

Government of the Republic of the Philippines
City of Koronadal Water District
Block I, Casa Subdivision, Zone III, City of Koronadal

PHILIPPINE BIDDING DOCUMENTS

PROCUREMENT OF GOODS

For the

Provision of Security Services



Sixth Edition
July 2020

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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



Republic of the Philippines
CITY OF KORONADAL WATER DISTRICT

Blk. 1, Casa Subd., Brgy. Zone III, City of Koronadal
 Tel nos. (083)228-4049, 520-0674, Fax no. (083)228-8141
 E-mail Address: ckwd_koronadalcity@yahoo.com
 Website: www.ckwd.gov.ph



**INVITATION TO BID FOR
 PROVISION OF SECURITY SERVICES**

1. The City of Koronadal Water District, through the Corporate Fund 2025 intends to apply the sum of indicated below being the Approved Budget for the Contract (ABC) as the payment for **Nine Months only** to the **PROVISION OF SECURITY SERVICES** / CKWD-BAC-25-02-07. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The City of Koronadal Water District now invites bids for the Services described in the table below. Delivery of the Goods is required by within the specified duration below. Bidders should have completed, within **two (2) 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).

Item	Description	Contract Duration	Approved Budget for the Contract (ABC)	Cost of Bid Documents
1	Provision of Security Services [Nine (9) months contract only]	After issuance of Notice to Proceed	Php 2,366,539.47	Php 5,000.00

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.

Bidding is open to all interested bidders, whether local or foreign, subject to the conditions for eligibility provided in the 2016 revised IRR of RA No. 9184.

4. Prospective Bidders may obtain further information from City of Koronadal Water District and inspect the Bidding Documents at the address given below during Office Hours from 8:00 a.m. – 5:00 p.m. Weekdays only.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **February 14 ~ March 10, 2025** from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest

Guidelines issued by the GPPB, in the amount stated in the table above. The Procuring Entity shall allow the bidder to present its proof of payment in person, by facsimile, or through electronic means.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the City of Koronadal Water District at www.ckwd.gov.ph, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

6. The City of Koronadal Water District will hold a Pre-Bid Conference on **February 24, 2025, 1:30 p.m.** at City of Koronadal Water District Administrative Building, Block 1, Casa Subdivision, Brgy. Zone-III, City of Koronadal 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 **March 10, 2025 at 12:00 noon**. 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 **March 10, 2025 at 1:30 p.m.** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The City of Koronadal Water District 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.
11. For further information, please refer to:

BAC Secretariat: Louise Mycee R. Subaldo/Kristine Mae I. Babila/Katherine Dianne A. Alinsugay/ Rolly D. Buendia

Name of Office: City of Koronadal Water District

Address: City of Koronadal Water District Administration Building, Block. I, Casa Subdivision, Zone-III, City of Koronadal

Telephone (083) 228-4049

Facsimile No.: (083) 228-8141

Mobile Number: 09486540266

Email Address: ckwdbac@gmail.com

mycsubaldo@gmail.com

12. You may visit the following websites:

For downloading of Bidding Documents:

CKWD Website: www.ckwd.gov.ph

PhilGeps: www.philgeps.gov.ph

Date of Issue: February 14, 2025

Sgd. ENGR. JONATHAN Q. GADAYAN
CKWD-BAC Chairperson

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, City of Koronadal Water District wishes to receive Bids for the Provision of Security Services, with identification number CKWD-BAC-25-02-07.

The Procurement Project (referred to herein as “Project”) is composed Provision of Security Services, 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 Corporate Fund 2025 in the amount of **Two Million Three Hundred Sixty Six Thousand Five Hundred Thirty Nine Pesos and 47/100. (Php 2,366,539.47)**
- 2.2. The source of funding is the Corporate Operating Budget.

3. Bidding Requirements

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

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

5. Eligible Bidders

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

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

6. Origin of Goods

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

7. Subcontracts

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

The Procuring Entity has prescribed that "Subcontracting is not allowed".

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address City of Koronadal Water District Administration Building, Block. I, Casa Subdivision, Zone-III, City of Koronadal 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 prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

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

12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
- a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;
 - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
 - iv. The price of other (incidental) services, if any, listed in the **BDS**.
 - 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 the **BDS**.

13. Bid and Payment Currencies

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

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration 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 120 calendar days from Bid Opening. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

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

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

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

16. Deadline for Submission of Bids

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

17. Opening and Preliminary Examination of Bids

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

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

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

18. Domestic Preference

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

19. Detailed Evaluation and Comparison of Bids

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

- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 14 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows:
- One Project having several items that shall be awarded as one contract.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

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

21. Signing of the Contract

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

Section III. Bid Data Sheet

Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p style="text-align: center;">Completed within two (2) years prior to the deadline for the submission and receipt of bids.</p>
7.1	Subcontracting is not allowed.
10	<p>Valid private security agency regular license to operate issued by NAPOLCOM or expired license to operate with any proof of renewal of the said document such as but not limited to Official Receipt of Renewal fee.</p> <p>Conformity with Technical Components</p> <ul style="list-style-type: none"> • Certificate of Good Standing from SSS (last quarter of 2024) or any proof of updated remittance or its equivalent • Certificate of Remittances from PHILHEALTH (last quarter of 2024) or any proof of updated remittance or its equivalent • Certification from HDMF(PAG-IBIG) (last quarter of 2024) or any proof of updated remittance or its equivalent • DOLE Clearance/Certificate of No Pending Case (for CKWD Bidding of Security Services) • NLRC Clearance/Certificate of No Pending Case for CY 2024
12	The price of the Goods shall be quoted DDP City of Koronadal Water District Administration Building, Block. I, Casa Subdivision, Zone-III, City of Koronadal or the applicable International Commercial Terms (INCOTERMS) for this Project.
12.1 (a) (iv)	No incidental services are required.
12 (b) (i)	Not applicable.
12 (b) (ii)	Not applicable.
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:

	<p>a. The amount of not less than Php 47,330.79 [(2%) of ABC], 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 Php 118,326.97 [(5%) of ABC] if bid security is in Surety Bond.</p>
15	Each Bidder shall submit one (1) original copy and two (2) duplicate copies of the first and second components of its bid.
19	Adoption of GBBP Circular No. 06-2005 dated August 5, 2005 Subject: Guidelines on the Use of Non-Discretionary/Non-Discriminatory Selection criteria as Tie-Breaking Method in Case of Two or More Bidders are Determined and Declared as the Lowest Calculated and Responsive Bidder (LCRB) or Highest Rated and Responsive Bidder (HRRB).
19.3	No further instructions.
20.1	Registration Certificate (SEC/DTI/ CDA) Valid Business/Mayor's Permit Tax Clearance (BIR)
21.1	Not applicable.

Section IV. General Conditions of Contract

1. **Scope of Contract**

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

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

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

2. **Advance Payment and Terms of Payment**

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

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

3. **Performance Security**

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than 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.

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

Special Conditions of Contract

GCC Clause	
1	<p>All prices for the duration of the contract shall be fixed and shall not be adjusted during contract implementation, except for the following instances:</p> <ul style="list-style-type: none"> a. increase in minimum daily wage pursuant to law or new wage order issued after date of bidding; b. increase in taxes; <p>If during the term of the contract the procuring entity sees the need for an increase or decrease in the number of security guards, the resulting cost of the said increase or decrease, provided that the ABC for the relevant year is not exceeded.</p> <p>This contract is valid for Nine (9) Months only and renewable for another Twelve (12) months with contract amount subject to adjustment based on the duration of the renewed period.</p> <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 of this Contract shall be as follows:</p> <p>For Goods supplied from abroad, “The delivery terms applicable to the Contract are DDP delivered City of Koronadal Water District Administration Building, Block. I, Casa Subdivision, Zone-III, City of Koronadal. In accordance with INCOTERMS.”</p> <p>For Goods supplied from within the Philippines, “The delivery terms applicable to this Contract are delivered City of Koronadal Water District Administration Building, Block. I, Casa Subdivision, Zone-III, City of Koronadal. 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. Randy L. Benedicto Sr./ Mr. Ryele B. Barro, end-user or its representative.</p> <p>Incidental Services –</p>

The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements. 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.

Spare Parts –

The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier.

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

The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods. Spare parts or components shall be supplied as promptly as possible.

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

	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p>Transportation –</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>
	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p>Intellectual Property Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2	No further instruction.
2.2	Twice (2) a month payment/ progress billing payment
4	<p>The inspection that will be conducted is:</p> <p>-Physical Inspection of firearms issued, guard uniform and other paraphernalia.</p>

6	CKWD shall collect/charge the cost to the Security Agency and/or deduct the amount to the Performance Security for damages or losses that may arise directly or indirectly attributable to the negligence or misbehavior or direct participation of the security guard(s) assigned by the Security Agency. In case the bond is not sufficient to cover such losses or damages, the Security Agency shall pay the balance directly to the CKWD.
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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.

Service Requirements for Security Guards:

Security services for 24 hour daily basis, including Saturdays, Sunday and holidays, to secure the CKWD premises in Admin Office, Garage, Stockyard facility, City of Koronadal, South Cotabato, including all the properties within its premises, all occupations and general public transacting business thereat.

1. Posting and Shifting Schedule of Guards

Posting Area	Day Shift (6:00 a.m.- 6:00 p.m.)	Night Shift (6:00 p.m.- 6:00 a.m.)	No. of Guards
CKWD Admin Building & Garage	5	2	7
CKWD Stockyard	1	1	2
Total			9 guards

2. Firearms, Ammunitions and Communication Equipment Requirement

Posting Area	Firearms required	Ammunitions	Communication Device	Other Device
CKWD Admin Building & Garage	Two (2) Shotgun Three (3) 9mm Pistol	12 rounds 16 rounds	Four (5) Handheld Radio	One (1) metal detector, flashlights, handcuffs & first aid kit.
CKWD Stockyard	One (1) Shotgun	12 rounds	One (1) Handheld Radio	Flashlights, handcuffs & first aid kit.

Note: *Do not submit this form. Instead, submit the form "Compliance with Section VI. Schedule of Requirements" under Bidding Forms after Section VIII herein.*

Section VII. Technical Specifications

Technical Specifications

1. POSTING AND SHIFTING SCHEDULE OF GUARDS

Posting Area	Day Shift (6:00 a.m.- 6:00 p.m.)	Night Shift (6:00 p.m.- 6:00 a.m.)	No. of Guards	Statement of Compliance "Comply or Not Comply
CKWD Admin Building & Garage	5	2	7	
CKWD Stockyard	1	1	2	
Total			9 guards	

2. FIREARMS, AMMUNITIONS AND COMMUNICATION EQUIPMENT REQUIREMENT

Posting Area	Firearms required	Ammunitions	Communication Device	Other Device	Statement of Compliance "Comply or Not Comply
CKWD Admin Building & Garage	Two (2) Shotgun	12 rounds	Four (5) Handheld Radio	One (1) metal detector, flashlights, handcuffs & first aid kit.	
	Three (3) 9mm Pistol	16 rounds			
CKWD Stockyard	One (1) Shotgun	12 rounds	One (1) Handheld Radio	Flashlights, handcuffs & first aid kit.	

3. SECURITY PLAN *(to be complied by the winning bidder)*

<p>The Security Agency shall provide a Comprehensive Security Plan designed to fit the needs of CKWD especially on emergency situations in accordance with the CKWD Operating Policies and Procedures as detailed in Annex "A" herein. The Security Plan shall detail the measures and innovations that would ensure the entry/exits of personnel are monitored, loss of equipment and valuables are minimized, and threat to property and personnel are secured.</p> <p>The customized Security Plan must be submitted by the Security Agency within ten (10) days from receipt of the Notice of Award (NOA) and prior to contract signing; same shall be subject for further review by CKWD. Should there be revisions of the said plan, it shall be immediately returned to the Security Agency for finalization. The revised Security Plan must be submitted, reviewed and approved prior to contract signing.</p>	
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4. OTHER REQUIREMENTS

<p>Completeness of uniform and other paraphernalia:</p> <ul style="list-style-type: none"> • Attach photos taken in four (4) angles. 	
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<p>Adherence to Existing Labor Laws, Standards & other Social Legislation:</p> <ul style="list-style-type: none"> • Certificate of Good Standing from SSS (last quarter of 2024) or any proof of updated remittance or its equivalent • Certificate of Remittances from PHILHEALTH (last quarter of 2024) or any proof of updated remittance or its equivalent • Certification from HDMF(PAG-IBIG) (last quarter of 2024) or any proof of updated remittance or its equivalent • DOLE Clearance/Certificate of No Pending Case (for CKWD Bidding of Security Services) • NLRC Clearance/Certificate of No Pending Case for CY 2024 	
<p>Reliever/Replacement: (compliance upon request/approval by the Procuring Entity)</p> <p>The Security Agency shall only provide reliever and/or replacement that are pre-qualified/approved by the CKWD, through the General Services Department, who meets the criteria stated in Section VII. Technical Specifications.</p>	
<p>Special Events or as the need arises: (compliance upon request by the Procuring Entity)</p> <p>In cases of special events or as the need arises, only upon the request of CKWD, the Security Agency to extend the duty hours (overtime) of guards on-duty and/or provide additional guards for this purpose. Payment shall be based on the contract rates and in accordance with labor laws.</p>	

SPECIFICATIONS AND OTHER REQUIREMENTS	Statement of Compliance "Comply or Not Comply"
1. The Security Agency must be duly licensed, registered, and a member of PADPAO with proper operating permits and other statutory requirements. It must have been engaged in the business for at least three (3) procuring entities	
2. The proof of paid remittances for the following concerned government agencies: SSS, PHILHEALTH, PAG-IBIG and will be in the form of a certification issued by the said agencies.	
3. The Security Agency must possess the necessary equipment in the conduct of security services specifically intended for utility services.	
4. The Security Agency will provide a minimum of nine (9) security guards.	
5. The Security Agency will provide consistent and quality service through the qualified, licensed, bonded, and uniformed, highly trained and armed security guards, and one (1) Head, who shall supervise the guards and protect the personnel, properties and premises of CKWD, twenty-four (24) hours daily –	

<p>including Saturdays, Sundays and Holidays. Security guards shall be posted and distributed in accordance with CKWD schedule of posting of guards.</p>	
<p>6. The Security Agency shall secure the entrance and exit within CKWD premises of all persons or vehicles, and things/materials brought in and out of said premises including the conduct of reasonable check on persons and properties as normally, done in public or private establishments and places for purposes of ensuring safety and security against unauthorized persons, vehicles, and/or things or materials.</p>	
<p>7. The Security Agency shall station appropriate number of security guards at designated strategic points within the CKWD designated premises as well as roving guards especially at night time and on weekends to ensure that no trespassing or other illegal activities are considered within the premises of CKWD, no guards are sleeping on duty, or guard on duty under the influence of liquor, guard watching TV. This is to ensure that they are in alert forms at all times.</p>	
<p>8. The Security Agency shall immediately make the necessary reports of any incident to CKWD management/or to other concerned authorities for purposes of police and other official investigations.</p>	
<p>9. The security guards assigned shall be provided with proper agency uniforms and visible identification badges. They must also be duly licensed.</p>	
<p>10. 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 CKWD buildings and its immediate vicinity.</p>	
<p>11. The Security Agency shall provide handheld radios as communications equipment of deployed security guards, metal detectors, flashlights, handcuffs and first aid kit.</p>	
<p>QUALIFICATIONS OF SECURITY GUARDS</p>	
<p>1. The assigned security guards must have previous experience of at least (2) years and with adequate knowledge in communication in English and customer service. He/She must be reliable, honest and courteous.</p>	
<p>2. The security guards must be at least high school graduate, physically fit, must be of legal age (compliance with RA No. 10911 or the Anti-Age Discrimination in Employment Act), standard requirement in height is at least 5’4 for male and 5’2 for female and weight of that medium built.</p>	
<p>3. The security guards must be screened and cleared by the National Bureau of Investigation (NBI), Bureau of Prisons, Police Department, Fiscal’s and Clerk of Court of the City of province of his residence.</p>	

4. The security guards must undergo and pass the required psycho-neuro examination and drug test conducted by a reputable Philippine National Police (PNP) and National Bureau of Investigation (NBI) accredited testing agency.	
5. The security guards have undergone training on security system and/or firefighting supported by a certificate for the last two (2) years.	
6. The security guard must be ready to perform other task as may be required by CKWD management, related to security, safety and protection such as registering visitors inspection of bags or cargo (in or out), inspection of vehicles, escorting VIP's and other administrative functions.	

Section VIII. Checklist of Technical and Financial Documents

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
or
- (b) 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,
and
- (c) 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;
and
- (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Documents

- (e) 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**
- (f) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (g) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
or
Original copy of Notarized Bid Securing Declaration; **and**
- (h) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (i) Original duly signed Omnibus Sworn Statement (OSS);
and if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- (j) The Supplier’s audited financial statements, showing, among others, the Supplier’s 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 the date of bid submission; **and**
- (k) 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

- (l) 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

- (m) Original of duly signed and accomplished Financial Bid Form; **and**
- (n) Original of duly signed and accomplished Price Schedule(s).

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

- (o) *[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.
- (p) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

Bidding Forms

1. Bid Form for the Procurement of Goods

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 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: _____

2. Schedule of Prices (For Goods Offered from Abroad)

For Goods Offered from Abroad

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

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place (specify border point or place of destination)	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)

Name: _____

Legal Capacity: _____

Signature: _____

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

3. Schedule of Prices (For Goods Offered 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: _____

4. Statement of all On-going Government & Private Contracts Including Contract Awarded but not yet started

THE NAME OF THE CONTRACT	DATE OF THE CONTRACT	CONTRACT DURATION	OWNER'S NAME AND ADDRESS	KINDS OF GOODS SOLD	A. AMOUNT OF CONTRACT B. VALUE OF OUTSTANDING CONTRACTS
TOTAL					A. _____ B. _____

Name: _____
 Legal capacity: _____
 Signature: _____
 Duly authorized to sign the Bid for and behalf of: _____
 Date: _____

5. Statement of Single Largest Completed Contract Similar to the Contract to be Bid within the last Two (2) Years

THE NAME OF THE CONTRACT	DATE OF THE CONTRACT	CONTRACT DURATION	OWNER'S NAME AND ADDRESS	KINDS OF GOODS SOLD	AMOUNT OF COMPLETED CONTRACT <small>(adjusted by the Bidder to current prices using PSA's consumer price index, if necessary for the purpose of meeting the SLCC requirement)</small>	DATE OF DELIVERY

This form shall be supported with any of the following:

- a. **Certificate of Acceptance;** or
- b. **Official Receipt/s;** or
- c. **Sales Invoice.**

NOTE: The bidder's completed projects must have a single contract similar to the contract to be bid whose value must be at least 50% of the ABC for the Non-Expendable projects and at least 25% of the ABC for the Expendable projects.

Name: _____
 Legal capacity: _____
 Signature: _____
 Duly authorized to sign the Bid for and behalf of: _____
 Date: _____

6. Compliance with 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.

Item Number	Description	Quantity	Total	Delivered, Calendar Days

I hereby certify to comply and deliver all the above requirements.

Name: _____
Legal capacity: _____
Signature: _____
Duly authorized to sign the Bid for and behalf of: _____
Date: _____

7. Compliance with Section VII. Technical Specifications

Item No.	Specifications	Statement of Compliance 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 unamended 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 applicable laws and issuances.

I hereby certify to comply and deliver all the above requirements.

Name: _____

Legal capacity: _____

Signature: _____

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

Date: _____

8. NFCC Computation

FINANCIAL DOCUMENTS FOR ELIGIBILITY CHECK

NFCC Computation

A. Summary of the Applicant Supplier's/Distributor's/Manufacturer's assets and liabilities on the basis of the attached income tax return and audited financial statement, stamped "RECEIVED" by the Bureau of Internal Revenue or BIR authorized collecting agent, for the immediately preceding year and a certified copy of Schedule of Fixed Assets particularly the list of construction equipment.

		Year 20__
1.	Total Assets	
2.	Current Assets	
3.	Total Liabilities	
4.	Current Liabilities	
5.	Net Worth (1-3)	
6.	Net Working Capital (2-4)	

B. The Net Financial Contracting Capacity (NFCC) based on the above data is computed as follows:

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

NFCC = P _____

Note: The values of the domestic bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR.

Submitted by:

Bidder's Authorized Representative
(Signature over Printed Name)

NOTE:

1. If Partnership or Joint Venture, each Partner or Member Firm of Joint Venture shall submit the above requirements.

9. Omnibus Sworn Statement (Revised)

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

[Jurat]

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

10. Bank Guarantee Form for Advance Payment

To: City of Koronadal Water District
City of Koronadal Water District Administration Building
Block 1, Casa Subdivision, Barangay Zone III, City of Koronadal

Provision of Security Services

Gentlemen and/or Ladies:

In accordance with the payment provision included in the Special Conditions of Contract, which amends Clause 10 of the General Conditions of Contract to provide for advance payment, *[name and address of Supplier]* (hereinafter called the "Supplier") shall deposit with the CITY OF KORONADAL WATER DISTRICT a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract in an amount of *[amount of guarantee in figures and words]*.

We, the *[bank or financial institution]*, as instructed by the Supplier, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the CITY OF KORONADAL WATER DISTRICT on its first demand without whatsoever right of objection on our part and without its first claim to the Supplier, in the amount not exceeding *[amount of guarantee in figures and words]*.

We further agree that no change or addition to or other modification of the terms of the Contract to be performed thereunder or of any of the Contract documents which may be made between the CITY OF KORONADAL WATER DISTRICT and the Supplier, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall remain valid and in full effect from the date of the advance payment received by the Supplier under the Contract until *[date]*.

Yours truly,

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

11. Bid Securing Declaration Form

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

BID SECURING DECLARATION **Project Identification No.: CKWD-BAC-25-02-07**

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]

12. Performance Securing Declaration (Revised)

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

PERFORMANCE SECURING DECLARATION

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

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

I/We, the undersigned, declare that:

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

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

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

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

13. Certificate from Insurance Commission to be attached to the Surety Bond



Republic of the Philippines
Department of Finance
INSURANCE COMMISSION
1071 United Nations Avenue
Manila

ANNEX "B"

CERTIFICATION

This is to certify that _____ is an authorized insurance company and licensed to transact general insurance business in the Philippines for such lines as **FIRE, MARINE, CASUALTY and SURETY** under **Certificate of Authority Number** _____ effective _____, unless sooner revoked or suspended for cause.

It is to certified, moreover, that _____ is likewise authorized under _____ to underwrite and issue Performance Bonds, Surety Bonds, and Bidders Bonds, **callable on demand** in favor of of various agencies and instrumentalities of the government pursuant to **Revised Implementing Rules and Regulations of R.A. 9184** and that the company certifies to us that _____ denominated as _____ was issued to _____ in favor of the **CITY OF KORONADAL WATER DISTRICT** in the amount of _____ will submit a Bid for the _____, and photocopy of said bond is extant in the records of the Regulation Division of this Commission.

This Certification is issued upon the request of _____, pursuant to Section 39. 2 (c) of the Revised Implementing Rules and Regulations of R.A. 9184.

*Issued this _____ day of _____
City of Manila, Philippines*

14. Contract Agreement Form

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]

15. Certification as to Compliance of Existing Labor Laws and Standards

Name of Procuring Entity: CKWD

Name of the Project: PROVISION OF SECURITY SERVICES

Location of the Project: CKWD Premises

PROVISION OF SECURITY SERVICES

CKWD PREMISES

I, _____ (*Name of the Representative of the Bidder*), of legal age, with residence and address at _____, after having been duly sworn to in accordance with law, hereby depose and say:

1. That I am the _____ (*Position of the representative of the Bidder*) of (*Name of the Bidder*);
2. That our firm/company shall abide with the existing labor laws and standards, rules and regulations of the Department of Labor and Employment (DOLE) in connection with the implementation of the project.
3. That if our Firm/company violates any rule and regulations as prescribed for by DOLE, I/We will accept sanctions that may be imposed on our firm.

IN FAITH WHEREOF, I hereby affix my signature this _____ day of _____, 20____, in the City of _____, Philippines.

Affiant

SUBSCRIBED AND SWORN to before me this _____ day of _____, affiant exhibiting to me his/her Community Tax Certificate No. _____ issued on _____ at _____, Philippines.

(Notary Public)

Until _____
PTR No. _____
Date _____
Place _____
TIN _____

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

16. Financial Proposal Form

PARTICULARS	AMOUNT (Php)	
	W/ Night Differential (1)	W/out Night Differential (2)
a. MONTHLY CONTRACT RATE FOR 8 HOURS/GUARD (INCLUDING COLA, UNIFORM ALLOWANCE, NIGHT DIFFERENTIAL, 13TH MONTH PAY, HOLIDAYS)		
b. MONTHLY OVERTIME PAY FOR 4 HOURS/GUARD		
c. AMOUNT TO GOV'T IN FAVOR OF GUARD/MONTH (SSS, PHILHEALTH, PAG-IBIG, EC)		
d. AMOUNT TO GUARD & GOVERNMENT/MONTH(a + b +c)		
e. NUMBER OF GUARDS		
f. MONTHLY CONTRACT RATE FOR 12 HOURS (dxe)		
g. NUMBER OF MONTHS		
h. ANNUAL TOTAL CONTRACT COST(f x g)		
i. ANNUAL ADMINISTRATIVE FEE		
j. ANNUAL SUB-TOTAL PRICE (h+i):		
k. ANNUAL GRAND TOTAL CONTRACT PRICE (j1+j2)		

ANNEX A – COMPREHENSIVE SECURITY PLAN

<p>A. General Security</p>	<p>Statement of Compliance COMPLY/NOT COMPLY</p>
<p>1) Alert at all times.</p> <p>2) Secure all entries/doors and gates during and after office hours in order to prevent entry of people carrying deadly weapons, explosives, toxic chemicals, contraband items, prohibited drugs and other harmful materials to prevent pilferage and any property destruction.</p> <p>3) Call the recipients of the delivery boxes to confirm whether they are expecting delivery boxes/properties.</p> <p>4) Impose all existing CKWD security rules and regulations.</p> <p>5) Submit reports on any unusual incidents.</p> <p>6) Turn-over to the nearest police station individuals who are found possessing deadly or other harmful materials and/or properties.</p> <p>7) Perform other duties as CKWD and/or the Security Agency may direct.</p>	
<p>B. Security of Human Resources</p>	
<p>B.1 Officials and VIP Guest</p>	
<p>1) Provide close-in security as may be required.</p> <p>2) Exercise courtesy and tact at all times.</p> <p>3) Provide security assistance as may be required/instructed</p>	
<p>B.2 Employees</p>	
<p>1) Monitor/render weekly report in the strict implementation of “No ID/No Uniform Entry Rule”.</p> <p>2) Monitor/search for deadly weapons, explosives, toxic chemicals, drugs and contraband items/harmful materials upon reasonable ground for suspicion, cause arrest of employees.</p> <p>3) Check bags/plastic bags/boxes going in and out of the office for security purposes.</p> <p>4) Prevent/detect any form of breach of CKWD rules and regulations and if possible report or cause the arrest of the perpetrators.</p>	

<p>5) Implement strictly the "No Entry" to security/restricted areas without proper authorization/clearance.</p> <p>6) Exercise tact and courtesy at all times.</p> <p>7) Assist employees as requested.</p> <p>8) Maintain logbook for personnel and property/equipment movements.</p> <p>9) Implement no entry and stay in office after office hours including Saturdays, Sundays and Legal Holidays unless authorized.</p> <p>10) Focus on security work. Avoid unnecessary acts such as chatting to employees, texting while on duty, among others.</p> <p>11) Advise all employees to wear their company ID while inside the premises.</p>	
<p>B.3 Guests/Visitors</p>	
<p>1) Screen visitors with utmost courtesy and guide them to the office they desire to transact business. Also notify by phone the official or employee to be visited.</p> <p>2) Inspect thoroughly using metal detector all bags/plastic bags, boxes, packages and attached case hand carried by visitors.</p> <p>3) Monitor/search for deadly weapons, explosives, toxic chemicals, drugs and contraband items/harmful materials upon reasonable ground for suspicion, cause arrest and visitors.</p> <p>4) Coordinate with the officials/employees concerned prior to the entry of visitors.</p> <p>5) Prevent/detect any form of breach of CKWD rules and regulations and if possible report or cause the arrest of the perpetrators.</p> <p>6) Prevent entry to security/restricted areas without proper authorization/clearance.</p> <p>7) Exercise tact and courtesy at all times.</p> <p>8) Assist as may be required.</p> <p>9) Prevent entry after office hours including Saturdays, Sundays and Legal Holidays unless authorized.</p> <p>10) Prohibit loitering in the premises after visitor's business is done.</p> <p>11) Guide visitors to their office destination.</p> <p>12) Check and prevent unauthorized persons from loitering in the corridors or entering offices without official business or transactions.</p> <p>13) Prohibit vendors or solicitors from entering the office.</p>	

B.4 Customer/Clients	
<ol style="list-style-type: none"> 1) Exercise tact and courtesy at all times. 2) Check baggage for security purposes. 3) Provide direction with the premises. 4) Assist in the smooth operations of the Office frontline services as required by CKWD. 5) Respond immediately in case of emergency/untoward incident, and prepare necessary report to the CKWD. 6) Prevent entry to security/restricted areas without proper authorization/clearance. 7) Submit regular reports of untoward incidents/complaints from the public shall be forwarded to the CKWD. 	
C. Security for Physical Resources	
<ol style="list-style-type: none"> 1) Operate and enforce the system of personnel identification. 2) Prohibit individuals or groups from loitering in the lobbies or building entrances. 3) Post notice prohibiting entry or carrying deadly weapons at entrance building. 4) Observe and patrol designated perimeters, areas, structures, and activities of security interest. 5) Provide partial lock and key control (except in restricted areas). 6) Deny access to restricted areas. 7) Apprehend persons attempting or gaining unauthorized access to restricted areas and those committing unlawful acts. 8) Identify and record in logbook unauthorized persons entering restricted areas. 9) Check that all doors and windows are closed and locked after office hours. 10) Check depositories, rooms, or buildings of security interest any time, in addition to the normal working hours to determine that they are properly locked and are otherwise in order. 11) Check all office equipment and appliance before or after office hours. See to it these office equipment and appliance are in proper places, and then close/lock all offices after determining that everything is secured. 12) Deny entry to peddlers and unauthorized vendors. 	

<p>13) Enforce the established system control over the removal of property and material from the compound, as may be applicable.</p> <p>14) Identify need for lighting and recommend measures.</p> <p>15) Identify fire hazard and recommend measures.</p> <p>16) Check regularly the location and condition of fire extinguishers and recommend measures.</p> <p>17) Check regularly the conditions of fire hydrants, hoses and alarm systems.</p> <p>18) Ensure that all lights are switched off and all electricity operated office equipment are unplugged when occupants of the office are all out.</p> <p>19) Conduct regular inspection of storage areas and recommend measures, if necessary.</p> <p>20) Respond to protective alarm signals or other indicators of suspicious activities of lawless elements.</p> <p>21) Submit reports of any unusual incidents.</p> <p>22) Perform other duties as CKWD may direct.</p>	
<p>C.2 Supplies and Equipment</p>	
<p>1) Ensure that all outgoing properties must be covered with appropriate documents duly signed by the authorized signatories indicating serial/property number, person moving the equipment, time, date, etc.</p> <p>2) Access to supply rooms and areas will be allowed to authorized personnel only.</p> <p>3) Ensure security of supplies, equipment and documents at all times.</p> <p>4) Conduct inventory of movable equipment in the office.</p>	
<p>C.3 Site Premises</p>	
<p>1) Control flow of traffic and direct drivers to park vehicles properly in designated areas.</p> <p>2) Safeguard and protect parked vehicles from pilferage of accessories and other attachments.</p> <p>3) Maintain a logbook on the arrival and departure of CKWD vehicles and client/visitor's vehicles. The record of client/visitor's vehicles shall indicate the plate number, time in and out, the name of the driver and company.</p> <p>4) Inspect all vehicles entering the premises if there are illegal contraband items on board, and if there is such, initiate arrest.</p>	

<p>5) Deny entry of visitors who refuse to subject vehicle for inspection shall be denied entry.</p> <p>6) Prohibit CKWD vehicles to leave the site without necessary trip ticket and/or gate pass duly signed by the authorized signatory.</p> <p>7) Control the parking of vehicles of visitors to the designated parking area. Employee's vehicles shall be allowed entry and to park in the designated area for privately owned vehicles. When departing, however, their vehicles shall be subjected to inspection as CKWD vehicles.</p> <p>8) Conduct inspection of all offices inside the building after office hours to switch off all electrical equipment neglected by the CKWD employees.</p> <p>9) Switch-on all necessary perimeter lightings during night fall.</p>	
<p>D. Emergency</p>	
<p>D.1 Fire</p>	
<p>1) Inform the Fire Department.</p> <p>2) Know the status and location of the fire alarm system and firefighting equipment.</p> <p>3) Possess basic knowledge on operating firefighting equipment and fire suppression skills.</p> <p>4) Familiar with fire exit and electrical control switches.</p> <p>5) Initiate fire alarm.</p> <p>6) Report fire and any fire hazard.</p> <p>7) Report inadequate water supply, firefighting equipment and fire exit.</p> <p>8) Post appropriate fire sign.</p> <p>9) Assist in the evacuation of employees, records and equipment.</p> <p>10) Clear driveways and empty spaces, records and equipment in case of fire.</p>	
<p>D.2 Theft, Pilferage and Burglary</p>	
<p>1) Secure all entry and exit points.</p> <p>2) Conduct investigation and submit written report within 24 hours CKWD General Services Department.</p> <p>3) Identify witnesses, if possible.</p> <p>4) Apprehend culprit within the premises, secure incident area to preserve evidence.</p>	

<p>5) Coordinate with appropriate PNP unit (Theft & Robbery Section).</p> <p>6) Assist in controlling/suppressing violence.</p> <p>7) Limit number of entry to premises to as few as possible.</p>	
D.3 Trespassing	
<p>1) Prohibit/deny access of trespassers.</p> <p>2) Apprehend trespassers.</p> <p>3) Turn-over trespassers to PNP thru the CKWD-AGSD.</p> <p>4) Report to Management.</p>	
D.4 Hostage Situation	
<p>1) Notify PNP, CKWD Management and all guards.</p> <p>2) Act as temporary negotiator until the arrival of the expert negotiator to ensure that the hostage-taker will not harm the hostage.</p>	
D.5 Earthquake	
<p>1) Control the crowd to prevent stampeded and other incidents.</p> <p>2) Advise personnel/visitors/customers to seek refuge under strong piece of furniture and keep away from falling objects.</p> <p>3) Assist in evacuation of personnel/visitors/customers, supplies, materials and equipment.</p>	
D.6 Flood and Typhoon	
<p>1) Assist in evacuation of personnel/visitors/customers, supplies, materials and equipment.</p>	
D.7 Sabotage	
<p>1) Secure the effective area to preserve evidence.</p> <p>2) Assist in the evacuation of the personnel from affected area in case of explosion.</p>	
D.8 Bomb Threat	
<p>1) Report immediately to PNP.</p> <p>2) Inform CKWD-AGSD.</p> <p>3) Assist evacuation of personnel.</p> <p>4) Secure CKWD property and clear from unauthorized entry of persons.</p>	

