

PHILIPPINE BIDDING DOCUMENTS



Procurement of GOODS

Government of the Republic of the Philippines

**INVITATION TO BID FOR
PROCUREMENT OF SECURITY SERVICES
CCSPC-ReBid002-2016**

PhilGEPS Reference No. 3933525

**Cotabato City State Polytechnic College
FY 2016**



COTABATO CITY STATE POLYTECHNIC COLLEGE

Sinsuat Avenue, Cotabato City

INVITATION TO BID FOR *PROCUREMENT OF SECURITY SERVICES*

1. The *COTABATO CITY STATE POLYTECHNIC COLLEGE*, through the Agency Income (PRE) *FY 2016*¹ intends to apply the sum of *ONE MILLION TWO HUNDRED SEVENTY TWO THOUSAND PESOS (₱1,272,000.00)* being the Approved Budget for the Contract (ABC) to payments under the contract for *the Procurement of Security Services*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *Cotabato City State Polytechnic College* now invites bids for the *Procurement of Security Services*². Delivery of the Goods is required *effective August 16, 2016 to August 15, 2017*. 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. Instructions to Bidders.
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the “Government Procurement Reform Act”.

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 5183 and subject to Commonwealth Act 138.

4. Interested bidders may obtain further information from *COTABATO CITY STATE POLYTECHNIC COLLEGE* and inspect the Bidding Documents at the address given below during office hours at *8:00am – 5:00pm*.
5. A complete set of Bidding Documents may be purchased by interested Bidders on *July 18, 2016* from the address below and upon payment of a nonrefundable fee for the Bidding Documents in the amount of *₱1,200.00*.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the nonrefundable fee for the Bidding Documents not later than the submission of their bids.

¹ In the case of National Government Agencies, the General Appropriations Act and/or continuing appropriations; in the case of GOCCs, GFIs, and SUCs, the Corporate Budget for the contract approved by the governing Boards; in the case of (LGUs, the Budget for the contract approved by the respective *Sanggunian*. (Section 5(a), R.A. 9184)

² A brief description of the type(s) of Goods should be provided, including quantities, location of project, and other information necessary to enable potential bidders to decide whether or not to respond to the invitation.

6. The *COTABATO CITY STATE POLYTECHNIC COLLEGE* will hold a Pre-Bid Conference on *July 18, 2016, 9:00am* at *CCSPC Conference Room*, which shall be open only to all interested parties.
7. Bids must be delivered to the address below on or before *12:00 noon, August 01, 2016*. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause Error! Reference source not found.**

Bid opening shall be on *August 01, 2016, 1:30pm* at *CCSPC Conference Room, e-Building, CCSPC Campus*. Bids will be opened in the presence of the Bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.

8. The *COTABATO CITY STATE POLYTECHNIC COLLEGE* reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.
9. For further information, please refer to:

JOHN A. ALLESA
BAC-Secretariat
Cotabato City State Polytechnic College
Sinsuat Ave., Cotabato City
(064) 552-2162
www.ccspc.edu.ph

(SGD.) DAMMANG S. BANTALA, Ph.D.
College President

Bid Data Sheet

ITB Clause	
1.1	The Procuring Entity is <i>COTABATO CITY STATE POLYTECHNIC COLLEGE</i>
1.2	The lot(s) and reference is/are: CCSPC-ReBid002-2016
2	The Funding Source is: The Government of the Philippines (GOP) through <i>Agency Income (PRE) FY2016</i> in the amount of <i>One Million Two Hundred Seventy Two Thousand Pesos (₱1,272,000.00)</i> The name of the Project is: <i>Procurement of Security Services</i>
5.1	No further instructions.
5.2	None of the circumstances mentioned in the ITB Clause exists in this Project. Foreign bidders, except those falling under ITB Clause Error! Reference source not found. , may not participate in this Project.
5.4	The Bidder must have completed, within the period specified in the Invitation to Bid and ITB Clause Error! Reference source not found. , a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
5.5	No further instructions.
6.3	No further instructions.
7	No further instructions.
8.1	Subcontracting is not allowed.
8.2	Not applicable.
9.1	The Procuring Entity will hold a pre-bid conference for this Project on <i>July 18, 2016, 9:00am at the Conference Room, e-Building, CCSPC, Sinsuat Ave., Cotabato City</i>
10.1	The Procuring Entity's address is: <i>Cotabato City State Polytechnic College Sinsuat Avenue, Cotabato City 9600</i> <i>JOHN A. ALLESA 09068575401 (064) 552-2162</i>
12.1	No further instructions.
12.1(a)(i)	No other acceptable proof of registration is recognized.
12.1(a)(iii)	The statement of all ongoing and completed government and private contracts shall

	include all such contracts within <i>Three (3) years</i> prior to the deadline for the submission and receipt of bids.
13.1	No additional Requirements.
13.	The ABC is <i>One Million Two Hundred Seventy Two Thousand Pesos (₱1,272,000.00)</i> . Any bid with a financial component exceeding this amount shall not be accepted.
15.4(a)(iii)	No incidental services are required.
15.4(b)	Not applicable.
15.5	Bid Prices shall be fixed. Adjustable price proposals shall be treated as non-responsive and shall be rejected.
15.6	Extraordinary circumstances refer to events that may be determined by the National Economic and Development Authority in accordance with the Civil Code of the Philippines, and upon the recommendation of the Procuring Entity.
16.1(b)	The Bid prices for Goods supplied from outside of the Philippines shall be quoted in Philippine Pesos.
16.3	No further instructions.
17.1	Bids will be valid until <i>November 29, 2016, One Hundred Twenty (120) Days from Bid Opening</i> .
18.1	The bid security shall be in the following amount: <ol style="list-style-type: none"> 1. ₱25,440.00 if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; 2. ₱63,600.00 if bid security is in Surety Bond; or 3. Any combination of the foregoing proportionate to the share of form with respect to total amount of security.
18.2	The bid security shall be valid until <i>November 29, 2016</i> .
18.5(a)(iv)	<i>The following are additional grounds for forfeiture of bid security:</i> <ol style="list-style-type: none"> 1. Submission of eligibility requirements containing false information or falsified documents. 2. Submission of bids that contain false information or falsified documents, or the concealment of such information in the bids in order to influence the outcome of eligibility screening or any other stage of the public bidding. 3. Allowing the use of one's name, or using the name of another for purposes of public bidding. 4. Withdrawal of a bid, or refusal to accept an award, or enter into contract with the Government without justifiable cause, after the Bidder had been adjudged as having submitted the Lowest Calculated and Responsive Bid. 5. Refusal or failure to post the required performance security within the prescribed

	<p>time.</p> <p>6. Refusal to clarify or validate in writing its bid during post-qualification within a period of seven (7) calendar days from receipt of the request for clarification.</p> <p>7. Any documented unsolicited attempt by a bidder to unduly influence the outcome of the bidding in his favor.</p> <p>8. Failure of the potential joint venture partners to enter into the joint venture after the bid is declared as successful.</p> <p>9. All other acts that tend to defeat the purpose of the competitive bidding, such as habitually withdrawing from bidding, submitting late Bids or patently insufficient bid, for at least three (3) times within a year, except for valid reasons.</p>
18.5(b)(iii)	No further instructions.
20.1	No further instructions.
20.3	Each Bidder shall submit <i>One (1)</i> original and <i>Two (2)</i> authenticated/certified true copy of the first and second components of its bid.
21	<p>The address for submission of bids is <i>Bids and Awards Committee, Cotabato City State Polytechnic College, Sinsuat Ave., Cotabato City 9600.</i></p> <p>The deadline for submission of bids is <i>on August 01, 2016 before 12:00nn</i></p>
24.1	<p>The place of bid opening is <i>Conference Room, e-Building, CCSPC, Sinsuat Ave., Cotabato City 9600</i></p> <p>The date and time of bid opening is <i>1:30pm, August 01, 2016</i></p>
25.1	No further instructions.
27.	No further instructions.
28.3	The goods are grouped in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.
28.3(b)	Bid modification is allowed provided that it is advantageous to procuring entity.
28.5	No further instructions.
29.2(b)	<p>Bidders may submit either manually filed tax returns or tax returns filed through Electronic Filing and Payments System (EFPS.)</p> <p><i>NOTE: The latest income and business tax returns are those within the last six months preceding the date of bid submission.</i></p>
34.2	The effective date of the Contract is <i>August 16, 2016.</i>

Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	Security Guards			
	CCSPC Campus	Twelve (12) Guards	Twelve (12) Guards	August 16, 2016 to August 15, 2017 (12 months)

Technical Specifications

Statement of Compliance

Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of **ITB Clause Error! Reference source not found.** and/or **GCC Clause Error! Reference source not found.**

Item	Specification	COMPLIANCE
1	<p>DURATION OF CONTRACT</p> <ul style="list-style-type: none"> The contract for the Security Service of Twelve (12) Guards for twelve (12) months starting from August 16, 2016 until August 15, 2017. 	
2	<p>AREA COVERED</p> <ul style="list-style-type: none"> The Contract shall cover Cotabato City State Polytechnic College campus and its premises 	
3	<p>DUTIES AND RESPONSIBILITIES</p>	
3.1	<ul style="list-style-type: none"> The contractor shall provide security services to safeguard and protect the employees, properties, installations, government and private vehicles against explosives, deadly weapons, theft, robbery, pilferage, arson, vandalism and any other unlawful acts of strangers, employees, and any other person within the premises of Cotabato City State Polytechnic College. 	
3.2	<ul style="list-style-type: none"> Maintain peace and order at all times in the CCSPC premises including period of emergency and calamity. 	
3.3	<ul style="list-style-type: none"> The Contractor shall propose a Security Plan 	
	<ul style="list-style-type: none"> The Contractor shall provide at its own expense all necessary, 	

3.4	proper and duly licensed long and short firearms, ammunitions, appropriate uniforms, and other paraphernalia for security purposes.	
3.5	<ul style="list-style-type: none"> The contractor shall periodically conduct security inspection without any additional service charge or fees and recommend measures that are necessary to safeguard the premises, properties and personnel. 	
3.6	<ul style="list-style-type: none"> The Contractor shall immediately provide relievers whose services shall be made available whenever assigned guards are absent or indisposed. 	
3.7	<ul style="list-style-type: none"> The procuring entity or its officers and supervisors shall have all the right to inspect the guards of the contractor with a view of determining quality and acceptability of the security services rendered within the premises. 	
3.8	<ul style="list-style-type: none"> The procuring entity may, at any time, request for the immediate replacement of security guard of the contractor for reason which the client believes to be prejudicial to its interest. 	
4	MANPOWER REQUIREMENTS	
4.1	<ul style="list-style-type: none"> Twelve (12) qualified and licensed security guards who shall render twenty-four (24) hours work per day, including Saturdays, Sundays and holidays. (Number of guards may be increased or decreased depending upon the security situation or in the exigency of service.) Rendering of security service shall be as follows: 7:00am-5:00pm – Five (5) Security Guards 5:00pm-11:00pm – Four (4) Security Guards 	

	11:00pm-7:00am – Three (3) Security Guards	
4.2	<ul style="list-style-type: none"> The contractor shall provide security guards who are duly licensed, must have complied all requirements and regulations prescribed by the laws and decrees as well as executive orders relative to security agencies and the rules and regulations prescribed by the Philippine National Police – Supervisory Office for Security and Investigation Agencies (PNP-SOSIA) and local ordinances, if any. 	
4.3	<ul style="list-style-type: none"> The Contractor shall provide the security guards with appropriate and complete uniforms, logistics, ammunitions, and duly licensed long and short firearms. (Security guards on duty must all have handguns and at least three (3) guards have long firearms in possession.) 	