

PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

REBIDDING OF THE PROVISION OF SECURITY SERVICES FOR THE LAND REGISTRATION AUTHORITY CENTRAL OFFICE AND ITS REGISTRIES OF DEEDS NATIONWIDE FOR FY 2025

Project ID No. LRA BAC-PGSM-2025-02

Government of the Republic of the Philippines

**Sixth Edition
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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



REBIDDING FOR THE PROVISION OF SECURITY SERVICES OF THE LAND REGISTRATION AUTHORITY CENTRAL OFFICE AND ITS REGISTRIES OF DEEDS NATIONWIDE FOR FY 2025

1. The **Land Registration Authority (LRA)**, through the General Appropriation Act (GAA) for FY 2025 intends to apply the sum of **SIX MILLION THREE HUNDRED NINETY-THREE THOUSAND ONE HUNDRED NINETEEN PESOS AND NINETY CENTAVOS ONLY (Php 6,393,119.90)**, inclusive of VAT, per month or **TWENTY FIVE MILLION FIVE HUNDRED SEVENTY TWO THOUSAND FOUR HUNDRED SEVENTY-NINE PESOS AND SIXTY CENTAVOS ONLY (Php 25,572,479.60)**, inclusive of VAT, for four months, being the ABC to payments under the contract for the **Rebidding for the Provision of Security Services in the Land Registration Authority Central Office and its Registries of Deeds Nationwide for FY 2025** with Project ID No. LRA BAC-PGSM-2025-02. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **LRA** now invites bids for the **Rebidding for the Provision of Security Services in the Land Registration Authority Central Office and its Registries of Deeds Nationwide for FY 2025**. The expected contract duration is from **September 01, 2025 to December 31, 2025**, 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 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. The complete set of Bidding Documents can be acquired by interested Bidders on **May 21, 2025 to June 10, 2025** 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 **Twenty-Five Thousand Pesos (P25,000.00)** 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 May 28, 2025, 10:00 AM, at the 5th Floor, LRA Multi-Purpose Hall, LRA Building, East Avenue corner NIA Road, Diliman, Quezon City**, which is open to all prospective bidders either in person or through videoconferencing/webcasting via *Zoom application* using the following:

Meeting ID : 844 2609 5603
Security Passcode : lra@123

7. **Bids must be duly received** by the BAC Secretariat through manual submission at the address below on or before **June 10, 2025, 9:00 AM at the 5th Floor, LRA Conference Room, LRA Building, East Avenue corner NIA Road, Diliman, Quezon City**. **Late bids will 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 will be on **June 10, 2025, 10:00 AM at the 5th 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.

For the purpose of constituting a quorum, either the physical or 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 incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

MARIEN M. ZAFE, Rpm
BAC-PGSM Secretariat Member
Room 413, 4th Floor, Office of the Director of the Administrative Service
Mobile No. 0935-6402010

MARIA RUDYLYN A. CEBRERO
BAC-PGSM Secretariat Member
Room 02, Property and Supply Section, Lower Ground Floor
Mobile No. 0961-8837646

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:

21 May 2025 at Quezon City


MARY JANE G. YSMAEL
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, **Land Registration Authority (LRA)** wishes to receive Bids for the **Rebidding for the Provision of Security Services in the Land Registration Authority Central Office and its Registries of Deeds Nationwide for FY 2025** with identification number **LRA BAC-PGSM-2025-02**.

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 2025* in the amount of **SIX MILLION THREE HUNDRED NINETY-THREE THOUSAND ONE HUNDRED NINETEEN PESOS AND NINETY CENTAVOS ONLY (Php 6,393,119.90)**, inclusive of VAT, per month or **TWENTY-FIVE MILLION FIVE HUNDRED SEVENTY-TWO THOUSAND FOUR HUNDRED SEVENTY-NINE PESOS AND SIXTY CENTAVOS ONLY (Php 25,572,479.60)** inclusive of VAT.

2.2. The source of funding is the General Appropriation Act (GAA) for FY 2025.

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 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 **May 28, 2025, 10:00 AM, at 5th 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 **120 calendar days**. 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

1

- 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	<i>Subcontracting is not allowed.</i>
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 ₱ 511,449.59 [(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 ₱1,278,623.98 [(5%) of ABC] if bid security is in Surety Bond.
19.3	<p>The Project, Rebidding for the Provision of Security Services in the Land Registration Authority Central Office and its Registries of Deeds Nationwide for FY 2025 with ABC of SIX MILLION THREE HUNDRED NINETY-THREE THOUSAND ONE HUNDRED NINETEEN PESOS AND NINETY CENTAVOS ONLY (Php 6,393,119.90), inclusive of VAT, per month or TWENTY-FIVE MILLION FIVE HUNDRED SEVENTY-TWO THOUSAND FOUR HUNDRED SEVENTY-NINE PESOS AND SIXTY CENTAVOS ONLY (Php 25,572,479.60), VAT inclusive.</p> <p>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.</p>
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.
	<p>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:</p> <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 2025. Failure to submit a copy of the Single Largest Completed Contract with proof of completion is a valid ground for disqualification of the bidder
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

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

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

6. Liability of the Supplier

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

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

Section V. Special Conditions of Contract

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 sources 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 Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p>
	<p>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</p>

	<p>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> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
	<p>Regular and Recurring Services –</p> <p>“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.”</p>
2.2	<p>The terms of payment shall be as follows:</p> <p>The Security Agency may bill LRA on a bi-monthly basis. Billings or requests for payment shall be supported by the following documents:</p> <ul style="list-style-type: none"> ● Bi-Monthly Billing for security services rendered; ● Bi-Monthly Service Invoice, indicating the breakdown and the total amount 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 Officers 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; ● Bi-Monthly Daily Time Record; and ● Certificate of Performance Evaluation issued by GSD/RD. ● Request for payment; ● Proof of remittances to concerned government agencies and/or GOCC (BIR/SSS/Pag-Ibig).
4	<p>The inspections and tests that will be conducted are:</p> <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	Quantity	Delivered, Weeks/Months
	<p>Rebidding for the Provision of Security Services in the Land Registration Authority Central Office and its Registries of Deeds Nationwide for FY 2025</p> <p>The Security Agency shall provide the LRA with One Hundred Eighty-Three (183) security guards to be deployed at the LRA Central Office and its Registries of Deeds nationwide. The number of guards contracted may be increased or decreased at any time with the consent/approval of both parties, subject to the 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. (See Annex "A")</p> <p>For the Central Office, the Security Agency shall provide a twenty-four (24) hour security for seven (7) days a week, including Saturdays, Sundays, and legal holidays, wherein each security guard shall render twelve (12) hours of duty per day.</p> <p>For Registries of Deeds with two (2) to three (3) Security Guards, the Security Agency shall provide a twenty-four (24) hour security within the Registry of Deeds premises wherein two (2) Security Guards shall render twelve (12) hours duty per day, seven (7) days a week including Saturdays, Sundays and Holidays.</p> <p>For Registries of Deeds with only one (1) Security Guard, he shall render eight (8) hours of duty from 8:00 AM to 5:00 PM, for five (5) days from Monday to Friday.</p> <p>For LRA-owned buildings, the Security Guards shall render twelve (12) hours of duty per day, seven (7) days a week, including Saturdays, Sundays, and Holidays.</p>	183 Security Guards	4 months' contract (September 1, 2025 - December 31, 2025)

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

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Name of Company/Bidder	Signature Over Printed Name Of Representative	Date

Section VII. Technical Specifications

Lot	Specification	Statement of Compliance
1	<p>Rebidding for the Provision of Security Services in the Land Registration Authority Central Office and its Registries of Deeds Nationwide for FY 2025</p> <p>For the Central Office, the Security Agency shall provide a twenty-four (24) hour security for seven (7) days a week, including Saturdays, Sundays, and legal holidays, wherein each security guard shall render twelve (12) hours of duty per day.</p> <p>For Registries of Deeds with two (2) to three (3) Security Guards, the Security Agency shall provide a twenty-four (24) hour security within the Registry of Deeds premises wherein two (2) Security Guards shall render twelve (12) hours duty per day, seven (7) days a week including Saturdays, Sundays and Holidays.</p> <p>For Registries of Deeds with only one (1) Security Guard, he shall render eight (8) hours of duty from 8:00 AM to 5:00 PM, for five (5) days from Monday to Friday.</p> <p>For LRA-owned buildings, the Security Guards shall render twelve (12) hours of duty per day, seven (7) days a week, including Saturdays, Sundays, and Holidays.</p>	
	<p>DEPLOYMENT FOR SECURITY GUARDS</p> <p>The Security Agency shall provide the LRA with One Hundred Eighty-Three (183) security guards to be deployed at the LRA Central Office and its Registries of Deeds nationwide. The number of guards contracted may be increased or decreased at any time with the consent/approval of both parties, subject to the 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. (See Annex "A")</p>	

GENERAL CONDITIONS

- 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 the Republic Act (R.A) No. 5487 as amended, while they are on duty and as may be required from time to time;
- 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;
- c. The Security Service shall provide each guard with standard security equipment and paraphernalia to be used in the implementation of the security plan, procedure, rules, and regulations;
- d. The Security Agency shall have an 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 absence and emergencies;
- e. 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;
- f. 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;

	<p>g. No assignment whatsoever of the Security Service Contract shall be made to any third party;</p> <p>h. 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</p> <p>i. 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.</p>	
	<p>DUTIES AND RESPONSIBILITIES OF THE SECURITY AGENCY</p> <p>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;</p> <p>b. The Security Agency shall be solely responsible for any acts or omissions of all its security guards during their assigned hours/tour of duty;</p> <p>c. The Security Agency shall assume full responsibility to restitute 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</p>	

	<p>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;</p> <p>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;</p> <p>All Certificates shall be submitted to the General Services Division at any time upon demand.</p> <p>e. The Security Agency shall conduct regular Neuro-Psychiatric and drug tests 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;</p> <p>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 be limited to, significant posts in all shifts;</p> <p>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</p>	
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	<p>to the inspection of representatives of the GSD;</p> <p>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.</p> <p>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.</p> <p>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;</p> <p>The Security Agency hereby guarantees that the salaries of Security Guards detailed shall be paid in accordance with the provisions of the Labor Code, Law, Executive Order, and Wage Order;</p> <p>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 familiarity. On the other hand, some Security Guards will be retained in his/her posts due to the familiarization of security areas and for counter-intelligence operations;</p> <p>j. In the presentation of assignments and/or deployments of Security Guards to be detailed, the Security Agency shall provide</p>	
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	<p>an updated bio-data and latest full body picture in a complete uniform of each individual, if not previously submitted. The presentation of the 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.</p> <p>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.</p> <p>The Security Agency must adhere to the instructions of LRA to replace the Security Guard/s only upon presentation of a written request from the concerned Registry of Deeds or LRA Official.</p> <p>k. The Security Detachment Commander or his Deputy shall submit the corresponding weekly incident report to the GSD every Monday of the following week. Any loss or damage must be reported in writing to the GSD within forty-eight (48) hours from the time of the occurrence, provided the losses or damages are due to and traceable to the willful or neglectful act/s of the Security Guard/s and a copy of a report shall be endorsed to the Office of the Director of the Administrative Service and copy furnished the Head office of the Security Agency.</p> <p>Incident reports involving criminal offenses within the premises of LRA Central Office or any of its Registries of Deeds shall be communicated to the GSD as soon as possible.</p> <p>l. The GSD shall submit a monthly security assessment of deployed Security Guards, including its findings and recommendations, not later than the 10th of the following month.</p>	
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	<p>LOSSES</p> <p>The Security Agency shall be responsible for any loss or damage to the properties of the LRA due to willful acts, negligence, and/or carelessness, or lapses in the security procedures of its Security Guards and Supervisors in the performance of their duties. The loss or damage shall be determined at fair market value, except those losses involving properties/items which cannot be considered bulky, such as but not limited to jewelry, and the like, occurring or taking place during the tour of duty of the Security Guards.</p>	
	<p>SPECIAL CONDITIONS</p> <ul style="list-style-type: none">a. The Security Agency shall be liable to the LRA for any stoppage or interruption of work in the services 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 Guards; <p>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;</p> <p>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;</p> <ul style="list-style-type: none">c. The Security Agency shall have no right to assign or otherwise transfer in any manner whatsoever its right, interest, and obligation under this Contract or any part thereof without the prior written approval of LRA;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	

	<p>Security Guards assigned and/or deployed in the LRA;</p> <p>To be submitted during bid opening by the Bidder (<i>Part of Bid Documents</i>):</p> <ul style="list-style-type: none"> e. A certification or proof that its currently deployed security guards completed an In-Service Refresher Seminar, Gun Safety Seminar, and Annual Practice Shooting within the last two (2) years, pursuant to the provisions of the Private Security Agency Law, as amended; and f. A certification or proof that its currently deployed security guards completed seminars and training on personal security awareness and disaster preparedness coordination. 	
	<p>RESPONSIBILITIES OF THE SECURITY AGENCY</p> <ul style="list-style-type: none"> a. Security and safety shall be continuous and consistent at all times, especially during bad weather conditions, threatened violence, and other hazards. b. The Security Agency shall provide trained, qualified, and armed personnel within the agreed turnaround time as required by the LRA. c. The Security Agency must provide seminars and training on personal security awareness and disaster preparedness coordination for security guards. 	
	<p>DISCIPLINARY ACTIONS</p> <p>The LRA has the right and prerogative to replace or change a Security Guard anytime when his work performance is unsatisfactory or his conduct is prejudicial to its interest, as determined by the LRA. The judgment of the LRA on the matter shall be final and binding on the parties.</p> <p>The Security Agency and LRA 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</p>	

	monthly-agreed compensation due to the Security Agency.	
	<p>TERMS OF REPORTORIAL REQUIREMENTS AS SUPPORTING DOCUMENTS FOR PAYMENT OF SECURITY SERVICES</p> <p>The Security Agency may bill LRA on a bi-monthly basis. Billings or requests for payment shall be supported by the following documents:</p> <ul style="list-style-type: none"> • Bi-Monthly Billing for security services rendered; • Bi-Monthly Service Invoice, indicating the breakdown and the total amount 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 Officers 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; • Bi-Monthly Daily Time Record; and • Certificate of Performance Evaluation issued by GSD/RD. • Request for payment; • Proof of remittances to concerned government agencies (BIR/SSS/Pag-Ibig/Philhealth). 	
	<p>PRE-DEPLOYMENT REQUIREMENTS</p> <p>The awarded Security Agency shall submit a list of Security Officers and Security Guards that it intends to deploy in the LRA Central Office and its Registries of Deeds nationwide. In addition, the Security Agency shall submit the following documentary requirements:</p> <ol style="list-style-type: none"> a. Bio-data sheet b. Recent 2x2 picture c. Valid NBI clearance d. Valid Police clearance e. Valid Barangay clearance f. Medical certificate 	

	<ul style="list-style-type: none">g. Drug test result and clearance issued by a DOH-accredited drug testing facilityh. Neuro-Psychiatric test (Note: To be submitted upon deployment or upon demand by LRA Central Office and its Registries of Deeds nationwide) <p>The Security Agency shall assume full and exclusive obligation to pay the mandated wage provided for by law to its Security Guard 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.</p> <p>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.</p>	
	<p>TERMINATION OF CONTRACT</p> <p>Without the need for judicial intervention, the LRA or the Security Agency may terminate the Security Service Contract thirty (30) days after notice, particularly for a breach of contract under any or all of the following circumstances:</p> <ul style="list-style-type: none">A. <i>Violation of the Terms and Conditions of this Contract by the Security Agency or its Security Guards.</i> After a determination by LRA of no improvement after two (2) poor performance for two (2) consecutive rating periods, the LRA may terminate the said contract based on the aforesaid ground, thirty (30) days after notice to the Security Agency;B. <i>Failure of the Security Agency to comply with relevant laws.</i> Failure of the Security Agency to comply with the provisions of R.A. No. 5487, as amended by R.A. No. 11917, 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; or	

	<p>D. Upon discovery by the LRA of any failure or willful neglect of payment of the correct and legal contribution to SSS, Philhealth, Pag-Ibig, and Employees Compensation (State Insurance Fund) by the Security Agency, the same shall be a ground for automatic termination/rescission of the contract.</p>	
	<p>MISCELLANEOUS PROVISIONS</p> <p>The Security Agency may request an adjustment of the stipulated price if there is an increase in the number of days per year, or 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. Said adjustment shall be equivalent only to the amount of the increase in the number of days per year or minimum wage, or fringe benefits as promulgated by Law, Executive Order, and Wage Order, as the case may be. Said adjustment is subject to the availability of funds and shall be awarded upon/after evaluation and approval by the LRA.</p> <p>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.</p>	
	<p>TECHNICAL SPECIFICATIONS</p> <p>MINIMUM REQUIREMENTS:</p> <p>A. SERVICES</p> <p>The Security Agency shall provide the LRA with the following:</p> <ol style="list-style-type: none"> 1. Qualified and trained Security Guards and Officers to secure the employees, and officials, guests, and the transacting public of the LRA including its buildings, offices and properties; 2. One (1) Security Supervisor who shall supervise and monitor security concerns; and 3. Daily general security survey of the posts/areas being guarded. 	
	<p>B. EQUIPMENT / FACILITIES / UNIFORM REQUIREMENTS</p> <ol style="list-style-type: none"> 1. All Security Guards shall report in proper uniform with the Company ID worn at all times, with headgear, complete 	

	<p>paraphernalia, and the prescribed equipment as indicated below;</p> <ol style="list-style-type: none"> 2. It is also compulsory that they carry with them while on duty all the necessary documents such as the Duty Detail Order from the company, guards' license, and a copy of the firearms license; 3. All Security Guards shall be equipped by the Security Agency with duly licensed firearms, ammunition, 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. <p>5.1. FIREARMS - Firearms to be deployed at the LRA premises shall be 9mm caliber pistols and 12-gauge shotguns with sufficient and quality ammunition, as well as reserve ammunition. All firearms shall be licensed by PNP and in the name of the company, and be ready for immediate deployment. The Security Agency shall provide <u>each Security Guard in the Central Office and its Registries of Deeds</u> with a 9mm caliber pistol with an extra magazine and an adequate number of 12-gauge shotguns. It shall also ensure that said firearms are in safe and excellent condition at all times.</p> <p>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.</p> <p>5.3. OTHERS - The following set of equipment shall be deployed by the Security Agency to the Security Guards of the LRA Central Office and Registries of Deeds nationwide, all FREE OF CHARGE:</p> <ul style="list-style-type: none"> • First Aid kits • Flashlight for every post • Megaphone 	
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	<ul style="list-style-type: none"> ● Pre-numbered log book in every post and a writing pen ● Rechargeable searchlight ● Safety cabinet with lock for firearms ● Two-way radio (only in the Central Office) ● Inspection Mirror (only in the Central Office) <p>The Security Agency shall provide the client with a list of all uniform items provided to each security officer assigned to the project/area.</p>	
	<p>C. QUALIFICATIONS STANDARD FOR SECURITY OFFICER</p> <ol style="list-style-type: none"> 1. Bachelor's degree relevant to the work; 2. Five (5) years of work experience as a 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 forty-five (45) years of age; 6. At least 5'7" 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 the PNP-SOSIA, armed with a 9mm firearm with license and sufficient ammunition (24 rounds with 3 magazines) at all times during his hour of duty; 9. Possesses the required license as a security guard (i.e., Security Officer license for commanders and officers) <ol style="list-style-type: none"> a. In possession of such other qualifications required by Republic 	

	Act No. 5487, as amended by R.A. 11917.	
	<p>D. QUALIFICATIONS STANDARD FOR SECURITY GUARDS</p> <p>All security guards assigned to LRA by the Security Agency shall possess the following requirements:</p> <ol style="list-style-type: none"> 1. Finished at least Second Year Level in College with 72 units or a graduate of K-12; 2. Two (2) years of experience as a 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.; 7. Duly licensed by 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 PNP-SOSIA, armed with a 9mm firearm with license and sufficient ammunition (24 rounds with 3 magazines) at all times during his tour of duty; 9. Possesses the required license as a security guard (i.e., Security Officer license for commanders and officers) <ol style="list-style-type: none"> a. In possession of such other qualifications required by Republic Act No. 5487, as amended by R.A. 11917. 	
	<p>E. SECURITY MANAGEMENT PLAN</p> <p>1. OBJECTIVES</p> <ol style="list-style-type: none"> 2. To undertake measures for the total protection of LRA officials and employees from harassment, threat, or intimidation; 3. To undertake protective measures of LRA properties against theft, robbery, arson and destruction, sabotage, pilferage, and any other unlawful acts; 4. To ensure the safety and protection of LRA guests, visitors, customers, and clients; 	

5. To undertake preventive measures for the entry of unauthorized individuals within LRA premises;
6. To undertake other security operations such as traffic/crowd control and respond to emergencies (man-made or natural);
7. To enforce existing LRA security rules and regulations on personnel;
8. To provide the LRA with emergency plans and prepare the officers and employees for their implementation; and
9. To perform such other operations that is deemed necessary by LRA management.

II. OPERATING POLICIES AND PROCEDURES (DETAILED CONCEPT OF OPERATIONS)

1. CHECK ENTRY OF VISITORS

- a. To screen visitors with utmost courtesy and guide them;
- b. To require visitors to sign/log in the visitor's logbook indicating their name, address, purpose, time in and out, and signature;
- c. To issue a visitor's pass in exchange for a current and valid identification card or residence certificate;
- d. To require all visitors to wear or pin their visitor's pass while inside the premises/building;
- e. To strictly prohibit individuals or groups from loitering in the lobbies or building entrances;
- f. To inspect frisk by the use of metal detectors all belongings of all persons entering the premises to ensure that no deadly weapons, explosives, contraband items, prohibited drugs, and other harmful substances are brought inside the premises of LRA Central Office or its Registries of Deeds Nationwide;
- g. To require individuals possessing firearm/s to leave/deposit the firearm/s with the security guard after issuing a deposit slip; and
- h. To turn over to the nearest police station, individuals found in possession of deadly

weapons and other harmful materials/substances.

2. CHECK ENTRY OF LRA PERSONNEL

- a. To operate and enforce the system of personnel identification;
- b. To maintain a separate logbook for office personnel with the same entries as those of visitors;
- c. To require employees to wear and/or pin their ID cards and shall remain displayed on the chest until they leave the premises;
- d. To disallow employees not in proper uniform, unless for a valid reason, entry into the premises;
- e. To warn and advise personnel with lost ID cards to secure a company ID from the Human Resource and Development Division (HRDD) of LRA. [Such a system will enable the guards to determine/distinguish employees from 'fixers' and from other visitors within the area]; and
- f. To strictly implement the "NO ID – NO ENTRY" system.

3. CHECK ENTRY OF VENDORS

- a. To prohibit the entry of vendors without written authority to transact business within the building/compound;
- b. To record the time in and out of the vendors allowed to enter the premises; [They shall be required to sign/log in the visitor's logbook, indicating also their name, address, purpose, and signature]; and
- c. To issue a visitor's pass in exchange for a current and valid government-issued identification card.

4. CHECK ENTRY OF SERVICE PROVIDERS

- a. To monitor the entry of our service providers (janitors, repairmen, et. al.) in the LRA Central Office and Registry buildings;
- b. To require them to present their authority (i.e., request of the agency for repair, etc.) and, if there is one, verify its veracity with the issuing person;

- c. To require them, upon entry, to sign/log in the visitor's logbook; and
- d. To issue a visitor's pass in exchange for a current and valid government-issued identification card.

5. OTHER SECURITY OPERATIONS

- a. To apprehend any person attempting or gaining unauthorized access to restricted areas (particularly the vault) of the Central Office and Registry of Deeds office, and those committing unlawful acts;
- b. To respond to protective alarm signals and any call of emergency;
- c. To inspect the building after office hours and to switch off all electrical equipment left unplugged by employees;
- d. To politely guide, check, and observe situations of visitors within the area;
- e. To check and prevent unauthorized persons from loitering in corridors without official business/transactions;
- f. To submit reports to the GSD of any unusual or untoward incidents committed within the area of responsibility (i.e., Incident report, investigation report, etc.); and
- g. To inspect if all LRA properties being brought out of the building are covered by a property pass slip issued by the concerned officers of the LRA Central office and Register of Deeds (RD) or his/her Deputy RD or any authorized personnel to issue the same.

III. EMERGENCY PLAN

During disasters, whether man-made or as a result of the force majeure, security guards, in a predetermined, lawful and appropriate manner, shall ensure the safety and security of persons and property within the premises, adhering to the following:

1. FIRE

- a. Formulate a detailed fire plan including evacuation area and indicate 1st priority (Red), 2nd priority (Blue), 3rd priority (White).

	<ul style="list-style-type: none"> b. Include a list of firefighting equipment's locator. c. In case of fire, the guard shall first determine the cause of the fire. After determining, he shall use a fire extinguisher by remembering the word "T-PASS", T – wist; P – ull the pin; A – im the nozzle; S – queeze and S – weep to the face of the fire until it is covered. d. The guard shall immediately sound the alarm if the fire cannot be stopped. e. Call the nearest fire department. f. All emergency exits shall be opened. g. Secure the entrance and exit doors by not allowing anyone to enter the building except those authorized. h. Record, if possible, the event of fire as to the cause of the smoke, the speed of the fire, and its origin. This will help fire investigators in resolving the case. <p>2. TYPHOONS</p> <ul style="list-style-type: none"> a. Observe the premises and detect possible danger from falling branches or any harmful objects coming from a higher ground. b. Check electrical wiring/plugs that can be reached by water and switch off the power line. c. Assist to the best of his ability to protect and evacuate CO or RD personnel to a safer place. d. Prepare a Report on the damages to properties as well as injured persons to the LRA. <p>3. EARTHQUAKES</p> <ul style="list-style-type: none"> a. Develop an earthquake evacuation plan for the LRA and its Registries of Deeds nationwide and orient all the personnel for its proper implementation. b. Implement the Standard Operating Procedures (SOP) during an earthquake. c. Assist to the best of their ability to protect and evacuate employees and other persons to a safer place. d. Accompany personnel injured in the course of the quake to the nearest clinic or hospital. e. Prepare a Report as to the extent of damages to properties as well as injured personnel to the LRA. 	
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	<p>4. BOMB THREAT (PREVENTIVE COURSE OF ACTION OR MEASURES)</p> <ul style="list-style-type: none"> a. Develop a bomb threat emergency and evacuation plan for the LRA Central Office and its Registries of Deeds nationwide and orient all the personnel for its proper implementation. b. In case of a bomb threat, security personnel shall coordinate with the local law enforcement authorities. c. Implement the Standard Operating Procedures (SOP) during a bomb threat. d. Initiate the evacuation of the employees and other persons to a safer place. e. Tighten security measures. f. Conduct an immediate search of the area. <p>5. INCIDENT OF THEFT/ROBBERY CASES</p> <ul style="list-style-type: none"> a. Security personnel, upon receipt of the complaint for loss of properties, will immediately proceed to the scene of the crime. b. Never touch anything to preserve traces of evidence. c. Make a list of personnel present during the discovery of the loss. d. Prepare incident report and coordinate with the Chief of General Services Division for Central Office and Register of Deeds or his Deputy for Registry of Deeds for the conduct of a parallel investigation of the case. 	
	<p>F. PERFORMANCE EVALUATION</p> <p>1. PURPOSE</p> <ul style="list-style-type: none"> a. The LRA must conduct a comprehensive Security Officer Job Performance Evaluation to determine the compliance of the security agency with the contract of security service. <p>2. PROCEDURE</p> <ul style="list-style-type: none"> a. The GSD shall conduct quarterly performance evaluations of the Security Agency and a separate bi-monthly evaluation of its security guards. Rating shall be based on progressive scale criteria (5-highest, 1-lowest). 	

	<p>b. The Security Agency shall be evaluated by the GSD based on its compliance with the contract using as criteria their compliance with the provisions of the contract of Security Services.</p> <p>c. The GSD and Register of Deeds shall conduct bi-monthly performance evaluations of Security personnel in the Central Office and Registries of Deeds.</p> <p>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 8. Strictly NO involvement of Security Officer/Personnel in the Property Registration processes. <p>d. Job Performance Evaluation which shall be signed by the Head of Office where the Security Guard is deployed/assigned must be submitted to the LRA through the GSD on a bi-monthly basis.</p> <p>e. Where it obtains poor performance (i.e., less than or equal to two (2)) for two consecutive rating periods, a warning shall be communicated in writing to the Security Agency. A determination of no improvement for the next rating period constitutes a breach of contract. The LRA may terminate the said contract based on the aforesaid ground thirty (30) days upon notice to the Security Agency.</p> <p>f. A security guard who receives an unsatisfactory rating for two consecutive rating periods shall be recommended to the Security Agency for replacement.</p>	
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I hereby certify to comply and deliver all the above requirements.

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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); **in accordance with Section 8.5.2 of the IRR;**

Technical Documents

- ☐ (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- ☐ (c) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- ☐ (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission **or** Original copy of Notarized Bid Securing Declaration; **and**
- ☐ (e) Conformity with the Schedule of Requirements; **and**
- ☐ (f) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- ☐ (g) Original duly signed Omnibus Sworn Statement (OSS) **supported with** Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative. In case of partnership or single proprietorship, the bidder shall submit Original Special Power of Attorney executed by the partners or single proprietor, whichever is applicable.

In case of Joint Venture, Original Special Power of Attorney shall be submitted by of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- ☐ (h) 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

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

II. FINANCIAL COMPONENT ENVELOPE

- ☐ (j) Original of duly signed and accomplished Financial Bid Form; and
- ☐ (k) Original of duly signed and accomplished Price Schedule(s).

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

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

Additional Requirements:

1. Certificate of Membership and at least 3 months of latest contributions to the following:

- ☐ (a) SSS
- ☐ (b) Philhealth
- ☐ (c) PAG-IBIG

(Note: The official receipts of the above contributions for February, March and April 2025 shall be attached on the last page of the financial component. However, the corresponding alpha lists of the employees' contribution shall be made available during the post qualification).

2. A certification or proof that their currently deployed security guards completed an In-Service Refresher Seminar, Gun Safety Seminar and Annual Practice Shooting within the last two (2) years, pursuant to the provisions of the Private Security Agency Law, as amended; and
3. A certification or proof that their currently deployed security guards completed seminars and training on personal security awareness and disaster preparedness coordination.

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 **Rebidding for the Provision of Security Services in the Land Registration Authority Central Office and its Registries of Deeds Nationwide for FY 2025** 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. Agency Fee (Administrative Overhead and Margin)		
3. Value Added Tax (Agency Fee 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 of agent	Amount and Purpose of Currency	Commission or gratuity
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(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.

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]

ANNEX "A"

SCHEDULE OF DEPLOYMENT

DISTRIBUTION OF SECURITY SERVICES IN THE LRA CENTRAL OFFICE AND IT REGISTRIES OF DEEDS NATIONWIDE FY 2025

REGION / RD NAME		NO. OF GUARDS	Days worked per week	No. of days per year	New Daily Wage (DW)
	(1)	(2)	(3)	(4)	(5)
NCR					
	Central Office	23	7 days	395.00	645.00
	Las Piñas City	2	7 days	395.00	645.00
	Marikina City	2	7 days	395.00	645.00
	Taguig City	2	7 days	395.00	645.00
	Subtotal	29			
CAR					
	Tabuk, Kalinga	2	7 days	395.00	470.00
	Abra	2	7 days	395.00	470.00
	Apayao	2	7 days	395.00	470.00
	Subtotal	6			
Region I					
	San Fernando, La Union	2	7 days	395.00	468.00
	Laoag City/Ilocos Norte	2	7 days	395.00	468.00
	Lingayen, Pangasinan	2	7 days	395.00	468.00
	Batac City, Ilocos Norte	2	7 days	395.00	468.00
	Subtotal	8			
Region II					
	Tuguegarao, Cagayan	2	7 days	395.00	480.00
	Bayombong, Nueva Vizcaya	2	7 days	395.00	480.00
	Ilagan, Isabela	4	7 days	395.00	480.00
	Sanchez Mira, Cagayan	2	7 days	395.00	480.00
	Cabaroguis, Quirino	2	7 days	395.00	480.00
	Subtotal	12			
Region III					
	Meycauayan, Bulacan	2	7 days	395.00	550.00

	Guiguinto, Bulacan	2	7 days	395.00	550.00
	San Fernando, Pampanga	2	7 days	395.00	550.00
	Balanga, Bataan	2	7 days	395.00	550.00
	Palayan City, N.E.	2	7 days	395.00	550.00
	Tarlac City, Tarlac	2	7 days	395.00	550.00
	Iba, Zambales	2	7 days	395.00	550.00
	Baler, Aurora	2	7 days	395.00	500.00
	Subtotal	16			
	Region IV				
	Batangas City	2	7 days	395.00	540.00
*	Nasugbu, Batangas	2	7 days	395.00	520.00
	Tagaytay City	2	7 days	395.00	540.00
	Calamba, Laguna	2	7 days	395.00	540.00
	Binangonan, Rizal	2	7 days	395.00	520.00
	Morong, Rizal	2	7 days	395.00	450.00
	San Pablo City	2	7 days	395.00	540.00
	Romblon, Romblon	2	7 days	395.00	430.00
	Boac, Marinduque	2	7 days	395.00	430.00
	Biñan Laguna	2	7 days	395.00	560.00
	Subtotal	20			
	Region V				
	Daet, Camarines Norte	2	7 days	395.00	395.00
	Albay Province/Legaspi City	2	7 days	395.00	395.00
	Naga, Camarines Sur	2	7 days	395.00	395.00
	Naga City	2	7 days	395.00	395.00
	Subtotal	8			
	Region VI				
	Kalibo, Aklan	2	7 days	395.00	513.00
	Roxas City	2	7 days	395.00	513.00
	Iloilo City/Iloilo Province	2	7 days	395.00	513.00
	Subtotal	6			
	Region VII				
	Tagbilaran City/Bohol Province	2	7 days	395.00	463.00

	Bais City (under Prov. of Negros Or.)	2	7 days	395.00	463.00
	Mandaue City	2	7 days	395.00	501.00
	Subtotal	6			
Region VIII					
	Tacloban City	2	7 days	395.00	435.00
	Maasin, Southern Leyte	2	7 days	395.00	435.00
	Borongan, Eastern Samar	2	7 days	395.00	435.00
	Calbayog City	2	7 days	395.00	435.00
	Palo, Leyte	2	7 days	395.00	435.00
	Subtotal	10			
Region X					
	Ozamis City	2	7 days	395.00	461.00
	Tangub City	2	7 days	395.00	446.00
	Mambajao, Camiguin	2	7 days	395.00	446.00
	Oroquieta City/Misamis Occ.	2	7 days	395.00	461.00
	Cagayan De Oro/Misamis Oriental	2	7 days	395.00	461.00
	Subtotal	10			
Region XI					
	Davao City	2	7 days	395.00	481.00
	Davao del Norte Province (Tagum City)	2	7 days	395.00	481.00
	Subtotal	4			
Region XII					
	General Santos City	2	7 days	395.00	430.00
	Kidapawan City	2	7 days	395.00	430.00
	Alabel, Sarangani	2	7 days	395.00	430.00
	Isulan, Sultan Kudarat	2	7 days	395.00	430.00
	Koronadal, South Cotabato	2	7 days	395.00	430.00
	Subtotal	10			
CARAGA					
	Surigao City/Surigao del Norte	2	7 days	395.00	435.00
	Subtotal	2			
BARMM					
	Marawi	2	7 days	395.00	336.00

	Lanao Del Sur	2	7 days	395.00	336.00
	Subtotal	4			
TOTAL		151			
REGION / RD NAME		NO. OF GUAR DS	Days worked per week	No. of days per year	New Daily Wage (DW)
	(1)	(2)	(3)	(4)	(5)
NCR					
	Manila City	1	5 Days	261.00	645.00
	Caloocan City	1	5 Days	261.00	645.00
	Malabon City	1	5 Days	261.00	645.00
	Makati City	1	5 Days	261.00	645.00
	Pasig City	1	5 Days	261.00	645.00
	Parañaque City	1	5 Days	261.00	645.00
	San Juan City	1	5 Days	261.00	645.00
	Mandaluyong City	1	5 Days	261.00	645.00
	Subtotal	8			
CAR					
	Ifugao	1	5 Days	261.00	470.00
	Bontoc, Province	2	5 Days	261.00	470.00
	Subtotal	3			
Region I					
	Alaminos, Pangasinan	1	5 Days	261.00	468.00
	Dagupan City	1	5 Days	261.00	468.00
	Urdaneta City	1	5 Days	261.00	468.00
	Subtotal	3			
Region IV					
	Sta. Rosa, Laguna	1	5 Days	261.00	540.00
	Sta. Cruz, Laguna	1	5 Days	261.00	520.00
	Trese Martinez City	1	5 Days	261.00	540.00
	Subtotal	3			

Region V					
	Albay Province/Legaspi City	1	5 Days	261.00	395.00
	Subtotal	1			
Region VI					
	Iloilo City/Iloilo Province	1	5 Days	261.00	513.00
	Antique	1	5 Days	261.00	513.00
	Subtotal	2			
Region VII					
	Tagbilaran City/Bohol Province	1	5 Days	261.00	463.00
	Dumaguete City	1	5 Days	261.00	463.00
	Toledo City	1	5 Days	261.00	463.00
	Subtotal	3			
Region VIII					
	Catbalogan City	1	5 Days	261.00	435.00
	Catarman, Northern Samar	1	5 Days	261.00	435.00
	Subtotal	2			
Region IX					
	Dipolog City	1	5 Days	261.00	414.00
	Zamboanga City	1	5 Days	261.00	414.00
	Subtotal	2			
Region X					
	Oroquieta City/Misamis Occ.	1	5 Days	261.00	461.00
	Cagayan De Oro/Misamis Oriental	1	5 Days	261.00	461.00
	Iligan City	1	5 Days	261.00	461.00
	Subtotal	3			
Region XI					
	Davao City	1	5 Days	261.00	481.00
	Subtotal	1			
BARMM					
	Cotabato City/Maguinao Prov.	1	5 Days	261.00	361.00
	Subtotal	1			
TOTAL		32			
		183			

