



REPUBLIC OF THE PHILIPPINES
Department of Health
NATIONAL CENTER FOR MENTAL HEALTH
Nueve de Febrero Street, Mandaluyong City, Philippines
BIDS AND AWARDS COMMITTEE



Telephone No. 531-9001 loc. 242

Telefax No. 5318318

E-mail bacncmh@yahoo.com

Website: www.ncmh.gov.ph

CHECKLIST FOR BIDDERS

Project: Public Bidding for Security Service CY2021
Approved Budget for the Contract (ABC): Php 12,311,925.15
Date/Time and Venue of Opening of Bids: December 14, 2020, 09:00 AM
PAG-ASA HALL, NCMH Compound

Instructions:

1. A bidder must submit one (1) original during submission and opening of bids and two (2) additional copies of the original are requested to be submitted on the submission of the additional requirements for post qualification. All documents shall be current and updated.
2. The "ORIGINAL" copy of the bid form shall be typed or written in ink and shall be signed by the bidder or its duly authorized representative.
3. To facilitate the evaluation of the bids, bidders are advised to compile the documents in two (2) separate folders (i.e., one for Eligibility/Technical Documents and another for Financial Documents), properly labelled and tabbed, and following the sequence provided herein.

CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS' ENVELOPE

I. TECHNICAL COMPONENT ENVELOPE

CLASS "A" DOCUMENTS

A. LEGAL DOCUMENTS

- (1) **REGISTRATION CERTIFICATE FROM PHILIPPINE GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM (PHILGEPS) – Platinum Membership; or**
- (2) **BUSINESS REGISTRATION CERTIFICATE** from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, or any proof of such registration as stated in the BDS; and
- (3) **MAYOR'S PERMIT**(valid and current) issued by the city or municipality where the principal place of business of the prospective bidder is located; and
- (4) **TAX CLEARANCE CERTIFICATE** (valid and current)for Bidding Purposes, per Executive Order No. 398, s. 2005, as finally reviewed and approved by BIR.

B. TECHNICAL DOCUMENTS

- (1) Statement of **ALL ITS ON-GOING 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, using the form prescribed in Annex: Bidding Forms; and
**All spaces should be filled up with correct information.*
- (2) Statement of the Bidder's **SINGLE LARGEST COMPLETED CONTRACT (SLCC)*** *similar* to the contract to be bid, in accordance with ITB Clause 5.4 and using the form prescribed in Annex: Bidding Forms.

NOTE: Similar project refers to "Security Service", costing at least fifty percent (50%) of the ABC.

**All spaces should be filled up with correct information.*

(3) **BID SECURITY** in any of the following form:

- (3.1) **Notarized Bid Securing Declaration**, using the form prescribed in Annex: Bidding Forms; or
- (3.2) **Cash, Cashier's/Manager's Check**, issued by a Universal or Commercial Bank (not less than 2% of the ABC); or
- (3.3) **Bank Draft/Guarantee or an irrevocable Letter of Credit** issued by a Universal or Commercial Bank, or by a foreign bank but shall be accompanied by a confirmation from a Universal or Commercial Bank(not less than 2% of the ABC); or
- (3.4) **Surety Bond, callable upon demand** [issued by a surety or insurance company, with a certification from the Insurance Commission as authorized to issue such instrument](not less than 5% of the ABC).
- (4) Conformity to **TECHNICAL SPECIFICATIONS**, using the prescribed form in Section VII of the Bidding Documents and showing compliance to each item description provided for by NCMH;
- (5) **Notarized OMNIBUS SWORN STATEMENT** in accordance with Section 25.3 of the IRR of RA 9184, using the form prescribed in Annex: Bidding Forms.
- (6) **AUTHORITY OF THE SIGNATORY**, whichever is applicable:
 - (a) Special Power of Attorney, in case of single proprietorship.
 - (b) Resolution from the General Manager or President, if partnership.
 - (c) Board resolution with Secretary's Certificate, in case of Corporation.
 - (d) Resolution signed by all the joint-venture partners, in case of Joint-Venture.

FINANCIAL DOCUMENTS

- (7) **The Supplier's AUDITED FINANCIAL STATEMENTS**, showing among others the total and current assets and liabilities stamped "received" by the BIR or its duly accredited and authorized institutions for the preceding calendar year which should not be earlier than two (2) years from date of bid submission. (CY 2019 with comparative statement CY 2019 and CY 2018).
- (8) Duly signed **NET FINANCIAL CONTRACTING CAPACITY (NFCC) COMPUTATION**, in accordance with ITB Clause 5.5, or a commitment from a Universal **OR** Commercial Bank to extend a Credit Line in favor of the prospective bidder if awarded the contract to be bid.

CLASS "B" DOCUMENTS: IF APPLICABLE —

- (9) **JOINT VENTURE AGREEMENT (JVA)**, in case the joint venture is already in existence; or
In the absence of a JVA, **Duly Notarized Statements** (i.e., Protocol/Undertaking of Agreement) from all the potential joint venture partners should be included in the bid, stating: *That*, they will enter into and abide by the provisions of the JVA in the event that the bid is successful; and *That*, failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security (Section 23.1(b) of the 2016 Revised IRR).

NOTES:

- (a) The JVA or the Protocol must specify the company/partner and the name of the office designated as the authorized representative of the joint venture.

- (b) Each partner of the joint venture shall submit their respective Legal (I.A) —Eligibility Documents.
- (c) The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance: *Provided that*, the partner responsible to submit the NFCC shall likewise submit the Statement of all of its ongoing contracts and latest Audited Financial Statements.

******IF NOT APPLICABLE INDICATE IN A SEPARATE SHEET WITH TABBING THAT JOINT VENTURE AGREEMENT IS NOT APPLICABLE******

FINANCIAL COMPONENT ENVELOPE

- (1) Original of duly signed and completed **FINANCIAL BID FORM. and**
- (2) Original of duly signed and completed **PRICE SCHEDULE FORM.**

Note well:

1. Any missing, incomplete, or patently insufficient document in the above-mentioned checklist shall be considered "FAILED" (as per Rule IX, Sec. 30.1 of R.A. No. 9184).
2. In case of discrepancies between this checklist and the bidding documents the latter shall prevail.

The above checklist was discussed and agreed upon by the members of the NCMH Bids and Awards Committee in consultation with its Technical Working Group, including the proponent /end-user/ implementing unit.



REPUBLIC OF THE PHILIPPINES
Department of Health
NATIONAL CENTER FOR MENTAL HEALTH
Nueve de Febrero Street, Mandaluyong City, Philippines
BIDS AND AWARDS COMMITTEE



Telephone No. 531-9001 loc. 242

Telefax No. 5318318

E-mail: bac@ncmh.gov.ph

Website: www.ncmh.gov.ph

SECTION II: INSTRUCTION TO BIDDERS

1. Scope of Bid

The Procuring Entity, **NATIONAL CENTER FOR MENTAL HEALTH**, wishes to receive Bids for the **SECURITY SERVICE CY 2021**.

The Procurement Project (referred to herein as "Project") is composed of:

CATEGORY	PROPOSED BUDGET FOR THE CONTRACT (ABC)
Public Bidding for the Security Service CY 2021	Php 12,311,925.15

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 GAA CY2021 in the amount of **Php 12,311,925.15**

2.2 The source of funding is:

a. **NGA, the National Expenditure Program.**

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 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 ought 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 Non-expendable Supplies and Services: The Bidders must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.**
- b. **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.**
- c. **For procurement where the Procuring Entity has determined, after the conduct of market research, the 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 (25%) percent 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

- Subcontracting is not allowed

8 Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on **December 2, 2020 (Wednesday) – 9:00 AM, at BAC Conference Room, Procurement Section of the National Center for Mental Health** 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 request 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 *[state relevant 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 *Not applicable*

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 prices, 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 *Not applicable*

13 Bid and Payment Currencies

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

13.2 Payment of the contract price shall be made in:

- a. Philippine Pesos.

14 Bid Security

14.1 The Bidder shall submit a Bid Securing Declaration² or any form of Bid Security in the amount indicated in the **BDS**, which shall not be 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 [120 calendars from the date of Submission and Opening of Bids]. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

14.3 *Not applicable*

15 Sealing and Marking of Bids

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

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

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

16 Deadline for Submission of Bids

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

16.2 *Not applicable*

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 *Not applicable*

19 Detailed Evaluation and Comparison of Bids

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

19.2 *Not applicable*

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 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 of 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 of items participated in by the prospective Bidder.

20 Post-Qualification

20.1 *[Include if Framework Agreement will be used:]*

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

21 Signing of the Contract

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



REPUBLIC OF THE PHILIPPINES
Department of Health
NATIONAL CENTER FOR MENTAL HEALTH
Nueve de Febrero Street, Mandaluyong City, Philippines



BIDS AND AWARDS COMMITTEE

Telephone No. 531-9001 loc. 242

Telefax No. 5318318

E-mail: bac@ncmh.gov.ph

Website: www.ncmh.gov.ph

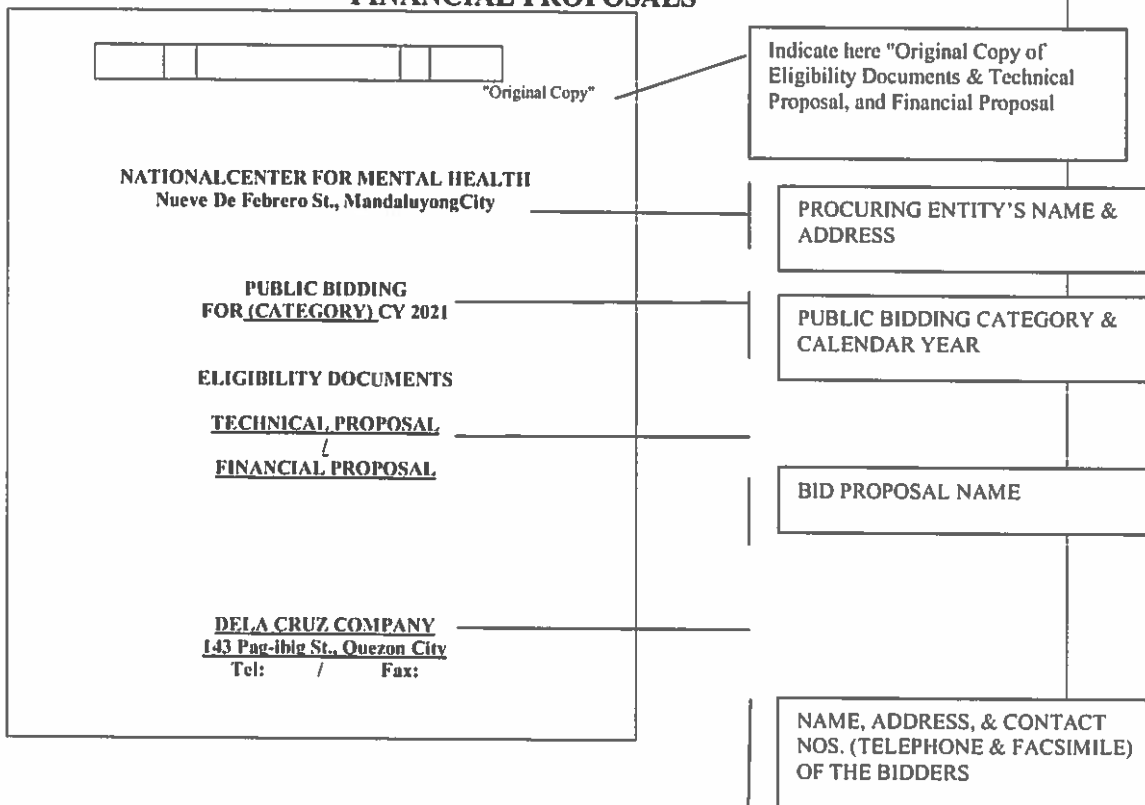
SECTION III: BID DATA SHEET

ITB Clause					
5.3	For this purpose, contracts similar to the Project shall be: <ul style="list-style-type: none"> a. Public Bidding for Security Services CY 2021 b. Completed within <i>two (2) years</i> prior to the deadline for the submission and receipt of bids. 				
7.1	Subcontracts is not allowed				
12	The Price of the Goods shall be quoted in Philippine Peso.				
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: <ul style="list-style-type: none"> a. The amount is not less than two percent (2%) of ABC, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount is not less than five percent (5%) of ABC, if bid security in is Surety Bond. 				
16.	The Bid Securing Declaration, Performance Securing Declaration, Joint Venture Agreement or duly notarized statements from all the potential joint venture partners, Contract Agreement Form, and Omnibus Sworn Statement shall be notarized in accordance with the latest Rules on National Practice				
19.3	PUBLIC BIDDING FOR THE SECURITY SERVICE CY 2021				
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">CATEGORY</th> <th style="text-align: center;">PROPOSED BUDGET FOR THE CONTRACT (ABC)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Public Bidding for the Security Service CY 2021</td> <td style="text-align: center;">Php 12,311,925.15</td> </tr> </tbody> </table>	CATEGORY	PROPOSED BUDGET FOR THE CONTRACT (ABC)	Public Bidding for the Security Service CY 2021	Php 12,311,925.15
CATEGORY	PROPOSED BUDGET FOR THE CONTRACT (ABC)				
Public Bidding for the Security Service CY 2021	Php 12,311,925.15				
20.2	Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that is submitted the Lowest Calculated Bid, the Bidder shall submit its <ul style="list-style-type: none"> a. Current and Valid Tax Clearance b. Latest Annual Income Tax Return (with corresponding eFPS Filing Reference Number and successful payment page or its equivalent proof of payment, if applicable). c. Certificate of Philgeps Registration (Platinum Membership) d. Current and Valid Mayor's Permit 				
21.2	Additional contract documents relevant to the Project that is required by the Procuring Entity:				

- | | |
|--|---|
| | <ul style="list-style-type: none"> a. Notice of Award or Notice to Proceed or Contract issued by the owners, as attachment for the Statement of the Prospective bidder of All Its On Going Government and Private Contracts. b. Notice of Award or Contract Issued by the owners, as attachment for the Single Largest Completed Contract (SLCC) c. Current, Valid and Certified True Copy of PADPAO registration d. Current and Valid, Certificate of Good Standing from PADPAO e. Current, Valid and Certified True Copy of Clearance from DOLE e. Certificate of Good Performance (For current service provider (NCMH), obtain certificate from End-User; For new bidder/s, obtain certificate from latest institution (End-User) with similar services) |
|--|---|

The Eligibility Documents and Technical Proposal combined in one folder and the Financial Proposal in separate Folder (**BLACK FOLDER**). Each folder with fastener on top, with Table of Contents and Tabs (properly labeled according to the checklist for bidders issued).

**MARKING FOR ELIGIBILITY/TECHNICAL PROPOSALS /
FINANCIAL PROPOSALS**



NOTE: Color of Folder is **BLACK**

Note: All tabbing shall be in words / title based on the Checklist.

The Eligibility Documents & Technical Proposals shall be placed in one envelope and the Financial Proposal also placed in another envelope (BLACK). All envelopes shall have the following markings:

NAME OF THE PROCURING ENTITY'S BAC,
PROCURING ENTITY'S NAME & ADDRESS

NCMH-BAC FOR *CATEGORY*
NATIONALCENTER FOR MENTAL HEALTH
Nueve de Fabrero St., MandaluyongCity

PUBLIC RE-BIDDING FOR *CATEGORY* CY 2021

PUBLIC BIDDING
CATEGORY &
CALENDAR YEAR

MARKINGS FOR ENVELOPES

DELA CRUZ COMPANY
143 Pag-Ibig St., Quezon City
Tel: _____ / Fax: _____

DO NOT OPEN BEFORE: _____ / ____ : ____

NAME, ADDRESS & CONTACT NUMBERS (Telephone & Facsimile) OF THE BIDDER, "DO NOT OPEN" LABEL WITH THE DATE & TIME OF THE SUBMISSION & OPENING OF BIDS



REPUBLIC OF THE PHILIPPINES
Department of Health
NATIONAL CENTER FOR MENTAL HEALTH
Nueve de Febrero Street, Mandaluyong City, Philippines
BIDS AND AWARDS COMMITTEE



Telephone No. 531-9001 loc. 242

Telefax No. 5318318

E-mail: bac@ncmh.gov.ph

Website: www.ncmh.gov.ph

SECTION IV: GENERAL CONDITIONS OF THE CONTRACT

1. Scope of Work

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 the 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 if which were issued after the effectivity of the said amendment.

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

2. Advance Payment and Terms of Payment

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

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

3. Performance Security

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

4. Inspection and Tests

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

Special Conditions of the Contract

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

5. Warranty

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

6.2 The Procuring Entity shall promptly notify the Supplier in writing if 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.



REPUBLIC OF THE PHILIPPINES
Department of Health
NATIONAL CENTER FOR MENTAL HEALTH
Nueve de Febrero Street, Mandaluyong City, Philippines
BIDS AND AWARDS COMMITTEE



Telephone No. 531-9001 loc. 242

Telefax No. 5318318

E-mail: bac@ncmh.gov.ph

Website: www.ncmh.gov.ph

SECTION V:

SPECIAL CONDITIONS OF CONTRACT

GCC Clause	
1	<p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms if this Contract shall be as follows:</p> <p>“The delivery terms applicable to this Contract are delivered to Security Section of the National Center for Mental Health. 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 Mr. Marjoe Avanzado, RC, OIC, Chief Security Section.</p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <p><i>Select appropriate requirements and delete the rest.</i></p> <ul style="list-style-type: none">a. Performance or supervision of on-site assembly and/or start-up of the supplied Goods;b. Furnishing of tools required for assembly and/or maintenance of the supplied Goods;c. Furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;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; ande. 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.f. <i>[Specify additional incidental service requirements, as needed.]</i> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p>Spare Parts –</p> <p>The Supplier is required to provide all of the following materials, notifications, and information</p>

pertaining to spare parts manufactured or distributed by the Supplier;

Select appropriate requirements and delete the rest.

- 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
- b. In the event of termination of production of the spare parts:
 - i. Advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and
 - ii. Following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.

The spare parts and other components required are listed in **Section VI (Schedule of Requirements)** and the cost thereof are included in the contract price.

The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts of components for the Goods for a period of *[indicate here the time period specified. If not used indicate a time period of three times the warranty period]*.

Spare parts of components shall be supplied as promptly as possible, but in any case, within *[insert appropriate time period]* months of placing the order.

Packaging –

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.

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.

The outer packaging must be clearly marked on at least four (4) sides as follows:

- 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

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.

Transportation –

Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the

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



REPUBLIC OF THE PHILIPPINES
Department of Health
NATIONAL CENTER FOR MENTAL HEALTH
Nueve de Febrero Street, Mandaluyong City, Philippines



BIDS AND AWARDS COMMITTEE

Telephone No. 531-9001 loc. 242

Telefax No. 5318318

E-mail: bacncmh@yahoo.com

Website: www.ncmh.gov.ph

Section VI
Schedule of Requirements

ITB No. 2021-006

ITEM NO.	DESCRIPTION	QTY	DELIVERY SITE			DELIVERY PERIOD and TERMS OF PAYMENT
			OFFICE	FACILITY	ADDRESS	
	1. Application For The Security Service CY 2021	1 lot	Security Section	NCMH	9 De Febrero Mandaluyong City	A. Schedule shall be specified on the Approved Contract Agreement B. Terms of Payment within 30 days from receipt of Sales Invoice / Official Receipt and upon submission of Accomplishment Report.
CONFORME:						
<i>(Company Name)</i>						
<i>(Name and Signature of Authorized Representative)</i>						



REPUBLIC OF THE PHILIPPINES
 Department of Health
NATIONAL CENTER FOR MENTAL HEALTH
 Nueve de Febrero Street, Mandaluyong City, Philippines
BIDS AND AWARDS COMMITTEE



Telephone No. 531-9001 loc. 242

Telefax No. 5318318

E-mail: bac@ncmh.gov.ph

Website: www.ncmh.gov.ph

SECTION VII

TECHNICAL SPECIFICATIONS

ITB No. 2021-006

INSTRUCTION: 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 Bidders 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 provisions of ITB Clause 3.1(a) (ii) and/or GCC Clause 2.1(a)(ii).

Technical Specifications Particulars	Requirements	Statement of Compliance
1. Application of the Security Service of NCMH CY 2021	a.) The Security Guard to be assigned in their respective post must be physically and mentally fit. b.) The Security Guard to be assigned must be in proper uniform, nametag and other required paraphernalia. c.) The Security Guard on duty shall strictly implement the standard operational procedure and guidelines in a very courteous manner. d.) The Security Guard to be assigned on duty shall be ready to serve and protect the lives and properties of the client and its clientelees.	
CONFORME:		
<i>(Company Name)</i>		
<i>(Name and Signature of Authorized Representative)</i>		

CONFORME:
<i>(Company Name)</i>
<i>(Name and Signature of Authorized Representative)</i>

TERMS AND REFERENCES FOR SECURITY SERVICES CY 2021

1. Post to be Manned by the Security Guards as follows:

Location: NCMH Main (Mandaluyong City)

AM SHIFT: (7:00 AM-7:00PM)	PM SHIFT: (7:00PM – 7:00 AM)
1. Shift in Charge	1. Shift in Charge
2. Administration Building	2. Administration Building
3. Main gate- Entrance	3. Main gate- Entrance
4. Main gate- Vehicle Inspection	4. Main gate- Vehicle Inspection
5. Main gate – Pedestrian Inspection	5. Main gate – Pedestrian Inspection
6. Roving Guard/Crisostomo / Sector 1	6. Roving Guard/Crisostomo / Sector 1
7. Roving Guard / EDMRV / Sector 2 / Pavilion 7	7. Roving Guard / EDMRV / Sector 2
8. Pavilion 6	8. Pavilion 6
9. EDMRV Oval	9. EDMRV Oval
10. Pavilion 2 Roving / Parking	10. Pavilion 2 Roving / Parking
11. Pavilion 2 OPS	11. Pavilion 7

Location: NCMH Camarin Extension (Caloocan City)

AM SHIFT: (7:00 AM – 7:00 PM)	PM SHIFT: (7:00PM – 7:00 AM)
1. Main gate - Entrance	1. Main gate - Entrance

Roving Guards for Sector 1 shall cover the following areas: Administration Building, Personnel Section, Dietary Section, MTO Library, Chapel, Men’s Dormitory, Women’s Dormitory, Zonta, Shangrila, Pavilion 2, Pavilion 3, and perimeter wall of NCMH.

Roving Guards for Sector 2 shall cover the following areas: EDMRV Oval, Cottages 1 to 3, Pavilion 11, Laundry Area, Morgue, Staff Cottages, Pavilion 7, Laboratory, Pump House, Pavilion 30, Dump Site, and perimeter wall of NCMH.

Upon Deployment, the Security Agency shall provide the following documents to the NCMH-Security Office:

1. Personal Data Sheet
2. Current Valid Medical, Neuro-Psychiatric, and Drug Test
3. Certified True Copy (CTC) of Transcript of Records and / or Diploma (if graduated)
4. Authenticated Birth Certificate - Philippine Statistic Authority (PSA)

CONFORME:
<i>(Company Name)</i>
<i>(Name and Signature of Authorized Representative)</i>

5. One (1) piece 2x2 Colored Picture
6. SSS Membership
7. Basic Security Training Course Certificate

The Security Guards shall be provided by the Security Agency with the prescribed uniform, nametag, and other required paraphernalia.

The Security Guards shall render satisfactory services from Mondays through Sundays and shall maintain a Bundy Card. NCMH Security Section shall validate the monthly attendance of all Security Guards on duty.

The Security Agency shall provide two (2) relievers / replacement in case of absences of any assigned Security Guard to ensure a continuous and uninterrupted service like rendering twenty four (24hrs) or straight duty.

The Security Guard shall be under the supervision of the Medical Center Chief II in coordination with the NCMH Chief of Security Section. Prior to the assumption of duty, an orientation of the scope of responsibilities, rules, regulations, and policies in NCMH shall be conducted by the NCMH Chief of Security Section. **NO SECURITY GUARD SHALL ASSUME HIS POST WITHOUT THIS ORIENTATION.**

The assigned Security Guards shall coordinate with the Chief of Pavilion (COP's) and Chief of the Section.

The Security Guard on duty shall be responsible for the monitoring and recording of the movements of all supplies and materials, within the area of his assignment. Whenever an equipment is brought out of the hospital, the Security Guard shall demand a Gate Pass.

The Security Guard on duty has the responsibility to screen all visitors in a very courteous manner and record their names, purpose of visit, time of arrival and departure in the Visitor's Logbook, and to issue a visitor's ID. Firearms and deadly weapons are strictly prohibited and therefore must be deposited with the Security Guard on duty. It must be properly logged and issued with acknowledgement receipt.

The Security Guard on duty is authorized to inspect bags, packages and vehicles, and conduct body search on individuals, even employees, whenever deemed necessary.

The Security Guard shall position themselves outside the buildings and/ or Office Proper and shall cover all properties in view, except when there is a duly authorized Special arrangement with the Chief of Pavilion (COP's) of the Building/ Area.

The Security Agency shall see to it that the Security Guards are screened and declared physically and mentally fit before they are allowed to report to their assumed post. They shall not be under the influence of liquor or any prohibited drugs.

CONFORME:
<i>(Company Name)</i>
<i>(Name and Signature of Authorized Representative)</i>

Security Guards found out to be under the influence of alcohol and / or prohibited drugs while on duty shall be immediately relieved and replaced. This shall be a ground for suspension or debarment of such person or even the Security Agency in the Center.

Any Security Guard who may be found and considered defiant and incompetent by the Head of Office / Service concerned shall be replaced by the Security Agency upon receipt of request and verification.

The Security Guard assigned to restricted office areas where highly accountable assets and confidential documents are kept, shall perform their duties under the supervision of official(s) to be designated by the Office / Service concerned.

The roving Security Guard shall see to it that Security Guards assigned to their post are doing their beat properly. He shall see to it that the premises of the client are protected. Any abnormal movement and presence of suspicious character should be reported immediately and the Security Guards of the NCMH and of the Security Agency shall be warned.

The Security Agency shall assume full responsibility for any claims of compensation on injuries, accidents or deaths of their Security Guards in line of duty and shall free the National Center for Mental Health (NCMH) for any legal suit in connection therewith.

For purpose of this Clause the Procuring Entity's Representative at the Project Site is: **Mr. Marjoe S. Avanzado, RC, Officer-in-Charge, Chief, Security Section.**

2. Notarized Affidavit of undertaking that the Security Guards of the Agency, if awarded the Contract, possess the following qualifications:
 - 2.1 Only Male Security Guards shall be posted;
 - 2.2 Height of at least 5'4" with weight proportionate to his height;
 - 2.3 Must be between 21-40 years old;
 - 2.4 Must have at least 2 years of College Education;
 - 2.5 Holder of a Valid Certificate in Basic/Refresher Security Guard Training Course issued by a Government-recognized Security Guard Training School, accompanied by a photocopy of such Training's Opening and Closing Reports.
 - 2.6 Holder of a Valid and Current Security Guard License with Special Bank Receipt;
 - 2.7 Must have a valid Driver's License;
 - 2.8 Valid and Current NBI Clearance (renewable every 1 year);
 - 2.9 Valid and Current Police Clearance (renewable every 6 months);
 - 2.10 Valid and Current Barangay Clearance;
 - 2.11 Holder of a Certificate of Good Moral Character from two (2) reputable individuals/institutions;

CONFORME:
<i>(Company Name)</i>
<i>(Name and Signature of Authorized Representative)</i>

2.12 Holder of a Certificate of two (2) years experience in the discharge of Security Guard's functions ; and

2.13 Before deployment, the Security Guards must possess the following:

- NP Screening from the National Center For Mental Health, with validity of at least six (6) months
- Drug Test from the National Center For Mental Health, with validity of at least six (6) months
- Medical Clearance issued by NCMH Physicians only
- Within six (6) months during deployment, all Security Guards of the Agency posted at the Center shall undergo or must obtain a certificate on the following: Basic Psychiatric Nursing Training Course / Seminar on Hostage Taking / Crisis and Disaster Preparedness / Training on Basic Life Support / First Aid; the seminar fee of which shall be charged to the Security Agency.
- Duty Detail Order or Mission Order

3. The CONTRACTOR warrants that in order to efficiently and effectively carry out its functions and obligations under this Contract, it shall equip itself with the following:

3.1 Patrol Vehicle:

3.1.1 Two (2) Land Transportation Office (LTO) registered Multi-cab and Tricycle, and;

3.1.2 Two (2) Land Transportation Office (LTO) registered Motorcycle

3.2 Twenty (20) units of NTC- registered hand-held radio, each with unit charger

- 25kHz/7.4V/5watts

3.3 Twenty (20) units of hand-held radio battery (back up)

- 7.4V/5watts

3.4 One (1) unit Base Radio

- 758 channels/25Khz (wide)/ 20kHz (middle)/ 12.5 kHz (narrow channel spacing)

3.5 Firearms and Ammunitions, duly licensed by PNP-FED.

3.5.1 Twelve (12) units of Caliber 9mm Pistol with Seven (7) ammo each and sixty (60) rounds ammo (reserve)

3.5.2 Three (3) units of 12-gauge shotgun with twelve (12) ammo each and twenty (24) rounds ammo (reserve)

3.6 One (1) unit Firearms Vault and Cabinet

- metal

CONFORME:
<i>(Company Name)</i>
<i>(Name and Signature of Authorized Representative)</i>

- 3.7 Thirty (30) units Watchman’s Clock or Digital Security Guard Patrol Tour / Time Keeping System
 - Digital
- 3.8 Twenty (20) units search light
 - Rechargeable 300yard radius/10watts/24leds
- 3.9 Six (6) units Binocular
 - 50mm diameter/8.2 degree angle/5.0 exit pupil distance/5.3000m/ High Definition
- 3.10 Twenty (20) units handheld Metal Detector
 - GP300B1/Super Scanner
- 3.11 Twenty (20) sets Shield and Helmet
- 3.12 Two (2) units Ostrich Mirror
 - 1.5 meter’s metal handle w/ 5”x9” mirror
- 3.13 One (1) unit Digital Camera
 - 13 mega pixel resolution
- 3.14 One (1) unit computer Desktop with Printer
 - Processor (CPU) Core i5 7th Generation or Higher 3.2Ghz/printer type EcoTank L3110 All-in-one Ink Tank Printer/Print, Scan, Copy.
- 3.15 One (1) unit Bundy clock
- 3.16 Logbooks(300 pages)
- 3.17 Other office Supplies
- 3.18 Two (2) units of Megaphone
 - High Power/12V
- 3.19 Three (3) sets Luminous Traffic Vest with Hand Gloves
- 3.20 Twenty two (22) unit’s Security Vest

4. Notarized Affidavit of undertaking that the prospective bidder’s Security Guards to be posted, if awarded the contract, each Security Guard shall be equipped with the following:

- 4.1 One (1) Flashlight
 - 4.1.1 Rechargeable/Led
- 4.2 One (1) Nightstick
 - 4.2.1 wood
- 4.3 One (1) Teargas
 - 4.3.1 Smart Guard Triple Action/56g
- 4.4 One (1) Whistle
 - 4.4.1 metal
- 4.5 One (1) handcuff

CONFORME:
<i>(Company Name)</i>
<i>(Name and Signature of Authorized Representative)</i>

- 4.5.1 metal
- 4.6 One (1) watch
 - 4.6.1 wrist watch/digital
- 4.7 One (1) Complete First Aid Kit
 - 4.7.1 2 pcs. Band aid, 1pc. Thermometer, 15g burn ointment, 1 pc. Sterilized gauze pad, 7.5 ml betadine, cotton, 1 pc. Plaster and vicks vaporub 5g.
- 4.8 One (1) Set Raincoats and Boots (For each Security Guard on duty)
- 5. Five (5) unit CCTV Camera with monitor (Installed at NCMH Main Gate)
 - 5.1 NVR 8 Channel/4TB HDO/IP CAM Bullet 5mp/32 inches monitor

CONFORME:
<i>(Company Name)</i>
<i>(Name and Signature of Authorized Representative)</i>

APPENDIX "1"

Bid Form for the Procurement of Goods
(Shall be submitted with the Bid)

BID FORM

Date : _____
Project Identification No. : _____

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

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

If our Bid is accepted, we undertake:

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

[Insert this paragraph if Foreign-Assisted Project with the Development Partner:

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

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

(if none, state "None")]

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

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

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

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

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

Name: _____

Legal capacity: _____

Signature: _____

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

Date: _____

Price Schedule for Goods Offered from Within the Philippines
[shall be submitted with the Bid if bidder is offering goods from within the Philippines]

For Goods Offered from Within the Philippines

Name of Bidder _____ Project ID No. _____ Page ____ of ____

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

Name: _____

Legal Capacity: _____

Signature: _____

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

Omnibus Sworn Statement (Revised)
[shall be submitted with the Bid]

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

AFFIDAVIT

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

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

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

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

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

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

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

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

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

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

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

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

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or

converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

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

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

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

Bid Securing Declaration Form

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

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

BID SECURING DECLARATION Project Identification No.: *[Insert number]*

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

I/We, the undersigned, declare that:

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

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

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

[Insert signatory's legal capacity]

Affiant

[Jurat]

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

Contract Agreement Form for the Procurement of Goods (Revised)

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

CONTRACT AGREEMENT

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

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

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

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

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

3. In consideration for the sum of *[total contract price in words and figures]* or such other sums as may be ascertained, *[Named of the bidder]* agrees to *[state the object of the contract]* in accordance with his/her/its Bid.
4. The *[Name of the procuring entity]* agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

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

[Insert Name and Signature]

[Insert Name and Signature]

[Insert Signatory's Legal Capacity]

[Insert Signatory's Legal Capacity]

for:

for:

[Insert Procuring Entity]

[Insert Name of Supplier]

Acknowledgment

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

Performance Securing Declaration (Revised)

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

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

PERFORMANCE SECURING DECLARATION

Invitation to Bid: [Insert Reference Number indicated in the Bidding Documents] To: [Insert name and address of the Procuring Entity]

I/We, the undersigned, declare that:

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

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

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

[Jurat]

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



National Center for Mental Health

BAC For Consultancy and Contract Services

PRICE SCHEDULE FOR SECURITY FOR CY 2021

Name of Bidders: _____

Days worked per week	_____
No. of days/year	_____
Amount Directly to Guard	_____
New Daily Wage (DW)	_____
Ave. Pay/Month (DW x No. of Days per Year /12)	_____
Night Differential Pay (Ave. Pay/Month x 10% x 1/2)	_____
13 th Month Pav(DW x 365/12/12)	_____
5 days Incentive Pay (DW x cola x 5/12)	_____
Uniform Allowance (RA. 5487)	_____
COLA (P15 x 377 / 12)	_____
Overtime Pay	_____
Amount to Government In favor of guard	_____
Retirement Benefit (RA 7641)	_____
SSS Premium	_____
Philhealth Contribution	_____
State Insurance Fund	_____
Pag-Ibig Fund	_____
A. TOTAL AMOUNT TO GUARD & GOVT.	_____
B. AGENCY FEE	_____
Administrative Overhead and Margin	_____
C. TOTAL RATE PER GUARD / MONTH	_____
D. VALUE ADDED TAX	_____
(Agency Fee x 12% VAT-RMC - 039-20-07)	_____
E. TOTAL CONTRACT PRICE/GUARD (For 12 hrs.)	_____
F. MULTIPLY BY NUMBER OF MONTHS	_____
G. AMOUNT OF BID / GUARD	_____
H. MULTIPLY BY NUMBER OF GUARDS	_____
I. TOTAL AMOUNT OF BID	_____

"There is no Health without Mental Health"

