PHILIPPINE BIDDING DOCUMENTS

PEZA MEZ No. 2026-001

Security Services for MEZ for the CY 2026

ABC Php74,347,368.77

Government of the Republic of the Philippines

Sixth Edition
July 2020

Preface

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

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

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

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

a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.

b. Specific details, such as the "*name of the Procuring Entity*" and "*address for bid submission*," should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.

c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.

d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.

e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.

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

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

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

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

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

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

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

CDA - Cooperative Development Authority.

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

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

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

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – "Free Carrier" shipping point.

FOB – "Free on Board" shipping point.

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

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

GFI – Government Financial Institution.

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

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

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national

buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

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

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

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

UN – United Nations.

Section I. Invitation to Bid

Notes on the Invitation to Bid

The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 21.2 of the 2016 revised IRR of RA No. 9184.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;

b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;

c. The deadline for the submission and receipt of bids; and

d. Any important bid evaluation criteria (*e.g.*, the application of a margin of preference in bid evaluation).

The IB should be incorporated in the Bidding Documents. The information contained in the IB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.

Republic of the Philippines
PHILIPPINE ECONOMIC ZONE AUTHORITY

INVITATION TO BID FOR Security Services for MEZ for the CY 2026

1. The **Philippine Economic Zone Authority**, through the **Approved Corporate Operating Budget for the CY 2026** intends to apply the sum of **Seventy-Four Million Three Hundred Forty-Seven Thousand Three Hundred Sixty-Eight Pesos and 77/100 centavos (Php74,347,368.77)** being the ABC to payments under the contract for **Procurement Project Number 2026-001**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The **Philippine Economic Zone Authority** now invites bids for the above Procurement Project. Delivery of the Goods is required by upon the date of receipt of Notice to Proceed. Bidders should have completed, within five (5) 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 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

    a. 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 **Philippine Economic Zone Authority** and inspect the Bidding Documents at the address given below during **Monday to Friday; 8:00am to 5:00pm.**

5. A complete set of Bidding Documents may be acquired by interested Bidders on **13 January 2026** from the given address below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Fifty Thousand Pesos (Php50,000.00).** The Procuring Entity shall allow the bidder to present its proof of payment for the fees through electronic means.

    Interested bidders shall send an email at **mezbac@peza.gov.ph** for the issuance of Order of payment. All PEZA transactions and fees can only be paid through https://epay.peza.gov.ph.

6. The **Philippine Economic Zone Authority** will hold a Pre-Bid Conference[1] on **21 January 2026; 10:00AM** at **2/F, MEZ Function Hall, PEZA Administration Building, Mactan Economic Zone, Lapu-lapu City** *a*nd/or through video conferencing through the link; **https://acesse.one/Cyj32** , which shall be open to prospective bidders.

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before **2 February 2026; 10:00AM**. Late bids shall not be accepted.

   To ensure the proper submission of bids, all bidders are required to submit a single, securely sealed and appropriately marked "Mother Envelope" containing all the necessary documents outlined in this ITB and Section VIII of the bidding documents. Each envelope must be clearly labeled and include the following details:

   1. Name/Project Title of the contract to be bid;
   2. Name and Address of the bidder;
   3. Recipient Bids and Awards Committee (BAC)/ Procuring Entity (PE);
   4. "Do not open before (date/time of the opening of bids)"

   Contents of the Mother Envelope:

Envelope 1 (Original copy)	Envelope 2 (photocopy)
COPY 1: Technical Component Envelope *must be in accordance to Section VIII of the bidding document	COPY 2 and 3: Copy of Technical Component Envelope
COPY 1: Financial Component Envelope *must be in accordance to Section VIII of the bidding document	COPY 2 and 3: Copy of Financial Component Envelope

8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.

9. Bid opening shall be on **2 February 2026; 2:00PM** at the given address and through the MS Teams link **https://acesse.one/GomAu**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

10. In the case the above is declared a special non-working holiday, it will be reset on the next working day.

11. The **Philippine Economic Zone Authority** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

[1] May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.

12. For further information, please refer to:

Secretariat, MEZ Bids and Awards Committee
Philippine Economic Zone Authority
Administration Building, AAI Compound
Mactan Economic Zone, Lapu-lapu City
*Email:**mezbac@peza.gov.ph;** mezbacsec@peza.gov.ph*
Telephone number: 032-340-0593

13. You may visit the following websites:

For downloading of Bidding Documents:
PEZAWebsite:**https://www.peza.gov.ph/bid-opportunities**;

PhilGEPS Website: **www.philgeps.gov.ph**

13 January 2026

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ARNEL M. SUYU
BAC Chairperson

Section II. Instructions to Bidders

Notes on the Instructions to Bidders

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.

1. Scope of Bid

The Procuring Entity, ***Philippine Economic Zone Authority*** wishes to receive Bids for the ***Security Services for MEZ for the CY 2026***, with identification number *PEZA **MEZ No. 2026-001***.

[Note: The Project Identification Number is assigned by the Procuring Entity based on its own coding scheme and is not the same as the PhilGEPS reference number, which is generated after the posting of the bid opportunity on the PhilGEPS website.]

The Procurement Project (referred to herein as "Project") is composed 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 *CY 2026* in the amount of **Seventy-Four Million Three Hundred Forty-Seven Thousand Three Hundred Sixty-Eight Pesos and 77/100 centavos (Php74,347,368.77).**

2.2. The source of funding is GOCC and GFIs, the Corporate Operating Budget.

3. Bidding Requirements

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

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex "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.

a. Foreign ownership exceeding those allowed under the rules may participate pursuant to:

i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;

ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;

iii. When the Goods sought to be procured are not available from local suppliers; or

iv. When there is a need to prevent situations that defeat competition or restrain trade.

b. 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:

a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.

5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

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

7. Subcontracts

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

The Procuring Entity has prescribed that Subcontracting is not allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address **2/F, MEZ Function Hall, PEZA Administration Building, Mactan Economic Zone, Lapu-lapu City** and/or through videoconferencing/webcasting} as indicated in paragraph 6 of the **IB.**

9. Clarification and Amendment of Bidding Documents

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

10. Documents comprising the Bid: Eligibility and Technical Components

10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.

10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within five (5) 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 Declaration[2] 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**.

[2] In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

14.2. The Bid and bid security shall be valid for one twenty (120) 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

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

19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 14 shall be submitted for each lot or item separately.

19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.

19.4. The Project shall be awarded as follows:

Option 1 – One Project having several items that shall be awarded as one contract.

19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

20.2. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, that it is one of the eligible bidders who have submitted bids that are found to be technically and financially compliant, 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

Notes on the Bid Data Sheet

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

a. Information that specifies and complements provisions of the ITB must be incorporated.

b. Amendments and/or supplements, if any, to provisions of the ITB as necessitated by the circumstances of the specific procurement, must also be incorporated.

Bid Data Sheet

ITB Clause	
5.3	For this purpose, contracts similar to the Project shall be: **a. Security Services** b. **completed within Five (5) years prior to the deadline for the submission and receipt of bids.**
7.1	**Subcontracting is NOT allowed.**
12	The price of the Goods shall be quoted DDP *[state place of destination]* or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: a. The amount of not less than **Php1,486,947.38** *[Indicate the amount equivalent to two percent (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 **Php3,717,368.44** *[Indicate the amount equivalent to five percent (5%) of ABC]* if bid security is in Surety Bond.
19.3	Project will be awarded by one lot.
20.2	**1. Latest income and business tax returns; BIR Form 1701Q and BIR Form 2550Q within the last six months preceding the date of bid submission, filed through e-FPS.** **2. DTI Registration for sole proprietorship or SEC Registration** **3. Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;** **4. Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR)** **5. Audited Financial Statements stamp received by the BIR or BIR-accredited institutions.**
21.2	*[List here any additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity.]*

Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing performance of the Supplier, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, which may be needed, shall be introduced only through the Special Conditions of Contract.

1. Scope of Contract

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

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

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

2. Advance Payment and Terms of Payment

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

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

3. Performance Security

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

4. Inspection and Tests

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

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

5. Warranty

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

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

6. Liability of the Supplier

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

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

Section V. Special Conditions of Contract

Notes on the Special Conditions of Contract

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC found in Section IV.

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Goods purchased. In preparing this Section, the following aspects should be checked:

a. Information that complements provisions of the GCC must be incorporated.

b. Amendments and/or supplements to provisions of the GCC as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of the GCC should be incorporated herein.

Special Conditions of Contract

GCC Clause	
1	*[List here any additional requirements for the completion of this Contract. The following requirements and the corresponding provisions may be deleted, amended, or retained depending on its applicability to this Contract:]* **Delivery and Documents –** 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: *[For Goods supplied from abroad, state:]* "The delivery terms applicable to the Contract are DDP delivered [*indicate place of destination*]. In accordance with INCOTERMS." *[For Goods supplied from within the Philippines, state:*] "The delivery terms applicable to this Contract are delivered *[indicate place of destination]*. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination." Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements). For purposes of this Clause the Procuring Entity's Representative at the Project Site is *[indicate name(s)]*. **Incidental Services –** The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements: *Select appropriate requirements and delete the rest.* a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and

	e. training of the Procuring Entity's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods. f. *[Specify additional incidental service requirements, as needed.]* The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services. **Spare Parts –** The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier: *Select appropriate requirements and delete the rest.* 1. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and 2. in the event of termination of production of the spare parts: i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested. The spare parts and other components required are listed in **Section VI (Schedule of Requirements)** and the costs thereof are included in the contract price. The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of [*indicate here the time period specified. If not used indicate a time period of three times the warranty period*]. Spare parts or components shall be supplied as promptly as possible, but in any case, within [*insert appropriate time period*] months of placing the order.

	Packaging – The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit. The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity. The outer packaging must be clearly marked on at least four (4) sides as follows: Name of the Procuring Entity Name of the Supplier Contract Description Final Destination Gross weight Any special lifting instructions Any special handling instructions Any relevant HAZCHEM classifications
	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. **Transportation –** 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. 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.

	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. 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. **Intellectual Property Rights –** The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.
	Regular and Recurring Services – [*In case of contracts for regular and recurring services*, state:] "The contract for regular and recurring services shall be subject to a renewal whereby the performance evaluation of the service provider shall be conducted in accordance with Section VII. Technical specifications."
2.2	*[If partial payment is allowed, state]* "The terms of payment shall be as follows: _____."
4	The inspections and tests that will be conducted are: *[Indicate the applicable inspections and tests]*

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

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
I	**Table 1. Deployment Matrix**				
		No. of Guards per Shift		**Total No. of Guards**	
		1st Shift 6am-6pm (12hours)	**2nd Shift 6pm-6am (12hours)**		
	Region IV-MIMAROPA				
	Brooke's Point Agro-Industrial Economic Zone	**1**	**1**	**2**	Upon date of receipt of the Notice to Proceed
	Rio Tuba Export Processing Zone	**2**	**2**	**4**	Upon date of receipt of the Notice to Proceed
	Sub-total	**3**	3	**6**	Upon date of receipt of the Notice to Proceed
	Region VII – Class A				
	Mactan Economic Zone				Upon date of receipt of the Notice to Proceed
	Gate 1	3	2	5	Upon date of receipt of the Notice to Proceed
	Gate 2	3	2	5	Upon date of receipt of the Notice to Proceed
	Gate 3	6	4	10	Upon date of receipt of the Notice to Proceed
	Gate 4	2	2	4	Upon date of receipt of the Notice to Proceed

	Gate 5	1	1	2	Upon date of receipt of the Notice to Proceed
	Gate 6	1	1	2	Upon date of receipt of the Notice to Proceed
	Gate 7	1	1	2	Upon date of receipt of the Notice to Proceed
	Admin Bldg.	2	1	3	Upon date of receipt of the Notice to Proceed
	Zone Administrator Office	1	1	2	Upon date of receipt of the Notice to Proceed
	Zone Administrator Staff House	1	1	2	Upon date of receipt of the Notice to Proceed
	Power Plant (Substation)	1	1	2	Upon date of receipt of the Notice to Proceed
	Sewage Treatment Plant	1	1	2	Upon date of receipt of the Notice to Proceed
	MEZ Staff House	1	1	2	Upon date of receipt of the Notice to Proceed
	Shemberg/Evercat/Abtech	2	2	4	Upon date of receipt of the Notice to Proceed
	Patrol/Roving/Traffic	1	1	2	Upon date of receipt of the Notice to Proceed
	Civilian Guard	1	-	1	Upon date of receipt of the Notice to Proceed
	Shift in Charge	1	1	2	Upon date of receipt of the Notice to Proceed
	Detachment Commander	1		1	Upon date of receipt of the Notice to Proceed
	Joint PEZA - Customs Office Cebu International Port	**1**	**1**	**2**	Upon date of receipt of the Notice to Proceed
	Sub-total	**31**	24	**55**	Upon date of receipt of the Notice to Proceed

	Mactan Economic Zone II	**3**	**3**	**6**	Upon date of receipt of the Notice to Proceed
	Cebu Light Industrial Park	**2**	**1**	**3**	Upon date of receipt of the Notice to Proceed
	Mitsumi Realty Incorporated	**2**	**1**	**3**	Upon date of receipt of the Notice to Proceed
	New Cebu Township One/NAVA	**1**	**1**	**2**	Upon date of receipt of the Notice to Proceed
	Sub-total	**8**	**6**	**14**	Upon date of receipt of the Notice to Proceed
	Region VII – Class B				
	West Cebu Estate – Special Economic Zone	**2**	**1**	**3**	Upon date of receipt of the Notice to Proceed
	Carmen Cebu Gum Industrial Park (CCGIZ)	**1**	**1**	**2**	Upon date of receipt of the Notice to Proceed
	Sub-total	**3**	**2**	**5**	Upon date of receipt of the Notice to Proceed
	Region VIII				
	New Jubilee Agro-Industrial Economic Zone	**1**	**1**	**2**	Upon date of receipt of the Notice to Proceed
	Sub-total	**1**	**1**	**2**	Upon date of receipt of the Notice to Proceed
	Region X				
	Balo-I Agro-Industrial Economic Zone	**1**	**1**	**2**	Upon date of receipt of the Notice to Proceed
	Bukidnon Agro-Resources Export Zone	**1**	**1**	**2**	Upon date of receipt of the Notice to Proceed
	CIIF Agro-Industrial Park – Cagayan	**1**	**1**	**2**	Upon date of receipt of the Notice to Proceed

	Philippine Packing Agricultural Export Processing Zone	**1**	**1**	**2**	Upon date of receipt of the Notice to Proceed
	CIIF Agro-Industrial Park (Iligan)	**1**	**1**	**2**	Upon date of receipt of the Notice to Proceed
	Irasan Roxas Zanorte Special Economic Zone	**1**	**1**	**2**	Upon date of receipt of the Notice to Proceed
	Jasaan Misamis Oriental Ecozone	**1**	**1**	**2**	Upon date of receipt of the Notice to Proceed
	Quezon Agro-Industrial Zone	**1**	**1**	**2**	Upon date of receipt of the Notice to Proceed
	Sub-total	**8**	**8**	**16**	Upon date of receipt of the Notice to Proceed
	Region XI				
	AJMR Agro-Industrial Economic Zone	**1**	**1**	**2**	Upon date of receipt of the Notice to Proceed
	DADC Economic Zone	**1**	**1**	**2**	Upon date of receipt of the Notice to Proceed
	ANFLO Industrial Estate	**1**	**1**	**2**	Upon date of receipt of the Notice to Proceed
	Sub-total	**3**	**3**	**6**	Upon date of receipt of the Notice to Proceed
	Region XII				
	Agrotex Gensan Economic Zone	**1**	**1**	**2**	Upon date of receipt of the Notice to Proceed
	Sarangani Economic Development Zone	**2**	**2**	**4**	Upon date of receipt of the Notice to Proceed
	SRC Allah Valley Economic Development Zone	**2**	**2**	**4**	Upon date of receipt of the Notice to Proceed
	SRC Calumpang Economic Development Zone	**4**	**4**	**8**	Upon date of receipt of the Notice to Proceed

	SRC Upper Klinan Economic Development Zone	**3**	**3**	**6**	Upon date of receipt of the Notice to Proceed
	Kamanga Agro-Industrial Economic Zone	**2**	**2**	**4**	Upon date of receipt of the Notice to Proceed
	Millennium Industrial Economic Zone	**5**	**4**	**9**	Upon date of receipt of the Notice to Proceed
	Sub-total	**19**	**18**	**37**	Upon date of receipt of the Notice to Proceed
	Region XIII				
	Taganito Special Economic Zone	**1**	**1**	**2**	Upon date of receipt of the Notice to Proceed
	Grand Total			143	Upon date of receipt of the Notice to Proceed
II	**Table 2. Provision of Materials and Equipment**				
	Description	**Requirement**		**Quantity**	
	Uniform (with all the necessary patches)	2 per guard		286 pieces	Upon date of receipt of the Notice to Proceed
	Sidearm with full ammo	-		59 pieces	Upon date of receipt of the Notice to Proceed
	Ammunition – 9mm	15 ammos per sidearm		885 pieces	Upon date of receipt of the Notice to Proceed
	Firearms License			59 pieces	Upon date of receipt of the Notice to Proceed
	Night Stick	1 per guard		143 pieces	Upon date of receipt of the Notice to Proceed
	Whistle	1 per guard		143 pieces	Upon date of receipt of the Notice to Proceed
	Flashlight with battery	1 per guard		143 pieces	Upon date of receipt of the Notice to Proceed
	Medical Kit/ First Aid Kit	1 per guard		143 pieces	Upon date of receipt of the Notice to Proceed

	Two-way Handheld Radio with NTC License under the name of Contractor.	MEZ	33 units	Upon date of receipt of the Notice to Proceed
	Two-way Sim Card Operated handheld radio	1 per SEZs and 1unit MEZ ZPU	30 units	Upon date of receipt of the Notice to Proceed
	Shotgun (MEZ only)	1 per detachment/post	5 units	Upon date of receipt of the Notice to Proceed
	Ammunition-12 gauge	10 ammos per shotgun	50 pieces	Upon date of receipt of the Notice to Proceed
	Firearms License		5 pieces	Upon date of receipt of the Notice to Proceed
	Heavy Duty Raincoat	1 per guard	143 pieces	Upon date of receipt of the Notice to Proceed
	Rain boots	1 per guard	143 pieces	Upon date of receipt of the Notice to Proceed
	Golf Umbrella	12 pcs for MEZ / 1 pc for each SEZs	42 pieces	Upon date of receipt of the Notice to Proceed
	Handcuffs	1 per guard	143 pieces	Upon date of receipt of the Notice to Proceed
	Reflectorized vest and gloves (MEZ only)		55 pieces	Upon date of receipt of the Notice to Proceed
	Handheld “STOP” sign for guards assigned to traffic at entrances / exit (MEZ only)		55 pieces	Upon date of receipt of the Notice to Proceed
	Teargas Canister (Include SEZs)	1 guard	143 pieces	Upon date of receipt of the Notice to Proceed
	Motorcycle Patrol w/ Helmet (150cc) (brand new)		2 units	Upon date of receipt of the Notice to Proceed
	Mobile Patrol (brand new 1 unit of FB Type Van and 1 unit of Pick-up) (MEZ Only)		2 units	Upon date of receipt of the Notice to Proceed
	Hand held Metal Detectors (MEZ only)		5 pieces	Upon date of receipt of the Notice to Proceed
	Truncheons, Shields, and Helmet (MEZ only)		10 sets	Upon date of receipt of the Notice to Proceed
	Under Chassis View Mirror (MEZ only)	1 unit per gate	6 pieces	Upon date of receipt of the Notice to Proceed

	Mega Phone (MEZ only)		2 pieces	Upon date of receipt of the Notice to Proceed
	Standby Wheelchairs for persons with disabilities (MEZ only)		2 pieces	Upon date of receipt of the Notice to Proceed
	Stretcher (MEZ only)		1 piece	Upon date of receipt of the Notice to Proceed
	Computer with Printer (MEZ and SEZs in Mindanao)	1 set per office	2 sets	Upon date of receipt of the Notice to Proceed
	Bundy Clock (MEZ only)		1 unit	Upon date of receipt of the Notice to Proceed

Name: _____

Legal Capacity: _____

Signature: _____

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

Section VII. Technical Specifications

Notes for Preparing the Technical Specifications

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their Bids. In the context of Competitive Bidding, the specifications (*e.g.* production/delivery schedule, manpower requirements, and after-sales service/parts, descriptions of the lots or items) must be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of transparency, equity, efficiency, fairness, and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post-qualification facilitated. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in the Contract.

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications.

Sample Clause: Equivalency of Standards and Codes

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words "*or at least equivalent*." References to brand names cannot be used when the funding source is the GOP.

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

Bidders are also required, as part of the technical specifications, to complete their statement of compliance demonstrating how the items comply with the specification.

In case of Renewal of Regular and Recurring Services, the Procuring Entity must indicate here the technical requirements for the service provider, which must include the set criteria in the conduct of its performance evaluation.

Technical Specifications

Item	Specification	Statement of Compliance
		[Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]

Technical Specifications

Item	Specification		Statement of Compliance
	B. GENERAL CONDITIONS (PLEASE REFER TO TERMS OF REFERENCE)		
	C. QUALIFICATIONS OF THE CONTRACTOR (PLEASE REFER TO THE TERMS OF REFERENCE)		
	• ***Documents To Be Submitted During Opening Of Bids:***		
	1. Should have at least five (5) years of experience in providing security services. The Contractor is to submit a list of clients with an attached photocopy of notarized contracts that would show an experience of at least five (5) years in security services.	List of clients with an attached photocopy of notarized contracts that would show an experience of at least five (5) years in security services.	
	2. Must provide at least one (1) Certificate of Satisfactory Performance from Clients with equal or greater security services provision of one hundred forty-three (143) security personnel within the last 5 years.	Certificate of Satisfactory Performance from Clients with equal or greater security services provision of one hundred forty-three (143) security personnel within the last 5 years.	
	3. Has completed, within the last five (5) years from the date of submission and receipt of bids, a single contract that is similar to the Contract to be bid. A similar contract must be a security services contract with the value of which must be at least fifty percent (50%) of the Approved Budget for the Contract (ABC).	SLCC with least fifty percent (50%) of the Approved Budget for the Contract (ABC).	
	4. Must be a member of the Philippine Association of Detective and Protective Agency Operators (PADPAO) in good and active	PADPAO Certificate of Membership and PADPAO Certificate of Good Standing.	

	standing by submitting Certified True Copies of PADPAO Certificate of Membership and PADPAO Certificate of Good Standing.		
	5. Must be a duly registered Contractor by the Department of Labor and Employment (DOLE) by submitting a Certified True Copy of their valid DOLE D.O. 174 Certificate of Registration.	Certified True Copy of their valid DOLE D.O. 174 Certificate of Registration.	
	6. Must submit latest SSS, PAG-IBIG, AND PHILHEALTH Registration Certificate AND Clearance stating there is no delinquency on monthly premium payments for both the employer and employees of the security agency concerned.	Registration Certificate AND Clearance from SSS, PAG-IBIG AND PHILHEALTH	
	7. Must not be blacklisted nor shall have any derogatory record, must be in good standing and duly licensed registered Contractor by the Philippine National Police (PNP). Submit a Certified True Copy of the Agency's License to Operate as a Security Agency issued by the PNP Supervisory Office for Security and Investigation Agencies (SOSIA).	Certified True Copy of the Agency's License to Operate as a Security Agency issued by the PNP Supervisory Office for Security and Investigation Agencies (SOSIA).	
	8. Submit Agency's Organizational Set-up indicating the Names of Key Personnel and Personnel manning its Key Offices as provided under Section 6 of the Terms of Reference.	Agency's Organizational Set-up indicating the Names of Key Personnel and Personnel manning its Key Offices	

Name: _____

Legal Capacity: _____

Signature: _____

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

TERMS OF REFERENCE

PROJECT	**:**	PROVISION OF SECURITY SERVICES FOR PERIOD OF ONE (1) YEAR MAY BE EXTENDED/RENEWED TO A MAXIMUM OF THREE (3) YEARS IN MACTAN ECONOMIC ZONE AND ITS SELECTED SPECIAL ECONOMIC ZONES (SEZ) UNDER CLUSTER 2
PROCURING ENTITY	**:**	**PHILIPPINE ECONOMIC ZONE AUTHORITY (PEZA) – MACTAN ECONOMIC ZONE (MEZ)**

A. PURPOSE

The Philippine Economic Zone Authority (PEZA) desires to engage the services of a security agency to provide security services in Mactan Economic Zone and its selected Special Economic Zones under Cluster 2 for a period of one (1) year which may be extended/renewed to a maximum of three (3) years.

The estimated budget cost of this contract is at **SEVENTY-FOUR MILLION THREE HUNDRED FORTY-SEVEN THOUSAND THREE HUNDRED SIXTY-EIGHT AND 77/100 PESOS (₱74,347,368.77).**

a. **THIRTY MILLION SEVEN HUNDRED FIFTY-ONE THOUSAND SEVEN HUNDRED TWELVE AND 64/100 PESOS (₱30,751,712.64) for fifty-five (55) security guards deployed/assigned in Mactan Economic Zone will be paid by PEZA.**

b. **FORTY-THREE MILLION FIVE HUNDRED NINTY-FIVE THOUSAND SIX HUNDRED FIFTY-SIX AND 13/100 PESOS (₱43,595,656.13), consisting of a total of eighty-eight (88) security guards deployed at selected Special Economic Zones and will be billed by PEZA to its respective SEZ Developers.**

B. GENERAL CONDITIONS

The security services provider shall be hereunto onwards be referred to as CONTRACTOR 6and shall provide PEZA the following:

1. The CONTRACTOR shall assign **ONE HUNDRED FORTY-THREE (143)** qualified, competent, uniformed, armed, bonded and licensed as private security guards in accordance with Republic Act No. 11917, as amended, as well as other related laws and regulations with the following minimum qualifications, among others to wit:

    i. Filipino Citizen;
    ii. Good moral character and reputation, and without any previous criminal record or conviction, police or derogatory record.
    iii. **Security Guards** must be:
        a. At least High School Graduate or Senior High School Graduate in accordance with the K-12 program; and
        b. At least one (1) year of security job experience
    iv. **Shift in Charge and/or Supervisors** must be:

a. College level with a minimum of 72 units earned.
b. Certified Security Professional or Certified Security and Safety Professional (CSSP);
c. Two (2) years relevant supervisory experience.

v. With a valid security guard license (at least one (1) year validity prior to deployment) issued by PNP-CSG-SOSIA.

vi. Physically, psychologically and mentally fit. Has passed and undergone neuro-psychiatric examinations from DOH-accredited provider. (Taken within 6 months prior to deployment)

vii. Passed and undergone drug testing prior to deployment (Taken within 6 months prior to deployment).

viii. Trained in First Aid Basic Course and Disaster Preparedness.

2. The CONTRACTOR shall allow its security guards to render service of at least twelve (12) hours per day with one (1) day off per week. CONTRACTOR shall provide an adequate number of guards and a sufficient number of relievers to cover for guards on rest days and absences. The CONTRACTOR shall consult with PEZA on the mode of deployment of its guards in their operational sector and tours of duty.

Table 1. Deployment Matrix

AREA	**No. of Guards per Shift**		**Total No. of Guards**
	1st Shift 6am-6pm (12hours)	**2nd Shift 6pm-6am (12hours)**	
Region IV-MIMAROPA			
Brooke's Point Agro-Industrial Economic Zone	**1**	**1**	**2**
Rio Tuba Export Processing Zone	**2**	**2**	**4**
Sub-total	**3**	**3**	**6**
Region VII – Class A			
Mactan Economic Zone			
Gate 1	3	2	5
Gate 2	3	2	5
Gate 3	6	4	10
Gate 4	2	2	4
Gate 5	1	1	2
Gate 6	1	1	2
Gate 7	1	1	2
Admin Bldg.	2	1	3
Zone Administrator Office	1	1	2
Zone Administrator Staff House	1	1	2
Power Plant (Substation)	1	1	2
Sewage Treatment Plant	1	1	2
MEZ Staff House	1	1	2
Shemberg/Evercat/Abtech	2	2	4
Patrol/Roving/Traffic	1	1	2
Civilian Guard	1	-	1
Shift in Charge	1	1	2
Detachment Commander	1		1

Joint PEZA - Customs Office Cebu International Port	**1**	**1**	**2**
Sub-total	**31**	**24**	**55**
Mactan Economic Zone II	**3**	**3**	**6**
Cebu Light Industrial Park	**2**	**1**	**3**
Mitsumi Realty Incorporated	**2**	**1**	**3**
New Cebu Township One/NAVA	**1**	**1**	**2**
Sub-total	**8**	**6**	**14**
Region VII – Class B			
West Cebu Estate – Special Economic Zone	**2**	**1**	**3**
Carmen Cebu Gum Industrial Park (CCGIZ)	**1**	**1**	**2**
Sub-total	**3**	**2**	**5**
Region VIII			
New Jubilee Agro-Industrial Economic Zone	**1**	**1**	**2**
Sub-total	**1**	**1**	**2**
Region X			
Balo-I Agro-Industrial Economic Zone	**1**	**1**	**2**
Bukidnon Agro-Resources Export Zone	**1**	**1**	**2**
CIIF Agro-Industrial Park – Cagayan	**1**	**1**	**2**
Philippine Packing Agricultural Export Processing Zone	**1**	**1**	**2**
CIIF Agro-Industrial Park (Iligan)	**1**	**1**	**2**
Irasan Roxas Zanorte Special Economic Zone	**1**	**1**	**2**
Jasaan Misamis Oriental Ecozone	**1**	**1**	**2**
Quezon Agro-Industrial Zone	**1**	**1**	**2**
Sub-total	**8**	**8**	**16**
Region XI			
AJMR Agro-Industrial Economic Zone	**1**	**1**	**2**
DADC Economic Zone	**1**	**1**	**2**
ANFLO Industrial Estate	**1**	**1**	**2**
Sub-total	**3**	**3**	**6**
Region XII			
Agrotex Gensan Economic Zone	**1**	**1**	**2**
Sarangani Economic Development Zone	**2**	**2**	**4**
SRC Allah Valley Economic Development Zone	**2**	**2**	**4**
SRC Calumpang Economic Development Zone	**4**	**4**	**8**
SRC Upper Klinan Economic Development Zone	**3**	**3**	**6**
Kamanga Agro-Industrial Economic Zone	**2**	**2**	**4**
Millennium Industrial Economic Zone	**5**	**4**	**9**
Sub-total	**19**	**18**	**37**
Region XIII			

Taganito Special Economic Zone	**1**	**1**	**2**
Grand Total			**143**

3. PEZA reserves the right to increase/decrease the number of detachments/posts, the number of guards, and hours of duty to be assigned in each detachment/post as it may deemed needed in a security situation and exigencies of service to be determined by the OICs/Zone Managers in Private Economic Zone and PEZA MEZ Station Commander as recommended by the Department Manager – Operations and duly approved by MEZ Economic Zone Administrator which shall be effected within Seventy-two (72) hours from time of the written request.

4. The CONTRACTOR shall have direct supervision over and control of the assigned security guards. The CONTRACTOR shall have the exclusive and absolute right to reshuffle, reassign, suspend, lay off, terminate and/or impose disciplinary measures, direct and control the services, provided that it shall not affect the performance of the CONTRACTOR on its obligations and undertakings as stipulated in this Contract. The Procuring Entity must be informed by the CONTRACTOR of the said action at least Seventy-two (72) hours prior thereto.

5. The CONTRACTOR must have Trained for First Aider (refer to DOLE D.O. 235-22) and BOSH Trained Safety Officer deployed in every shift. In addition, they must have a functional Occupational Safety and Health (OSH) policy program which will cover its employees deployed in PEZA and meet the requirement as provided in the CSC-COA-DBM Joint Circular No. 1, s. 2017-14 dated June 15, 2017, as amended by CSC-COA-DBM Joint Circular No. 1, s. 2018. *(See CSC-COA-DBM Joint Circular No. 1, s. 2017 dated June 15, 2017, Rules and Regulations Governing Contract of Service and Job Order Workers in the Government as amended by CSC-COA-DBM Joint Circular No. 1, s. 2018)*

6. The CONTRACTOR must have, or should establish a functional office within a month from the issuance of the Notice to Proceed in Cebu province preferably within Lapu-Lapu City and for Special Economic Zone in Mindanao, preferably within General Santos City or Davao City to assist/augment in managing their administrative and operational support.

7. The CONTRACTOR shall provide the necessary valid licensed firearms and ammunitions to the guards assigned at PEZA as well as communication equipment, service vehicles, and other security equipment and shall see to it that when on duty they are in prescribed uniform with standard security guard provisions, as provided under Table 2 below at no cost to PEZA:

Table 2. Provision of Materials and Equipment

Description	**Requirement**	**Quantity**
a. Uniform (with all the necessary patches)	2 per guard	286 pieces
b. Sidearm with full ammo	-	59 pieces
• Ammunition – 9mm	15 ammos per sidearm	885 pieces
• Firearms License		59 pieces
c. Night Stick	1 per guard	143 pieces
d. Whistle	1 per guard	143 pieces
e. Flashlight with battery	1 per guard	143 pieces

f. Medical Kit/ First Aid Kit	1 per guard	143 pieces
g. Two-way Handheld Radio with NTC License under the name of Contractor.	MEZ	33 units
h. Two-way Sim Card Operated handheld radio	1 per SEZs and 1unit MEZ ZPU	30 units
i. Shotgun (MEZ only)	1 per detachment/post	5 units
• Ammunition-12 gauge	10 ammos per shotgun	50 pieces
• Firearms License		5 pieces
j. Heavy Duty Raincoat	1 per guard	143 pieces
k. Rain boots	1 per guard	143 pieces
l. Golf Umbrella	12 pcs for MEZ / 1 pc for each SEZs	42 pieces
m. Handcuffs	1 per guard	143 pieces
n. Reflectorized vest and gloves (MEZ only)		55 pieces
o. Handheld "STOP" sign for guards assigned to traffic at entrances / exit (MEZ only)		55 pieces
p. Teargas Canister (Include SEZs)	1 guard	143 pieces
q. Motorcycle Patrol w/ Helmet (150cc) (brand new)		2 units
r. Mobile Patrol (brand new 1 unit of FB Type Van and 1 unit of Pick-up) (MEZ Only)		2 units
s. Hand held Metal Detectors (MEZ only)		5 pieces
t. Truncheons, Shields, and Helmet (MEZ only)		10 sets
u. Under Chassis View Mirror (MEZ only)	1 unit per gate	6 pieces
v. Mega Phone (MEZ only)		2 pieces
w. Standby Wheelchairs for persons with disabilities (MEZ only)		2 pieces
x. Stretcher (MEZ only)		1 piece
y. Computer with Printer (MEZ and SEZs in Mindanao)	1 set per office	2 sets
z. Bundy Clock (MEZ only)		1 unit

8. All firearms issued by the CONTRACTOR to its security guards must be original, branded, and duly licensed by PNP with a complete load of ammunition.

9. All vehicles provided by the CONTRACTOR must be roadworthy and registered with the Land Transportation Office (LTO) and with applicable Comprehensive Insurance Coverage.

10. The CONTRACTOR shall provide PEZA at its own expense with additional equipment and/or vehicles as may be deemed necessary by PEZA. Also, all the following equipment in Table 2 (letters a to g, j, k, and m) shall be provided whenever there is additional personnel requirement.

11. The CONTRACTOR shall not engage to any contract for security services with PEZA-Registered Business Enterprise (RBE's) during the duration of the Contract.

12. The CONTRACTOR and its security guards shall strictly observe, enforce and adhere to PEZA rules and regulations as it applies to security and well-being of PEZA, its employees and clients.

13. The CONTRACTOR, through its agents/guards, shall safeguard, secure, and protect the offices, employees, guests, properties, and premises of PEZA covered by the Contract to be entered into, against the threat, theft, robbery, pilferage/s, or any unlawful acts and/or omissions that would cause harm or loss or damages to the properties and premises of PEZA.

14. The CONTRACTOR shall maintain adequate control of all incoming and outgoing cargoes, and persons, including vehicles entering and/or leaving PEZA premises, offices and installations. To this end, the CONTRACTOR's guards to be assigned under this Contract shall, prior to or at the start of their tour of duty, shall undergo pre-deployment orientation on PEZA rules and regulations and PEZA, subsequently, to issue a Certificate of Completion.

15. The CONTRACTOR shall prevent the entry of unauthorized persons and/or vehicles in the PEZA premises. In case this cannot be contained using the necessary means and/or force within the guards' normal duty, the guard(s) shall immediately report to the PEZA Zone Police Unit or its Zone Managers or any PEZA Officer/Employee.

16. The CONTRACTOR shall immediately conduct an investigation on breach of security by any person within the PEZA premises including commission of crimes against persons or property, *motu proprio* or whenever requested by PEZA and shall make an immediate report thereof to be reported within twenty-four (24) hours to the PEZA Zone Police Unit or its Zone Managers or any PEZA Officer/Employee, whichever is applicable.

17. Documents or logbooks maintained by the CONTRACTOR containing matters involving security concerns and/or those matters that are of confidential in nature, shall not be disclosed to any person/s, government official or entity, unless authorized by the PEZA Director General or his/her duly authorized representative. Any violation of this rule shall automatically result in the cancellation of this contract.

18. The CONTRACTOR shall submit brief profile of the security guards to be deployed to PEZA attested by its authorized signatory upon receipt of the Notice to Proceed (NTP).

19. In addition, the CONTRACTOR shall furnish PEZA for each personnel including reliever guards prior to deployment the following documents:

    a. Police and NBI Clearance
    b. Medical Certificate with Medical and Neuro-Psychiatric Examination Results
    c. Drug Test Results
    d. Training Certificates or Related Credentials
    e. Firearms License
    f. Security License from PNP-CSG-SOSIA
    g. Duty Detail Order (DDO)

20. The CONTRACTOR shall submit a monthly status report for each Economic Zone provided with the prescribed format.

21. The CONTRACTOR shall make quarterly security surveys of PEZA premises upon prior permission and shall submit a report including suggestions on enhancing security.

22. Upon request of PEZA, the CONTRACTOR shall submit operational activities, contingency, and/or emergency plans in case of natural calamities, industrial unrest, public disorder, or rampant violations of penal laws inside the PEZA premises.

23. The CONTRACTOR should be financially capable; it must have sufficient current/liquid assets to shoulder the current liabilities particularly the payment of salaries and benefits for at least two (2) months of their deployed guards to PEZA. The administrative cost and profit margin of the Contractor shall not be less than twenty percent (20%) and must be able to provide the salaries and benefits of the security guards pursuant to Section 9 of Republic Act No. 11917.

24. The CONTRACTOR shall pay the salaries, allowances, and other statutory monetary benefits of all the guards assigned under this Contract in accordance with existing laws, rules, and regulations governing the employment of labor. Should the CONTRACTOR fail to pay the salaries, wages, and other statutory monetary benefits of its guards as scheduled for at least two (2) months, except during force majeure or circumstances beyond the CONTRACTOR'S control, PEZA shall withhold the amount due to the CONTRACTOR and PEZA shall pay directly the CONTRACTOR'S guards of their salaries, wages, and other statutory monetary benefits. Such direct payments made by PEZA shall be deducted from the CONTRACTOR'S billing for the subject pay period.

25. Should there be any law and/or wage order passed increasing the minimum wage or requiring additional compensation in any form, the agreed consideration shall be automatically adjusted pursuant to said law or wage order upon written request of the CONTRACTOR duly approved by PEZA Director General.

26. Payment shall be made on a monthly basis subject to submission of monthly billing statement and other supporting documents by the CONTRACTOR. Services shall be billed based on the actual services received by PEZA, hence, may be computed by a fraction of a month.

27. The CONTRACTOR shall submit to PEZA its monthly billing statement within the first fifteen (15) days of the succeeding month together with the following documents:

    27.1 Report on actual services rendered by the guards for the billing period claimed;
    27.2 Signed Daily Time Records and summary of attendance of security guards assigned per Zone;
    27.3 Report on overtime services shall be accompanied by a certification of overtime duty rendered signed by the Shift in Charge including those in the private economic zones and approved by the Detachment Commander;
    27.4 Signed payroll/proof of payment of the salaries, wages, and/or benefits of all its guards for the billing period claimed;

27.5 Sworn Certification by the CONTRACTOR citing that the wages of the security guards including other emoluments and/or allowances due to them for the preceding month have all been paid;

27.6 Official receipt/proof of payment of remittances of SSS / PhilHealth / Pag-Ibig premiums/payments and other deductions/contributions required or authorized by law;

27.7 Other documents as may be required by the Procuring Entity.

28. The CONTRACTOR shall likewise submit a sworn certification that it has complied with DOLE Department Order No. 150, Series of 2016 establishing a Retirement Trust Fund in the name for and in behalf of the Security Guards callable upon demand by the concerned security guard. Failure to comply shall cause the pre-termination or cancellation of the Contract.

29. The CONTRACTOR must ensure that emergency OSH-related services will be provided to its employees but not limited to first aid, emergency medical supplies and emergency hospitalization assistance, confinement, and other related expenses, and such account shall be borne by the said CONTRACTOR.

30. It is expressly understood and agreed that the CONTRACTOR is not an agent or employee of PEZA and the security guards to be assigned by the CONTRACTOR to PEZA are in no case employees of the latter as they are for all intents and purposes under contract with the CONTRACTOR. The CONTRACTOR as the sole employer of all the guards assigned under this Contract shall be solely responsible and liable for strict compliance with all pertinent labor legislations, rules, and regulations. The CONTRACTOR shall hold PEZA absolutely free and clear from any liabilities or responsibilities on any claim or claims which may be filed by any of the said guards for any reason whatsoever.

31. The CONTRACTOR shall guarantee payment to PEZA, of any loss of or damage to its property provided the same occurred within the jurisdiction of the CONTRACTOR or incurred or inflicted by its guards, and it has been duly established after due investigation that said loss or damage was due to the negligence or fault of the CONTRACTOR or its guards. Provided, further that such loss, pilferage, breakage or damage on the properties involved is reported in writing to the CONTRACTOR within seven (7) working days from the occurrence or discovery thereof.

32. In the event that the CONTRACTOR's license to engage in the security business is suspended, cancelled, revoked, or otherwise rendered ineffective for any reason by the Philippine National Police-Supervisory Office for Security and Investigation Agencies or the Department of Labor and Employment, the CONTRACTOR shall undertake to inform PEZA of such development. Upon written notice to PEZA, the Contract shall be automatically terminated as of the date of said suspension, cancellation, revocation or ineffectiveness.

33. The Contract shall be effective for a period of one (1) year and may be extended/renewed on a monthly basis up to a maximum duration of one (1) year for three (3) years subject to performance evaluation and compliance under the existing procurement guidelines.
34. In the event that the Contract expires without a successful procurement of security services, the Contract may be extended for one (1) month, or for such period necessary until a successful procurement of security services. The extension shall be subject to termination upon thirty (30) days written notice by one party to the other.

35. The CONTRACTOR shall be rated based on a prescribed set of performance criteria on a monthly basis. PEZA shall also conduct an overall annual assessment or evaluation of the performance of the CONTRACTOR and must garner at least a "Satisfactory" rating of 80 points out of the total weight performance rating of 100 points, for it to be eligible for contract extension/renewal. Based on the assessment, PEZA may pre-terminate and rescind the contract for failure by the CONTRACTOR to perform its obligation under this Terms of Reference and conform to the standards of PEZA.

TABLE 3. PERFORMANCE CRITERIA

i.	Conformity to Technical Requirements	25
ii.	Timeliness in the Delivery of Services	25
iii.	Behavior of Personnel (Courteous, Professional, and Knowledgeable)	20
iv.	Response to Complaints	20
v.	Compliance with set office policies for such services	10

36. PEZA may pre-terminate or rescind in case of any violation on the stipulations and covenants of the Contract by the CONTRACTOR; Provided that written notice must be served by PEZA to the CONTRACTOR at least thirty (30) days prior to the intended date of termination or earlier unless expressly stipulated, and that PEZA shall be entitled to the refund of its payment including liquidated damages as herein stipulated, in addition to what may be granted and/or awarded to it in the courts of law.

37. The amount of liquidated damages shall be at least equal to one-tenth of one (1) percent of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the Contract, PEZA may rescind or terminate the Contract, without prejudice to other courses of action and remedies available under the circumstances such as but not limited to forfeiture of performance security and/or blacklisting of the CONTRACTOR.

38. For entitlement to such liquidated damages, PEZA need not prove the damages actually incurred. Said damages in any amount shall be deducted from any money due or which may become due the CONTRACTOR under the Contract and/or collect such liquidated damages from the retention money or other securities posted by the CONTRACTOR at the PEZA's convenience;

C. **QUALIFICATIONS OF CONTRACTOR** (supported by a Company Profile with required attachments):

1. Should have at least five (5) years of experience in providing security services. The Contractor is to submit a list of clients with an attached photocopy of notarized contracts that would show an experience of at least five (5) years in security services.

2. Must provide at least one (1) Certificate of Satisfactory Performance from Clients with equal or greater security services provision of one hundred forty-three (143) security personnel within the last 5 years.

3. Has completed, within the last five (5) years from the date of submission and receipt of bids, a single contract that is similar to the Contract to be bid. A similar contract must be a security services contract with the value of which must be at least fifty percent (50%) of the Approved Budget for the Contract (ABC).

4. Must be a member of the Philippine Association of Detective and Protective Agency Operators (PADPAO) in good and active standing by submitting Certified True Copies of PADPAO Certificate of Membership and PADPAO Certificate of Good Standing.

5. Must be a duly registered Contractor by the Department of Labor and Employment (DOLE) by submitting a Certified True Copy of their valid DOLE D.O. 174 Certificate of Registration.

6. Must submit latest SSS, PAG-IBIG, AND PHILHEALTH Registration Certificate AND Clearance stating there is no delinquency on monthly premium payments for both the employer and employees of the security agency concerned.

7. Must not be blacklisted nor shall have any derogatory record, must be in good standing and duly licensed registered Contractor by the Philippine National Police (PNP). Submit a Certified True Copy of the Agency's License to Operate as a Security Agency issued by the PNP Supervisory Office for Security and Investigation Agencies (SOSIA).

8. Submit Agency's Organizational Set-up indicating the Names of Key Personnel and Personnel manning its Key Offices as provided under Section 6 of the Terms of Reference.

Prepared by:

SPMaj. PERFECTO B. GERONDA III
OIC-MEZ Zone Police Unit

Checked and Verified:

ARNEL M. SUYU
EZM III / OIC – Department Manager, Operations

Approved by:

MR. EMMANUEL D. CORTERO
Economic Zone Administrator
MEZ, Vis-Min and SEZs

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 Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**

☐ (f) Original duly signed Omnibus Sworn Statement (OSS) **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

☐ (g) 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

☐ (h) 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

☐ (i) Original of duly signed and accomplished Financial Bid Form; **and**

☐ (j) Original of duly signed and accomplished Price Schedule(s).

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, Procurement Agent if engaged, 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, Procurement Agent if engaged, 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, Procurement Agent if engaged, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and

8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

   a. Carefully examining all of the Bidding Documents;
   b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
   c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
   d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

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

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

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

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.

2. I/We accept that: I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of one (1) year for the first offense, or two (2) years **for the second offense**, upon receipt of your Blacklisting Order if I/We have violated my/our obligations under the Contract;

3. I/We understand that this Performance Securing Declaration shall cease to be valid upon:

    a. issuance by the Procuring Entity of the Certificate of Final Acceptance, subject to the following conditions:
        i. Procuring Entity has no claims filed against the contract awardee;
        ii. It has no claims for labor and materials filed against the contractor; and
        iii. Other terms of the contract; or

    b. replacement by the winning bidder of the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 as required by the end-user.

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

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

Price Schedule for Goods Offered from Within the Philippines

[shall be submitted with the Bid if bidder is offering goods from within the Philippines]

For Goods Offered from Within the Philippines

Name of Bidder _____ Project ID No._____ Page ___of___

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)

Name: _____

Legal Capacity: _____

Signature: _____

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

APPENDIX "1"

Bid Form for the Procurement of Goods

[shall be submitted with the Bid]

BID FORM

Date : _____

Project Identification No. : _____

To: [name and address of Procuring Entity]

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform] [description of the Goods]* in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);

b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;

c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

[Insert this paragraph if Foreign-Assisted Project with the Development Partner:
Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address Amount and Purpose of
of agentCurrencyCommission or gratuity

_____
_____
_____
(if none, state "None") *]*

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached *[state the written authority]*.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: _____

Legal capacity: _____

Signature: _____

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

Date: _____

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]

Republic of the Philippines
gppb
Government Procurement Policy Board

PRICE SCHEDULE

SECURITY SERVICES FOR MACTAN ECONOMIC ZONE AND ITS SELECTED SPECIAL ECONOMIC ZONES UNDER CLUSTER 2, IN ACCORDANCE WITH WAGE ORDER NO. RB-MIMAROPA-13, EFFECTIVE 1 JANUARY 2026

Deployment: Brooke's Point Agro-Industrial Economic Zone and Rio Tuba Export Processing Zone

Note: This Cost Breakdown shall now form part of the Terms of Reference Cost Estimate as "Annex A".

a.	Number of Working Days in a Year	396	*294.0 Ordinary Working Days* *67.6 Rest Days (52 X 1.3)* *24.0 Regular holidays (12 X 2)* *10.4 Special Non-Working Days (8x1.3)* *396.0 Total Equivalent No. of Days/Year*
b.	Rate per day (Php)	455	
	Hours of Work Per Day	12	
	Monthly Payment to be paid directly to Personnel		
c.	Basic Pay	15,015.00	*(a x b) / 12*
	Overtime Pay	9,525.24	
	Night Shift Differential	1501.50	*(Ave. Pay/mo X 10%)*
d.	13th Month Pay	1,156.46	*(b x 366 / 12 / 12)*
e.	Service Incentive Leave Pay	189.58	*(b x 5 / 12)*
f.	Uniform Allowance	100	
	Subtotal (Php)	**27,487.78**	
	Employer's Mandatory Contributions in favor of the employee		
g.	SSS Employer Share Premium	2,000.00	*SSS Contribution Table, eff. 01/01/2025*
h.	Philhealth	375.38	*(c x 5% / 2)*
i.	Pag-ibig Fund	200	
j.	SSS MPF	450	*SSS Contribution Table, eff. 01/01/2025*
	Retirement Benefit	853.13	*(b x 22.5 / 12)*
	State Insurance Fund (ECC)	30	
	Subtotal (Php)	3,908.50	
k.	**Total Amount Payable to Employees and to the Government**	**31,396.28**	*(sum of c to j)*
	Other Costs		
l.	Administrative Fee		*Incl. the Cost of Materials and Equipment, and must not be below 20% under R.A. 11917*
m.	Value-Added Tax (12%)		*(12% of l)*
n.	**Total Cost per Month per personnel**		*(sum of k to m)*
o.	No. of Personnel	6	
p.	Total Monthly Cost		*(n x o)*
	Total NEW Annual Budget Cost (Php)		*(p x 12 months)*

PRICE SCHEDULE

SECURITY SERVICES FOR MACTAN ECONOMIC ZONE AND ITS SELECTED SPECIAL ECONOMIC ZONES UNDER CLUSTER 2, IN ACCORDANCE WITH WAGE ORDER NO. ROVII-26, EFFECTIVE 04 OCTOBER 2025

Deployment: Mactan Economic Zone

Note: This Cost Breakdown shall now form part of the Terms of Reference Cost Estimate as "Annex A".

a.	Number of Working Days in a Year	396.00	294.0 Ordinary Working days 67.6 Rest days (52 X 1.3) 24.0 Regular holidays (12 X 2) 10.4 Special Non-Working Days (8 X 1.3) 396.0 Total Equivalent No. of Days/Year
b.	Rate per day (Php)	540.00	
	Hours of Work Per Day	12	
	Monthly Payment to be paid directly to Personnel		
c.	Basic Pay	17,820.00	*((a x b) /12)*
	Overtime Pay	11,304.68	
	Night Shift Differential	891.00	*(Ave. Pay/mo X 10% x 1/3)*
d.	13th Month Pay	1,372.50	*(b x 366 / 12 / 12)*
e.	Service Incentive Leave Pay	225.00	*(b x 5 / 12)*
f.	Uniform Allowance	100.00	
	Subtotal (Php)	**31,713.18**	
	Employer's Mandatory Contributions in favor of the employee		
g.	SSS Employer Share Premium	2,000.00	*SSS Contribution Table, eff. 01/01/2025*
h.	Philhealth	445.50	*(c x 5% / 2)*
i.	Pag-ibig Fund	200.00	
j.	SSS MPF	1,000.00	*SSS Contribution Table, eff. 01/01/2025*
	Retirement Benefit	1,012.50	*(b x 22.5 / 12)*
	State Insurance Fund (ECC)	30.00	
	Subtotal (Php)	4,688.00	
k.	**Total Amount Payable to Employees and to the Government**	**36,401.18**	*(sum of c to j)*
	Other Costs		
l.	Administrative Fee		*Incl. the Cost of Materials and Equipment, and must not be below 20% under R.A. 11917*
m.	Value-Added Tax		*(12% of l)*
n.	**Total Cost per Month per personnel**		*(sum of k to m)*
o.	No. of Personnel	55	
p.	**Total Monthly Cost**		*(n x o)*
	Total NEW Annual Budget Cost (Php)		*(p x 12 months)*

PRICE SCHEDULE

SECURITY SERVICES FOR MACTAN ECONOMIC ZONE AND ITS SELECTED SPECIAL ECONOMIC ZONES UNDER CLUSTER 2, IN ACCORDANCE WITH WAGE ORDER NO. ROVII-26, EFFECTIVE 04 OCTOBER 2025

Deployment: Mactan Economic Zone II, Cebu Light Industrial Park, MinebeaMitsumi Inc. (MRI), and Nava Industrial Park

Note: This Cost Breakdown shall now form part of the Terms of Reference Cost Estimate as "Annex A".

a.	Number of Working Days in a Year	396.00	294.0 Ordinary Working days 67.6 Rest days (52 X 1.3) 24.0 Regular holidays (12 X 2) 10.4 Special Non-Working Days (8 X 1.3) 396.0 Total Equivalent No. of Days/Year
b.	Rate per day (Php)	540.00	
	Hours of Work Per Day	12	
	Monthly Payment to be paid directly to Personnel		
c.	Basic Pay	17,820.00	*((a x b) /12)*
	Overtime Pay	11,304.68	
	Night Shift Differential	891.00	*(Ave. Pay/mo X 10% x 1/3)*
d.	13th Month Pay	1,372.50	*(b x 366 / 12 / 12)*
e.	Service Incentive Leave Pay	225.00	*(b x 5 / 12)*
f.	Uniform Allowance	100.00	
	Subtotal (Php)	31,713.18	
	Employer's Mandatory Contributions in favor of the employee		
g.	SSS Employer Share Premium	2,000.00	*SSS Contribution Table, eff. 01/01/2025*
h.	Philhealth	445.50	*(c x 5% / 2)*
i.	Pag-ibig Fund	200.00	
j.	SSS WISP	1,000.00	*SSS Contribution Table, eff. 01/01/2025*
	Retirement Benefit	1,012.50	*(b x 22.5 / 12)*
	State Insurance Fund (ECC)	30.00	
	Subtotal (Php)	4,688.00	
k.	**Total Amount Payable to Employees and to the Government**	36,401.18	*(sum of c to j)*
	Other Costs		
l.	Administrative Fee		*Incl. the Cost of Materials and Equipment, and must not be below 20% under R.A. 11917*
m.	Value-Added Tax		*(12% of l)*
n.	**Total Cost per Month per personnel**		*(sum of k to m)*
o.	No. of Personnel	14	
p.	**Total Monthly Cost**		*(n x o)*
	Total NEW Annual Budget Cost (Php)		*(p x 12 months)*

PRICE SCHEDULE

SECURITY SERVICES FOR MACTAN ECONOMIC ZONE AND ITS SELECTED SPECIAL ECONOMIC ZONES UNDER CLUSTER 2, IN ACCORDANCE WITH WAGE ORDER NO. ROVII-26, EFFECTIVE 04 OCTOBER 2025

Deployment: West Cebu Industrial Park (WCIP) and Carmen Cebu Gum Industrial Park (CCGIZ)

Note: This Cost Breakdown shall now form part of the Terms of Reference Cost Estimate as "Annex A".

a.	Number of Working Days in a Year	396.00	294.0 Ordinary Working days 67.6 Rest days (52 X 1.3) 24.0 Regular holidays (12 X 2) 10.4 Special Non-Working Days (8 X 1.3) 396.0 Total Equivalent No. of Days/Year
b.	Rate per day (Php)	500.00	
	Hours of Work Per Day	12	
	Monthly Payment to be paid directly to Personnel		
c.	Basic Pay	16,500.00	*((a x b) /12)*
	Overtime Pay	10,467.29	
	Night Shift Differential	825.00	*(Ave. Pay/mo X 10% x 1/3)*
d.	13th Month Pay	1,270.83	*(b x 366 / 12 / 12)*
e.	Service Incentive Leave Pay	208.33	*(b x 5 / 12)*
f.	Uniform Allowance	100.00	
	Subtotal (Php)	**29,371.46**	
	Employer's Mandatory Contributions in favor of the employee		
g.	SSS Employer Share Premium	2,000.00	*SSS Contribution Table, eff. 01/01/2025*
h.	Philhealth	412.50	*(c x 5% / 2)*
i.	Pag-ibig Fund	200.00	
j.	SSS MPF	800.00	*SSS Contribution Table, eff. 01/01/2025*
	Retirement Benefit	937.50	*(b x 22.5 / 12)*
	State Insurance Fund (ECC)	30.00	
	Subtotal (Php)	**4,380.00**	
k.	**Total Amount Payable to Employees and to the Government**	**33,751.46**	*(sum of c to j)*
	Other Costs		
l.	Administrative Fee		*Incl. the Cost of Materials and Equipment, and must not be below 20% under R.A. 11917*
m.	Value-Added Tax		*(12% of l)*
n.	**Total Cost per Month per personnel**		*(sum of k to m)*
o.	No. of Personnel	5	
p.	**Total Monthly Cost**		*(n x o)*
	Total Annual Budget Cost (Php)		*(p x 12 months)*

PRICE SCHEDULE

SECURITY SERVICES FOR MACTAN ECONOMIC ZONE AND ITS SELECTED SPECIAL ECONOMIC ZONES UNDER CLUSTER 2, IN ACCORDANCE WITH WAGE ORDER NO. ROVIII-25, EFFECTIVE 08 DECEMBER 2025

Deployment: New Jubilee Agro-Industrial Economic Zone

Note: This Cost Breakdown shall now form part of the Terms of Reference Cost Estimate as "Annex A".

a.	Number of Working Days in a Year	396.00	294.0 Ordinary Working days 67.6 Rest days (52 X 1.3) 24.0 Regular holidays (12 X 2) 10.4 Special Non-Working Days (8 X 1.3) 396.0 Total Equivalent No. of Days/Year
b.	Rate per day (Php)	452.00	
	Hours of Work Per Day	12	
	Monthly Payment to be paid directly to Personnel		
c.	Basic Pay	14,916.00	*((a x b) /12)*
	Overtime Pay	9,462.43	
	Night Shift Differential	745.80	*(Ave. Pay/mo X 10% x 1/3)*
d.	13th Month Pay	1,148.83	*(b x 366 / 12 / 12)*
e.	Service Incentive Leave Pay	188.33	*(b x 5 / 12)*
f.	Uniform Allowance	100.00	
	Subtotal (Php)	26,561.40	
	Employer's Mandatory Contributions in favor of the employee		
g.	SSS Employer Share Premium	2,000.00	*SSS Contribution Table, eff. 01/01/2025*
h.	Philhealth	372.90	*(c x 5% / 2)*
i.	Pag-ibig Fund	200.00	
j.	SSS MPF	400.00	*SSS Contribution Table, eff. 01/01/2025*
	Retirement Benefit	847.50	*(b x 22.5 / 12)*
	State Insurance Fund (ECC)	30.00	
	Subtotal (Php)	3,850.40	
k.	**Total Amount Payable to Employees and to the Government**	**30,411.80**	*(sum of c to j)*
	Other Costs		
l.	Administrative Fee		*Incl. the Cost of Materials and Equipment, and must not be below 20% under R.A. 11917*
m.	Value-Added Tax		*(12% of l)*
n.	**Total Cost per Month per personnel**		*(sum of k to m)*
o.	No. of Personnel	2	
p.	**Total Monthly Cost**		*(n x o)*
	Total NEW Annual Budget Cost (Php)		*(p x 12 months)*

PRICE SCHEDULE

SECURITY SERVICES FOR MACTAN ECONOMIC ZONE AND ITS SELECTED SPECIAL ECONOMIC ZONES UNDER CLUSTER 2, IN ACCORDANCE WITH WAGE ORDER NO. RX-23, EFFECTIVE 01 JULY 2025

Deployment: BAIEZ, BAREZ, CIIFAIP Cagayan de Oro and Iligan City, PPAEPZ, JMOE, IRZSEZ, and QAIZ

Note: This Cost Breakdown shall now form part of the Terms of Reference Cost Estimate as "Annex A".

a.	Number of Working Days in a Year	396.00	294.0 Ordinary Working days 67.6 Rest days (52 X 1.3) 24.0 Regular holidays (12 X 2) 10.4 Special Non-Working Days (8 X 1.3) 396.0 Total Equivalent No. of Days/Year
b.	Rate per day (Php)	486.00	
	Hours of Work Per Day	12	
	Monthly Payment to be paid directly to Personnel		
c.	Basic Pay	16,038.00	*((a x b) /12)*
	Overtime Pay	10,174.21	
	Night Shift Differential	801.90	*(Ave. Pay/mo X 10% x 1/3)*
d.	13th Month Pay	1,235.25	*(b x 366 / 12 / 12)*
e.	Service Incentive Leave Pay	202.50	*(b x 5 / 12)*
f.	Uniform Allowance	100.00	
	Subtotal (Php)	**28,551.86**	
	Employer's Mandatory Contributions in favor of the employee		
g.	SSS Employer Share Premium	2,000.00	*SSS Contribution Table, eff. 01/01/2025*
h.	Philhealth	400.95	*(c x 5% / 2)*
i.	Pag-ibig Fund	200.00	
j.	SSS MPF	550.00	*SSS Contribution Table, eff. 01/01/2025*
	Retirement Benefit	911.25	*(b x 22.5 / 12)*
	State Insurance Fund (ECC)	30.00	
	Subtotal (Php)	**4,092.20**	
k.	**Total Amount Payable to Employees and to the Government**	**32,644.06**	*(sum of c to j)*
	Other Costs		
l.	Administrative Fee		*Incl. the Cost of Materials and Equipment, and must not be below 20% under R.A. 11917*
m.	Value-Added Tax		*(12% of l)*
n.	**Total Cost per Month per personnel**		*(sum of k to m)*
o.	No. of Personnel	16	
p.	**Total Monthly Cost**		*(n x o)*
	Total Annual Budget Cost (Php)		*(p x 12 months)*

PRICE SCHEDULE

SECURITY SERVICES FOR MACTAN ECONOMIC ZONE AND ITS SELECTED SPECIAL ECONOMIC ZONES UNDER CLUSTER 2, IN ACCORDANCE WITH WAGE ORDER NO. RXI-23, EFFECTIVE 07 MARCH 2025

Deployment: AJMRAIEZ, CIIFAIP Davao, DADC Economic Zone, and ANFLO Industrial Estate

Note: This Cost Breakdown shall now form part of the Terms of Reference Cost Estimate as "Annex A".

a.	Number of Working Days in a Year	396.00	294.0 Ordinary Working days 67.6 Rest days (52 X 1.3) 24.0 Regular holidays (12 X 2) 10.4 Special Non-Working Days (8 X 1.3) 396.0 Total Equivalent No. of Days/Year
b.	Rate per day (Php)	510.00	
	Hours of Work Per Day	12	
	Monthly Payment to be paid directly to Personnel		
c.	Basic Pay	16,830.00	*((a x b) /12)*
	Overtime Pay	10,676.64	
	Night Shift Differential	841.50	*(Ave. Pay/mo X 10% x 1/3)*
d.	13th Month Pay	1,296.25	*(b x 366 / 12 / 12)*
e.	Service Incentive Leave Pay	212.50	*(b x 5 / 12)*
f.	Uniform Allowance	100.00	
	Subtotal (Php)	29,956.89	
	Employer's Mandatory Contributions in favor of the employee		
g.	SSS Employer Share Premium	2,000.00	*SSS Contribution Table, eff. 01/01/2025*
h.	Philhealth	420.75	*(c x 5% / 2)*
i.	Pag-ibig Fund	200.00	
j.	SSS MPF	850.00	*SSS Contribution Table, eff. 01/01/2025*
	Retirement Benefit	956.25	*(b x 22.5 / 12)*
	State Insurance Fund (ECC)	30.00	
	Subtotal (Php)	4,457.00	
k.	**Total Amount Payable to Employees and to the Government**	34,413.89	*(sum of c to j)*
	Other Costs		
l.	Administrative Fee		*Incl. the Cost of Materials and Equipment, and must not be below 20% under R.A. 11917*
m.	Value-Added Tax		*(12% of l)*
n.	**Total Cost per Month per personnel**		*(sum of k to m)*
o.	No. of Personnel	6	
p.	**Total Monthly Cost**		*(n x o)*
	Total Annual Budget Cost (Php)		*(p x 12 months)*

PRICE SCHEDULE

SECURITY SERVICES FOR MACTAN ECONOMIC ZONE AND ITS SELECTED SPECIAL ECONOMIC ZONES UNDER CLUSTER 2, IN ACCORDANCE WITH WAGE ORDER NO. RXII-25, EFFECTIVE 02 NOVEMBER 2025

Deployment: AGEZ, SEDZ, SRC Allah Valley, SRC Calumpang, SRC Upper Klinan, KAIEZ, and MIEZ

Note: This Cost Breakdown shall now form part of the Terms of Reference Cost Estimate as "Annex A".

a.	Number of Working Days in a Year	396.00	294.0 Ordinary Working days 67.6 Rest days (52 X 1.3) 24.0 Regular holidays (12 X 2) 10.4 Special Non-Working Days (8 X 1.3) 396.0 Total Equivalent No. of Days/Year
b.	Rate per day (Php)	450.00	
	Hours of Work Per Day	12	
	Monthly Payment to be paid directly to Personnel		
c.	Basic Pay	14,850.00	*((a x b) /12)*
	Overtime Pay	9,420.56	
	Night Shift Differential	742.50	*(Ave. Pay/mo X 10% x 1/3)*
d.	13th Month Pay	1,143.75	*(b x 366 / 12 / 12)*
e.	Service Incentive Leave Pay	187.50	*(b x 5 / 12)*
f.	Uniform Allowance	100.00	
	Subtotal (Php)	26,444.31	
	Employer's Mandatory Contributions in favor of the employee		
g.	SSS Employer Share Premium	2,000.00	*SSS Contribution Table, eff. 01/01/2025*
h.	Philhealth	371.25	*(c x 5% / 2)*
i.	Pag-ibig Fund	200.00	
j.	SSS MPF	400.00	*SSS Contribution Table, eff. 01/01/2025*
	Retirement Benefit	843.75	*(b x 22.5 / 12)*
	State Insurance Fund (ECC)	30.00	
	Subtotal (Php)	3,845.00	
k.	**Total Amount Payable to Employees and to the Government**	30,289.31	*(sum of c to j)*
	Other Costs		
l.	Administrative Fee		*Incl. the Cost of Materials and Equipment, and must not be below 20% under R.A. 11917*
m.	Value-Added Tax		*(12% of l)*
n.	**Total Cost per Month per personnel**		*(sum of k to m)*
o.	No. of Personnel	37	
p.	**Total Monthly Cost**		*(n x o)*
	Total Annual Budget Cost (Php)		*(p x 12 months)*

PRICE SCHEDULE

SECURITY SERVICES FOR MACTAN ECONOMIC ZONE AND ITS SELECTED SPECIAL ECONOMIC ZONES UNDER CLUSTER 2, IN ACCORDANCE WITH WAGE ORDER NO. RXIII-20, EFFECTIVE 03 JANUARY 2026

Deployment: Taganito Special Economic Zone

Note: This Cost Breakdown shall now form part of the Terms of Reference Cost Estimate as "Annex A".

a.	Number of Working Days in a Year	396.00	294.0 Ordinary Working days 67.6 Rest days (52 X 1.3) 24.0 Regular holidays (12 X 2) 10.4 Special Non-Working Days (8 X 1.3) 396.0 Total Equivalent No. of Days/Year
b.	Rate per day (Php)	455.00	
	Hours of Work Per Day	12	
	Monthly Payment to be paid directly to Personnel		
c.	Basic Pay	15,015.00	*((a x b) /12)*
	Overtime Pay	9,525.24	
	Night Shift Differential	750.75	*(Ave. Pay/mo X 10% x 1/3)*
d.	13th Month Pay	1,156.46	*(b x 366 / 12 / 12)*
e.	Service Incentive Leave Pay	189.58	*(b x 5 / 12)*
f.	Uniform Allowance (R.A. 5487)	100.00	
	Subtotal (Php)	26,737.03	
	Employer's Mandatory Contributions in favor of the employee		
g.	SSS Employer Share Premium	2,000.00	*SSS Contribution Table, eff. 01/01/2025*
h.	Philhealth	375.38	*(c x 5% / 2)*
i.	Pag-ibig Fund	200.00	
j.	SSS MPF	400.00	*SSS Contribution Table, eff. 01/01/2025*
	Retirement Benefit	853.13	*(b x 22.5 / 12)*
	State Insurance Fund (ECC)	30.00	
	Subtotal (Php)	3,858.50	
k.	**Total Amount Payable to Employees and to the Government**	30,595.53	*(sum of c to j)*
	Other Costs		
l.	Administrative Fee		*Incl. the Cost of Materials and Equipment, and must not be below 20% under R.A. 11917*
m.	Value-Added Tax		*(12% of l)*
n.	**Total Cost per Month per personnel**		*(sum of k to m)*
o.	No. of Personnel	2	
p.	**Total Monthly Cost**		*(n x o)*
	Total Annual Budget Cost (Php)		*(p x 12 months)*

Summary of the Price Schedule (12 hours) per Region

Special Economic Zone	No. Gated of Number of Gates used for entry/exit of goods	No. Guards needed	Minimum Contract (WAGE RATE per Region)	Monthly Cost	Annual Cost
Region IV					
Brooke's Point Agro-Industrial Economic Zone	1	2			
Rio Tuba Export Processing Zone	-	4			
		6	**Subtotal**		
Region VII - Class A					
Mactan Economic Zone (MEZ)	7	55			
Mactan Economic Zone II (MEZ II)	2	6			
Cebu Light Industrial Park (CLIP)	1	3			
MinebeaMitsumi Inc. (MRI)	2	3			
Nava Industrial Park	2	2			
		69	**Subtotal**		
Region VII - Class C					
West Cebu Industrial Park (WCIP)	1	3			
Carmen Cebu Gum Industrial Park (CCGIZ)	1	2			
		5	**Subtotal**		
Region VIII					
New Jubilee Agro-Industrial Economic Zone	1	2			
		2	**Subtotal**		
Region X					
Balo-I Agro-Industrial Economic Zone (BAIEZ)	1	2			
Bukidnon Agro-Resources Export Zone (BAREZ)	1	2			
CIIF Agro-Industrial Park – Cagayan (CIIFAIP)	1	2			
Philippine Packing Agricultural Export Processing Zone (PPAEPZ)	3	2			
CIIF Agro-Industrial Park - Iligan (CIIFAIP)	1	2			
Jasaan Misamis Oriental Ecozone (JMOE)	-	2			
Irasan Roxas Zanorte Special Economic Zone (IRZSEZ)		2			
Quezon Agro-Industrial Zone (QAIZ)		2			
		16	**Subtotal**		
Region XI					
AJMR Agro-Industrial Economic Zone (AJMRAIEZ)	1	2			
DADC Economic Zone (DADCEZ)	1	2			
ANFLO Industrial Estate	1	2			
		6	**Subtotal**		
Region XII					
Agrotex Gensan Economic Zone AGEZ	1	2			
Sarangani Economic Development Zone SEDZ	3	4			
SRC Allah Valley Economic Development Zone	2	4			
SRC Calumpang Economic Development Zone	5	8			
SRC Upper Klinan Economic Development Zone	2	6			
Kamanga Agro-Industrial Economic Zone KAIEZ	-	4			
Millennium Industrial Economic Zone MIEZ	3	9			
		37	**Subtotal**		
Region XIII					
Taganito Special Economic Zone	1	2			
		2	**Subtotal**		
TOTAL COST FOR THE ENTIRE DEPLOYMENT (Inclusive of VAT and all applicable taxes and fees)		143	**TOTAL**		