

PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

EARLY PROCUREMENT ACTIVITY (EPA) FOR THE PROVISION OF SECURITY SERVICES IN THE LAND REGISTRATION AUTHORITY AND ITS REGISTRIES OF DEEDS NATIONWIDE FOR CY 2024

Project ID No. LRA BAC-PGSM-2024-04

Government of the Republic of the Philippines

**Sixth Edition
July 2020**

Preface

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

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

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

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

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

easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.

- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

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

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

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

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

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

CDA - Cooperative Development Authority.

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

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

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

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

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

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

GFI – Government Financial Institution.

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

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

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as civil works or works. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

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

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

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

these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

UN – United Nations.

Section I. Invitation to Bid



REPUBLIKA NG PILIPINAS
KAGAWARAN NG KATARUNGAN
PANGASIWAAN SA PATALAAN NG LUPAIN
(LAND REGISTRATION AUTHORITY)
East Avenue cor. NIA Road
Quezon City

INVITATION TO BID FOR THE EARLY PROCUREMENT ACTIVITY (EPA) FOR THE PROVISION OF SECURITY SERVICES IN THE LAND REGISTRATION AUTHORITY AND ITS REGISTRIES OF DEEDS NATIONWIDE FOR CY 2024

1. The **Land Registration Authority (LRA)**, through the National Expenditure Program (NEP) for FY 2024 intends to apply the sum of **FIFTY-FOUR MILLION FOUR HUNDRED THIRTY-FOUR THOUSAND EIGHT HUNDRED EIGHTY PESOS AND 74/100 (Php 54,434,880.74)**, inclusive of VAT being the ABC to payments under the contract for the **Early Procurement Activity (EPA) for the Provision of Security Services in the Land Registration Authority and its Registries of Deeds Nationwide For CY 2024** with **Project ID No. LRA BAC-PGSM-2024-04**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

The Land Registration Authority (LRA) is conducting this procurement through the Early Procurement Activity (EPA) for FY 2024 to ensure the timely delivery of goods, implementation of infrastructure projects and rendition of consultancy services, consistent with the GPPB Resolution No. 14-2019 dated July 17, 2019. EPA shall refer to the conduct of procurement activities, from posting of the procurement opportunity, if required, until recommendation of the Bids and Awards Committee (BAC) to the HoPE as to the award of the contract for goods to be delivered, infrastructure projects to be implemented and consulting services to be rendered in the following fiscal year (i.e. FY 2023), pending approval of their respective funding sources.

The bidders, therefore, are herewith informed of the following:

- a. Interested bidders are invited/requested to submit their bid proposals based on indicative budget (i.e. subject to final approval) through this invitation to Bid, together with the bidding documents;
 - b. The LRA will evaluate the bid proposal and determine the winning bidder. The financial bid proposal of the winning bidder will be the contract price/amount which is considered fixed price. However the Notice of Award (NOA) will only be issued upon the approval of the budget.
 - c. Would there be a delay in the award as affected by the possible delay in the budget approval, the bid validity as specified in the bidding documents (which is a maximum of 120 calendar days), the winning bidder may be requested to extend the bid validity, the bid submitted by said bidder will be rejected.
2. The **LRA** now invites bids for the **Early Procurement Activity (EPA) for the Provision of Security Services in the Land Registration Authority and its Registries of Deeds Nationwide For CY 2024**. The expected contract duration is from **March 01, 2024 to December 31, 2024**, renewable for one (1) year or until a new contract has been entered, subject to availability of funds. Bidders should have completed, within three (3) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instruction to Bidders).

3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective bidders may obtain further information from the **LRA-Bids and Awards Committee (BAC) Secretariat for Non-Infrastructure** through the contact details given below and inspect the Bidding Documents as posted on the websites of the LRA and the Philippine Government Electronic Procurement System (PhilGEPS).
5. A complete set of Bidding Documents may be acquired by interested Bidders on **October 24, 2023 to November 17, 2023** from the given address below upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Fifty-Four Thousand Four Hundred Thirty-Five Pesos (₱54,435.00)** at the LRA Cashier located at the One Stop Shop (OSS). The LRA shall allow the bidder to present its proof of payment for the fees by presenting it in person.
6. The **Land Registration Authority** will hold a **Pre-Bid Conference on November 03, 2023, 1:00 P.M., at 4th Floor, LRA Conference Room, LRA Building, East Avenue corner NIA Road, Diliman, Quezon City**, which shall be open to prospective bidders and/or through videoconferencing/webcasting via *Zoom application* using the following:

Meeting ID : 897 5212 6189
Security Passcode : 615349

7. **Bids must be duly received** by the BAC Secretariat through manual submission at the address below on or before **November 17, 2023, 8:30 AM at 4th Floor, LRA Conference Room, LRA Building, East Avenue corner NIA Road, Diliman, Quezon City. Late bids shall not be accepted.**
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 14**.
9. Bid opening shall be on **November 17, 2023, 9:00 AM at 4th Floor, LRA Conference Room, LRA Building, East Avenue corner NIA Road, Diliman, Quezon City**. Bids will be opened in the presence of the bidders’ representatives who choose to attend the activity.

For the purpose of constituting a quorum, either the physical and virtual presence of the BAC members shall be considered pursuant to GPPB Resolution No. 09-2020.

10. The Land Registration Authority 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:

MARIA RUDYLYN A. CEBRERO
BAC-PGSM Secretariat Member
Room 02, Property and Supply Section, Lower Ground Floor
Mobile No. 0999-2262745

NONETTE KHALIL M. AMPARO, RN
BAC-PGSM Secretariat Member
Room 302, 3rd Floor, Office of the Reconstitution Division

Mobile No. 0917-2426183

12. For viewing and downloading of Bidding Documents you may visit:

<http://notices.philgeps.gov.ph/>

<https://lra.gov.ph/bids-opportunities/>

Date Issuance of Bidding Documents:

24 October 2023 at Quezon City



ATTY. TRISTAN E. DE GUZMAN

Chairperson, LRA Bids and Awards Committee

East Avenue corner NIA Road, Diliman, Quezon City

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, **Early Procurement Activity (EPA) for the Provision of Security Services in the Land Registration Authority and its Registries Of Deeds Nationwide for CY 2024**, with identification number **LRA BAC-PGSM-2024-04**.

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

2. Funding Information

2.1. The GOP through the source of funding as indicated below for *FY 2024* in the amount of **FIFTY-FOUR MILLION FOUR HUNDRED THIRTY-FOUR THOUSAND EIGHT HUNDRED EIGHTY PESOS AND 74/100 (Php 54,434,880.74)**, inclusive of VAT.

2.2. The source of funding is the NGA, the National Expenditure Program (NEP) FY 2024.

3. Bidding Requirements

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

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

5. Eligible Bidders

5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

5.2. Foreign ownership limited to those allowed under the rules may participate in this Project.

- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:

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.

- 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.a. The Procuring Entity has prescribed that: **Subcontracting is not allowed.**

8. Pre-Bid Conference

The Land Registration Authority will hold a Pre-Bid Conference on **November 03, 2023, 1:00 P.M.**, at **4th Floor, LRA Conference Room, LRA Building, East Avenue corner NIA Road, Diliman, Quezon City** and/or through videoconferencing/webcasting as indicated in Paragraph 6 of the Invitation to Bid (IB).

9. Clarification and Amendment of Bidding Documents

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

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within **three (3) years** 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 Declaration¹ or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid for **120 calendar days (March 16, 2024)**. 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 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 may be. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as one (1) 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

ITB Clause	
5.3	For this purpose, contracts similar to the Project shall be: <ul style="list-style-type: none"> a. Security Services. b. completed within three (3) years prior to the deadline for the submission and receipt of bids.
7.1	Subcontracting is not allowed.
12	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: <ul style="list-style-type: none"> a. The amount of not less than ₱1,088,697.61 [(2%) of ABC], if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than ₱2,721,744.04 [(5%) of ABC] if bid security is in Surety Bond.
19.3	The Project, Early Procurement Activity (EPA) for the Provision of Security Services in the Land Registration Authority and its Registries of Deeds Nationwide for CY 2024 with ABC of FIFTY-FOUR MILLION FOUR HUNDRED THIRTY-FOUR THOUSAND EIGHT HUNDRED EIGHTY PESOS AND 74/100 (Php 54,434,880.74) , VAT inclusive. The computation of a prospective bidder's NFCC must be at least equal to the ABC to be bid, pursuant to Section 23.4.1.4 of the 2016 Revised IRR of RA No. 9184.
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.
	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 Single/Lowest Calculated Bid, the Bidder shall submit ALL of the following post-qualification requirements: <ol style="list-style-type: none"> 1. Photocopy of Single Largest Completed Contract or Purchase Order 2. The corresponding proof of completion which could either be: <ol style="list-style-type: none"> a. Certificate of Final Acceptance/Completion from the bidder's client; or b. Official Receipt or Sales Invoice of the bidder covering the full amount of the contract 3. Latest Income and Business Tax Returns, filed and paid through the Electronic Filing and Payments System (eFPS) and other appropriate licenses and permits required by law. 4. Valid Mayor's/Business Permit for FY 2023. <p>Failure to submit a copy of the Single Largest Completed Contract with proof of completion is a valid ground for disqualification of the bidder</p>
21.1	No Further Instructions.

Section IV. General Conditions of Contract

1. Scope of Contract

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

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

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

2. Advance Payment and Terms of Payment

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

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

3. Performance Security

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

4. Inspection and Tests

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

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

5. Warranty

- 6.1. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.
- 6.2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

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

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

Special Conditions of Contract

GCC Clause	
1	<p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>“The delivery terms applicable to the Contract are DDP delivered LRA Bldg., East Avenue cor., NIA Road, Diliman, Quezon City in accordance with INCOTERMS.”</p> <p>“The delivery terms applicable to this Contract are delivered LRA Bldg., East Avenue cor. NIA Road, Diliman, Quezon City. 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 the General Services Division of LRA.</p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ol style="list-style-type: none"> a. The Security Agency shall have adequate source of qualified, competent, and reliable security officers and security guards. A pool of regular reserves shall be maintained to provide for a ready replacement of regular guards in cases of absences and emergencies. <p>The Contract price for the Services shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p>
	<p>Packaging –</p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p>

	<p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity Name of the Supplier Contract Description Final Destination Gross weight Any special lifting instructions Any special handling instructions Any relevant HAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p>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>

	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.
	Regular and Recurring Services – “The contract for regular and recurring services shall be subject to a renewal whereby the performance evaluation of the service provider shall be conducted in accordance with Section VII. Technical specifications.”
2.2	The terms of payment shall be as follows: The Security Agency may bill LRA on a bi-monthly basis. Billings or requests for payment shall be supported by the following documents: <ul style="list-style-type: none"> ● Bi-Monthly Billing for security services rendered; ● Bi-Monthly Service Invoice, indicating the breakdown and the total among being collected; ● Daily Time Records of Security Officers and Security Guards for the billing period; ● Bi-Monthly Summary Accomplishment Report; ● Bi-Monthly Summary Payroll of Number of Security Posted and Number of Duty Hours rendered; ● Table of Manning of Security Officers/Guards Daily and per Shift; ● Photocopy of Security Service Contract with Certified True Copy; and ● Bi-Monthly Daily Time Record; and ● Other documents may be required
4	The inspections and tests that will be conducted are: <ol style="list-style-type: none"> 1. Examination of documents to verify the validity of the submitted Technical Documents; 2. Others that may be necessary to the Bids and Awards Technical Working Group (BAC-TWG) in their preparation of the Post Qualification Report; and 3. BAC-TWG shall coordinate with the winning bidder other requirements and procedures re: inspection and tests; and 4. Physical inspection of personnel and required equipment.

Section VI. Schedule of Requirements

Item No.	Description	Days Worth Per Week	No. of Guards
	<p>For the Central Office, the Security Agency shall provide a twenty-four (24) hour security with twelve (12) hours duty per day, seven (7) days a week including Saturdays, Sundays, and legal holidays.</p> <p>For Registries of Deeds with two-three (2-3) security guards, the Security Agency shall provide a twenty-four (24) hour security with twelve (12) hours duty per day, seven (7) days a week including Saturdays, Sundays, and legal holidays.</p> <p>For Registries of Deeds with only one (1) security guard, he shall render eight (8) hours duty per day, five (5) days a week from Monday to Friday, except for the security guards who will be assigned to LRA-owned buildings, who will render twelve (12) hours duty per day (7:00 A.M. - 7:00 P.M / 7:00 P.M. - 7:00 A.M.), seven (7) days a week including Saturdays, Sundays, and legal holidays.</p> <p>This number of guards contracted may be increased or replaced at any time with the consent/approval of both parties, subject to availability of funds. In the event that there will be an increase in the number of guards during the duration of the contract, the same shall form part of the contract and shall be subject to the same terms and conditions herein set forth.</p> <p>(See Annex "A")</p>	177 Security Guards and 2 Security Officers	10 months contract (March 1, 2024 - December 31, 2024)

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

Name of Company/Bidder	Signature Over Printed Name Of Representative	Date
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Section VII. Technical Specifications

Lot	Specification	Statement of Compliance
1	<p>Early Procurement Activity (EPA) for the Provision of Security Services in the Land Registration Authority and its Registries of Deeds Nationwide for CY 2024</p> <p>1. GENERAL CONDITIONS</p> <p>a. The Security Service shall provide the LRA Central Office and its Registries of Deeds with qualified security guards who shall be in their proper uniform in accordance with Republic Act (R.A.) No. 5487 as amended, while they are on duty and in as may be required from time to time;</p> <p>b. The Security Agency shall secure all LRA properties, personnel, and processes 24/7 to ensure that the LRA will be able to successfully and efficiently fulfill its mandate. A comprehensive Security Plan shall be submitted to the General Service Division (GSD) for guidance and recommendation on how the necessary actions will be provided and thus shall be an integral part of the Contract for Security Services to be executed;</p> <p>c. The Security Service shall provide each guard standard security equipment and paraphernalia to be used in the implementation of security plan, procedure, rules and regulations;</p> <p>d. The Security Agency shall have adequate source of qualified, competent, and reliable security officers and security guards. A pool of regular reserves shall be maintained to provide for a ready replacement of regular guards in cases of absences and emergencies;</p> <p>e. The Security Agency shall submit a certificate of performance from an ongoing or completed service from other government agencies or private</p>	

corporations with at least very satisfactory rating;

- f. The LRA shall have exclusive jurisdiction over the implementation of the service contract with the Security Agency and all assignments/deployments shall first be approved by the LRA or its authorized representative;
 - a. All acts and behavior in the execution of the service contract by the Security Agency shall in no way contravene any existing government laws, rules and regulations;
 - b. No assignment whatsoever of the Security Service Contract shall be made to any third party;
 - c. The Security Agency shall be obliged to exercise due diligence in carrying out its obligations under the Security Service Contract and shall faithfully serve the best interest of LRA; and
 - d. The Security Agency shall not, during the period of its security services contract or at any time thereafter, use or disclose to any person or entity, any information, derogatory or otherwise, concerning the affairs and activities of the LRA and its Registries of Deeds which the members of the security agency may have acquired by reason of their assignment with this Authority.

2. DUTIES AND RESPONSIBILITIES OF THE SECURITY AGENCY

- a. The Security Agency shall exercise direct control and supervision over the Security Guards assigned to the LRA in accordance with the rules and regulations promulgated by the Philippine National Police (PNP). The Security Agency shall be responsible for the proper functioning of the security operation and shall have operational control over said Security Guards. The LRA may however

exercise direct supervision and give instructions regarding security measures to protect the properties of the office and the lives of its officials, employees and clients against assault, theft, pilferage, and such other unlawful acts;

- b. The Security Agency shall be solely responsible for any act or omissions of all its security guards during their assigned hours/tour of duty;
- c. The Security Agency shall assume full responsibility to retribute and/or pay the LRA for any loss or damage due to theft, robbery, pilferage, and trespass which it may suffer during the assigned watch hours of security guard/s on duty, provided that it shall be established after due investigation by the LRA's authorized investigators or an independent party who shall be jointly appointed by the LRA and the Security Agency that said loss or damage was primarily due to the negligence and/or fault of the Security Guard/s;
- d. All Security Guards to be deployed shall undergo an In-Service Refresher Seminar and Gun Safety Seminar and Annual Practical Shooting pursuant to the provisions of the Private Security Agency Law (R.A. No. 5487) and all expenses in this Seminar and Practical Shooting will be shouldered by the Security Agency;
- e. The Security Agency shall conduct regular Neuro-Psychiatric and drug test for all of the security guards assigned to the LRA Central Office and Registries of Deeds nationwide, proof of which, must be submitted to the latter upon demand;
- f. Security Guards to be deployed shall undergo familiarization and orientation

prior to issuance of the Duty Detail Order (DDO). His orientation shall cover, but not limited to significant posts in all shifts;

- g. The Security Agency shall conduct a briefing with the Security Guards before their deployment to specific assignments concerning among others, their wages, other benefits, and all pertinent instructions relevant to the performance of their duties in the presence of a representative from the GSD. The Security Agency shall likewise be responsible for providing and discussing the specific Post Duties and Responsibilities (PDR) to every individual guard prior to their deployment to any specific post. The Security Agency shall ensure that a printed copy of this PDR will always be present in any post as a reference and reminder subject to the inspection of representatives of the GSD;
- h. The Security Agency shall assume full and exclusive obligation to pay the mandated wage provided for by laws to its Security Guards assigned to the LRA under the Contract, including claims and other compensation as may be legally due to Security Guards, such as withholding taxes on salaries, SSS premiums, PhilHealth, and the like.

The Security Agency shall submit to the LRA a certified true copy of the payroll and any other documents evidencing payments of salaries to the Security Guards.

In case the Security Agency pays each security guard below the minimum wage and fails to remit to the proper government offices the required contributions of the security guards, the LRA is hereby authorized to withhold the payment due to Security Agency the amount corresponding to the difference

between the amount paid and the prescribed minimum wage and/or the required contributions of the Security Guards;

The Security Agency hereby guarantees that the salaries of guards detailed shall be paid in accordance with the provisions of the Labor Code, Law, Executive Order, and Wage Order;

- i. The Security Agency shall undertake a reshuffling of Security Guards from post to post at least every month or upon recommendation of GSD to mitigate the risks of undue familiarization. On the other hand, some Security Guards will be retained in his/her post due to the familiarization of security areas and for counter-intelligence operations;
- j. In the presentation of assignments and/or deployments of Security Guards to be detailed, the Security Agency shall provide an updated bio-data and latest full body picture in a complete uniform of each individual, if not previously submitted. The presentation of roster/deployment plan must be submitted not less than forty-eight (48) hours before the end of each month in compliance with the rule on a monthly rotation of deployment of Security Guards.

In case of replacement of a Security Guard from a certain post, a Recall Order for the outgoing Security Guard shall likewise be presented to GSD along with the DDO of the incoming Security Guard. In no case shall a Security Guard assume post without the presentation of DDO and Recall Order to GSD.

The Security Agency must adhere to the instruction of GSD to replace the Security Guard/s with those acceptable to GSD. Replacements should take into effect as

requested by the GSD even with a verbal instruction then followed by a written recommendation within twenty-four (24) hours;

- k. The Security Agency shall submit the corresponding weekly incident report to be submitted every Monday of the following week to the GSD; and
- l. The Security Agency shall submit a monthly security assessment to GSD including its findings and recommendations not later than the 10th of the following month.

1. RESPONSIBILITIES TO LOSSES

The Security Agency shall be responsible for any loss or damage to the properties of the LRA due to the willful act, negligence and/or carelessness, or lapses in the security procedures of its Security Guards and Supervisors in the performance of their duties. This loss or damage is to be determined at fair market value except those losses involving properties/items which cannot be considered bulky such as but not limited to pocket calculator, jewelry, and the like, occurring or taking place during the tour of duty of the guards. The loss or damage must be reported in writing to the Security Agency within forty-eight (48) hours from the time of the occurrence provided the losses or damages are due and traceable to the willful or neglectful act/s of the Security Guard/s.

1. SPECIAL CONDITIONS

- a. The Security Agency shall be liable to the LRA for any stoppage or interruption of work in the services to be provided due to labor cases or problems;
- b. Security Guards are not employees of the LRA but of the Security Agency. Hence, no employer-employee relationship exists between the LRA and the Security agency;

The Security Agency hereby expressly agrees and binds itself that the LRA shall be protected and absolved from any labor case or problem as the same shall be fully assumed solely and exclusively by the Security Agency;

In case of suit, where the LRA is impleaded as an indirect employer, the Security Agency shall hold the LRA free from any liability arising thereof and defend and protect the LRA's interests therein;

- c. The Security Agency shall have no right to assign or otherwise transfer in any manner whatsoever of its right, interest, and obligation under this Contractor or any part thereof without the prior written approval of GSD;
- d. The Security Agency shall arrange monthly coordination meetings with GSD to discuss any issues and concerns and give regular feedback regarding the performance of Security Guards assigned and/or deployed in the LRA;
- e. The Security Agency must provide seminars and training on personal security awareness and disaster preparedness coordination for security guards;
- f. Provide trained, qualified, and armed personnel within agreed turn-around time as required by the LRA. Security and safety shall be continuous and consistent 24/7 regardless of weather conditions, threatened strikes, and other hazards.

2. DISCIPLINARY ACTIONS

LRA may have a Security Guard changed or replaced anytime whose works are found to be below standards or whose conduct is unsatisfactory or prejudicial to its interests as determined by LRA. The judgment of LRA on such matters shall be final and binding.

The Security Agency and LRA shall agree that the time for any unreplaced absences, undertime, and/or tardiness of Security Guards scheduled for duty shall be proportionately deducted by LRA against the monthly-agreed compensation due to the Security Agency.

1. PRE-DEPLOYMENT REQUIREMENTS

The awarded Security Agency shall submit a list of Security Officers and Security Guards that intend to deploy in LRA Central Office and its Registries of Deeds nationwide. Enclosed in the said list are the credential requirements of the officers and guards as follows: bio-data sheet of each personnel together with the Agency's certified true copy of NBI clearance, police clearance, barangay clearance, medical certificate, clearance from DOH accredited drug testing laboratory and recent picture (2x2) prior to their deployment.

2. TERMINATION OF CONTRACT

Without need of judicial intervention, the Land Registration Authority or the Security Agency may terminate the Security Service Contract thirty (30) days upon notice, particularly for a breach of contract under any or all the following circumstances:

- A. Violation of Terms and Conditions of this Contract by the Security Agency;
- B. Failure of the Security Agency to comply with the provisions of R.A. No. 5487 as amended, Presidential Decree (P.D.) No. 442, as amended and other related laws;
- C. Violation of the Omnibus Rules on Safety and Security and Special Operating Procedures (SOP) on Blue Guards by the Security Agency and its Security Guards.

3. MISCELLANEOUS PROVISIONS

The Security Agency may request for an adjustment of the stipulated price in the event that the minimum wage is increased

or fringe benefits are granted in favor of the Security Guards as promulgated by Law, Executive Order and Wage Order subsequent to the execution of the contract. Said adjustment shall be equivalent only to the amount of the increase in the minimum wage or fringe benefits as promulgated by Law, Decree, Order, as the case may be. Said adjustment is subject to availability of funds and shall be awarded upon/after evaluation and approval by the LRA.

All commitments to the terms set forth in the Bidding Documents shall form part of the Contract and any violation of the same will be sufficient ground for the rescission by the LRA of the Contract.

MINIMUM REQUIREMENTS:

A. SERVICES

1. The Security Agency shall provide the LRA qualified and trained Security Guards and Security Officers to, at all times, maintain security and safeguard the buildings, offices, and properties within the premises of LRA, as well as to provide protection to its officials, employees, guests, and the transacting public;
2. One (1) Security Supervisor and One (1) Assistant Supervisor with communication equipment to handle security concerns; and
3. Conducts daily general security survey of the posts/areas being guarded.

B. EQUIPMENT / FACILITIES / UNIFORM REQUIREMENTS

1. All Security Guards shall report in proper uniform with the Company ID worn at all times, with head gears, complete paraphernalia and the prescribed equipment as indicated below;
2. It is also compulsory that they carry with them while on duty all the necessary documents such as Duty

	<p>Detail Order from the company, guards' license and copy of firearms license;</p> <ol style="list-style-type: none"> 3. All Security Guards shall be equipped by the Security Agency with duly licensed firearms, ammunitions, nightstick, flashlight, whistle, and other metal paraphernalia deemed necessary in the effective implementation of security policies, rules and regulations; 4. Reflectorized hand gloves and strap-on torso jackets for security guards assigned at entrances/gates, roving, and other common areas in the LRA Central Office; 5. The Security Agency shall deploy the following security equipment/facilities to maintain the quality of service and efficiency of its security personnel. <ol style="list-style-type: none"> 5.1. FIREARMS - Firearms to be deployed at the LRA premises shall be 9mm caliber pistol and 12 gauge shotguns with sufficient and quality ammunitions as well as reserve ammunitions. All firearms shall be licensed by PNP and in the name of the company and are ready for immediate deployment. The Security Agency shall provide each security guard with a 9mm caliber pistol with extra magazine and adequate number of 12 gauge shotguns. It shall also ensure that said firearms are in safe and excellent condition at all times. 5.2. METAL DETECTORS - The Security Agency shall provide a minimum of three (3) metal detectors for the LRA Central Office and one (1) for each Registry of Deeds. 5.3. OTHERS - The following equipment shall be deployed by the Security Agency to the Central Office and Registries of Deeds FREE OF CHARGE. <ul style="list-style-type: none"> ● First Aid kits ● Flashlight for every post ● Megaphone ● Two-way radio 	
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- Inspection Mirror
- Pre-numbered log book in every post and writing pen
- Rechargeable searchlight

Service Provider shall provide the client with a list of all uniform items provided to each security officer assigned to the project/area.

C. QUALIFICATIONS STANDARD FOR SECURITY OFFICER

1. Bachelor's degree relevant to the work;
2. Five (5) years of work experience as Security Officer, ex-serviceman or equivalent, not dishonorably discharged or separated from the service and capable of assimilating written and/or oral instructions in English and/or Filipino and can render intelligence reports in English and/or Filipino;
3. Of good moral character and reputation, courteous, alert and has never been convicted of any crime;
4. Physically and mentally fit (medical certificate attached);
5. Not less than thirty (30) years old nor more than fifty (50) years of age;
6. At least 5'5" in height;
7. Duly licensed by the Philippine National Police – Supervisory Office for Security and Investigation Agencies (PNP-SOSIA) as a security guard and properly screened and cleared by the PNP and other government offices issuing clearance for employment;
8. In proper uniform as prescribed by Philippine National Police – Supervisory Office for Security and Investigation Agencies (PNP-SOSIA) armed with 9mm with firearms license and with sufficient ammunition (24 rounds with 3 magazines) at all times during his tour of duty;
9. Possesses the required license as security guards (i.e. Security Officer license for commander and officers)

- a. In possession of such other qualifications required by Republic Act No. 5487, as amended.

D. QUALIFICATIONS STANDARD FOR SECURITY GUARDS

All security guards to be assigned to **LRA** by the Security Agency shall possess the following requirements:

1. At least finished Second Year Level in College with 72 units or a graduate of K-12;
2. Two (2) years of experience as Security Guard and capable of assimilating written and/or oral instructions in English and/or Filipino and can render intelligible reports in English and/or Filipino;
3. Of good moral character and reputation, courteous, alert and has never been convicted of any crime;
4. Physically and mentally fit (medical certificate attached);
5. Not less than twenty-one (21) years old nor more than fifty (50) years of age;
6. At least 5'4" ft. tall for male and 5'2" ft. tall for female;
7. Duly licensed by the Philippine National Police – Supervisory Office for Security and Investigation Agencies (PNP-SOSIA) as a security guard and properly screened and cleared by the PNP and other government offices issuing clearance for employment;
8. In proper uniform as prescribed by Philippine National Police – Supervisory Office for Security and Investigation Agencies (PNP-SOSIA) armed with .9mm with firearms license and with sufficient ammunition (24 rounds with 3 magazines) at all times during his tour of duty;
9. Possesses the required license as security guards (i.e. Security Officer license for commander and officers)

	<p>a. In possession of such other qualifications required by Republic Act No. 5487, as amended.</p> <p>E. SECURITY OFFICE JOB PERFORMANCE EVALUATION</p> <p>1. POLICY</p> <p>a. The Security Service Provider must conduct a comprehensive periodic Security Officer Job Performance Evaluation.</p> <p>2. PURPOSE</p> <p>a. To periodically determine the quality of service that the Security Officer and Security provide for the client.</p> <p>b. The Security officer Job Performance Evaluation shall be conducted quarterly.</p> <p>c. LRA Officials to conduct quarterly performance evaluation of Security personnel.</p> <p>i. The evaluation criteria are the following:</p> <ol style="list-style-type: none"> 1. Alertness/Attentiveness 2. Courtesy & Integrity 3. Professionalism 4. Stress Management 5. Resourcefulness & Initiative 6. Care of Property and Equipment 7. Neatness/Tidiness <p>d. Rating shall be based on progressive scale criteria (5-highest, 1-lowest). Failure to obtain a rate of 3, for two consecutive ratings, shall be considered poor performance. Results of the evaluation will be reviewed and discussed with the security agency for proper action (i.e. immediate change of security personnel).</p> <p>e. Job Performance Evaluation must be submitted to the LRA quarterly, to be countersigned by the Head of Office where the Security Guard is deployed/assigned.</p>	
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REMINDER ON 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 un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A

statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]

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

Name of Company/Bidder

Signature Over Printed Name
Of Representative

Date

Section VIII. Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

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

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

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

Checklist of Technical and Financial Documents

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

- (f) 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**
- (g) 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**
- (h) 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**
- (i) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (j) 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; **and**
- (k) Latest Certificate of Very Satisfactory Rating from the end-user.

Financial Documents

- (l) 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**
- (m) 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

- (n) 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.

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.

25 FINANCIAL COMPONENT ENVELOPE

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

Bid Form for the Procurement of Goods

[shall be submitted with the Bid]

BID FORM

Date : _____

Project Identification No. : _____

To: *LAND REGISTRATION AUTHORITY*

Gentlemen and/or Ladies:

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 **Early Procurement Activity (EPA) for the Provision of Security Services in the Land Registration Authority and its Registries of Deeds Nationwide for CY 2024** in conformity with the said PBDs for the sum of *[amount in words (amount in numbers)]*, inclusive of VAT 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,

BID ITEMS	MONTHLY COST	TOTAL COST FOR TEN (10) MONTHS
1. Manpower Cost		
2. Administrative Head, and Agency Fee		
3. Value Added Tax (sum 1 & 2 x 12%)		
TOTAL BID PRICE (sum 1, 2, & 3)		
Bidder's Bond		

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 Amount and Purpose of
of agent Currency 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: _____

(Bidder's Company Letterhead)

PRICE SCHEDULE FORM

**DETAILED COMPUTATION / COST DISTRIBUTION OF THE MINIMUM
MONTHLY CONTRACT**

RATE PER GUARD PER LOCATION

The LRA estimate which is based on the minimum wage and allowances benefits required by law, shall be the major basis for determining the responsiveness of the bid of qualified bidders. Strictly follow the PADPAO computed rates due to the Guards and to the Government in the computation of the bid offers, while the bid offers on the Agency Fee (Administrative and Overhead Margin) shall be left to the decision of the bidder, subject to DOLE ORDER NO.150-16.

Bid Securing Declaration Form

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

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

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

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

I/We, the undersigned, declare that:

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

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

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

[Jurat]

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

Contract Agreement Form for the Procurement of Goods (Revised)

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

CONTRACT AGREEMENT

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

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

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

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

Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents submitted (*e.g.*, Bidder’s response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity’s bid evaluation;
 - iii. Performance Security;
 - iv. Notice of Award of Contract; and the Bidder’s conforme thereto; and
 - v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**
3. In consideration for the sum of *[total contract price in words and figures]* or such other sums as may be ascertained, *[Named of the bidder]* agrees to *[state the object of the contract]* in accordance with his/her/its Bid.
4. The *[Name of the procuring entity]* agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

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

[Insert Name and Signature]

[Insert Name and Signature]

[Insert Signatory's Legal Capacity]

[Insert Signatory's Legal Capacity]

for:

for:

[Insert Procuring Entity]

[Insert Name of Supplier]

Acknowledgment

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

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

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

AFFIDAVIT

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

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

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

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

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

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

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

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

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the

end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

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

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

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

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

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

Performance Securing Declaration (Revised)

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

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

PERFORMANCE SECURING DECLARATION

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

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

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, to guarantee the faithful performance by the supplier/distributor/manufacturer/contractor/consultant of its obligations under the Contract, I/we shall submit a Performance Securing Declaration within a maximum period of ten (10) calendar days from the receipt of the Notice of Award prior to the signing of the Contract.
0. 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;
0. I/We understand that this Performance Securing Declaration shall cease to be valid upon:
 1. issuance by the Procuring Entity of the Certificate of Final Acceptance, subject to the following conditions:
 1. Procuring Entity has no claims filed against the contract awardee;
 2. It has no claims for labor and materials filed against the contractor; and
 3. 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]

SCHEDULE OF REQUIREMENTS**ANNEX A****DISTRIBUTION OF SECURITY IN THE LRA CENTRAL OFFICE AND ITS REGISTRIES OF DEEDS
NATIONWIDE
FY 2023**

	LOCATION	DAYS WORTH PER WEEK	NO. OF GUARDS
NCR			
	Central Office	7 DAYS	21
	Las Pinas	7 DAYS	2
	Marikina	7 DAYS	2
	Taguig City	7 DAYS	2
	Manila	5 DAYS	1
	Caloocan City	5 DAYS	1
	Malabon	5 DAYS	1
	Makati City	5 DAYS	1
	Pasig City	5 DAYS	1
	Paranaque City	5 DAYS	1
	San Juan	5 DAYS	1
	Mandaluyong	5 DAYS	1
		SUBTOTAL	35
CAR			
	Tabuk, Kalinga	7 DAYS	2
	Abra	7 DAYS	2
	Apayao	7 DAYS	2
	Ifugao	5 DAYS	1
	Bontoc, Mountain Province	5 DAYS	2
		SUBTOTAL	9
REGION I			
	San Fernando, La Union	7 DAYS	2
	Laoag City/Ilocos Norte	7 DAYS	2
	Lingayen, Pangasinan	7 DAYS	2
	Batac, Ilocos Norte	7 DAYS	1
	Urdaneta City	6 DAYS	1
	Alaminos, Pangasinan	5 DAYS	1
	Dagupan City	5 DAYS	1
		SUBTOTAL	10
REGION II			
	Tuguegarao, Cagayan	7 DAYS	2
	Bayombong, Nueva Vizcaya	7 DAYS	2
	Ilagan, Isabela	7 DAYS	4
	Sanchez Mira, Cagayan	7 DAYS	2
	Cabarroguis, Quirino	5 DAYS	2
		SUBTOTAL	12

REGION III

Meycauayan, Bulacan	7 DAYS	2
Guiguinto, Bulacan	7 DAYS	2
San Fernando, Pampanga	7 DAYS	2
Balanga, Bataan	7 DAYS	2
Palayan City, Nueva Ecija	7 DAYS	2
Tarlac City, Tarlac	7 DAYS	2
Iba, Zambales	7 DAYS	2
Baler, Aurora	7 DAYS	2
Cabanatuan, Nueva Ecija	5 DAYS	1
	SUBTOTAL	17

REGION IV

Batangas City	7 DAYS	2
Nasugbu, Batangas	7 DAYS	2
Tagaytay City	7 DAYS	2
Calamba, Laguna	7 DAYS	2
Binangonan, Rizal	7 DAYS	2
Morong, Rizal	7 DAYS	2
San Pablo City	7 DAYS	2
Romblon	7 DAYS	2
Marinduque	7 DAYS	2
Binan, Laguna	7 DAYS	2
Sta. Cruz, Laguna	5 DAYS	1
Cavite Province (Trece Martirez)	5 DAYS	1
	SUBTOTAL	22

REGION V

Daet, Camarines Norte	7 DAYS	2
Albay Province/Legaspi City	7 DAYS	3
Naga, Camarines Sur	7 DAYS	2
Naga City	7 DAYS	2
	SUBTOTAL	9

REGION VI

Kalibo, Aklan	7 DAYS	2
Roxas City	7 DAYS	2
Iloilo City/Iloilo Province	7 DAYS	3
Antique	5 DAYS	1
	SUBTOTAL	8

REGION VII

Tagbilaran City/Bohol Province	7 DAYS	3
Bais City	7 DAYS	2
Dumaguete City	5 DAYS	1
Toledo	5 DAYS	1
	SUBTOTAL	7

REGION VIII

Tacloban City	7 DAYS	2
Maasin, Southern Leyte	7 DAYS	2
Borongan, Eastern Samar	7 DAYS	2
Calbayog City	7 DAYS	2
Palo, Leyte	7 DAYS	2
Northern Samar	5 DAYS	1
Catbalogan	5 DAYS	1
	SUBTOTAL	12

REGION IX

Dipolog	5 DAYS	1
	SUBTOTAL	1

REGION X

Ozamis City	7 DAYS	2
Tangub City	7 DAYS	2
Mambajao, Camiguin	7 DAYS	2
Oroquieta City/Misamis Occidental	7 DAYS	3
Cagayan De Oro City/Misamis Oriental	7 DAYS	2
Lanao del Norte	7 DAYS	2
Iligan City	5 DAYS	1
	SUBTOTAL	14

REGION XI

Davao City	7 DAYS	3
Tagum City, Davao del Norte	7 DAYS	2
Davao City	5 DAYS	1
	SUBTOTAL	6

REGION XII

General Santos City	7 DAYS	2
Kidapawan City	7 DAYS	2
Sarangani	7 DAYS	2
Isulan, Sultan Kudarat	7 DAYS	2
South Cotabato	7 DAYS	2
Cotabato City/Maguindanao Province	5 DAYS	1
	SUBTOTAL	11

CARAGA

Surigao City/Surigao Del Norte	7 DAYS	2
	SUBTOTAL	2

BARMM

Marawi City	7 DAYS	2
Lanao del Sur	7 DAYS	2
	SUBTOTAL	4

GRAND TOTAL 179

