

# **PHILIPPINE BIDDING DOCUMENTS**

## **Procurement of Security Services for CY 2025**

**PROJECT NO. VMC-2025-002**

**Government of the Republic of the Philippines**

**Bid Opening: November 12, 2024  
10:00am**

**Sixth Edition  
July 2020**

# Preface

These Philippine Bidding Documents (PBDs) for the procurement of Goods through Competitive Bidding have been prepared by the Government of the Philippines for use by any branch, constitutional commission or office, agency, department, bureau, office, or instrumentality of the Government of the Philippines, National Government Agencies, including Government-Owned and/or Controlled Corporations, Government Financing Institutions, State Universities and Colleges, and Local Government Unit. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract or Framework Agreement, as the case may be; (ii) the eligibility requirements of Bidders; (iii) the expected contract or Framework Agreement duration, the estimated quantity in the case of procurement of goods, delivery schedule and/or time frame; and (iv) the obligations, duties, and/or functions of the winning bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Goods to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the “*name of the Procuring Entity*” and “*address for bid submission*,” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.

- d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.
- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.
- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

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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***

### **Notes on the Invitation to Bid**

The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 21.2 of the 2016 revised IRR of RA No. 9184.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

- a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;
- b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;
- c. The deadline for the submission and receipt of bids; and
- d. Any important bid evaluation criteria (*e.g.*, the application of a margin of preference in bid evaluation).

The IB should be incorporated in the Bidding Documents. The information contained in the IB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.





Republic of the Philippines  
Department of Health  
Metro Manila Center for Health Development  
**VALENZUELA MEDICAL CENTER**



**INVITATION TO BID**  
**PROCUREMENT OF SECURITY SERVICES FOR CY 2025**  
**PUBLIC BIDDING NO. VMC-2025-002**

1. The Valenzuela Medical Center (VMC), through the General Appropriations Act/Income CY 2025, intends to apply the sum of **Philippine Currency: Eleven Million Eight Hundred Fourteen Thousand One Hundred Sixty-Five Pesos and 60/100 Only (P 11,814,165.60)** being the Approved Budget for the Contract (ABC) to payments for the **PROCUREMENT OF SECURITY SERVICES FOR CY 2025**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The Valenzuela Medical Center (VMC) now invites bids for the above Procurement Project. Delivery of the Goods is required within the period specified under Sec. VI. Bidders should have completed, within three (3) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "*pass/fail*" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
  - a. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.
4. Prospective Bidders may obtain further information starting **October 23, 2024** and inspect the Bidding Documents at the address given below during 9:00am-11:00am and 2:00pm-4:00pm.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **October 23, 2024, 11:00am** from the given address and upon payment of a non-refundable fee in the amount of **Twenty-Five Thousand Pesos (P 25,000.00)**.

The Procuring Entity shall allow the bidder to present its proof of payment for the fees either *in person, by facsimile, or through electronic means.*

*[NOTE: For lot procurement, the maximum fee for the Bidding Documents for each lot shall be based on its ABC, in accordance with the Guidelines issued by the GPPB; provided that the total fees for the Bidding Documents of all lots shall not exceed the maximum fee prescribed in the Guidelines for the sum of the ABC of all lots.]*

6. The Valenzuela Medical Center will hold a Pre-Bid Conference<sup>1</sup> on **October 31, 2024, 10:00 am** at BAC Office, Admin. Bldg., Valenzuela Medical Center, Padrigal St., Karuhatan, Valenzuela City and/or through video conferencing or webcasting *via Zoom*, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **November 12, 2024, 10:00am**. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 14**.
9. Bid opening shall be on **November 12, 2024, 10:00am** at the given address below, (if applicable) or and/or *via Zoom*. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. *Prospective bidders shall provide use of a back-up data or cloud storage for large files uploaded for online bid submissions*

11. The Valenzuela Medical Center 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.
12. For further information, please refer to:

BAC Secretariats' Office  
Valenzuela Medical Center, Annex Building, 2<sup>nd</sup> Floor,  
Padrigal St., Valenzuela City  
Telefax No. 294-4625  
Email: [vmc\\_bac@yahoo.com](mailto:vmc_bac@yahoo.com)

**SGD. SHIRLENE V. VIANZON**  
Chairperson, Bids and Awards Committee

## ***Section II. Instructions to Bidders***

### **Notes on the Instructions to Bidders**

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.

## 1. Scope of Bid

The Procuring Entity, *Valenzuela Medical Center (VMC)* wishes to receive Bids for the *PROCUREMENT OF SECURITY SERVICES FOR CY 2025*, with identification number *under Public Bidding VMC 2025-002*.

*[Note: The Project Identification Number is assigned by the Procuring Entity based on its own coding scheme and is not the same as the PhilGEPS reference number, which is generated after the posting of the bid opportunity on the PhilGEPS website.]*

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

## 2. Funding Information

2.1. The GOP through the source of funding as indicated below for *CY 2025* in the amount of *Philippine Currency: Eleven Million Eight Hundred Fourteen Thousand One Hundred Sixty-Five Pesos and 60/100 Only (P 11,814,165.60)*

2.2. The source of funding is:

*[If an early procurement activity, select one and delete others:]*

a. NGA, the National Expenditure Program.

*[If not an early procurement activity, select one and delete others:]*

a. NGA, the General Appropriations Act or Special Appropriations.

## 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. *[Select one, delete other/s]*

a. Foreign ownership exceeding those allowed under the rules may participate pursuant to:

- i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
- ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
- iii. When the Goods sought to be procured are not available from local suppliers; or
- iv. When there is a need to prevent situations that defeat competition or restrain trade.

b. 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:

*[Select one, delete the other/s]*

- a. For the procurement of Expendable Supplies: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC.
- b. For procurement where the Procuring Entity has determined, after the conduct of market research, that imposition of either (a) or (b) will likely result to failure of bidding or monopoly that will defeat the purpose of public bidding: the Bidder should comply with the following

requirements: *[Select either failure or monopoly of bidding based on market research conducted]*

- i. Completed at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least *fifty percent (50%) in the case of non-expendable supplies and services or twenty-five percent (25%) in the case of expendable supplies*] of the ABC for this Project; and
- ii. The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above.

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:

*[Select one, delete other/s]*

- a. Subcontracting is not allowed.

## 8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on **October 31, 2024, 10:00am** and either at its physical address, Valenzuela Medical Center, Annex 1 Building, Padrigal St. Karuhatan, Valenzuela City and/or through videoconferencing/webcasting as indicated in paragraph 6 of the **IB**.

## 9. Clarification and Amendment of Bidding Documents

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

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

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within three (3) years period as provided in paragraph 2 of the **IB** prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

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

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.
- 11.5. *[Include if Framework Agreement will be used:]* Financial proposals for single or multi-year Framework Agreement shall be submitted before the deadline of submission of bids as prescribed in the **IB**. For multi-year Framework Agreement, evaluation of the financial proposal during this stage is for purposes of determining eligibility and whether or not such financial proposal is within the ABC.

## **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)**.

12.2. *[Include if Framework Agreement will be used:]* For Framework Agreement, the following should also apply in addition to Clause 12.1:

- a. For a single year Framework Agreement, the prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation or escalation on any account. Price schedules required under Clause 12.1 shall be submitted with the bidding documents.
- b. For a multi-year Framework Agreement, the prices quoted by the Bidder during submission of eligibility documents shall be the ceiling and the price quoted during mini-competition must not exceed the initial price offer. The price quoted during call for mini-competition shall be fixed during the Bidder's performance of that Call-off and not subject to variation or escalation on any account. Price schedules required under Clause 12.1 shall be submitted with the bidding documents.

### 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:



*[Select one, delete the other/s]*

- a. Philippine Pesos.

## 14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration<sup>2</sup> or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until *[indicate date]*. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.
- 14.3. *[Include if Framework Agreement will be used:]* In the case of Framework Agreement, other than the grounds for forfeiture under the 2016 revised IRR, the bid security may also be forfeited if the successful bidder fails to sign the Framework Agreement, or fails to furnish the performance security or performance securing declaration. Without prejudice on its forfeiture, bid securities shall be returned only after the posting of performance security or performance securing declaration, as the case may be, by the winning Bidder or compliant Bidders and the signing of the Framework Agreement.

## 15. Sealing and Marking of Bids

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

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

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

## 16. Deadline for Submission of Bids

- 16.1. The Bidders shall submit on the specified date and time **(November 12, 2024 @10:00am)** and either at its physical address, **Valenzuela Medical Center, Annex 1 Building, Padrigal St. Karuhatan, Valenzuela City** or through online submission as indicated in paragraph 7 of the **IB**.
- 16.2. *[Include if Framework Agreement will be used:]* For multi-year Framework Agreement, the submission of bids shall be for the initial evaluation of their technical and financial eligibility. Thereafter, those declared eligible during

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<sup>2</sup> In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

the said initial eligibility evaluation and entered into a Framework Agreement with the Procuring Entity shall submit anew their best financial offer at the address and on or before the date and time indicated in the Call for each mini-competition.

## **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.
- 18.2. *[Include if Framework Agreement will be used:]* For multi-year Framework Agreement, determination of margin of preference shall be conducted every call for Mini-Competition.

## **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 as follows:

*[Select one, delete the other/s]*

Option 1 – One Project having several items that shall be awarded as one contract.

Option 2 – One Project having several items grouped into several lots, which shall be awarded as separate contracts per lot.

Option 3 - One Project having several items, which shall be awarded as separate contracts per item.

*[Delete Options 2 and 3 if Framework Agreement will be used.]*

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. *[Include if Framework Agreement will be used:]* For multi-year Framework Agreement, all bidders initially determined to be eligible and financially compliant shall be subject to initial post-qualification. The BAC shall then recommend the execution of a Framework Agreement among all eligible, technically and financially compliant bidders and the Procuring Entity and shall be issued by HoPE a Notice to Execute Framework Agreement. The determination of the Lowest Calculated Bid (LCB) shall not be performed by the BAC until a Mini-Competition is conducted among the bidders who executed a Framework Agreement. When a Call for Mini-Competition is made, the BAC shall allow the bidders to submit their best financial proposals on such pre-scheduled date, time and place to determine the bidder with the LCB.

20.2. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, *[Include if Framework Agreement will be used:]* or in the case of multi-year Framework Agreement, that it is one of the eligible bidders who have submitted bids that are found to be technically and financially compliant,) 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**. *{[Include if Framework Agreement will be used:]} For every mini-competition in Framework Agreement, the LCB shall likewise submit the required documents for final Post Qualification.*

## **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**.

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

- 21.2. At the same time as the Procuring Entity notifies the successful Bidder that its bid has been accepted, the Procuring Entity shall send the Framework Agreement Form to the Bidder, which contract has been provided in the Bidding Documents, incorporating therein all agreements between the parties.
- 21.3. Within ten (10) calendar days from receipt of the Notice to Execute Framework Agreement with the Procuring Entity, the successful Bidder or its duly authorized representative shall formally enter into a Framework Agreement with the procuring entity for an amount of One Peso to be paid to the procuring entity as a consideration for the option granted by the procuring entity to procure the items in the Framework Agreement List when the need arises.
- 21.4. The Procuring Entity shall enter into a Framework Agreement with the successful Bidder within the same ten (10) calendar day period provided that all the documentary requirements are complied with.
- 21.5. The following documents shall form part of the Framework Agreement:
- a. Framework Agreement Form;
  - b. Bidding Documents;
  - c. Call-offs;
  - d. Winning bidder's bid, including the Technical and Financial Proposals, and all other documents/statements 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;
  - e. Performance Security or Performance Securing Declaration, as the case may be;
  - f. Notice to Execute Framework Agreement; and
  - g. Other contract documents that may be required by existing laws and/or specified in the **BDS**.

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

### **Notes on the Bid Data Sheet**

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

- a. Information that specifies and complements provisions of the ITB must be incorporated.
- b. Amendments and/or supplements, if any, to provisions of the ITB as necessitated by the circumstances of the specific procurement, must also be incorporated.

# Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p><b><i>A. Security Services</i></b></p> <p><b><i>a. completed within the last three (3) years prior to the deadline for the submission and receipt of bids.</i></b></p>
7.1	<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.] N/A</i>
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>[Indicate the amount equivalent to 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; or</p> <p>b. The amount of not less than _____ <i>[Indicate the amount equivalent to five percent (5%) of ABC]</i> if bid security is in Surety Bond.</p>
19.3	<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.] ABC</i></p> <p><i>[In case the project will be awarded by item, list each item indicating its quantity and ABC.] N/A</i></p>
20.2	<i>[List here any licenses and permits relevant to the Project and the corresponding law requiring it.] REFER TO TERMS OF REFERENCE</i>
21.2	<i>[List here any additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity.] REFER TO TERMS OF REFERENCE</i>

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

### **Notes on the General Conditions of Contract**

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing performance of the Supplier, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, which may be needed, shall be introduced only through the Special 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**.

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

2.3. For a single-year Framework Agreement, prices charged by the Supplier for Goods delivered and/or services performed under a Call-Off shall not vary from the prices quoted by the Supplier in its bid.

2.4. For multi-year Framework Agreement, prices charged by the Supplier for Goods delivered and/or services performed under a Call-Off shall not vary from the prices quoted by the Supplier during conduct of Mini-Competition.

## 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.*[Include if Framework Agreement will be used:] In the case of Framework Agreement, the Bidder may opt to furnish the performance security or a Performance Securing Declaration as defined under the Guidelines on the Use of Framework Agreement.]*



#### **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 *{[Include if Framework Agreement will be used:] or Framework Agreement}* 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**

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

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

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

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

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

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

### **Notes on the Special Conditions of Contract**

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC found in Section IV.

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Goods purchased. In preparing this Section, the following aspects should be checked:

- a. Information that complements provisions of the GCC must be incorporated.
- b. Amendments and/or supplements to provisions of the GCC as necessitated by the circumstances of the specific purchase must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of the GCC should be incorporated herein.

## Special Conditions of Contract

GCC Clause	
1	<p><i>[List here any additional requirements for the completion of this Contract. The following requirements and the corresponding provisions may be deleted, amended, or retained depending on its applicability to this Contract:]</i>  <b>REFER TO TERMS OF REFERENCE</b></p> <p><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><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><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>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is <i>[indicate name(s)]</i>.</p> <p><b>Incidental Services –</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:  <i>Select appropriate requirements and delete the rest.</i></p> <ol style="list-style-type: none"> <li>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> <li>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</li> </ol>

	<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><b>Spare Parts –</b></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 <b>Section VI (Schedule of Requirements)</b> 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>
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	<p><b>Packaging –</b></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  Name of the Supplier  Contract Description  Final Destination  Gross weight  Any special lifting instructions  Any special handling instructions  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><b>Transportation –</b></p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>

	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p><b>Intellectual Property Rights –</b></p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<i>[If partial payment is allowed, state]</i> “The terms of payment shall be as follows: _____.”
4	The inspections and tests that will be conducted are: <i>[Indicate the applicable inspections and tests]</i>

## **TERMS OF REFERENCE SECURITY SERVICES 2025**

### **I. OBJECTIVE**

The Valenzuela Medical Center, as a 150-bed tertiary, multispecialty teaching and training hospital serving the CAMANAVA and nearby cities and municipalities in Bulacan, is mandated to have security personnel to protect lives, properties and critical infra-structure from threats, harm, and losses, and maintain peace and order within the hospital premises.

### **II. APPROVED BUDGETARY REQUIREMENTS**

The term of this contract shall be effective starting January 01, 2025 until December 31, 2025, with a total Approved Budget for the Contract (ABC) amounting to Eleven Million Eight Hundred Fourteen Thousand One Hundred Sixty-Five & 60/100 pesos (Php 11,814,165.60) for Procurement of Security Services (Multi-Year Contract) as corrected and defined in accordance with the Instruction to Bidders is hereby accepted.

### **III. PLACE OF ASSIGNMENT AND WORK SCHEDULE**

- a. The AGENCY shall provide the Procuring Entity with at least twenty-eight (28) security guards (including a supervisor), all uniformed, that will depend on the needs of the end-user and availability of funds to be assigned as follows:

28 guards of 8 hrs. duty Monday – Sunday and holidays.		
<b>Coverage</b>	<b>No. of Personnel</b>	<b>Hours of Duty</b>
Office-In-Charge/Roving	3	3 shifting in 8hrs=24hrs.
Administrative Building	3	3 shifting in 8hrs=24hrs.
Exit	3	3 shifting in 8hrs=24hrs.
Lobby	2	2 shifting in 8hrs=16hrs.
Emergency Department Clean	3	3 shifting in 8hrs=24hrs.
Emergency Department Tent/Malasakit	3	3 shifting in 8hrs=24hrs.
Back Area Perimeter	3	3 shifting in 8hrs=24hrs.
Geria OPD	2	2 shifting in 8hrs=16hrs.
IDS Building	3	3 shifting in 8hrs=24hrs.
Motorpool and Support Building	3	3 shifting in 8hrs=24hrs.
<b>TOTAL</b>	<b>28</b>	

- b. The AGENCY shall make available, at its own expense, such number of relievers as may be necessary, who are ready to take over the duty schedules of those regularly assigned guards who either report late or are absent for the day at no cost to VMC;

- c. The AGENCY shall provide additional number of licensed security guards with corresponding number of licensed firearms and ammunitions whenever a need for such supplemental security services arises at cost to VMC. Compensation for said additional security forces is in accordance with the Contract Agreement's provisions on compensation;
- d. The security guards provided by the CONTRACTOR/ AGENCY under this contract shall in no case be considered as employees of the VMC;
- e. If within the term of this Contract, VMC facilities transfers to another area, the AGENCY shall, after consultation with VMC, agree to relocate its personnel in accordance with the new setup of the VMC at no cost to the same.

#### **IV. QUALIFICATIONS OF THE SERVICE PROVIDER**

The qualifications of the Service Provider are:

- a. The AGENCY must be duly licensed, registered and a member of PADPAO with proper operating permits (licensed by PNP-SOSIA) and other statutory requirements. It must have been engaged in the business with two (2) government agencies for at least three (3) years;
- b. The AGENCY has an office located within National Capital Region (NCR) complete with communication devices like telephone, two-way radio, computer, and digital camera and other office equipment;
- c. The AGENCY must be a duly licensed and registered Service Contractor with the Department of Labor and Employment (DOLE) and Other Social Legislation as mandated by Section 25.2 Implementing Rules and Regulations of R.A. No. 9184;
- d. The AGENCY must provide National Labor Relations Commission (NLRC) Certificate of No Pending Case and DOLE Certificate of No Pending Case;
- e. The AGENCY must provide Satisfactory Performance from the existing hospital clients
- f. The AGENCY must be duly registered with the Securities and Exchange Commission, Department of Trade and Industry, or Cooperative Development Authority;
- g. The AGENCY must be duly registered with the Social Security System (SSS), Home Development Mutual Fund (PAGIBIG) and Philippine Health Insurance Corporation (PHILHEALTH) contributions as mandated by law, as well as income taxes (if applicable) and submit certifications of no delinquency of monthly premium payments for both itself and its employees, secured where its principal place of business is located and issued within the last six months from the date of submission of its proposal of the abovementioned agencies;
- h. The AGENCY must be duly registered with the Bureau of Internal Revenue;
- i. The AGENCY must warrant that its employees are paid not less than the minimum wage as provided for by law;
- j. Upon request, the AGENCY must provide VMC with documents to verify the identity of the contractual employees assigned to the premises;



- k. The AGENCY MUST submit to VMC within five (5) days of every month a statement signed by the Contractor's duly authorized representative that it has paid all wages, salaries, compensation and other benefits of the employees assigned to VMC for services rendered by them during the immediately preceding month, and that such payments were all in accordance with the requirements of law;
- l. The AGENCY MUST submit to VMC within the first (10) days of every quarter a copy of its duly accomplished forms signed by the authorized Contractor's signature of the quarterly SSS remittance form together with the corresponding check voucher;
- m. The AGENCY shall have direct supervision and control over all contracted employee;
- n. As an employer, the AGENCY shall have the exclusive and absolute right to suspend, lay-off, terminate and/or impose disciplinary measures, direct and control the services and determine the wages, salaries and compensation of the employee who shall be assigned to VMC;
- o. The AGENCY will provide consistent and quality service through qualified, licensed bonded, uniformed highly trained security guards, and Three (3) Officer-In-Charge, who shall guard and protect the properties and premises of VMC. Security guards shall be posted and distributed in accordance with VMC schedule of posting of guards;
- p. The AGENCY shall secure entrances and exits of VMC as well as the Emergency Entrance of persons, things/materials brought in and out of the premises including the conduct of reasonable check on persons and properties as normally done in establishments and places for purpose of ensuring safety and security against unauthorized persons, things and/or materials;
- q. The AGENCY shall immediately make the necessary reports of incident to the VMC management and/or concerned authorities for purposes of police and other official investigations;
- r. The security guards shall be equipped with original, branded and duly licensed firearms and ammunitions necessary in the course of their security enforcement and maintenance of peace and order at the premises of VMC and its immediate vicinity; and
- s. The AGENCY must compliant to Data Privacy Law.

## **V. QUALIFICATIONS OF SECURITY PERSONNEL**

- a. The security guards to be assigned by the AGENCY to VMC shall possess the following minimum qualifications:
  - 1) Good moral character and reputation, and without any criminal, police or derogatory record;
  - 2) Physically, psychologically, and mentally fit;
  - 3) Must have reached college level/vocational level or its equivalent;
  - 4) Must have undergone training in handling firearms with appropriate certificate and/or licenses;

- 5) Has undergone basic in-service training from accredited schools for security guards and supervisory training for security officer;
- 6) Must possess a valid security license as of bidding date and during their tour of duty in VMC (submit copy of license);
- 7) With good knowledge in incidence report preparation;
- 8) Passed neuro-psychiatric evaluation test and drug test. Expenses for said tests are chargeable to the Service Provider; (Submit copy of result taken within the last six months)

## **VI. SCOPE OF SERVICES**

- a. The AGENCY shall provide consistent and quality security services 24 hours daily, inclusive of Saturdays, Sundays and Holidays, for VMC, which is located at Padrigal St., Karuhatan, Valenzuela City, and its designated parking areas. Engineering and Facilities Management Section (EFMS) has the right to check guards in different designated areas;
- b. The AGENCY shall provide the EFMS with a complete list and profile with photographs of its employees detailed at VMC, which must be attested by its authorized signatory. The SECURITY AGENCY shall update such list when necessary, such as when changes are made upon it due to the reassignment, resignation or retirement of any of the security guards detailed at VMC;
- c. The AGENCY shall give a written notice and/or explanation to concerned office authority whenever any of its security guard/s is removed or transferred within three (3) working days prior to the transfer;
- d. The AGENCY must conduct orientation and training to its security personnel:
  - Individual Customer Service Orientation Certificate; and
  - Individual Gun Safety Training Certificate;
- e. The AGENCY must conduct security survey [orientation on the VMC's Organization Structure] and submit Hospital Security Management Plans and Program and security assessment on disaster (natural and man-made), violence and terror activities;
- f. The AGENCY shall provide reliever or replacements in case of absences of any of the assigned security guards;
- g. The AGENCY must provide 24 hours daily, seven days a week, a supervisor assigned in the hospital to exercise close supervision to the security guards to ensure faithful, continuous and uninterrupted service;
- h. Schedule of duties of security guards shall submitted to the EFMS and must conform to Procuring Entity's prescribed schedule;
- i. The prospective bidder should conduct ocular inspection of the buildings and premises where security services will be rendered in all areas prior to the day of bid opening;
- j. The assigned security guards shall have the following responsibilities:

1. Security Supervising Officer

- Supervises and oversees security functions in VMC;
- Prepares and submit incident reports as necessary;
- Ensures compliance of security personnel and contractor agency to all applicable hospital policies while implementing security measures;
- Monitors CCTV operations regularly;
- Assists in the management of parking area;
- Assists in the maintenance of law and order within the hospital;
- Performs other related tasks that maybe assigned by the immediate supervisor including VMC's duly authorized representative

## 2. Responsibility by Security Officers:

- Records plate numbers and controls traffic of incoming and outgoing vehicles both for employees, visitors, and emergency cases;
- Records the number of incoming and outgoing ambulances;
- Records incoming ambulance and vehicles carrying patients;
- Ensures that all VMC vehicles has a duly-approved Vehicle Trip Ticket with passengers before going out of the hospital premises;
- Directs ambulance to the designated parking area after disembarking/unloading patients;
- Provides assistance in the parking area and proper arrangement of government and private vehicles;
- Prohibits parking of vehicles other than the VMC and authorized vehicles at hospital parking area;
- Records the entry/exit of any vehicles, delivery trucks and cadaver transport vehicles;
- Records incoming visitors from the DOH and other agencies and accompany them to the office concerned/pre-determined point;
- Inspects baggage of watchers/visitors/employees who entered and exits hospital premises;
- Informs the Roving Guard of watchers needing assistance in locating their patients;
- Signing of Gate Pass for hospital items to be taken out of the premises and personnel gate pass;
- Reports any unusual incidents to the Security Supervising Officer;
- Receives and transfers local and outside calls;
- Manages and safe keeps all keys to all rooms in the hospital;
- Provides information to inquiring visitors;
- Observes activity/movement of clients for possible fixers;
- Calls Law Enforcement agencies upon the request;
- Ensures safety of equipment and vehicles;
- Conducts roving of area of responsibility;
- Receives and records Death Notification and Cadaver Release and endorses it to Roving Guard;
- Receives and safekeeps Discharge Clearances for outgoing patients/watchers;
- Accompanies relatives of cadaver to sign cadaver release form;
- Receives/records Death Notification;

- Receive/records Cadaver Release Form;
- Crowd management;
- Implement peace and order;
- Implement priority lane for PWD, Senior Citizen and Pregnant Women;
- Implement anti-smoking and liquor ban; and
- Performs other related tasks that maybe assigned by the immediate supervisor including VMC's duly authorized representative

k. The AGENCY shall also provide the following:

- i. Periodic assessment on security measures:
  - a. Physical Security Assessment every six months;
  - b. Security Personnel Assessment every six months; and
  - c. External Threat Assessment as the need arises.
- ii. Attends and assists security matters or concerns;
- iii. Day and night spot inspections by agency inspectors;
- iv. Phone-patch contact with the agency 24hrs/day;
- v. Submit daily attendance and reports to authorized assigned officer;
- vi. Other services, if needed:
  - a. Intelligence and investigation services (overt/covert);
  - b. Request military assistance and coordinate to police with regards to medico-legal cases; and
  - c. Provides extra guards during special events or occasions.
- vii. Assistance to PWDs, senior citizens and pregnant clients in both clinical and non-clinical areas as stipulated in the area of assignment;
- viii. Effectively and continuously safeguard and protect VMC officials, employees, visitors and guests from assault, harassment, threat or intimidation, and other unlawful acts that can cause harm to their person and/or property within VMC premises;
- ix. Effectively and continuously safeguard and protect VMC properties from theft, arson, pilferage, robbery, trespassing, and other unlawful acts, including those of third persons or strangers, that can cause loss, damage or destruction of the said properties;
- x. Maintain peace and order within VMC premises;
- xi. Enhance security measures by inspecting all incoming and outgoing items, bags, and personal belongings of VMC Personnel, patient watchers/companion and visitors at all entry and exit points within hospital premises;
- xii. The AGENCY personnel who shall be assigned at the Main Entrance Door post shall serve as public assistance and information officer;

- xiii. The deployed security guards shall be responsible inspection of baggage/s, personal belongings of visitors, and watchers at point of entry and exit, as well as vehicle parking assistance shall be obligatory on their part;
- xiv. Maintain effective discipline and full control and supervision over the security personnel assigned under this Contract, as well as the manner of performance of their duties. However, the AGENCY binds itself to cause the implementation and enforcement of all rules, regulations or directives that VMC may issue concerning the conduct of said security personnel; and
- xv. Performs other related tasks that maybe assigned by the immediate supervisor/higher superior.

## **VII. SUPPLIES, MATERIALS, AND EQUIPMENT**

- a. The CONTRACTOR/AGENCY must provide the following items necessary for security operation:
  - i. Prescribed basic uniform for each security personnel; preferably polo barong
  - ii. Emergency lights/flashlights (at least one unit per post);
  - iii. Raincoats, Rain boots and Umbrella for the guards;
  - iv. Firearm depository box for the following post:
    - a. VMC Main Entrance for short firearms
    - b. VMC ER Entrance for long firearms
  - v. Bundy Clock
  - vi. Handheld Metal detectors (4 units)
  - vii. Logbooks
  - viii. Two-way radio and accessories for every post to be connected to VMC Radio Communication Station duly licensed and authorized by the National Telecommunication Commission.
  - ix. Hand cuffs (all post)
  - x. Pepper sprays-liquid propelled and stun gun (all post)
  - xi. Short Firearms (Administrative Building, IDS Building, Motorpool and Support Building)
    - 1. Firearms must be in good condition
    - 2. Covered with license by PNP
    - 3. With complete load of ammunition
  - xii. Night stick (all post)
  - xiii. One (1) Unit Base Radio and eight (8) units handheld Radios as communications equipment of deployed security guards
  - xiv. Forty-eight (48) up to Sixty-two (62) Security Cameras (CCTV) with four (4) 42" colored Television, four (4) HD DVR up to 16 channels, records at 1080p resolution, includes pre-installed HDD dedicated to records of minimum 15 days per DVR each equipped with dedicated Automatic Voltage Regulator (AVR), HDMI and VGA output at up to 1920 x 1080p, Live view from PC, MAC, smartphone/tablets, total forty-eight (48) up to sixty-two (62) IR

bullet/dome type camera indoor/outdoor HD 1080p, 2.0mp megapixel CMOS image sensor

- b. Loss, maintenance, repair and replacement of tools/equipment necessary and incidental to the performance of obligations stated in this document shall be for the account of the Security Agency;

## **VIII. OTHER MATTERS**

- a. The AGENCY shall faithfully comply with statutory remittances such as SSS, PAGIBIG and PHILHEALTH.
- b. The AGENCY shall be held responsible or liable for any loss of property, absconded patients, injury or damage sustained or caused by reason of the willful, unlawful or negligent act or omission of the AGENCY or of its personnel or representative agency. The cost of such losses, repair of damages and treatment of injury shall be charged to the AGENCY.
- c. VMC, with valid reason including but not limited to when the assigned security guard's performance is prejudicial to the best interest of the service, may order the AGENCY for immediate replacement of any or all security guards assigned by the latter and that the decision in this regard is final.
- d. The AGENCY shall correct any shortcomings on its part on the delivery of services to the satisfaction of VMC, which shall not be limited to the replacement of any guard or needed security equipment within 24 hours upon receipt of a written report from VMC.
- e. The AGENCY shall pay the salaries/wages of the security guards within three (3) days after release of payment by the VMC. In case there is a delay of payment by the VMC, the AGENCY shall pay the guards in advance not later than the 10th day of the month or the 25th day of the 2nd half of the month, as the case maybe.
- f. The AGENCY should follow the LABOR LAW rate or rules on its financial proposal. In case when there is a mandated increase in wages and COLA within the contract period by the PADPAO, the AGENCY and VMC will implement the wage order.
- g. The VMC shall not be responsible for any claims for general injury, including death sustained by the security personnel or any third person arising out of or in the course of the performance of the functions of the security guards pursuant to this contract. It is expressly understood that no employee-employer relationship exists between the parties or of their employees, representatives and agents.

## **IX. TERMS OF PAYMENT**

- a. Payment shall be based on actual services rendered by the AGENCY;
- b. For and in consideration of the services to be rendered by the AGENCY, VMC shall, during the existence of this contract, pay the AGENCY within seven (7) working days upon the receipt of the following complete documents submitted by the AGENCY and evaluated by VMC:

- i. Billing Statement;
  - ii. Payroll of Personnel;
  - iii. Daily Time Record (DTR) to be submitted by all personnel; duly signed by personnel and supervisor/s and countersigned by AGENCY'S authorized personnel; and
  - iv. Proof of remittances to SSS, Pag-IBIG and PhilHealth of previous month.
- c. Proof of actual payment of 13th month pay and Emergency COLA if being paid in a monthly basis; in case said bonus or incentives are not paid within the billing month, a certification stating that said bonus and incentives shall be paid in the month and date mandated by the laws and regulations.
- d. The payment of the amount stipulated in the preceding paragraph shall be the limit of VMC obligation for the entire duration of this contract subject to the usual government accounting and auditing rules and regulations; Provided that, all taxes due the Government shall be borne by the AGENCY; and provided finally, that should the VMC desire to get additional security guards in excess of the number stipulated herein at any time before the expiration of this Contract, the rate per head shall be the same as the rate herein agreed upon and stipulated.
- e. In the event should there be any wage increase in favor of the assigned security guards subsequent to the execution of the Contract pursuant to a law, executive order, decree, or wage order, the AGENCY shall be entitled to receive the same. The AGENCY, however, must first inform the VMC in writing of the wage increase to allow the latter to undertake the appropriate measures to address the same before its implementation.
- f. In case additional permanent personnel of the AGENCY will be deployed at VMC for the duration of contract, the former shall furnish the latter additional performance bond to cover the said personnel.

#### **X. SUSPENSION, CANCELLATION OR TERMINATION OF CONTRACT**

- a. Violation by the AGENCY in any of the provisions stipulated herein, shall be ground for the pre-termination of this Contract and shall entitle VMC to claim forfeiture of the performance bond posted by the AGENCY in accordance with RA 9184;
- b. Performance of Security Personnel provided by the AGENCY will be evaluated every month by the EFMS during the duration of their contract based on VMC's performance evaluation form;
- c. Based on the performance evaluation subject of the preceding item, VMC, in its sole discretion, may terminate this Contract in case of the SECURITY AGENCY's failure to perform any of its obligations as enumerated in Section IV – Scope of Work of this Terms of Reference. Likewise, VMC may order replacement of guard/s in case of unsatisfactory individual performance or non-compliance with the required security services; and
- d. The Contract may also be terminated if the AGENCY fails to receive an over-all rating of at least 3 (Satisfactory) during the effectivity of the Contract. This could be basis for the post-qualification of your bid tender for your next participation in VMC bidding with optimum score of 3 (Satisfactory) and above.

#### **WARRANTIES**



- a. The security guards assigned in VMC shall in no case be considered employees of the VMC, and as such, the AGENCY shall be solely responsible for any and all claims for personal injury and damage, including death, caused by said security guards to any third party in the course of the performance of their functions and duties.
- b. The AGENCY shall hold the VMC free from any and all claims and damages, or liabilities arising out of injuries, in connection with or incidental to the performance of the contractor's undertaking.
- c. The AGENCY shall hold the VMC entirely free and harmless from any action or liability whatsoever arising from any claim by any or all of the personnel provided by the AGENCY performing services pursuant to this contract, whether under the Workmen's Compensation Law, and any or all the Philippine Labor Laws, it being agreed that the Security Guards are not the employees of the VMC, and it also being understood that due and faithful compliance with the aforementioned laws shall devolve entirely upon the AGENCY.
- d. The AGENCY shall faithfully pay wages, compensation and other benefits to its employees in accordance with the minimum wage and other existing laws relating to the wages and compensation of its employees. The Agency must strictly comply with.
- e. The AGENCY shall, upon official notice by the VMC, immediately replace the services of the AGENCY's employees whose behavior, appearance, conduct and performance is not in conformity with standards set by the VMC. It is understood that the assigned security personnel shall be under the direct employ, control and supervision of the AGENCY.
- f. The AGENCY warrants the qualifications and proper performance of duties of the Security Guards deployed or posted as required by the VMC under the terms and conditions herein stipulated, and with the degree of due diligence required of similar security agencies for similar contracts as provided by the pertinent laws, rules and regulations;

#### **XI. WARRANTY AGAINST BENEFITS**

The AGENCY warrants and promised to not give any money or gift to any employee of the VMC, or any instrumentality thereof to secure this contract.

#### **XII. ASSIGNMENT**

This Contract shall be binding upon the AGENCY, its partners, successors-in-interest, its legal representatives and assigns. Notwithstanding the foregoing, the AGENCY shall not in any manner assign or transfer its rights and obligations under this Contract without the prior written consent of VMC.

#### **XIII. DAMAGES TO PERSONS AND PROPERTY**



The AGENCY shall be liable with its concerned employees and personnel for any damage or losses and against all claims, demands and proceedings caused to VMC, its property and/or injury to its staff and to any other third persons due to the negligence or criminal acts committed by the personnel and shall repair, replace and/or pay for such damage or damages as the case may be, immediately upon formal demand of VMC.

#### **XIV. RESERVATION CLAUSE**

The VMC reserves the right to reject documents which do not comply with the requirements, waive any formalities of documents or consider any submission of documents as substantial compliance, reject any and all bids, declare a failure of bidding, annul the bidding process, or not to award the contract, in accordance with the provision of RA 9184 and its IRR. VMC assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of bid.

#### **XV. CONFIDENTIALITY CLAUSE**

The AGENCY agrees that the services covered by this Contract are strictly confidential and that a breach of any of the Terms and Conditions thereof by the former may subject VMC to the compromise of its security, and may incur actual and/or constructive loss or damage, and therefore, the AGENCY hereby agrees that the AGENCY and any of its personnel shall not, during the term of this Contract or anytime thereafter, reveal, disclose or furnish in any manner to any person, firm or corporation, any information relating to VMC which the AGENCY or its personnel may have acquired or which came to its/their knowledge or possession during the performance of their obligations to VMC;

#### **XVI. SEVERABILITY CLAUSE**

If any provision of this Contract is held void or unenforceable for any reason, the legality and enforceability of the remaining provisions contained herein shall not in any way be affected or impaired, and shall remain in full force and effect.

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

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

<b>Item Number</b>	<b>Description</b>	<b>Quantity</b>	<b>Total</b>	<b>Delivered, Weeks/Months</b>
1	<b>Security Services for CY 2025, Twenty-Eight (28) Guards including 3 Officer-in-Charge / Roving (Shifting Schedule) with 13<sup>th</sup> month pay</b>	12 months	<b>11,814,165.60</b>	One Year (12 months)

## ***Section VII. Technical Specifications***

### **Notes for Preparing the Technical Specifications**

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their Bids. In the context of Competitive Bidding, the specifications (*e.g.* production/delivery schedule, manpower requirements, and after-sales service/parts, descriptions of the lots or items) must be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of transparency, equity, efficiency, fairness, and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post-qualification facilitated. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in the Contract.

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications.

#### **Sample Clause: Equivalency of Standards and Codes**

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words “*or at least equivalent.*” References to brand names cannot be used when the funding source is the GOP.

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

Bidders are also required, as part of the technical specifications, to complete their statement of compliance demonstrating how the items comply with the specification.

# Technical Specifications

Item	Specification	Statement of Compliance
		<p><i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence]</i></p>

		<p><i>presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>
	<b>TERMS OF REFERENCE</b>	
	<p><b>SECURITY SERVICES 2025</b></p> <p><b>XVII. OBJECTIVE</b></p> <p>The Valenzuela Medical Center, as a 150-bed tertiary, multispecialty teaching and training hospital serving the CAMANAVA and nearby cities and municipalities in Bulacan, is mandated to have security personnel to protect lives, properties and critical infra-structure from threats, harm, and losses, and maintain peace and order within the hospital premises.</p> <p><b>XVIII. APPROVED BUDGETARY REQUIREMENTS</b></p> <p>The term of this contract shall be effective starting January 01, 2025 until December 31, 2025, with a total Approved Budget for the Contract (ABC) amounting to Eleven Million Eight Hundred Fourteen Thousand One Hundred Sixty-Five &amp; 60/100 pesos (Php 11,814,165.60) for Procurement of Security</p>	

Services (Multi-Year Contract) as corrected and defined in accordance with the Instruction to Bidders is hereby accepted.

**XIX. PLACE OF ASSIGNMENT AND WORK SCHEDULE**

- f. The AGENCY shall provide the Procuring Entity with at least twenty-eight (28) security guards (including a supervisor), all uniformed, that will depend on the needs of the end-user and availability of funds to be assigned as follows:

28 guards of 8 hrs. duty Monday – Sunday and holidays

Coverage	No. Person
Office-In-Charge/Roving	3
Administrative Building	3
Exit	3
Lobby	2
Emergency Department Clean	3
Emergency Department Tent/Malasakit	3
Back Area Perimeter	3
Geria OPD	2
IDS Building	3
Motorpool and Support Building	3
<b>TOTAL</b>	<b>28</b>

- g. The AGENCY shall make available, at its own expense, such number of relievers as may be necessary, who are ready to take over the duty schedules of those regularly assigned guards who either report late or are absent for the day at no cost to VMC;
- h. The AGENCY shall provide additional number of licensed security guards with corresponding number of licensed firearms and ammunitions whenever a need for such supplemental security services arises at cost to VMC. Compensation for said additional security forces is in accordance with the Contract Agreement's provisions on compensation;
- i. The security guards provided by the CONTRACTOR/ AGENCY under this contract shall in no case be considered as employees of

	<p>the VMC;</p> <p>j. If within the term of this Contract, VMC facilities transfers to another area, the AGENCY shall, after consultation with VMC, agree to relocate its personnel in accordance with the new setup of the VMC at no cost to the same.</p> <p><b>XX. QUALIFICATIONS OF THE SERVICE PROVIDER</b></p> <p>The qualifications of the Service Provider are:</p> <p>a. The AGENCY must be duly licensed, registered and a member of PADPAO with proper operating permits (licensed by PNP-SOSIA) and other statutory requirements. It must have been engaged in the business with two (2) government agencies for at least three (3) years;</p> <p>b. The AGENCY has an office located within National Capital Region (NCR) complete with communication devices like telephone, two-way radio, computer, and digital camera and other office equipment;</p> <p>c. The AGENCY must be a duly licensed and registered Service Contractor with the Department of Labor and Employment (DOLE) and Other Social Legislation as mandated by Section 25.2 Implementing Rules and Regulations of R.A. No. 9184;</p> <p>d. The AGENCY must provide National Labor Relations Commission (NLRC) Certificate of No Pending Case and DOLE Certificate of No Pending Case;</p> <p>e. The AGENCY must provide Satisfactory Performance from the existing hospital clients</p> <p>f. The AGENCY must be duly registered with the Securities and Exchange Commission, Department of Trade and</p>	
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	<p>Industry, or Cooperative Development Authority;</p> <p>g. The AGENCY must be duly registered with the Social Security System (SSS), Home Development Mutual Fund (PAGIBIG) and Philippine Health Insurance Corporation (PHILHEALTH) contributions as mandated by law, as well as income taxes (if applicable) and submit certifications of no delinquency of monthly premium payments for both itself and its employees, secured where its principal place of business is located and issued within the last six months from the date of submission of its proposal of the abovementioned agencies;</p> <p>h. The AGENCY must be duly registered with the Bureau of Internal Revenue;</p> <p>i. The AGENCY must warrant that its employees are paid not less than the minimum wage as provided for by law;</p> <p>j. Upon request, the AGENCY must provide VMC with documents to verify the identity of the contractual employees assigned to the premises;</p> <p>k. The AGENCY MUST submit to VMC within five (5) days of every month a statement signed by the Contractor's duly authorized representative that it has paid all wages, salaries, compensation and other benefits of the employees assigned to VMC for services rendered by them during the immediately preceding month, and that such payments were all in accordance with the requirements of law;</p> <p>l. The AGENCY MUST submit to VMC within the first (10) days of every quarter a copy of its duly accomplished forms signed by the authorized Contractor's signature of the quarterly SSS remittance form together with the</p>	
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	<p>corresponding check voucher;</p> <p>m. The AGENCY shall have direct supervision and control over all contracted employee;</p> <p>n. As an employer, the AGENCY shall have the exclusive and absolute right to suspend, lay-off, terminate and/or impose disciplinary measures, direct and control the services and determine the wages, salaries and compensation of the employee who shall be assigned to VMC;</p> <p>o. The AGENCY will provide consistent and quality service through qualified, licensed bonded, uniformed highly trained security guards, and Three (3) Officer-In-Charge, who shall guard and protect the properties and premises of VMC. Security guards shall be posted and distributed in accordance with VMC schedule of posting of guards;</p> <p>p. The AGENCY shall secure entrances and exits of VMC as well as the Emergency Entrance of persons, things/materials brought in and out of the premises including the conduct of reasonable check on persons and properties as normally done in establishments and places for purpose of ensuring safety and security against unauthorized persons, things and/or materials;</p> <p>q. The AGENCY shall immediately make the necessary reports of incident to the VMC management and/or concerned authorities for purposes of police and other official investigations;</p> <p>r. The security guards shall be equipped with original, branded and duly licensed firearms and ammunitions necessary in the course of their security enforcement and maintenance of peace and order at the premises of</p>	
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	<p>VMC and its immediate vicinity; and</p> <p>s. The AGENCY must compliant to Data Privacy Law.</p> <p><b>XXI. QUALIFICATIONS OF SECURITY PERSONNEL</b></p> <p>b. The security guards to be assigned by the AGENCY to VMC shall possess the following minimum qualifications:</p> <p>9) Good moral character and reputation, and without any criminal, police or derogatory record;</p> <p>10) Physically, psychologically, and mentally fit;</p> <p>11) Must have reached college level/vocational level or its equivalent;</p> <p>12) Must have undergone training in handling firearms with appropriate certificate and/or licenses;</p> <p>13) Has undergone basic in-service training from accredited schools for security guards and supervisory training for security officer;</p> <p>14) Must possess a valid security license as of bidding date and during their tour of duty in VMC (submit copy of license);</p> <p>15) With good knowledge in incidence report preparation;</p> <p>16) Passed neuro-psychiatric evaluation test and drug test. Expenses for said tests are chargeable to the Service Provider; (Submit copy of result taken within the last six months)</p> <p><b>XXII. SCOPE OF SERVICES</b></p> <p>a. The AGENCY shall provide consistent and quality security services 24 hours daily, inclusive of Saturdays, Sundays and Holidays, for VMC, which is located</p>	
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	<p>at Padrigal St., Karuhatan, Valenzuela City, and its designated parking areas. Engineering and Facilities Management Section (EFMS) has the right to check guards in different designated areas;</p> <p>b. The AGENCY shall provide the EFMS with a complete list and profile with photographs of its employees detailed at VMC, which must be attested by its authorized signatory. The SECURITY AGENCY shall update such list when necessary, such as when changes are made upon it due to the reassignment, resignation or retirement of any of the security guards detailed at VMC;</p> <p>c. The AGENCY shall give a written notice and/or explanation to concerned office authority whenever any of its security guard/s is removed or transferred within three (3) working days prior to the transfer;</p> <p>d. The AGENCY must conduct orientation and training to its security personnel:</p> <ul style="list-style-type: none"> <li>➤ Individual Customer Service Orientation Certificate; and</li> <li>➤ Individual Gun Safety Training Certificate;</li> </ul> <p>e. The AGENCY must conduct security survey [orientation on the VMC's Organization Structure] and submit Hospital Security Management Plans and Program and security assessment on disaster (natural and man-made), violence and terror activities;</p> <p>f. The AGENCY shall provide reliever or replacements in case of absences of any of the assigned security guards;</p> <p>g. The AGENCY must provide 24 hours daily, seven days a week, a supervisor assigned in the hospital to exercise close supervision to the security guards to ensure faithful, continuous and uninterrupted service;</p> <p>h. Schedule of duties of security guards shall submitted to the EFMS and must conform to Procuring Entity's prescribed schedule;</p> <p>i. The prospective bidder should conduct ocular inspection of the buildings and</p>	
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	<p>premises where security services will be rendered in all areas prior to the day of bid opening;</p> <p>j. The assigned security guards shall have the following responsibilities:</p> <p style="padding-left: 40px;">1. Security Supervising Officer</p> <ul style="list-style-type: none"> <li>▪ Supervises and oversees security functions in VMC;</li> <li>▪ Prepares and submit incident reports as necessary;</li> <li>▪ Ensures compliance of security personnel and contractor agency to all applicable hospital policies while implementing security measures;</li> <li>▪ Monitors CCTV operations regularly;</li> <li>▪ Assists in the management of parking area;</li> <li>▪ Assists in the maintenance of law and order within the hospital;</li> <li>▪ Performs other related tasks that maybe assigned by the immediate supervisor including VMC's duly authorized representative</li> </ul> <p style="padding-left: 40px;">2. Responsibility by Security Officers:</p> <ul style="list-style-type: none"> <li>▪ Records plate numbers and controls traffic of incoming and outgoing vehicles both for employees, visitors, and emergency cases;</li> <li>▪ Records the number of incoming and outgoing ambulances;</li> <li>▪ Records incoming ambulance and vehicles carrying patients;</li> <li>▪ Ensures that all VMC vehicles has a duly-approved Vehicle Trip Ticket with passengers before going out of the hospital premises;</li> <li>▪ Directs ambulance to the designated parking area after disembarking/unloading patients;</li> </ul>	
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	<ul style="list-style-type: none"> <li>▪ Provides assistance in the parking area and proper arrangement of government and private vehicles;</li> <li>▪ Prohibits parking of vehicles other than the VMC and authorized vehicles at hospital parking area;</li> <li>▪ Records the entry/exit of any vehicles, delivery trucks and cadaver transport vehicles;</li> <li>▪ Records incoming visitors from the DOH and other agencies and accompany them to the office concerned/pre-determined point;</li> <li>▪ Inspects baggage of watchers/visitors/employees who entered and exits hospital premises;</li> <li>▪ Informs the Roving Guard of watchers needing assistance in locating their patients;</li> <li>▪ Signing of Gate Pass for hospital items to be taken out of the premises and personnel gate pass;</li> <li>▪ Reports any unusual incidents to the Security Supervising Officer;</li> <li>▪ Receives and transfers local and outside calls;</li> <li>▪ Manages and safe keeps all keys to all rooms in the hospital;</li> <li>▪ Provides information to inquiring visitors;</li> <li>▪ Observes activity/movement of clients for possible fixers;</li> <li>▪ Calls Law Enforcement agencies upon the request;</li> <li>▪ Ensures safety of equipment and vehicles;</li> <li>▪ Conducts roving of area of responsibility;</li> <li>▪ Receives and records Death Notification and Cadaver Release and endorses it to Roving Guard;</li> <li>▪ Receives and safekeeps Discharge Clearances for outgoing patients/watchers;</li> </ul>	
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	<ul style="list-style-type: none"> <li>▪ Accompanies relatives of cadaver to sign cadaver release form;</li> <li>▪ Receives/records Death Notification;</li> <li>▪ Receive/records Cadaver Release Form;</li> <li>▪ Crowd management;</li> <li>▪ Implement peace and order;</li> <li>▪ Implement priority lane for PWD, Senior Citizen and Pregnant Women;</li> <li>▪ Implement anti-smoking and liquor ban; and</li> <li>▪ Performs other related tasks that maybe assigned by the immediate supervisor including VMC's duly authorized representative</li> </ul> <p>k. The AGENCY shall also provide the following:</p> <ul style="list-style-type: none"> <li>xvi. Periodic assessment on security measures: <ul style="list-style-type: none"> <li>a. Physical Security Assessment every six months;</li> <li>b. Security Personnel Assessment every six months; and</li> <li>c. External Threat Assessment as the need arises.</li> </ul> </li> <li>xvii. Attends and assists security matters or concerns;</li> <li>xviii. Day and night spot inspections by agency inspectors;</li> <li>xix. Phone-patch contact with the agency 24hrs/day;</li> <li>xx. Submit daily attendance and reports to authorized assigned officer;</li> <li>xxi. Other services, if needed: <ul style="list-style-type: none"> <li>a. Intelligence and investigation services (overt/covert);</li> <li>b. Request military</li> </ul> </li> </ul>	
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	<p>assistance and coordinate to police with regards to medico-legal cases; and</p> <p>c. Provides extra guards during special events or occasions.</p> <p>xxii. Assistance to PWDs, senior citizens and pregnant clients in both clinical and non-clinical areas as stipulated in the area of assignment;</p> <p>xxiii. Effectively and continuously safeguard and protect VMC officials, employees, visitors and guests from assault, harassment, threat or intimidation, and other unlawful acts that can cause harm to their person and/or property within VMC premises;</p> <p>xxiv. Effectively and continuously safeguard and protect VMC properties from theft, arson, pilferage, robbery, trespassing, and other unlawful acts, including those of third persons or strangers, that can cause loss, damage or destruction of the said properties;</p> <p>xxv. Maintain peace and order within VMC premises;</p> <p>xxvi. Enhance security measures by inspecting all incoming and outgoing items, bags, and personal belongings of VMC Personnel, patient watchers/companion and visitors at all entry and exit points within hospital premises;</p> <p>xxvii. The AGENCY personnel who shall be assigned at the Main Entrance Door post shall serve as public assistance and information officer;</p>	
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	<p>xxviii. The deployed security guards shall be responsible inspection of baggage/s, personal belongings of visitors, and watchers at point of entry and exit, as well as vehicle parking assistance shall be obligatory on their part;</p> <p>xxix. Maintain effective discipline and full control and supervision over the security personnel assigned under this Contract, as well as the manner of performance of their duties. However, the AGENCY binds itself to cause the implementation and enforcement of all rules, regulations or directives that VMC may issue concerning the conduct of said security personnel; and</p> <p>xxx. Performs other related tasks that maybe assigned by the immediate supervisor/higher superior.</p> <p><b>CXIII. SUPPLIES, MATERIALS, AND EQUIPMENT</b></p> <p>a. The CONTRACTOR/AGENCY must provide the following items necessary for security operation:</p> <p>xv. Prescribed basic uniform for each security personnel; preferably polo barong</p> <p>xvi. Emergency lights/flashlights (at least one unit per post);</p> <p>xvii. Raincoats, Rain boots and Umbrella for the guards;</p> <p>xviii. Firearm depository box for the following post:</p> <p style="padding-left: 40px;">a. VMC Main Entrance for short firearms</p> <p style="padding-left: 40px;">b. VMC ER Entrance for long firearms</p> <p>xix. Bundy Clock</p> <p>xx. Handheld Metal detectors (4 units)</p>	
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	<ul style="list-style-type: none"> <li>xxi. Logbooks</li> <li>xxii. Two-way radio and accessories for every post to be connected to VMC Radio Communication Station duly licensed and authorized by the National Telecommunication Commission.</li> <li>xxiii. Hand cuffs (all post)</li> <li>xxiv. Pepper sprays-liquid propelled and stun gun (all post)</li> <li>xxv. Short Firearms (Administrative Building, IDS Building, Motorpool and Support Building) <ul style="list-style-type: none"> <li>4. Firearms must be in good condition</li> <li>5. Covered with license by PNP</li> <li>6. With complete load of ammunition</li> </ul> </li> <li>xxvi. Night stick (all post)</li> <li>xxvii. One (1) Unit Base Radio and eight (8) units handheld Radios as communications equipment of deployed security guards</li> <li>xxviii. Forty-eight (48) up to Sixty-two (62) Security Cameras (CCTV) with four (4) 42" colored Television, four (4) HD DVR up to 16 channels, records at 1080p resolution, includes pre-installed HDD dedicated to records of minimum 15 days per DVR each equipped with dedicated Automatic Voltage Regulator (AVR), HDMI and VGA output at up to 1920 x 1080p, Live view from PC, MAC, smartphone/tablets, total forty-eight (48) up to sixty-two (62) IR bullet/dome type camera indoor/outdoor HD 1080p, 2.0mp megapixel CMOS image sensor</li> </ul> <p>b. Loss, maintenance, repair and replacement of tools/equipment necessary and incidental to the</p>	
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	<p>performance of obligations stated in this document shall be for the account of the Security Agency;</p>	
	<p><b>XXIV. OTHER MATTERS</b></p> <ol style="list-style-type: none"> <li>a. The AGENCY shall faithfully comply with statutory remittances such as SSS, PAGIBIG and PHILHEALTH.</li> <li>b. The AGENCY shall be held responsible or liable for any loss of property, absconded patients, injury or damage sustained or caused by reason of the willful, unlawful or negligent act or omission of the AGENCY or of its personnel or representative agency. The cost of such losses, repair of damages and treatment of injury shall be charged to the AGENCY.</li> <li>c. VMC, with valid reason including but not limited to when the assigned security guard's performance is prejudicial to the best interest of the service, may order the AGENCY for immediate replacement of any or all security guards assigned by the latter and that the decision in this regard is final.</li> <li>d. The AGENCY shall correct any shortcomings on its part on the delivery of services to the satisfaction of VMC, which shall not be limited to the replacement of any guard or needed security equipment within 24 hours upon receipt of a written report from VMC.</li> <li>e. The AGENCY shall pay the salaries/wages of the security guards within three (3) days after release of payment by the VMC. In case there is a delay of payment by the VMC, the AGENCY shall pay the guards in advance not later than the 10th day of the month or the 25th day of the 2nd half of the month, as the case maybe.</li> <li>f. The AGENCY should follow the LABOR LAW rate or rules on its financial proposal. In case when there is a</li> </ol>	

	<p>mandated increase in wages and COLA within the contract period by the PADPAO, the AGENCY and VMC will implement the wage order.</p> <p>g. The VMC shall not be responsible for any claims for general injury, including death sustained by the security personnel or any third person arising out of or in the course of the performance of the functions of the security guards pursuant to this contract. It is expressly understood that no employee-employer relationship exists between the parties or of their employees, representatives and agents.</p> <p><b>XXV. TERMS OF PAYMENT</b></p> <p>g. Payment shall be based on actual services rendered by the AGENCY;</p> <p>h. For and in consideration of the services to be rendered by the AGENCY, VMC shall, during the existence of this contract, pay the AGENCY within seven (7) working days upon the receipt of the following complete documents submitted by the AGENCY and evaluated by VMC:</p> <ul style="list-style-type: none"> <li>v. Billing Statement;</li> <li>vi. Payroll of Personnel;</li> <li>vii. Daily Time Record (DTR) to be submitted by all personnel; duly signed by personnel and supervisor/s and countersigned by AGENCY'S authorized personnel; and</li> <li>viii. Proof of remittances to SSS, Pag-IBIG and PhilHealth of previous month.</li> </ul> <p>i. Proof of actual payment of 13th month pay and Emergency COLA if being paid in a monthly basis; in case said bonus or incentives are not paid within the billing month, a certification stating that said bonus and incentives shall be paid in the month and date mandated by the laws and regulations.</p> <p>j. The payment of the amount stipulated in the preceding paragraph shall be the limit of VMC obligation for the entire duration of this contract subject to the usual government accounting and auditing rules and regulations;</p>	
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	<p>Provided that, all taxes due the Government shall be borne by the AGENCY; and provided finally, that should the VMC desire to get additional security guards in excess of the number stipulated herein at any time before the expiration of this Contract, the rate per head shall be the same as the rate herein agreed upon and stipulated.</p> <p>k. In the event should there be any wage increase in favor of the assigned security guards subsequent to the execution of the Contract pursuant to a law, executive order, decree, or wage order, the AGENCY shall be entitled to receive the same. The AGENCY, however, must first inform the VMC in writing of the wage increase to allow the latter to undertake the appropriate measures to address the same before its implementation.</p> <p>l. In case additional permanent personnel of the AGENCY will be deployed at VMC for the duration of contract, the former shall furnish the latter additional performance bond to cover the said personnel.</p> <p><b>XXVI. SUSPENSION, CANCELLATION OR TERMINATION OF CONTRACT</b></p> <p>e. Violation by the AGENCY in any of the provisions stipulated herein, shall be ground for the pre-termination of this Contract and shall entitle VMC to claim forfeiture of the performance bond posted by the AGENCY in accordance with RA 9184;</p> <p>f. Performance of Security Personnel provided by the AGENCY will be evaluated every month by the EFMS during the duration of their contract based on VMC's performance evaluation form;</p> <p>g. Based on the performance evaluation subject of the preceding item, VMC, in its sole discretion, may terminate this Contract in case of the SECURITY AGENCY's failure to perform any of its obligations as enumerated in Section IV – Scope of Work of this Terms of Reference. Likewise, VMC may order replacement of guard/s in case of unsatisfactory individual performance or non-compliance with the required security services; and</p> <p>h. The Contract may also be terminated if the AGENCY fails to receive an over-all rating of at</p>	
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least 3 (Satisfactory) during the effectivity of the Contract. This could be basis for the post-qualification of your bid tender for your next participation in VMC bidding with optimum score of 3 (Satisfactory) and above.

#### **WARRANTIES**

- g. The security guards assigned in VMC shall in no case be considered employees of the VMC, and as such, the AGENCY shall be solely responsible for any and all claims for personal injury and damage, including death, caused by said security guards to any third party in the course of the performance of their functions and duties.
- h. The AGENCY shall hold the VMC free from any and all claims and damages, or liabilities arising out of injuries, in connection with or incidental to the performance of the contractor's undertaking.
- i. The AGENCY shall hold the VMC entirely free and harmless from any action or liability whatsoever arising from any claim by any or all of the personnel provided by the AGENCY performing services pursuant to this contract, whether under the Workmen's Compensation Law, and any or all the Philippine Labor Laws, it being agreed that the Security Guards are not the employees of the VMC, and it also being understood that due and faithful compliance with the aforementioned laws shall devolve entirely upon the AGENCY.
- j. The AGENCY shall faithfully pay wages, compensation and other benefits to its employees in accordance with the minimum wage and other existing laws relating to the wages and compensation of its employees. The Agency must strictly comply with.
- k. The AGENCY shall, upon official notice by the VMC, immediately replace the services of the AGENCY's employees whose behavior, appearance, conduct and performance is not in conformity with standards set by the VMC. It is understood that the assigned security personnel shall be under the direct employ, control and supervision of the AGENCY.
- l. The AGENCY warrants the qualifications and proper performance of duties of the Security

	<p>Guards deployed or posted as required by the VMC under the terms and conditions herein stipulated, and with the degree of due diligence required of similar security agencies for similar contracts as provided by the pertinent laws, rules and regulations;</p> <p><b>XVII. WARRANTY AGAINST BENEFITS</b></p> <p>The AGENCY warrants and promised to not give any money or gift to any employee of the VMC, or any instrumentality thereof to secure this contract.</p> <p><b>XVIII. ASSIGNMENT</b></p> <p>This Contract shall be binding upon the AGENCY, its partners, successors-in-interest, its legal representatives and assigns. Notwithstanding the foregoing, the AGENCY shall not in any manner assign or transfer its rights and obligations under this Contract without the prior written consent of VMC.</p> <p><b>XXIX. DAMAGES TO PERSONS AND PROPERTY</b></p> <p>The AGENCY shall be liable with its concerned employees and personnel for any damage or losses and against all claims, demands and proceedings caused to VMC, its property and/or injury to its staff and to any other third persons due to the negligence or criminal acts committed by the personnel and shall repair, replace and/or pay for such damage or damages as the case may be, immediately upon formal demand of VMC.</p> <p><b>XXX. RESERVATION CLAUSE</b></p> <p>The VMC reserves the right to reject documents which do not comply with the requirements, waive any formalities of documents or consider any submission of documents as substantial compliance, reject any and all bids, declare a failure of bidding, annul the bidding process, or not to award the contract, in accordance with the provision of RA 9184 and its IRR. VMC assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of bid.</p>	
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	<p><b>XXI. CONFIDENTIALITY CLAUSE</b></p> <p>The AGENCY agrees that the services covered by this Contract are strictly confidential and that a breach of any of the Terms and Conditions thereof by the former may subject VMC to the compromise of its security, and may incur actual and/or constructive loss or damage, and therefore, the AGENCY hereby agrees that the AGENCY and any of its personnel shall not, during the term of this Contract or anytime thereafter, reveal, disclose or furnish in any manner to any person, firm or corporation, any information relating to VMC which the AGENCY or its personnel may have acquired or which came to its/their knowledge or possession during the performance of their obligations to VMC;</p> <p><b>XXII. SEVERABILITY CLAUSE</b></p> <p>If any provision of this Contract is held void or unenforceable for any reason, the legality and enforceability of the remaining provisions contained herein shall not in any way be affected or impaired, and shall remain in full force and effect.</p>	



# Technical Specifications

<b>TECHNICAL SPECIFICATIONS</b>			
<i>Item / Service</i>	<i>Maximum Quantity</i>	<i>Technical Specifications / Scope of Work</i>	<i>Statement of Compliance</i>
			<p><i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution.]</i></p>

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

### **Notes on the Checklist of Technical and Financial Documents**

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

- a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or
- b. Any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary “pass/fail” criterion pursuant to Section 30 of the 2016 revised IRR of RA No. 9184.

# Checklist of Technical and Financial Documents

## VALENZUELA MEDICAL CENTER

PUBLIC BIDDING NO. VMC-2025-002

PROJECT : PROCUREMENT OF SECURITY SERVICES FOR CY 2025

BIDDER : \_\_\_\_\_

### I. TECHNICAL COMPONENT ENVELOPE

#### Class "A" Documents

##### Legal Documents

☐ (a) Valid PhilGEPS Registration Certificate Platinum Membership) (all pages);

##### Technical Documents

☐ (b) Statement of the prospective bidder of **all** its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**

☐ (c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the last three (3) years as provided in the Bidding Documents; **and**

☐ (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission; **or** Original copy of Notarized Bid Securing Declaration

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

☐ (f) Original duly signed Omnibus Sworn Statement (OSS);  
     ➤ **For corporation/Partnership/Cooperative – attach** Original Notarized Secretary's Certificate  
     ➤ For JVA - attach Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

##### Financial Documents

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

#### Class "B" Documents

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

### II. FINANCIAL COMPONENT ENVELOPE

☐ (i) Original of duly signed and accomplished Financial Bid Form

☐ (j) Original of duly signed and accomplished Price Schedule(s).

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

☐ (k) [For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos] Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.

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

<b>ADDITIONAL REQUIREMENTS BY VMC (POST-QUALIFICATION)</b>	
<input type="checkbox"/>	Bidding Documents duly signed or initialed by the authorized representative of the prospective bidder (each page) – attached Official Receipt as proof of payment
<input type="checkbox"/>	Document Request List (DRL) from PhilGEPS (Optional)
<input type="checkbox"/>	Bid Bulletin/s
<input type="checkbox"/>	Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document.
<input type="checkbox"/>	Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas.
<input type="checkbox"/>	Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).
<input type="checkbox"/>	The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR with 2023 ITR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission
<input type="checkbox"/>	Certificate of Good Performance from at least one (1) Government or Private Hospital / Agency except from VMC (CY 2022-present)
<input type="checkbox"/>	Special Power of Attorney (SPA) for authorized representative if OSS is Sole Proprietorship
<input type="checkbox"/>	Proof of evidence for Single Largest Completed Contract (SLCC) – Purchase Order or Notice of Award or Contract Agreement
<input type="checkbox"/>	Certificate from the manufacturer to distribute their products or Exclusive Distributorship or any equivalent document
<input type="checkbox"/>	License to Operate (LTO), if applicable
<input type="checkbox"/>	Other necessary requirement stated in Terms of Reference (TOR)

