

CHECKLIST OF DOCUMENT REQUIREMENTS FOR BIDDERS (SECURITY SERVICES CONTRACT)

A. ENVELOPE 1: ELIGIBILITY & TECHNICAL REQUIREMENTS

ELIGIBILITY DOCUMENTS

Class "A" Documents:

1. **PhilGEPS** Certificate of Registration and membership in accordance with Section 8.5.2 of this IRR, except for foreign bidders participation in the procurement by a Philippine Foreign Service Office or Post which shall submit eligibility documents under Section 23.1 of the IRR: provided, that the winning bidder shall register with the PhilGEPS in accordance with Section 37.1/4 of this IRR
or submit the following documents:
 - a. 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**;
 - b. Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
 - c. Tax Clearance per C.O. 398, Series of 2005 as finally reviewed and approved by BIR;
 - d. Audited Financial Statement received by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions, for the preceding calendar year, which should not be earlier than two (2) years from bid submission;
2. Statement 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

Statement of the Bidder's SLCC similar to the contract to be bid, in accordance with ITB Clause 5.4. The statement shall include, for each contract, the following:

- a) name of the contract;
- b) date of the contract;
- c) contract duration;
- d) owners name and address;
- e) kind of goods;
- f) For statement of ongoing contract - amt of contract and value of outstanding contracts;
- g) For Statement of SLCC - amount of completed contracts, adjusted by the Bidder to current prices using PSA's consumer price index, if necessary for the purpose of meeting the SLCC requirement (SF-GOOD-13b , separate sheet);
- h) Certification that remittances of concerned Janitorial Agency are up-to-date:
 - a) Certification issued by SSS

- b) Certification issued by Pag-ibig
 - c) Certification issued by PhilHealth;
 - i) end user's acceptance or official receipt(s) or sales invoice issued for the contract, if completed, which shall be attached to the statements.
 - j) Certification of Existence of Retirement Trust Fund;
 - k) License to operate from PNP Camp Crame;
 - l) Accreditation from Camp Dangwa to operate in CAR;
3. NFCC computation, or, Credit Line Certificate (CLC) in accordance with **ITB** Clause 5.5;
 - 4.

Class "B" Document:

5. If applicable, the 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.

TECHNICAL DOCUMENTS

6. Bid security as prescribed in ITB Clause 18;
7. Conformity with technical specifications, as enumerated and specified in Sections VI and VII of the Bidding Documents; and
8. Omnibus Sworn Statement in accordance with Section 25.2(a)(iv) of the IRR of RA 9184 and using the form prescribed in Section VIII. Bidding Forms (**Omnibus Sworn Statement**);
9. Schedule of shifts/Deployment;
10. Manpower requirements and Organizational Set-up of the Security Agency;
11. Technical Specifications, including but not limited to the following:
 - 1) Statement of company resources (indicating whether owned, leased or under purchase) available for the prosecution of the contract, such as:
 - 1.1) Number of licensed firearms
 - 1.2) Number and kind of Communication devices
 - 1.3) Number and kind of Motor Powered Vehicles
 - 1.4) Number of Licensed Guards
 - 2) Security Plan for the University of the Philippines Baguio Campus
12. Affidavit that PSA has minimum number of licensed guards;
13. PSA Certification on provision of adequate security equipment, uniform & paraphernalia;

CHECKLIST OF DOCUMENT REQUIREMENTS FOR BIDDERS (SECURITY SERVICES CONTRACT)

14. PSA Certification that its security personnel have undergone various PNP-approved trainings and related skills development courses;
15. List of Add-on services, if any;

B. ENVELOPE 2: FINANCIAL COMPONENT **FINANCIAL PROPOSAL**

16. Financial Bid Form (**Bid Proposal**), including Cost Distribution (**Bid Breakdown**);
 17. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification from the DTI, SEC, or CDA issued in accordance with **ITB** Clause 27;
 18. Any other document required in the **BDS**.
- Unless otherwise stated in the **BDS**, all bids that exceed the ABC shall not be accepted.

CHECKLIST OF POST-QUALIFICATION DOCUMENT REQUIREMENTS

(per ITB Clause 29.2)

Within a non-extendible period of five (5) calendar days from receipt by the bidder of the notice from the BAC that it submitted the LCB, the Bidder shall submit the following documentary requirements:

1. Latest income and business tax returns, either manually filed tax returns, or, tax returns filed through the Electronic Filing and Payments System (EFPS).
2. Other appropriate licenses and permits required by law and stated in the **BDS**.

Failure of the Bidder declared as LCB to duly submit the requirements under this Clause or a finding against the veracity of such, shall be ground for forfeiture of the bid security and disqualification of the Bidder for award.