Month (DW x No. of Days per year/12)	
2. Night Differential Pay (Ave. Pay/month x10%x1)/	
3. 13th Month Pay (DW x 365/12/12)	
4. 5 days Incentive Pay (DW x 5/12)	
5. Uniform Allow (R.A. 5487)	
TL-1 (Sum 1 to 6)	
AMOUNT TO GOV'T IN FAVOR OF GUARDS	
6. Retirement Benefit (R.A. 7641) (DW x 22.5/12)	
7. SSS Premium	
8. Mandatory Provident Fund	
9. State Insurance Fund	
10. PhilHealth Contribution (Ave Pay/mo. X5%/2)	
11. Pag-ibig Fund	
TL-2 (Sum 6 to 12)	
A. TOTAL AMOUNT TO GUARD & GOV'T (Sum TL-1 & TL-2)	
B. AGENCY FEE	
Administrative Overhead & margin (A*20%)	
C. VALUE ADDED TAX	
(Agency Fee x 12% VAT - RMC-39-2007)	
CONTRACT RATE PER GUARD PER MONTH (Sum A to C)	

The total bid must not exceed the total ABC per cluster and must be consistent with the financial bid per FORM 10.

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

**Section X. Post-Qualification
Documents**

POST-QUALIFICATION TRANSMITTAL FORM

TITLE OF THE PROJECT: _____

Note: For the SINGLE/LOWEST CALCULATED BID (S/LCB), please fill-out and submit together with the Post Qualification Requirements

FOR MACHINE STAMP (OFFICIAL TIME) BY THE DBP BAC SECRETARIAT
Received:

Name of Bidder: _____

Complete Address: _____

Submitted by: _____

Landline: _____ Email: _____

Within five (5) calendar days from the notice that the bidder is the **Lowest or Single Calculated Bid (LCB/SCB)**, the bidder shall submit two (2) sets of the following documentary requirements (which the bidder may also opt to submit on the date of opening of proposals; please bring ORIGINAL documents for verification):

- i. Latest Annual Income Tax Returns;
- ii. Latest Business Tax Returns: VAT Returns (Form 2550M and 2550Q) or Percentage Tax Returns (2551M) for the six (6) months period preceding the submission and opening of bids with proof of payment (any one of the following):
 - a. Electronic Filing and Payment System (EFPS) confirmation receipt
 - b. Bank-issued payment confirmation receipt
 - c. BIR payment confirmation receipts/status
- iii. Copies of the following documents:
 - a. DTI or SEC Certificate of Registration, including the SEC Certified copy of the General Information Sheet (GIS);
 - b. Valid/current Business/Mayor's Permit; and
 - c. Valid/current Tax Clearance issued by the BIR for bidding purposes.
- iv. Copies of Notice of Award (NOA), contract, Notice to Proceed (NTP), or equivalent documents relative to the listed ongoing projects/contracts.
- v. Duly signed Letter of Authorization stating that the bidder is authorizing the Development Bank of the Philippines (DBP) to conduct credit/background investigation as part of the Post-Qualification process, in relation to the project being bid. (*Template hereto attached*)
- vi. List of motor vehicles/transportation equipment, communication equipment, metal detectors, handheld radios and other security devices/equipment registered in the name of the bidder which shall be used/assigned at the DBP.
- vii. List of registered firearms from the Firearms Information Management Systems(FIMS), Firearms & Explosives Division (FED), PNP indicating the description, model, caliber, serial number, license number and corresponding ammunitions under the name of the bidder which shall be dedicated to the DBP.
- viii. An affidavit that it has extra readily available replacement firearms and extra ammunitions in its arsenal and security equipment/communications in case the need arises. Firearms, ammunitions and security equipment/communications dedicated to DBP should be on stock.

- ix. A valid and current Certificate issued by DOLE shall be part of post-qualification requirements as shown below:
 - a. Certificate of No Pending Case with DOLE. In the absence of the “Certificate of No Pending Case”, a certified correct proof of any documents issued by the DOLE (e.g. letter/notice stating that the case with DOLE is closed and terminated);
 - b. Certificate of Good Standing with SSS, Philhealth, Pag-IBIG for the last two (2) years, FY 2023 and FY 2024;
 - c. In the absence of the certificate of good standing, a proof of complete payments (Official Receipts) of the monthly applicable government dues for the last two (2) years, FY 2023 and FY 2024 will suffice the requirement.

Note: Failure to submit the above requirements on time or a finding against the veracity of such shall be grounds for the forfeiture of the bid security and disqualify the bidder for award.

LETTER OF AUTHORIZATION

[shall be submitted during post-qualification process or upon receipt of the Notice of Single/Lowest Calculated Bid]

(use Bidder's Official Letterhead)

Date:

To: **THE CHAIRPERSON, BIDS AND AWARDS COMMITTEE (BAC)**

Development Bank of the Philippines (DBP)
Sen. Gil Puyat Ave., cor. Makati Ave., Makati City
1200 Philippines

Gentlemen:

This is to authorize the Development Bank of the Philippines (DBP) and its authorized representatives, to conduct the validation/verification of the following documents as part of post qualification relative to our bid for the (state Title of the Bid Project) under (state Bid Reference Number):

1. Certificate of PhilGEPS Registration (Platinum Membership)
2. SEC or DTI Certificate of Registration (as applicable)
3. Current/Valid Business/Mayor's Permit
4. Current/Valid Tax Clearance
5. Current Audited Financial Statements
6. Current/Valid PCAB License (only applicable for Infrastructure projects)
7. Completed Contract/s

Thank you.

Very truly yours,

Name and Signature of the Authorized Representative

Section XI. Performance Securing
Declaration Form

Performance Securing Declaration

[if used as an alternative performance security but it is not required to be submitted with the Bid, as it shall be submitted within ten (10) days after receiving the Notice of Award]

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/manufacture/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 capacity]

Affiant

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

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

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

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

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

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

**Section XII. Draft Contract/
Purchase Order**

Contract Agreement Form for the Procurement of Goods (Revised)
[Not required to be submitted with the Bid, but it shall be submitted within ten (10) days after receiving the Notice of Award]

DRAFT CONTRACT AGREEMENT

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

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

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

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

Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents submitted (e.g., Bidder’s response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity’s bid evaluation;
 - iii. Performance Security;
 - iv. Notice of Award of Contract; and the Bidder’s conforme thereto; and
 - v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for**

submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.

3. In consideration for the sum of *[totalcontract 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.

[Insert Name and Signature]

[Insert Name and Signature]

[Insert Signatory's Legal Capacity]

[Insert Signatory's Legal Capacity]

for:

for:

[Insert Procuring Entity]

[Insert Name of Supplier]

Acknowledgment

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



SUPPLIER :	P.O. NO. :
ADDRESS :	DATE :
TIN :	END USER :
TEL./FAX NO. :	P.R. NO. :
	MODE OF PROCUREMENT :

Please deliver the following article(s), product(s), supplies, or materials listed below, subject to the terms and conditions contained herein:

TOTAL AMOUNT IN WORDS :

PLACE OF DELIVERY :

DELIVERY TERM :

DATE OF DELIVERY :

PAYMENT TERM :

TIME OF DELIVERY :

COUNTRY OF ORIGIN :

1. The above prices are inclusive of V.A.T.
2. For every day of delay, 1/10 of 1% of the price of the undelivered quantity will be deducted from the total price.
3. Items delivered are subject to inspection and acceptance prior to payment.
4. When requesting payment, please present your Billing Statement/Statement of Account/Sales Invoice/Charge Slip, as the case may be.
5. If delivery cannot be completed within the specified date, please return this P.O. stating your reason(s) therefore. Otherwise, we will take necessary action to protect the interest of the DBP.
6. This transaction shall be subjected to the specific terms and conditions set forth in the Terms of Reference/Scope of Works/Technical Specifications.

- General and Special Conditions of Contract;
- Terms of Reference/Scope of Works/Technical Specifications; and
- Other contract documents that may be required by existing laws and/or DBP

- The General and Special Conditions of Contract;
- The Terms of Reference/Scope of Work/Technical Specifications; and
- This Purchase Order

PROCESSED :	
-------------	--

We accept this Purchase Order with all its terms and conditions. We certify that we have not given nor do we intend to give any amount of money or gift in any form whatsoever to any official or employee of the DBP for the purpose of securing this P.O. or having the payment hereof expedited. We understand and accept that such acts on our part shall constitute sufficient ground for the DBO to revoke this P.O. and cause us to be excluded from further dealings with the Bank.

CHECKED :

By: (Duly Authorized Representative)

SIGNATURE :

APPROVED :

NAME .

POSITION :

DATE :

HEAD OFFICE: SEN. GIL PUYAT AVENUE CORNER MAKATI AVENUE, MAKATI CITY, PHILIPPINES
P.O. BOX 1996, MAKATI CENTRAL POST OFFICE 1200
TELEPHONE: (02) 8818-95-11
FAX NO.: (02)8815-16-14
E-MAIL: pimd@dcb.ph

