



**SUPPLEMENTAL/BID BULLETIN NO. 2**  
**For LBP-HOBAC-ITB-GS-20191125-04**

**PROJECT** : **One (1) Year Security Guard Services for Various LANDBANK Branches and Extension Offices:**

- Lot 1 - LANDBANK Plaza and Other Installations**
- Lot 2 - North National Capital Region Branches Group**
- Lot 3 - South National Capital Region Branches Group**
- Lot 4 - Region 2**
- Lot 5 - Region 3-A**
- Lot 6 - Region 3-B**
- Lot 7 - Region 4**
- Lot 8 - Region 4-B**
- Lot 9 - Region 5**
- Lot 10 - Region 10**
- Lot 11 - Region 11**

**IMPLEMENTOR** : **Procurement Department**

**DATE** : **October 21, 2020**

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This Supplemental/Bid Bulletin is issued to modify, amend and/or clarify certain items in the Bid Documents. This shall form an integral part of the Bid Documents.

Modifications, amendments and/or clarifications:

- 1) The minimum bid prices have been set based on the attached detailed breakdown of costs per revised Annexes E to O.
- 2) The Schedule of Prices (Form No. 2) for all lots and the Checklist of the Bidding Documents (Item Nos. 2 & 3 of the Financial Component) have been revised. Please see attached revised specific sections of the Bidding Documents.
- 3) The deadline for the submission of electronic bids for the above project is re-scheduled on **October 28, 2020** at **10:00 A.M.** Submission of physical bids (hard copy) shall **not** be accepted.
- 4) The Guidelines in Breaking Tied Bids During Online Bidding is attached as Annex Q.

  
**ALWIN I. REYES**  
Assistant Vice President  
Head, Procurement Department and  
HOBAC Secretariat

**Form No. 2**

**SCHEDULE OF PRICES – Lot No. 1 (LANDBANK Plaza and Other Installations)**

**Table 1. Breakdown of Approved Budget for the Contract for One (1) year Security Service**

Qty. No. of Guards	LANDBANK Region/Area	Day Wage A (in Peso)	Administrative Overhead B (in Peso)	VAT 12% of B C (in Peso)	Total for 1 Year (A + B + C) D (in Peso)
176	LANDBANK Plaza and Other Installations	P 49,932,425.64	P 10,515,377.33	P 1,261,845.30	

**Table 2. Breakdown of Financial Bid**

Qty. No. of Guards	LBP Region/Area	Day Wage A (in Peso)	Administrative Overhead B (in Peso)	VAT 12% of B C (in Peso)	Total for 1 Year (A + B + C) D (in Peso)
176	LANDBANK Plaza and Other Installations	P 49,932,425.64			

In case of discrepancies on the bidder's schedule of prices, the controlling figures are the detailed computations.

Total Lot Bid in Words: \_\_\_\_\_

**NOTES:**

- 1. Approved Budget is based on Wage Order No. NCR-22 at 7-days and 5-days work per week (**Annex E-2**).
- 2. The number of security guards (176) and the requirement for night guards as may be indicated in the budgeted amount for night differentials are indicative and meant only for purposes of bidding; the actual number of guards required whether for day or night duty shall be subject to actual need of the Bank.
- 3. Payment shall be based on actual number of guards deployed and services rendered.
- 4. The bidder shall fill-up columns B, C and D of Table 2 – Breakdown of Financial Bid. The detailed breakdown of Financial Bid using **revised Annexes E-3 to E-8** must also be submitted/attached to this Schedule of Prices.
- 5. Subsequent wage orders shall be incorporated accordingly in the contract in so far as the salary and/or benefits of guards are concerned; there shall be no adjustment on Administrative Overhead throughout the life of the contract.
- 6. Terms, conditions and provisions of the attached Terms of Reference shall apply.

\_\_\_\_\_  
Name of Bidder

\_\_\_\_\_  
Signature over Printed Name of  
Authorized Representative

\_\_\_\_\_  
Position

*Please credit payment to:*

*Account Name:* \_\_\_\_\_

*Account Number:* \_\_\_\_\_

*LBP Branch:* \_\_\_\_\_

**Form No. 2**

**SCHEDULE OF PRICES – Lot No. 2 (North NCR Branches Group)**

**Table 1. Breakdown of Approved Budget for the Contract for One (1) year Security Service**

Qty. No. of Guards	LANDBANK Region/Area	Day Wage A (in Peso)	Administrative Overhead B (in Peso)	VAT 12% of B C (in Peso)	Total for 1 Year (A + B + C) D (in Peso)
180	North NCR Branches Group	P 40,470,627.72	P 8,094,125.51	P 971,295.08	

**Table 2. Breakdown of Financial Bid**

Qty. No. of Guards	LBP Region/Area	Day Wage A (in Peso)	Administrative Overhead B (in Peso)	VAT 12% of B C (in Peso)	Total for 1 Year (A + B + C) D (in Peso)
180	North NCR Branches Group	P 40,470,627.72			

In case of discrepancies on the bidder's schedule of prices, the controlling figures are the detailed computations.

Total Lot Bid in Words: \_\_\_\_\_

NOTES:

- 1. Approved Budget is based on Wage Order No. NCR-22 at 7-days and 5-days work per week (**Annex F-2**).
- 2. The number of security guards (180) and the requirement for night guards as may be indicated in the budgeted amount for night differentials are indicative and meant only for purposes of bidding; the actual number of guards required whether for day or night duty shall be subject to actual need of the Bank.
- 3. Payment shall be based on actual number of guards deployed and services rendered.
- 4. The bidder shall fill-up columns B, C and D of Table 2 – Breakdown of Financial Bid. The detailed breakdown of Financial Bid using **revised Annexes F-3 to F-8** must also be submitted/attached to this Schedule of Prices.
- 5. Subsequent wage orders shall be incorporated accordingly in the contract in so far as the salary and/or benefits of guards are concerned; there shall be no adjustment on Administrative Overhead throughout the life of the contract.
- 6. Terms, conditions and provisions of the attached Terms of Reference shall apply.

\_\_\_\_\_  
Name of Bidder

\_\_\_\_\_  
Signature over Printed Name of  
Authorized Representative

\_\_\_\_\_  
Position

*Please credit payment to:*

*Account Name:* \_\_\_\_\_

*Account Number:* \_\_\_\_\_

*LBP Branch:* \_\_\_\_\_

**Form No. 2**

**SCHEDULE OF PRICES – Lot No. 3 (South NCR Branches Group)**

**Table 1. Breakdown of Approved Budget for the Contract for One (1) year Security Service**

Qty. No. of Guards	LANDBANK Region/Area	Day Wage A (in Peso)	Administrative Overhead B (in Peso)	VAT 12% of B C (in Peso)	Total for 1 Year (A + B + C) D (in Peso)
180	South NCR Branches Group	P 42,008,785.20	P 8,401,757.02	P 1,008,210.86	

**Table 2. Breakdown of Financial Bid**

Qty. No. of Guards	LBP Region/Area	Day Wage A (in Peso)	Administrative Overhead B (in Peso)	VAT 12% of B C (in Peso)	Total for 1 Year (A + B + C) D (in Peso)
180	South NCR Branches Group	P 42,008,785.20			

In case of discrepancies on the bidder's schedule of prices, the controlling figures are the detailed computations.

Total Lot Bid in Words: \_\_\_\_\_

**NOTES:**

1. Approved Budget is based on Wage Order No. NCR-22 at 7-days and 5-days work per week (**Annex G-2**).
2. The number of security guards (180) and the requirement for night guards as may be indicated in the budgeted amount for night differentials are indicative and meant only for purposes of bidding; the actual number of guards required whether for day or night duty shall be subject to actual need of the Bank.
3. Payment shall be based on actual number of guards deployed and services rendered.
4. The bidder shall fill-up columns B, C and D of Table 2 – Breakdown of Financial Bid. The detailed breakdown of Financial Bid using **revised Annexes G-3 to G-8** must also be submitted/attached to this Schedule of Prices.
5. Subsequent wage orders shall be incorporated accordingly in the contract in so far as the salary and/or benefits of guards are concerned; there shall be no adjustment on Administrative Overhead throughout the life of the contract.
6. Terms, conditions and provisions of the attached Terms of Reference shall apply.

\_\_\_\_\_  
Name of Bidder

\_\_\_\_\_  
Signature over Printed Name of  
Authorized Representative

\_\_\_\_\_  
Position

*Please credit payment to:*

*Account Name:* \_\_\_\_\_

*Account Number:* \_\_\_\_\_

*LBP Branch:* \_\_\_\_\_

**Form No. 2**

**SCHEDULE OF PRICES – Lot No. 4 (Region 2)**

**Table 1. Breakdown of Approved Budget for the Contract for One (1) year Security Service**

Qty. No. of Guards	LANDBANK Region/Area	Day Wage A (in Peso)	Administrative Overhead B (in Peso)	VAT 12% of B C (in Peso)	Total for 1 Year (A + B + C) D (in Peso)
92	Region 2	P 14,376,564.36	P 2,875,312.87	P 345,037.56	

**Table 2. Breakdown of Financial Bid**

Qty. No. of Guards	LBP Region/Area	Day Wage A (in Peso)	Administrative Overhead B (in Peso)	VAT 12% of B C (in Peso)	Total for 1 Year (A + B + C) D (in Peso)
92	Region 2	P 14,376,564.36			

In case of discrepancies on the bidder's schedule of prices, the controlling figures are the detailed computations.

Total Lot Bid in Words: \_\_\_\_\_



**NOTES:**

1. Approved Budget is based on Wage Order Nos. RTWPB-02-19 and NCR-22 at 7-days and 5-days work per week (**Annexes H-2 & H-3**).
2. The number of security guards (92) and the requirement for night guards as may be indicated in the budgeted amount for night differentials are indicative and meant only for purposes of bidding; the actual number of guards required whether for day or night duty shall be subject to actual need of the Bank.
3. Payment shall be based on actual number of guards deployed and services rendered.
4. The bidder shall fill-up columns B, C and D of Table 2 – Breakdown of Financial Bid. The detailed breakdown of Financial Bid using **revised Annexes H-4 to H-6** must also be submitted/attached to this Schedule of Prices.
5. Subsequent wage orders shall be incorporated accordingly in the contract in so far as the salary and/or benefits of guards are concerned; there shall be no adjustment on Administrative Overhead throughout the life of the contract.
6. Terms, conditions and provisions of the attached Terms of Reference shall apply.

\_\_\_\_\_  
Name of Bidder

\_\_\_\_\_  
Signature over Printed Name of  
Authorized Representative

\_\_\_\_\_  
Position

*Please credit payment to:*

*Account Name:* \_\_\_\_\_

*Account Number:* \_\_\_\_\_

*LBP Branch:* \_\_\_\_\_

**Form No. 2**

**SCHEDULE OF PRICES – Lot No. 5 (Region 3A)**

**Table 1. Breakdown of Approved Budget for the Contract for One (1) year Security Service**

Qty. No. of Guards	LANDBANK Region/Area	Day Wage A (in Peso)	Administrative Overhead B (in Peso)	VAT 12% of B C (in Peso)	Total for 1 Year (A + B + C) D (in Peso)
97	Region 3A	P 16,502,117.04	P 3,300,423.39	P 396,050.79	

**Table 2. Breakdown of Financial Bid**

Qty. No. of Guards	LBP Region/Area	Day Wage A (in Peso)	Administrative Overhead B (in Peso)	VAT 12% of B C (in Peso)	Total for 1 Year (A + B + C) D (in Peso)
97	Region 3A	P 16,502,117.04			

In case of discrepancies on the bidder's schedule of prices, the controlling figures are the detailed computations.

Total Lot Bid in Words: \_\_\_\_\_

**NOTES:**

1. Approved Budget is based on Wage Order No. RBIII-21 at 7-days and 5-days work per week (**Annex I-2**).
2. The number of security guards (97) and the requirement for night guards as may be indicated in the budgeted amount for night differentials are indicative and meant only for purposes of bidding; the actual number of guards required whether for day or night duty shall be subject to actual need of the Bank.
3. Payment shall be based on actual number of guards deployed and services rendered.
4. The bidder shall fill-up columns B, C and D of Table 2 – Breakdown of Financial Bid. The detailed breakdown of Financial Bid using **revised Annexes I-3 to I-5** must also be submitted/attached to this Schedule of Prices.
5. Subsequent wage orders shall be incorporated accordingly in the contract in so far as the salary and/or benefits of guards are concerned; there shall be no adjustment on Administrative Overhead throughout the life of the contract.
6. Terms, conditions and provisions of the attached Terms of Reference shall apply.

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Name of Bidder

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Signature over Printed Name of  
Authorized Representative

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Position

*Please credit payment to:*

*Account Name:* \_\_\_\_\_

*Account Number:* \_\_\_\_\_

*LBP Branch:* \_\_\_\_\_

**Form No. 2**

**SCHEDULE OF PRICES – Lot No. 6 (Region 3B)**

**Table 1. Breakdown of Approved Budget for the Contract for One (1) year Security Service**

Qty. No. of Guards	LANDBANK Region/Area	Day Wage A (in Peso)	Administrative Overhead B (in Peso)	VAT 12% of B C (in Peso)	Total for 1 Year (A + B + C) D (in Peso)
73	Region 3B	P 12,281,772.60	P 2,456,354.52	P 294,762.55	

**Table 2. Breakdown of Financial Bid**

Qty. No. of Guards	LBP Region/Area	Day Wage A (in Peso)	Administrative Overhead B (in Peso)	VAT 12% of B C (in Peso)	Total for 1 Year (A + B + C) D (in Peso)
73	Region 3B	P 12,281,772.60			

In case of discrepancies on the bidder's schedule of prices, the controlling figures are the detailed computations.

Total Lot Bid in Words: \_\_\_\_\_

**NOTES:**

- 1. Approved Budget is based on Wage Order No. RBIII-21 at 7-days and 5-days work per week (**Annexes J-2 and J-3**).
- 2. The number of security guards (73) and the requirement for night guards as may be indicated in the budgeted amount for night differentials are indicative and meant only for purposes of bidding; the actual number of guards required whether for day or night duty shall be subject to actual need of the Bank.
- 3. Payment shall be based on actual number of guards deployed and services rendered.
- 4. The bidder shall fill-up columns B, C and D of Table 2 – Breakdown of Financial Bid. The detailed breakdown of Financial Bid using **revised Annexes J-4 to J-6** must also be submitted/attached to this Schedule of Prices.
- 5. Subsequent wage orders shall be incorporated accordingly in the contract in so far as the salary and/or benefits of guards are concerned; there shall be no adjustment on Administrative Overhead throughout the life of the contract.
- 6. Terms, conditions and provisions of the attached Terms of Reference shall apply.

\_\_\_\_\_  
Name of Bidder

\_\_\_\_\_  
Signature over Printed Name of  
Authorized Representative

\_\_\_\_\_  
Position

*Please credit payment to:*

*Account Name:* \_\_\_\_\_

*Account Number:* \_\_\_\_\_

*LBP Branch:* \_\_\_\_\_

**Form No. 2**

**SCHEDULE OF PRICES – Lot No. 7 (Region 4)**

**Table 1. Breakdown of Approved Budget for the Contract for One (1) Year Security Service**

Qty. No. of Guards	LANDBANK Region/Area	Day Wage A (in Peso)	Administrative Overhead B (in Peso)	VAT 12% of B C (in Peso)	Total for 1 Year (A + B + C) D (in Peso)
75	Region 4	P 10,944,767.64	P 2,211,132.03	P 265,335.84	

**Table 2. Breakdown of Financial Bid**

Qty. No. of Guards	LBP Region/Area	Day Wage A (in Peso)	Administrative Overhead B (in Peso)	VAT 12% of B C (in Peso)	Total for 1 Year (A + B + C) D (in Peso)
75	Region 4	P 10,944,767.64			

In case of discrepancies on the bidder's schedule of prices, the controlling figures are the detailed computations.

Total Lot Bid in Words: \_\_\_\_\_

**NOTES:**

1. Approved Budget is based on Wage Order Nos. RBV-MIMAROPA-09 and IVA-18 at 7-days and 5-days work per week **(Annexes K-2 and K-3)**.
2. The number of security guards (75) and the requirement for night guards as may be indicated in the budgeted amount for night differentials are indicative and meant only for purposes of bidding; the actual number of guards required whether for day or night duty shall be subject to actual need of the Bank.
3. Payment shall be based on actual number of guards deployed and services rendered.
4. The bidder shall fill-up columns B, C and D of Table 2 – Breakdown of Financial Bid. The detailed breakdown of Financial Bid using **revised Annexes K-4 to K-6** must also be submitted/attached to this Schedule of Prices.
5. Subsequent wage orders shall be incorporated accordingly in the contract in so far as the salary and/or benefits of guards are concerned; there shall be no adjustment on Administrative Overhead throughout the life of the contract.
6. Terms, conditions and provisions of the attached Terms of Reference shall apply.

\_\_\_\_\_  
Name of Bidder

\_\_\_\_\_  
Signature over Printed Name of  
Authorized Representative

\_\_\_\_\_  
Position

*Please credit payment to:*

Account Name: \_\_\_\_\_

Account Number: \_\_\_\_\_

LBP Branch: \_\_\_\_\_

**Form No. 2**

**SCHEDULE OF PRICES – Lot No. 8 (Region 4B)**

**Table 1. Breakdown of Approved Budget for the Contract for One (1) year Security Service**

Qty. No. of Guards	LANDBANK Region/Area	Day Wage A (in Peso)	Administrative Overhead B (in Peso)	VAT 12% of B C (in Peso)	Total for 1 Year (A + B + C) D (in Peso)
116	Region 4B	P 19,658,400.48	P 3,931,680.12	P 471,801.56	

**Table 2. Breakdown of Financial Bid**

Qty. No. of Guards	LBP Region/Area	Day Wage A (in Peso)	Administrative Overhead B (in Peso)	VAT 12% of B C (in Peso)	Total for 1 Year (A + B + C) D (in Peso)
116	Region 4B	P 19,658,400.48			

In case of discrepancies on the bidder's schedule of prices, the controlling figures are the detailed computations.

Total Lot Bid in Words: \_\_\_\_\_



**NOTES:**

1. Approved Budget is based on Wage Order Nos. RBV-MIMAROPA-09 and IVA-18 at 7-days and 5-days work per week **(Annexes L-2 to L-4)**.
2. The number of security guards (116) and the requirement for night guards as may be indicated in the budgeted amount for night differentials are indicative and meant only for purposes of bidding; the actual number of guards required whether for day or night duty shall be subject to actual need of the Bank.
3. Payment shall be based on actual number of guards deployed and services rendered.
4. The bidder shall fill-up columns B, C and D of Table 2 – Breakdown of Financial Bid. The detailed breakdown of Financial Bid using **revised Annexes L-5 to L-7** must also be submitted/attached to this Schedule of Prices.
5. Subsequent wage orders shall be incorporated accordingly in the contract in so far as the salary and/or benefits of guards are concerned; there shall be no adjustment on Administrative Overhead throughout the life of the contract.
6. Terms, conditions and provisions of the attached Terms of Reference shall apply.

\_\_\_\_\_  
Name of Bidder

\_\_\_\_\_  
Signature over Printed Name of  
Authorized Representative

\_\_\_\_\_  
Position

*Please credit payment to:*

*Account Name:* \_\_\_\_\_

*Account Number:* \_\_\_\_\_

*LBP Branch:* \_\_\_\_\_

**Form No. 2**

**SCHEDULE OF PRICES – Lot No. 9 (Region 5)**

**Table 1. Breakdown of Approved Budget for the Contract for One (1) year Security Service**

Qty. No. of Guards	LANDBANK Region/Area	Day Wage A (in Peso)	Administrative Overhead B (in Peso)	VAT 12% of B C (in Peso)	Total for 1 Year (A + B + C) D (in Peso)
92	Region 5	P 12,044,634.00	P 2,408,926.78	P 289,071.25	

**Table 2. Breakdown of Financial Bid**

Qty. No. of Guards	LBP Region/Area	Day Wage A (in Peso)	Administrative Overhead B (in Peso)	VAT 12% of B C (in Peso)	Total for 1 Year (A + B + C) D (in Peso)
92	Region 5	P 12,044,634.00			

In case of discrepancies on the bidder's schedule of prices, the controlling figures are the detailed computations.

Total Lot Bid in Words: \_\_\_\_\_

**NOTES:**

1. Approved Budget is based on Wage Order No. RBV-19 at 7-days and 5-days work per week (**Annex M-2**).
2. The number of security guards (92) and the requirement for night guards as may be indicated in the budgeted amount for night differentials are indicative and meant only for purposes of bidding; the actual number of guards required whether for day or night duty shall be subject to actual need of the Bank.
3. Payment shall be based on actual number of guards deployed and services rendered.
4. The bidder shall fill-up columns B, C and D of Table 2 – Breakdown of Financial Bid. The detailed breakdown of Financial Bid using **revised Annexes M-3 to M-5** must also be submitted/attached to this Schedule of Prices.
5. Subsequent wage orders shall be incorporated accordingly in the contract in so far as the salary and/or benefits of guards are concerned; there shall be no adjustment on Administrative Overhead throughout the life of the contract.
6. Terms, conditions and provisions of the attached Terms of Reference shall apply.

\_\_\_\_\_  
Name of Bidder

\_\_\_\_\_  
Signature over Printed Name of  
Authorized Representative

\_\_\_\_\_  
Position

*Please credit payment to:*

*Account Name:* \_\_\_\_\_

*Account Number:* \_\_\_\_\_

*LBP Branch:* \_\_\_\_\_

**Form No. 2**

**SCHEDULE OF PRICES – Lot No. 10 (Region 10)**

**Table 1. Breakdown of Approved Budget for the Contract for One (1) year Security Service**

Qty. No. of Guards	LANDBANK Region/Area	Day Wage A (in Peso)	Administrative Overhead B (in Peso)	VAT 12% of B C (in Peso)	Total for 1 Year (A + B + C) D (in Peso)
146	Region 10	P 27,735,661.68	P 5,547,132.37	P 665,655.91	

**Table 2. Breakdown of Financial Bid**

Qty. No. of Guards	LBP Region/Area	Day Wage A (in Peso)	Administrative Overhead B (in Peso)	VAT 12% of B C (in Peso)	Total for 1 Year (A + B + C) D (in Peso)
146	Region 10	P 27,735,661.68			

In case of discrepancies on the bidder's schedule of prices, the controlling figures are the detailed computations.

Total Lot Bid in Words: \_\_\_\_\_

**NOTES:**

1. Approved Budget is based on Wage Order No. RX-20 at 7-days and 5-days work per week (**Annex N-2**).
2. The number of security guards (146) and the requirement for night guards as may be indicated in the budgeted amount for night differentials are indicative and meant only for purposes of bidding; the actual number of guards required whether for day or night duty shall be subject to actual need of the Bank.
3. Payment shall be based on actual number of guards deployed and services rendered.
4. The bidder shall fill-up columns B, C and D of Table 2 – Breakdown of Financial Bid. The detailed breakdown of Financial Bid using **Annexes N-3 to N-4** must also be submitted/attached to this Schedule of Prices.
5. Subsequent wage orders shall be incorporated accordingly in the contract in so far as the salary and/or benefits of guards are concerned; there shall be no adjustment on Administrative Overhead throughout the life of the contract.
6. Terms, conditions and provisions of the attached Terms of Reference shall apply.

\_\_\_\_\_  
Name of Bidder

\_\_\_\_\_  
Signature over Printed Name of  
Authorized Representative

\_\_\_\_\_  
Position

*Please credit payment to:*

*Account Name:* \_\_\_\_\_

*Account Number:* \_\_\_\_\_

*LBP Branch:* \_\_\_\_\_

**Form No. 2**

**SCHEDULE OF PRICES – Lot No. 11 (Region 11)**

**Table 1. Breakdown of Approved Budget for the Contract for One (1) year Security Service**

Qty. No. of Guards	LANDBANK Region/Area	Day Wage A (in Peso)	Administrative Overhead B (in Peso)	VAT 12% of B C (in Peso)	Total for 1 Year (A + B + C) D (in Peso)
124	Region 11	P 25,473,509.76	P 5,094,701.86	P 611,364.08	

**Table 2. Breakdown of Financial Bid**

Qty. No. of Guards	LBP Region/Area	Day Wage A (in Peso)	Administrative Overhead B (in Peso)	VAT 12% of B C (in Peso)	Total for 1 Year (A + B + C) D (in Peso)
124	Region 11	P 25,473,509.76			

In case of discrepancies on the bidder's schedule of prices, the controlling figures are the detailed computations.

Total \_\_\_\_\_ Lot \_\_\_\_\_ Bid \_\_\_\_\_ in  
 Words: \_\_\_\_\_

**NOTES:**

1. Approved Budget is based on Wage Order No. RB XI-19 at 7-days and 5-days work per week (**Annex O-2**).
2. The number of security guards (124) and the requirement for night guards as may be indicated in the budgeted amount for night differentials are indicative and meant only for purposes of bidding; the actual number of guards required whether for day or night duty shall be subject to actual need of the Bank.
3. Payment shall be based on actual number of guards deployed and services rendered.
4. The bidder shall fill-up columns B, C and D of Table 2 – Breakdown of Financial Bid. The detailed breakdown of Financial Bid using **revised Annexes O-3 to O-4** must also be submitted/attached to this Schedule of Prices.
5. Subsequent wage orders shall be incorporated accordingly in the contract in so far as the salary and/or benefits of guards are concerned; there shall be no adjustment on Administrative Overhead throughout the life of the contract.
6. Terms, conditions and provisions of the attached Terms of Reference shall apply.

\_\_\_\_\_  
Name of Bidder

\_\_\_\_\_  
Signature over Printed Name of  
Authorized Representative

\_\_\_\_\_  
Position

*Please credit payment to:*

Account Name: \_\_\_\_\_

Account Number: \_\_\_\_\_

LBP Branch: \_\_\_\_\_

## Checklist of Bidding Documents for Procurement of Goods and Services

Documents should be arranged as per this Checklist. Kindly provide guides or dividers with appropriate labels.

### Eligibility and Technical Component (PDF File)

- **The Eligibility and Technical Component shall contain documents sequentially arranged as follows:**

- **Eligibility Documents – Class “A”**

#### Legal Eligibility Documents

1. PhilGEPS Certificate of Registration under Platinum Membership (all documents enumerated in its Annex A must be updated); or all of the following:
  - Registration Certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives, or any proof of such registration as stated in the Bidding Documents;
  - Valid and current mayor's/business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or equivalent document for Exclusive Economic Zones or Areas; and
  - Tax Clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR.

#### Technical Eligibility Documents

2. Duly notarized Secretary's Certificate attesting that the signatory is the duly authorized representative of the prospective bidder, and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the prospective bidder in the bidding, if the prospective bidder is a corporation, partnership, cooperative, or joint venture (sample form - Form No. 7).
3. Duly notarized Omnibus Sworn Statement (sample form - Form No.6).
4. 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, within the last five (5) years from the date of submission and receipt of bids. The statement shall include all information required in the sample form (Form No. 3).
5. Statement of the prospective bidder identifying its single largest completed contract similar to the contract to be bid, equivalent to at least **fifty percent (50%)** of the ABC supported with contract/purchase order, end-user's acceptance or official receipt(s) issued for the contract, within the relevant period as provided in the Bidding Documents. The statement shall include all information required in the sample form (Form No. 4).
6. Bid security in the prescribed form, amount and validity period (ITB Clause 18.1 of the Bid Data Sheet).



7. Section VI - Schedule of Requirements with signature of bidder's authorized representative.
8. Revised Section VII - Specifications with response on compliance and signature of bidder's authorized representative.

#### Financial Eligibility Documents

9. The prospective bidder's audited financial statements, showing, among others, the prospective bidder's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.
10. The prospective bidder's computation for its Net Financial Contracting Capacity (NFCC) following the sample form (Form No. 5), or in the case of Procurement of Goods, a committed Line of Credit from a Universal or Commercial Bank.

#### ○ **Eligibility Documents – Class "B"**

11. Valid joint venture agreement (JVA), in case the joint venture is already in existence. In the absence of a JVA, 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 shall be included in the bid. Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security. Each partner of the joint venture shall submit its legal eligibility documents. The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance, provided, that the partner responsible to submit the NFCC shall likewise submit the statement of all its ongoing contracts and Audited Financial Statements.

#### ○ **Technical Documents**

12. Terms of Reference signed in all pages by authorized representative/s.
13. Notarized statement from the bidder that the following are valid and any false statements shall result in sanctions covered by the Procurement Law:
  - 13.1 Copy (in color ink) of all firearms licenses are under the ownership of the bidder;
  - 13.2 Certification from the Firearms and Explosives Office (FEO) that the bidder's firearms existed in the Firearms Information Management System (FIMS) Masterfile;
  - 13.3 Certificate of "No Derogatory Records" not later than CY2019 by the PNP-SOSIA/Regional SOSIA/PAD PAO;
  - 13.4 Not less than two (2) Certificates of Satisfactory Performance from its clients not earlier than CY2019;
  - 13.5 Copy (in color ink) of the bidder's License to Operate;
  - 13.6 Has deployed with at least 1:3 firearm-toguard ration in any case for about 200 security guards as of December 31, 2019.
14. Certificate of Satisfactory Performance issued by the Head, Security Department (SD) not earlier than thirty (30) calendar days prior to the deadline of submission of bid (applicable only for current and past suppliers of security guards services). The Certificate shall still be subject to verification during post-qualification of bid.

- **Post-Qualification Documents – (Non-submission of the following documents may result in bidder’s post-disqualification):**
  15. Business Tax Returns per Revenue Regulations 3-2005 (BIR No. 2550 Q) VAT or Percentage Tax Returns for the last two (2) quarters filed manually or through EFPS.
  16. Latest Income Tax Return filed manually or through EFPS.

**Financial Component (PDF File)**

**•The Financial Component shall contain the documents sequentially arranged as follows:**

1. Duly filled out Bid Form signed by the bidder’s authorized representative (sample form - Form No.1).
2. Duly filled out Revised Schedule of Prices signed by the bidder’s authorized representative (sample form - Form No.2).
3. Detailed breakdown of costs per attached revised Annexes E to O.

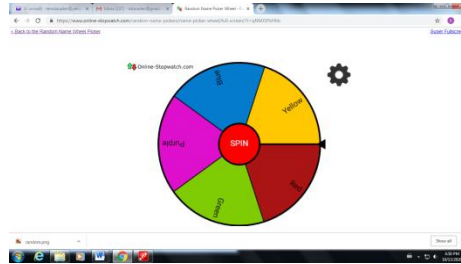
## Guidelines in Breaking Tied Bids During Online Biddings

The live conduct of the tie-breaking procedures shall be done via videoconferencing thru MS Teams application.

### A. Spin-A-Wheel (Using an online roulette application at [www.online-stopwatch.com/random-name-pickers/name-picker-wheel/](http://www.online-stopwatch.com/random-name-pickers/name-picker-wheel/))

1. The number of color segments in the wheel shall be set to the number of bidders with tied bids.

Example: 5 Bidders = 5 Color Segment



2. Each bidder shall select a color segment. The order of selection of the bidders shall be based on the time/date of receipt of their bids by the Head Office BAC.
3. The Secretariat shall encode the names of the bidder in the color segment of their choice. After all the names have been encoded and saved in the application, the web link to the same shall be forwarded to the facilitator (HOSTAD/COA Observer).



4. The facilitator shall click the “spin” button to rotate the wheel.
5. The bidder whose name is indicated in the segment where the pointer has stopped shall be declared as the Lowest Calculated Bidder (LCB).



6. The process shall be repeated to identify the 2<sup>nd</sup> LCB, 3<sup>rd</sup> LCB and so on until the ranking of all bidders has been determined. (Note: The color segment chosen by the LCB or previously ranked bidder shall be removed from the wheel)