



**SUPPLEMENTAL/BID BULLETIN NO. 1  
For LBP-HOBAC-ITB-GS-20200403-02**

**PROJECT : One (1) Year Armored Vehicle Services**

- Lot 1 - Region 1
- Lot 2 - Region 2
- Lot 3 - Region 3
- Lot 4 - Region 4
- Lot 5 - Region 6
- Lot 6 - Region 7
- Lot 7 - Region 8
- Lot 8 - Region 9
- Lot 9 - Region 10
- Lot 10 - Region 11
- Lot 11 - Region 12

**IMPLEMENTOR : Procurement Department**

**DATE : October 23, 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 prospective bidder/s who will participate in the bidding for the above project are encouraged to use the Bid Securing Declaration as Bid Security.
- 2) The Terms of Reference (Annex C), detailed armored vehicle distribution schedule (Annex D), armored vehicle routes (Annex E), detailed breakdown of cost (Annex F), Item Nos. 5 & 6 of the Invitation to Bid, ITB Clauses 9.1 & 24 of the Bid Data Sheet (Section III), Schedule of Requirements (Section VI), Specifications (Section VII), Schedule of Prices (Form No. 2), and Checklist of the Bidding Documents (Item Nos. 7 & 8 of the Eligibility & Technical Components and Item Nos. 2 & 3 of the Financial Component) have been revised. Please see attached revised Annexes C-1 to C-12, D-1 to D-4, E-1 to E-3, F-1 to F-6 and specific sections of the Bidding Documents.
- 3) The list of LANDBANK Security Department employees is added as Annex G-1.1.

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



**Land Bank of the Philippines**

**Invitation to Bid For**

**One (1) Year Armored Vehicle Services**

1. The LAND BANK OF THE PHILIPPINES (LANDBANK), through its Corporate Budget for the contract approved by the Board of Directors for 2020 intends to apply the total sum of Four Hundred Eighty Four Million Seventy Eight Thousand Eight Hundred Pesos Only (P484,078,800.00) being the Approved Budget for the Contract to payments under the contract for the One (1) Year Armored Vehicle Services/LBP-HOBAC-ITB-GS-20200403-02, broken down as follows:

Lot No.	Region	Quantity	Amount
1	Region 1	21 Units	PhP 42,115,200.00
2	Region 2	17 Units	36,685,200.00
3	Region 3	28 Units	59,463,600.00
4	Region 4	35 Units	69,058,800.00
5	Region 6	17 Units	33,770,400.00
6	Region 7	24 Units	53,308,800.00
7	Region 8	18 Units	34,856,400.00
8	Region 9	23 Units	41,190,000.00
9	Region 10	20 Units	38,438,400.00
10	Region 11	22 Units	45,292,800.00
11	Region 12	16 Units	29,899,200.00
<b>Total</b>			<b>PhP484,078,800.00</b>

Bids received in excess of the above ABC shall be automatically rejected at bid opening.

2. The LANDBANK now invites bids for the One (1) Year Armored Vehicle Services. Delivery period is indicated in Section VI, Schedule of Requirements. Bidders should have completed, within the last 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 Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the "Government Procurement Reform Act".

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to R.A. 5183.

4. Interested bidders may obtain further information from LANDBANK and inspect the Bidding Documents at the address given below during banking days, from 8:00 A.M. to 5:00 P.M.:

Procurement Department  
Land Bank of the Philippines  
25<sup>th</sup> Floor LANDBANK Plaza Building  
1598 M.H. Del Pilar cor. Dr. J. Quintos Sts.  
1004 Malate, Manila  
lbphobac@mail.landbank.com

5. A complete set of Bidding Documents may be acquired by interested Bidders on October 5 to 30, 2020 from the address indicated above and upon payment of a Bidding Documents Fee, pursuant to the latest Guidelines issued by the GPPB, in the amount of

Lot No.	Region	Quantity	Non-Refundable Fee
1	Region 1	21 Units	PhP 21,100.00
2	Region 2	17 Units	PhP 18,400.00
3	Region 3	28 Units	PhP 29,800.00
4	Region 4	35 Units	PhP 34,600.00
5	Region 6	17 Units	PhP 16,900.00
6	Region 7	24 Units	PhP 26,700.00
7	Region 8	18 Units	PhP 17,500.00
8	Region 9	23 Units	PhP 20,600.00
9	Region 10	20 Units	PhP 19,300.00
10	Region 11	22 Units	PhP 22,700.00
11	Region 12	16 Units	PhP 15,000.00

To obtain a PAO, interested Bidders shall send a request email to [lbphobac@mail.landbank.com](mailto:lbphobac@mail.landbank.com) with "PAO – LBP-HOBAC-ITB-GS-20190403-02" as its subject. The specific instructions on how to pay the Bidding Documents Fee and receive the Bidding Documents shall be provided in the reply email of LANDBANK to the interested Bidders.

The Bidding Documents may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the LANDBANK website, provided that Bidders shall pay the corresponding cost of Bidding Documents not later than the submission of their bids.

6. The LANDBANK will hold a Pre-Bid Conference on October 16, 2020 – 1:40 PM through video conferencing using Microsoft (MS) Teams Application.

Interested Bidders who would like to participate in the said conference must send a duly filled-up Pre-Bid Conference Registration (PBCR) Form (Annex A of the Bidding Documents) to [lbphobac@mail.landbank.com](mailto:lbphobac@mail.landbank.com) on or before 12:00PM of October 15, 2020. The PBCR Form can also be downloaded at the PhilGEPS website, LANDBANK website (<https://landbank.com/forms>) or requested from MR. JENKIN G. DY at [JDY@mail.landbank.com](mailto:JDY@mail.landbank.com) and [jenkindy26@yahoo.com](mailto:jenkindy26@yahoo.com). Interested Bidders shall state "PBCR-ITB-GS-20200403-02" in their request email as subject. The specific instructions on how to join the Pre-Bid Conference shall be provided by LANDBANK to the interested Bidders through email.

For new bidders, a briefing through videoconferencing on salient provisions of the 2016 Revised Implementing Rules and Regulations of R.A. 9184 and pointers in the preparation of bid proposals will be conducted on October 15, 2020 – 2:00 P.M. through videoconferencing using MS Teams application.

7. All bids shall be submitted electronically on or before the 10:00 A.M. deadline on October 30, 2020. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18. Only electronic bids that are successfully uploaded to the Secure File Transfer Facility of LANDBANK on or before the deadline shall be accepted. Submission of physical bid (hard copy) shall not be accepted. The procedures that will be followed in the submission and opening of electronic bids are described in the Detailed Procedures in Submission and Opening of Electronic Bids per attached Annexes B-1 to B-8.
8. The LANDBANK reserves the right to (a) reject any and all bids at any time prior to the award of the contract; (b) waive any minor formal requirements in the bid documents; (c) accept such bids it may consider to be advantageous and beneficial to the Bank, without thereby incurring any liability to the affected bidder or bidders.

9. For further information, please refer to:

Mr. Alwin I. Reyes  
Assistant Vice President  
Head, Procurement Department  
1598 M.H. Del Pilar cor. Dr. J. Quintos Sts.  
1004 Malate, Manila  
Tel. (+632) 8-522-0000 or 8-551-2200 local 7370  
Fax (+632) 8-528-8587  
Email lbphobac@mail.landbank.com

(SIGNED)

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**ALEX A. LORAYES**  
Senior Vice President  
Chairman, Bids and Awards Committee

## Bid Data Sheet

ITB Clause																																					
1.1	<p>The Procuring Entity is LAND BANK OF THE PHILIPPINES (LANDBANK).</p> <p>The name of the Contract is One (1) Year Armored Vehicle Services.</p> <p>The identification number of the Contract is LBP-HOBAC-ITB-GS-20200403-02.</p>																																				
1.2	<p>The lot and references are:</p> <p>One (1) Year Armored Vehicle Services</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="width: 15%;">Lot No.</th> <th style="width: 45%;">Region</th> <th style="width: 40%;">Quantity</th> </tr> </thead> <tbody> <tr><td style="text-align: center;">1</td><td style="text-align: center;">Region 1</td><td style="text-align: center;">21 Units</td></tr> <tr><td style="text-align: center;">2</td><td style="text-align: center;">Region 2</td><td style="text-align: center;">17 Units</td></tr> <tr><td style="text-align: center;">3</td><td style="text-align: center;">Region 3</td><td style="text-align: center;">28 Units</td></tr> <tr><td style="text-align: center;">4</td><td style="text-align: center;">Region 4</td><td style="text-align: center;">35 Units</td></tr> <tr><td style="text-align: center;">5</td><td style="text-align: center;">Region 6</td><td style="text-align: center;">17 Units</td></tr> <tr><td style="text-align: center;">6</td><td style="text-align: center;">Region 7</td><td style="text-align: center;">24 Units</td></tr> <tr><td style="text-align: center;">7</td><td style="text-align: center;">Region 8</td><td style="text-align: center;">18 Units</td></tr> <tr><td style="text-align: center;">8</td><td style="text-align: center;">Region 9</td><td style="text-align: center;">23 Units</td></tr> <tr><td style="text-align: center;">9</td><td style="text-align: center;">Region 10</td><td style="text-align: center;">20 Units</td></tr> <tr><td style="text-align: center;">10</td><td style="text-align: center;">Region 11</td><td style="text-align: center;">22 Units</td></tr> <tr><td style="text-align: center;">11</td><td style="text-align: center;">Region 12)</td><td style="text-align: center;">16 Units</td></tr> </tbody> </table>	Lot No.	Region	Quantity	1	Region 1	21 Units	2	Region 2	17 Units	3	Region 3	28 Units	4	Region 4	35 Units	5	Region 6	17 Units	6	Region 7	24 Units	7	Region 8	18 Units	8	Region 9	23 Units	9	Region 10	20 Units	10	Region 11	22 Units	11	Region 12)	16 Units
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2	<p>The Funding Source is:</p> <p>The Government of the Philippines (GOP) through the Corporate Budget for the contract approved by the LANDBANK Board of Directors for 2020 in the total amount of Four Hundred Eighty Four Million Seventy Eight Thousand Eight Hundred Pesos Only (PhP484,078,800.00), broken down as follows:</p>																																				

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<b>Total</b>			<b>PhP484,078,800.00</b>

Project: One (1) Year Armored Vehicle Services

3.1	No further instructions.
5.1	Bidders should have no negative dealings with LANDBANK or its subsidiaries.
5.2	Foreign bidders, falling under ITB Clause 5.2 (b) and/or doing business in the Philippines may participate in this Project provided they meet the requirements under Section 23.4.1.2 of the Revised IRR of RA 9184.
5.3	<p>The Bidder must have completed, within the last five (5) years from the date of submission and receipt of bids, a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.</p> <p>For this purpose, similar contracts shall refer to contracts involving armored vehicle services.</p> <p>Bidders must submit proof of their respective Single Largest Completed Contract. Proofs shall be:</p> <ul style="list-style-type: none"> <li>• Copy of the contract or purchase order; or</li> <li>• Copy of official receipt/collection receipt or Certificate of</li> </ul>

	Satisfactory Performance from bidder's client.
7	No further instructions.
8.1	Subcontracting is not allowed.
8.2	Not applicable.
9.1	<p>The LANDBANK will hold a Pre-Bid Conference on <u>October 16, 2020 – 1:40 PM</u> through videoconferencing using Microsoft (MS) Teams Application.</p> <p><b>Bidders who would like to participate in the said conference must send a duly filled-up Pre-Bid Conference Registration (PBCR) Form (per attached Annex A) to <a href="mailto:lbphobac@mail.landbank.com">lbphobac@mail.landbank.com</a> on or before <u>12:00 P.M.</u> of <u>October 15, 2020</u>. The PBCR Form can also be downloaded at the PhilGEPS website, LANDBANK website (<a href="https://landbank.com/forms">https://landbank.com/forms</a>) or requested from MR. JENKIN G. DY at <a href="mailto:JDY@mail.landbank.com">JDY@mail.landbank.com</a> and <a href="mailto:jenkindy26@yahoo.com">jenkindy26@yahoo.com</a>. Bidders shall quote "<u>PBCR-ITB-GS-20200403-02</u>" as the email's subject.</b></p> <p>Bidders who have registered for the videoconferencing shall be provided with an e-mail invitation containing a link that would enable them to access the designated Microsoft Teams channel for the detailed procedures in the conduct of Pre-Bid Conference through videoconferencing, post messages therein and join the online meeting.</p> <p>For new bidders, a briefing through video conferencing on salient provisions of the 2016 Revised Implementing Rules and Regulations of R.A. 9184 and pointers in the preparation of bid proposals will be conducted on <u>October 15, 2020 – 2:00 P.M.</u> through videoconferencing using MS Teams application.</p>
10.1	<p>The Procuring Entity's address is:</p> <p>Land Bank of the Philippines                  25<sup>th</sup> Floor, LANDBANK Plaza Building                  1598 M.H. Del Pilar corner Dr. J. Quintos Streets                  1004 Malate, Manila  <a href="http://www.landbank.com">www.landbank.com</a></p> <p>Contact person :</p> <p>Mr. Alwin I. Reyes                  Assistant Vice President                  Head, Procurement Department                  1598 M.H. Del Pilar cor. Dr. J. Quintos Sts.                  1004 Malate, Manila                  Tel. (+632) 8-522-0000 or 8-551-2200 local 7370</p>



	Fax (+632) 8-528-8587 lbphobac@mail.landbank.com																																																				
12.1(a)	Bidders may still submit their Class "A" Eligibility Documents required to be uploaded and maintained current and updated in the PhilGEPS pursuant to Section 8.5.2 of the same IRR, or if already registered in the PhilGEPS under Platinum category, their Certificate of Registration and Membership in lieu of their uploaded file of Class "A" Documents, or a combination thereof. In case the bidder opted to submit their Class "A" Documents, the Certificate of PhilGEPS Registration (Platinum Membership) shall remain as a post-qualification requirement to be submitted in accordance with Section 34.2 of the 2016 Revised IRR of RA 9184.																																																				
12.1(a)(ii)	The statement of all ongoing government and private contracts (use Form No. 3) and Single Largest Completed Contract (use Form No. 4) similar to the contract to be bid shall include all such contracts within five (5) years prior to the deadline for the submission and receipt of bids.																																																				
13.1	Bidders are required to use the Bid Form provided in Section VIII. Bid Form (use Form Nos.1 and 2).																																																				
13.1(b)	No further instructions.																																																				
13.1(c)	No further instructions.																																																				
13.2	The Approved Budget for the Contract (ABC) is Four Hundred Eighty Four Million Seventy Eight Thousand Eight Hundred Pesos Only (PhP484,078,800.00), broken down as follows: <table border="1" data-bbox="496 1099 1385 1957"> <thead> <tr> <th>Lot No.</th> <th>Region</th> <th>Quantity</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Region 1</td> <td>21 Units</td> <td>PhP 42,115,200.00</td> </tr> <tr> <td>2</td> <td>Region 2</td> <td>17 Units</td> <td>36,685,200.00</td> </tr> <tr> <td>3</td> <td>Region 3</td> <td>28 Units</td> <td>59,463,600.00</td> </tr> <tr> <td>4</td> <td>Region 4</td> <td>35 Units</td> <td>69,058,800.00</td> </tr> <tr> <td>5</td> <td>Region 6</td> <td>17 Units</td> <td>33,770,400.00</td> </tr> <tr> <td>6</td> <td>Region 7</td> <td>24 Units</td> <td>53,308,800.00</td> </tr> <tr> <td>7</td> <td>Region 8</td> <td>18 Units</td> <td>34,856,400.00</td> </tr> <tr> <td>8</td> <td>Region 9</td> <td>23 Units</td> <td>41,190,000.00</td> </tr> <tr> <td>9</td> <td>Region 10</td> <td>20 Units</td> <td>38,438,400.00</td> </tr> <tr> <td>10</td> <td>Region 11</td> <td>22 Units</td> <td>45,292,800.00</td> </tr> <tr> <td>11</td> <td>Region 12</td> <td>16 Units</td> <td>29,899,200.00</td> </tr> <tr> <td><b>Total</b></td> <td></td> <td></td> <td><b>PhP484,078,800.00</b></td> </tr> </tbody> </table>	Lot No.	Region	Quantity	Amount	1	Region 1	21 Units	PhP 42,115,200.00	2	Region 2	17 Units	36,685,200.00	3	Region 3	28 Units	59,463,600.00	4	Region 4	35 Units	69,058,800.00	5	Region 6	17 Units	33,770,400.00	6	Region 7	24 Units	53,308,800.00	7	Region 8	18 Units	34,856,400.00	8	Region 9	23 Units	41,190,000.00	9	Region 10	20 Units	38,438,400.00	10	Region 11	22 Units	45,292,800.00	11	Region 12	16 Units	29,899,200.00	<b>Total</b>			<b>PhP484,078,800.00</b>
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	Any bid with a financial component exceeding this amount shall not be accepted.								
15.4(a)(iv)	Please refer to Clause 6.2 of the Special Conditions of the Contract for the incidental services required.								
15.4(b)	Please refer to Clause 6.2 of the Special Conditions of the Contract for the incidental services required. The price of the Goods shall be quoted DDP specified delivery site/s.								
16.1(b)	The Bid Prices for the Goods supplied from outside of the Philippines shall be quoted in Philippine Pesos.								
16.3	Not applicable.								
17.1	Bids will be valid until 120 calendar days from date of opening of bids.								
18.1	<p>The bid security shall be limited to Bid Securing Declaration or any other form in accordance with the following minimum amount:</p> <table border="1" data-bbox="491 898 1385 1832"> <thead> <tr> <th>Form of Bid Security</th> <th>Minimum Amount of Bid Security</th> </tr> </thead> <tbody> <tr> <td>(a) Cash or cashier's/ manager's check issued by a Universal or Commercial Bank;</td> <td>Lot 1 – PhP 842,304.00 Lot 2 – PhP 733,704.00 Lot 3 – PhP 1,189,272.00</td> </tr> <tr> <td>(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank; and</td> <td>Lot 4 – PhP 1,381,176.00 Lot 5 – PhP 675,408.00 Lot 6 – PhP 1,066,176.00 Lot 7 – PhP 697,128.00 Lot 8 – PhP 823,800.00 Lot 9 – PhP 768,768.00 Lot 10 – PhP 905,856.00 Lot 11- PhP 597,984.00</td> </tr> <tr> <td>(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.</td> <td>Lot 1 – PhP 2,105,760.00 Lot 2 – PhP 1,834,260.00 Lot 3 – PhP 2,973,180.00 Lot 4 – PhP 3,452,940.00 Lot 5 – PhP 1,688,520.00 Lot 6 – PhP 2,665,440.00 Lot 7 - PhP 1,742,820.00 Lot 8 – PhP 2,059,500.00 Lot 9 – PhP 1,921,920.00 Lot 10 – PhP 2,264,640.00 Lot 11- PhP 1,494,960.00</td> </tr> </tbody> </table> <p>1. If bid security is in the form of cash, a bidder is required to secure an electronic Payment Acceptance Order (PAO) from LANDBANK Procurement Department. The electronic PAO</p>	Form of Bid Security	Minimum Amount of Bid Security	(a) Cash or cashier's/ manager's check issued by a Universal or Commercial Bank;	Lot 1 – PhP 842,304.00 Lot 2 – PhP 733,704.00 Lot 3 – PhP 1,189,272.00	(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank; and	Lot 4 – PhP 1,381,176.00 Lot 5 – PhP 675,408.00 Lot 6 – PhP 1,066,176.00 Lot 7 – PhP 697,128.00 Lot 8 – PhP 823,800.00 Lot 9 – PhP 768,768.00 Lot 10 – PhP 905,856.00 Lot 11- PhP 597,984.00	(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Lot 1 – PhP 2,105,760.00 Lot 2 – PhP 1,834,260.00 Lot 3 – PhP 2,973,180.00 Lot 4 – PhP 3,452,940.00 Lot 5 – PhP 1,688,520.00 Lot 6 – PhP 2,665,440.00 Lot 7 - PhP 1,742,820.00 Lot 8 – PhP 2,059,500.00 Lot 9 – PhP 1,921,920.00 Lot 10 – PhP 2,264,640.00 Lot 11- PhP 1,494,960.00
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shall then be printed and presented to the Teller at any of the LANDBANK Branches together with the corresponding cash. The LANDBANK Teller shall issue a machine validated Official Receipt (OR) evidencing payment of the bid security. A scanned copy of the Official Receipt shall be included in the Eligibility and Technical Proposal/Documents.

2. If bid security is in the form of cashier's/manager's check, the check should be payable to LAND BANK OF THE PHILIPPINES. The physical check must be delivered to and received by LANDBANK-Procurement Department not later than the following banking day after the opening of bids.
3. If in the form of bank draft/guarantee, the bidder may use the standard format of the issuing Bank, provided the ITB No. and Name of the Project are indicated.
4. If in the form of Standby Letter of Credit, it may be secured through LANDBANK Corporate Banking Department 2 (CBD 2) and Small and Medium Enterprises – Market Lending Department 2 (SME-MLD 2) with the following contact details:
  - (a) CBD 2 – 18<sup>th</sup> Floor, LANDBANK Plaza Building  
Telephone No. 8-405-7345 local 2117  
(For Assets 1 Billion and up)
  - (b) SME-MLD 2 - 18<sup>th</sup> Floor, LANDBANK Plaza Building  
Telephone No. 8-405-7431 local 7431  
(For Assets below 1 Billion)
5. If in the form of surety bond, it should be issued by a surety or insurance company duly accredited by the Insurance Commission (IC) and has not been issued a cease and desist order by the IC or is currently not included in the list of blacklisted firms.

The surety bond may be secured through LANDBANK Insurance Brokerage, Inc. (LIBI) with the following contact details:

- (a) LIBI-Forex  
14<sup>th</sup> Floor, LANDBANK Plaza Building  
Telephone No. 8-710-7114  
(Every Tuesday and Thursday)
- (b) 12<sup>th</sup> Floor, SSHG Law Center Bldg.  
105 Paseo de Roxas, Legaspi Village  
Makati City  
Telephone Nos. 8-812-4911 and 8-867-1064

	<p>Surety bonds with the following or similar conditions/phrases shall not be accepted:</p> <p>(a) "In case of default by the Principal, this bond shall only answer for the difference in the bid price of the winning bidder and that of the next lowest complying bidder or that of the new winning bidder in case of re-bidding plus necessary expenses incurred by the Obligee in the re-bidding which liability shall in no case exceed the amount of the bond"; or</p> <p>(b) "That the amount of liability of the Surety under this bond is limited to the actual loss or damage sustained and duly proven by the Obligee."</p> <p>If in the form of Bid Securing Declaration, the attached form (Form No. 8) must be used.</p>
18.2	The bid security shall be valid until 120 calendar days from date of opening bids.
20	<p>The prospective bidder who would like to participate in the bidding for the above project must send a duly filled-up LBP Secure File Transfer Facility (SFTF) User Registration Form to <a href="mailto:lbphobac@mail.landbank.com">lbphobac@mail.landbank.com</a> on or before 2:00 PM a day before the scheduled bid opening.</p> <p>The electronic bid shall be submitted by uploading the same in the LBP SFTF (please refer to the Guide in Accessing LBP SFTF per attached Annexes B-4 to B-6).</p> <p><u>Electronic bids received after the set deadline basing on the date and time on the electronic folders of bidders shall not be accepted by the HOBAC.</u> Thus, bidders are requested to upload their electronic bids at least two (2) hours before the set deadline.</p> <p>The electronic bid consisting of two copies/files shall be labelled with bidder's <u>assigned</u> short name, last six (6) digits of the bidding reference number including the parenthesis if there are any, and bid copy number, each separated with a dash sign. Thus, for a project with bidding reference number LBPHOBAC-ITB-GS-20200403-02 that XYZ Company wants to bid on, the archived files shall be labelled as XYZ-040302-C1 and XYZ-040302-C2. The archived files shall be generated using either WinZip, 7-zip or WinRAR and password-protected.</p> <p>Each of the abovementioned archived files shall contain the Technical Component and Financial Component files. The PDF files shall be labelled as above plus the word "Tech" or "Fin" in the case of the Technical Component and Financial Component,</p>

	<p>respectively. Thus, using the above example, XYZ-040302-C1 shall contain the PDF files labelled XYZ-040302-C1-Tech and XYZ-040302-C1-Fin while XYZ-040302-C2 shall contain the PDF files labelled XYZ-040302-C2-Tech and XYZ-040302-C2-Fin.</p> <p><u>All the required documents for each component of the bid shall be in one (1) PDF file and sequentially arranged as indicated in the Checklist of Bidding Documents.</u> The documents must be signed by the authorized signatory/ies when required in the form.</p> <p><u>Each of the archived files and the PDF files shall be assigned with a different password and these passwords shall be disclosed by the bidder only upon the instruction of HOBAC during the actual bid opening.</u></p> <p>Electronic bids that are not assembled, labelled and password-protected in accordance with these procedures shall not be rejected/disqualified but the Bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The HOBAC/LANDBANK shall assume no responsibility for the non-opening or premature opening of the contents of the improperly assembled, labelled and password-protected electronic bid.</p> <p>The prospective bidder shall receive an acknowledgement receipt via email <i>after</i> successful uploading of its/his electronic bid. If no email is received within one (1) hour after successful uploading, the bidder shall call the HOBAC Secretariat at (02) 8522-0000 local 2609 to confirm whether the submission has been received, and if so, request for the acknowledgment of receipt of the electronic bid.</p>
20.3	<p>Each Bidder shall submit two (2) sets of electronic bids (archived files) labeled in accordance with the instructions described in ITB Clause 20 above.</p>
21	<p>All bids shall be submitted electronically on or before the 10:00 A.M. deadline on <u>October 30, 2020</u>. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18. Only electronic bids that are successfully uploaded the Secure File Transfer Facility of LANDBANK or before the deadline shall be accepted. The procedures that will be followed in the submission and opening of electronic bids are described in the Detailed Procedures in Submission and Opening of Electronic Bids per attached Annexes B-1 to B-8.</p>
23	<p>In case of modification of bid, the qualifier "Mod" and a numeric counter indicating the number of times that the bid had been modified shall be added at the end of the filenames of both the archived and PDF files [e.g. First Modification: XYZ-040302-C1-Mod containing XYZ-040302-C1-Tech-Mod and XYZ-040302-C1-</p>

	<p>Fin-Mod and Second Modification: XYZ-040302-C2-Mod1, containing XYZ-040302-C2-Tech-Mod1 and XYZ-040302-C2-Fin-Mod1].</p>
24	<p>On the bid opening date, the bidder shall confirm its/his participation in the online meeting with the HOBAC Secretariat at least one (1) hour before the scheduled meeting. The bidder shall be able to log in into MS Teams and join the Waiting Room of the HOBAC meeting. Only one account/connection per participating bidder shall be allowed to join the meeting. If the bidder has more than one (1) representative, the said representatives may take turns in using the allowed account/connection.</p> <p>Projects with participating bidders in attendance shall be given priority in the queuing.</p> <p>Upon the instruction of the HOBAC Chairperson to start the bid opening activity, the HOBAC Secretariat connects the participating bidder/s to the videoconferencing/group calling session. The HOBAC Secretariat shall record the session and act as Moderator of the meeting all throughout.</p> <p><b>In case a bidder cannot connect to the videoconferencing via MS Teams application, the HOBAC Secretariat shall contact the bidder concerned through its registered mobile phone/landline telephone up to a maximum of three (3) call attempts with five (5) minutes interval after each call attempt. A text message advising the bidder that the public bidding has already started will also be sent by the HOBAC Secretariat. If the HOBAC Secretariat still cannot contact the bidder after the said allowable call attempts or the bidder is unable to contact the HOBAC Secretariat to provide the passwords needed to open its electronic bids when required by the HOBAC, the bidder concerned shall be disqualified from further participating in the bidding process.</b></p> <p>Once the connections are in place, the HOBAC, with the assistance of the HOBAC Secretariat, retrieves the archived file from the LBP SFTF and opens the same. The Technical Proposal shall be opened first. Upon instruction from the HOBAC, the bidder concerned shall disclose the passwords for the archived file and the PDF file of the Technical Component.</p> <p>In case an archived/PDF file fails to open due to a wrong password, the specific bidder shall be allowed to provide the HOBAC with passwords up to five (5) times only. The same number of attempts shall apply to Copy 2 of the bid, in case there is a need to open it. If the archived/PDF file still could not be opened after the maximum allowable attempts, the bidder concerned shall be disqualified from further participating in the bidding process.</p>

	<p>The HOBAC then determines the eligibility and compliance with the technical requirements of the specific bidder using a nondiscretionary "pass/fail" criterion. Only bidders that have been rated "Passed" shall be allowed to participate in the succeeding stages of the bidding process.</p> <p>The HOBAC, with the assistance of the HOBAC Secretariat, shall then open the Financial Components of those bidders that have been rated "Passed". Upon instruction from the HOBAC, the bidder concerned shall disclose the password for its/his Financial Component.</p> <p>The HOBAC, with the assistance of the HOBAC Secretariat, conducts bid evaluation and ranking of the bids. The results of bid evaluation and ranking shall be recorded in the Abstract of Bids, which shall be signed by the HOBAC Members and Observers. The result of evaluation and ranking shall also be announced to the participants.</p> <p>The retrieval and opening of the electronic bids, page-by-page review of documents and the results of the bid evaluation and ranking shall be shown to the participants through the screen sharing feature of MS Teams.</p> <p>The access of the bidders to the videoconferencing/calling session shall be terminated once the Chairperson has declared that the bid opening activity for a specific project has been finished.</p>																				
24.2	No further instructions.																				
24.3	No further instructions.																				
27.1	No further instructions.																				
28.3	<p>All Goods are grouped in lots listed below. Bidders shall have the option of submitting a proposal in any or all lots and; evaluation and contract award will be undertaken on a per lot basis. Lots shall not be divided further into sub-lots for the purpose of bidding, evaluation and contract award.</p> <table border="1" data-bbox="496 1621 1362 1951"> <thead> <tr> <th>Lot No.</th> <th>Region</th> <th>Quantity</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Region 1</td> <td>21 Units</td> <td>PhP 42,115,200.00</td> </tr> <tr> <td>2</td> <td>1Region 2</td> <td>17 Units</td> <td>36,685,200.00</td> </tr> <tr> <td>3</td> <td>Region 3</td> <td>28 Units</td> <td>59,463,600.00</td> </tr> <tr> <td>4</td> <td>Region 4</td> <td>35 Units</td> <td>69,058,800.00</td> </tr> </tbody> </table>	Lot No.	Region	Quantity	Amount	1	Region 1	21 Units	PhP 42,115,200.00	2	1Region 2	17 Units	36,685,200.00	3	Region 3	28 Units	59,463,600.00	4	Region 4	35 Units	69,058,800.00
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	5	Region 6	17 Units	33,770,400.00
	6	Region 7	24 Units	53,308,800.00
	7	1Region 8	18 Units	34,856,400.00
	8	2Region 9	23 Units	41,190,000.00
	9	Region 10	20 Units	38,438,400.00
	10	Region 11	22 Units	45,292,800.00
	11	Region 12	16 Units	29,899,200.00
28.4	No further instructions.			
29.2	Certified true copy of Value Added Tax (VAT) or Percentage Tax (PT) Returns for the last two (2) quarters filed manually or through the BIR Electronic Filing and Payment System (EFPS). Only tax returns filed manually or through EFPS and taxes paid shall be accepted.			
32.4(f)	No additional requirement.			
33.2	<p>If in the form of Standby Letter of Credit, it may be secured through LANDBANK Corporate Banking Department 2 (CBD 2) and Small and Medium Enterprises – Market Lending Department 2 (SME-MLD 2) with the following contact details:</p> <ul style="list-style-type: none"> <li>(a) CBD 2 – 18<sup>th</sup> Floor, LANDBANK Plaza Building                      Telephone No. 8-405-7345 local 2117                      (For Assets 1 Billion and up)</li> <li>(b) SME-MLD 2 - 18<sup>th</sup> Floor, LANDBANK Plaza Building                      Telephone No. 8-405-7431 local 7431                      (For Assets below 1 Billion)</li> </ul>			



## 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.

<p><b><u>Item Description:</u></b> One (1) Year Armored Vehicle Service</p> <p><b><u>Project Duration:</u></b> One (1) Year upon receipt of Notice to Proceed or Advice from LANDBANK – Security Department, whichever comes later.</p> <p><b><u>Routes:</u></b> See attached Revised Annexes E-1 to E-3</p>
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**Conforme:**

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Name of Bidder

---

Signature over Printed Name of  
Authorized Representative

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Position

# Specifications

<b>Specifications</b>	<b>Statement of Compliance</b>
<p><b>One (1) Year Armored Vehicle Services</b></p> <p>For current and past suppliers of armored vehicle services for LANDBANK, they must have satisfactory performance in their dealings with LANDBANK for the past twelve (12) months (reckoned from the date of issuance of the Certificate of Satisfactory Performance).</p> <p><b>Technical specifications and requirements per attached Terms of Reference Revised Annexes C-1 to C-12.</b></p> <p><b>Detailed Armored Vehicle Distribution Schedule per attached Revised Annexes D-1 to D-4</b></p> <p><i>The following documents shall be submitted inside the eligibility/technical envelope:</i></p> <ol style="list-style-type: none"><li>1. Certificate of Registration from the Land Transportation Office (LTO) for the engine or a Certification as proof of engine overhaul and that the vehicle passed the smoke emission testing</li></ol>	<p><b>Bidders must state below either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered.</b></p> <p>Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bidand cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of ITB Clause 3.1(a)(ii) and/or GCC Clause 2.1(a)(ii)</p> <p><b>Please state here either "Comply" or "Not Comply"</b></p>

<p>2. Certificate of Satisfactory Performance from previous employer (commercial bank) as proof that they have at least two (2) years' experience in armored vehicle services.</p> <p>3. License to Operate from PNP-SOSIA (SAGSD).</p> <p>4. Self-certification that they will comply with the Bank's Environmental Management System (EMS).</p> <p>5. Certificate of Satisfactory Performance issued by the Head, Security Department (SD) not earlier than 30 calendar days prior to the deadline of submission of quotation (<i>applicable only for current and past suppliers of armored vehicle services for LANDBANK</i>). The Certificate shall still be subject to verification during the evaluation of quotation.</p> <p>Note: Certificate of Satisfactory Performance shall be requested in writing from Mr. Romulo E. Sapitula of SD at 2<sup>nd</sup> Floor, LANDBANK Plaza Building with contact number 8405-7320, at least five (5) working days prior to the submission of bid.</p> <p>Non-submission of the above mentioned documents may result in bidder's disqualification.</p>	
--	--

**Conforme:**

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

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

\_\_\_\_\_  
Position

**Form No. 2**

**SCHEDULE OF PRICES**

1	2	3	4	5	6	7	8	9	10
Lot No.	Item Description	Country of Origin	Quantity	Unit price*	Transportation and Insurance 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)
—	One (1) Year Armored Vehicle Services	—	—	—	—	—	—	—	<u>PhP</u>

**Note: Bidders are required to submit Breakdown of Cost using the attached Revised Annexes F-1 to F-4**

\*Ex Works (EXW) per item

\_\_\_\_\_  
 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**

The documents for each component should be arranged as per this Checklist. Kindly provide guides or dividers with appropriate labels.

### **PDF File - Eligibility and Technical Components**

- 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. **Revised 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. Certification of Registration from the Land Transportation Office (LTO) for the engine or a Certification as proof of engine overhaul and that the vehicle passed the smoke emission testing.
13. Certificate of Satisfactory Performance from previous employer (commercial bank) as proof that they have at least two (2) years' experience in armored vehicle services.
14. License to Operate from PNP-SOSIA (SAGSD).
15. Self-certification that they will comply with the Bank's Environmental Management System (EMS).
16. Certificate of Satisfactory Performance and No Delayed Projects issued by the Head, Security Department (SD) not earlier than 30 calendar days prior to the deadline of submission of quotation (applicable only for current and past suppliers of armored vehicle services for LANDBANK). The Certificate shall still be subject to verification during the evaluation of quotation.

Note: Certificate of Satisfactory Performance shall be requested in writing from Mr. Romulo E. Sapitula of SD at 2nd Floor, LANDBANK Plaza Building with contact number 8405-7320, at least five (5) working days prior to the submission of bid.

○ **Post-Qualification Documents – [The bidder may submit the following documents within five (5) calendar days after receipt of Notice of Post-Qualification]:**

17. 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.
18. Latest Income Tax Return filed manually or through EFPS.

**PDF File – Financial Component**

• **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 cost per attached revised Annexes F-1 to F-6.

**TERMS OF REFERENCE  
ONE (1) YEAR CONTRACT FOR LEASED ARMORED VEHICLE SERVICES  
OF LAND BANK OF THE PHILIPPINES**

**A. VEHICLE, CREW AND EQUIPMENT**

1. The **SUPPLIER** shall provide the **PROCURING ENTITY** with fully secured armored vehicles duly provided with competent and duly licensed professional drivers and security personnel for the exclusive use of the **PROCURING ENTITY** within the agreed Region of service. The armored vehicles and their personnel equipment shall be continuously available to service the armored vehicle requirements of the **PROCURING ENTITY** in accordance with the schedule, routes and specifications stated in the Invitation to Apply for Eligibility and To Bid and its attachments. The schedules and routes are subject to change by the **PROCURING ENTITY** as may be required by its operational needs.
2. The engine of the armored vehicle unit/s to be supplied by the **SUPPLIER** shall not be more than five (5) years old or shall have been overhauled within five (5) years inclusive of the term of the contract. The **SUPPLIER** shall submit a Certificate of Registration from the Land Transportation Office (LTO) for the engine or a Certification as proof of engine overhaul. The body must be resistant to multiple impact rifle shots of 5.56 mm rifle, 7.62 mm rifle and Cal. 30 rifle and shall be equipped with the following:
  - 2.1. Amphibian/Diamond shape/Flat nose body type armored vehicle;
  - 2.2. Vault which can accommodate at least six (6) fully loaded 14"x14"x24" duffle bags;
  - 2.3. Chute, unless otherwise specified;
  - 2.4. Partition/Barrier between front seats and vault area;
  - 2.5. Cushioned armored car interior;
  - 2.6. **Equipped with at least 2MP resolution cameras with at least 5-day storage capacity accessible only by the PROCURING ENTITY composed of the following:**
    - **one (1) rear view camera;**
    - **one (1) dash board camera; and**
    - **one (1) security camera covering the vault area.**
  - 2.7. Handle bar which shall be placed inside the armored car rear door jamb;
  - 2.8. Dual type air-con;
  - 2.9. First-aid kit and basic mechanical tools;
  - 2.10. Captain's Chair with seat belt (for the teller);
  - 2.11. Fire extinguisher; and
  - 2.12. Step board with rubber pads.
3. **Violation for the above cited requirements is subject for penalty amounting to five hundred pesos (Php500.00) of each violation per day.**

Revised Annex C-1



4. The armored vehicle units to be supplied by the **SUPPLIER** shall be provided with a complement of qualified, highly efficient, highly trained, well-disciplined and duly licensed security personnel as follows:
  - 4.1. 4-Wheeler-Three-Crew: one (1) driver escort guard, one (1) team leader escort guard and one (1) escort guard;
  - 4.2. 6-Wheeler Three-Crew: one (1) driver escort guard, one (1) team leader escort guard and one (1) escort guards;
  - 4.3. 6-Wheeler-Four-Crew: one (1) driver escort guard, one (1) team leader escort guard and two (2) escort guards;
  - 4.4. **Should the armored vehicle driver becomes incapacitated during fund transfer operations /while in transit because of emergency situations, a crew member shall be able to drive the vehicle to the nearest hospital /police station/ LBP Branch or unit (considering the vehicle is still drivable and there are no immediately available ambulance or back-up vehicle).**
5. The driver/escort guards shall at all times protect and safeguard the **PROCURING ENTITY's** personnel, assets, cash and valuables (the "CARGO") that will be or are being loaded to, transported in or unloaded from the armored vehicles.
6. In case of absence of armored vehicle crew member/s, the **SUPPLIER** shall provide immediate replacement of equally qualified crew member/s based on the operational need/s of the **PROCURING ENTITY**.
7. The **SUPPLIER** shall have at least two (2) units reserve armored vehicle per Region to immediately address urgent operational requirements of the **PROCURING ENTITY**.
8. The **SUPPLIER** shall provide armored vehicle units within thirty (30) days after receipt of a notice in the event that the **PROCURING ENTITY** necessitates deployment of additional armored vehicle units in the area/region being served. The rate shall be the same as the bid rate.
9. The **SUPPLIER** shall have at least one (1) Supervisor or Coordinator per Region of the **PROCURING ENTITY** to immediately address all concerns of the **PROCURING ENTITY** pertaining to the performance of its armored services. Escort guards may be assigned /designated by the **SUPPLIER** as Supervisor/Coordinator per Area/Region of the **PROCURING ENTITY**.
10. The **SUPPLIER** shall comply with the **PROCURING ENTITY's** Environmental Management System (EMS) policy. Smoke belching and with oil leaks vehicles shall not be allowed entry to the **PROCURING ENTITY's** premises and shall immediately be replaced by the **SUPPLIER**. However, if the use of the smoke belching and with oil leaks armored vehicle becomes inevitable due to operational requirements and security concerns, a penalty of 100% of the hourly excess usage rate for every hour of non-compliance, reckoned from the time of arrival in the **PROCURING ENTITY** premises, shall be collected. A fraction of an hour of non-compliance shall be considered as one hour.

11. The **SUPPLIER**, upon deployment, may initially provide the **PROCURING ENTITY** with a copy of the Land Transportation Office (LTO) registration of the armored vehicles as proof that the vehicles passed the smoke emission testing. Within one month after deployment and/or after renewal of the registration, a copy of the result of smoke emission test issued by an LTO-accredited smoke emission testing center shall be submitted.
12. The armored vehicle and crew shall arrive at the designated Branch/Unit on time which depends on the service requirements of the **PROCURING ENTITY**. Otherwise, a penalty based on the excess usage rate shall be deducted from the payment of the monthly contract price.
13. The armored vehicle shall render regular service for eight (8) hours a day & five (5) days a week, except holidays.
  - 13.1. Of the armored vehicles deployed Malate (Manila), and Baclaran (Paranaque) Cash Centers, two (2) units for each said Cash Centers shall render service for eight (8) hours a day, six (6) days a week regularly, except holidays.
  - 13.2. Services beyond regular hours may also be required and shall be paid based on the excess usage rate.
14. To ensure continuity and efficiency of the service, any malfunctioning armored vehicle must be immediately replaced by the **SUPPLIER** with another armored vehicle. Response time in case of breakdown is within thirty (30) minutes for vehicles servicing National Capital Region (NCR), Metro Cebu, and Davao City within a reasonable period of time (to be agreed upon by the **SUPPLIER** and the **PROCURING ENTITY**) if in the provinces/other cities and municipalities.
15. Penalty in case of delayed response shall be 150% of the hourly excess usage rate for every hour of delay. A fraction of an hour delay less than 30 minutes shall be considered as one-half hour while a fraction of an hour delay more than 30 minutes shall be considered as one hour.
16. The **PROCURING ENTITY** may require the addition (for 4-wheeler and 6-wheeler) or reduction (for 6-wheeler only) of crew member/s per armored vehicle unit subject to its prior notice to the **SUPPLIER** not later than twenty four (24) hours before the change is to be implemented. The existing Regional PADPAO rate at five (5) days' work per week rate shall be used in case of addition or reduction on the number of crew members. The PADPAO rate component for "Amount Directly to Guard", "Amount to Government in favor of the Guards", and the applicable Administrative Overhead rate shall be applied.
17. The escort guard/driver and escort guard provided by the **SUPPLIER** shall have passed the screening and interview by the **PROCURING ENTITY** with the following qualifications at the initial posting:
  - 17.1. At least high school graduate;
  - 17.2. Physically and mentally fit;
  - 17.3. Must be a licensed security guard;

- 17.4. With Professional Driver's License [Restriction #3] (for driver, team leader/escort guard);
  - 17.5. At least 21 years old but not more than 50 years old upon assignment;
  - 17.6. At least 5'4" in height;**
  - 17.7. Weight within normal range as indicated in the Body Mass Index (BMI);
  - 17.8. Not related to any **PROCURING ENTITY** employee up to the 3<sup>rd</sup> degree of affinity or consanguinity;
  - 17.9. Had undergone training on escorting and proficiency firing;
  - 17.10. With Personal History Statement (PHS) in hard copy; whole body in complete security guard uniform and family pictures; and, local & national clearances in hard and scanned copy to be submitted to the **PROCURING ENTITY** thru the Security Department;
  - 17.11. Had undergone Background Investigation by the **SUPPLIER**;
    - 17.11.1. Background/Life style check should be conducted every six (6) months and the report shall be submitted to SD Head.
  - 17.12. Of good moral character and pleasing personality;
  - 17.13. With security guard /police /military experience;
  - 17.14. The Escort Guard Team Leader should have at least 1 year experience in armored vehicle escorting; and,
  - 17.15. Passed the Comprehensive Bank and Armored Security Training Course (CBASTRAC) conducted by the Bank Security Management Association (BSMA) or any authorized training centers and other related trainings required by the **PROCURING ENTITY** such as but not limited to First-aid Training, Rescue and Emergency Training, Bomb Identification Seminar, Crowd Control, VIP Protection etc. In case of insufficient CBASTRAC trained escort guards, the **SUPPLIER** may dispatch escort guards without CBASTRAC training provided that the Team Leader of each armored car unit should be CBASTRAC trained who shall ensure that the escort guards without CBASTRAC training are coached while awaiting training. Provided further that dispatched escort guards without CBASTRAC training shall attend the training within 90-days from the date of actual posting and submit to the **PROCURING ENTITY** the corresponding training certificates thereafter;
18. **NOTE: Interim alternative modes of interview /screening (virtual or online) process shall be applicable while we are currently encountering the COVID-19 Pandemic Situation.** Armored vehicle crew members to be detailed/assigned to the **PROCURING ENTITY** in view of a new contract, shall be screened at the Head Office of the **PROCURING ENTITY** prior to deployment. However, the screening of the armored vehicle crew for deployment outside the National Capital Region (NCR) may be conducted at venues other than the **PROCURING ENTITY**'s Head Office and on a weekend upon a written request from

the **SUPPLIER**. In such case, all relevant and actual expenses of the **PROCURING ENTITY** personnel, e.g., fares and accommodations shall be on the account of the **PROCURING ENTITY**. However, in cases that the screening cannot be completed due to factors attributed to the **SUPPLIER**, such as inadequate number of guards for screening, subsequent interviews may be requested either at the **PROCURING ENTITY**'s Head Office or in other venues as determined by the **SUPPLIER**, in which case all relevant and actual expenses of **PROCURING ENTITY** personnel shall then be on the account of the **SUPPLIER**.

19. At least seven (7) working days before the assumption of the contract, the **SUPPLIER** shall provide the **PROCURING ENTITY** with the following: a) list of escort guard drivers and escort guards and the corresponding Field Unit where they will be assigned; b) firearms deployment complete with the corresponding documents, i. e., licenses of the firearms issued to the **SUPPLIER**; and, c) the appropriate and corresponding documentary requirements/clearances, i.e., identification cards, NBI/PNP clearances, medical certificate, drug test results, and neuro-psychiatric clearance attesting to the guards' physical/mental fitness.

20. The **SUPPLIER**, at its own expense, shall provide the escort guards the following:

- 20.1. Uniforms which are distinct from that of other premises security guards;
  - 20.2. Identification cards;
  - 20.3. Duly licensed firearms issued in the name of the **SUPPLIER** and sufficient ammunitions, as follows:
    - 20.3.1. For Driver/Escort Guard: .38 cal. rev. with 12 rounds of ammunitions or 9mm pistol with 21 rounds of ammunitions in three (3) magazines;
    - 20.3.2. For Team Leader/Escort Guard: M-16 Rifle with 90 rounds of ammunition in 3 magazines. AK47 rifle is acceptable for as long as the bullet is 5.56 mm. (with corresponding accessories such as magazine/ammo pouches and holsters/slings for firearms) which shall be subject to rules and regulations of the Philippine National Police or other proper authorities governing the use of such firearms/weapons/ammunitions.
- NOTE:** In view of Proclamation No. 216 declaring martial law in Mindanao and PNP-Civil Security Group's (PNP-CSG) memorandum instructing all security agencies to turn over their high-powered firearms to the PNP-Supervisory Office for Security and Investigation Agencies (PNP-SOSIA) for safekeeping, the **PROCURING ENTITY**, allows the temporary deployment of one (1) shotgun of make acceptable to the **PROCURING ENTITY** with twenty four (24) cartridges of ammunitions for each team leader and escort guards while M-16 rifles are forbidden. The above Item No. 20.3.2 shall immediately take effect and be implemented by the **SUPPLIER** once the said Presidential Proclamation and PNP directive are lifted.
- 20.4. Level III-A Armor Vest with at least Level III 10" x 12" plate (for Team Leader/Escort Guards);
  - 20.5. Steel Helmet (for Team Leader/Escort Guards); and,
  - 20.6. Other devices and equipment as may be demanded by the **PROCURING ENTITY** for the efficient and effective safeguarding of the properties and implementation of security services.

21. The **SUPPLIER** expressly agrees to pay to the **PROCURING ENTITY** a fine in the amount of P500.00 per day for every firearm issued to Escort Guard/s found not in accordance with the agreed specifications and description or for every Escort Guard

found with defective or without firearm, or for every escort guard found without magazines for ammo, and/or P100.00 per day for every bullet found less than the number provided for above and for every lacking accessories required. The charges shall commence on the day that the lacking ammunition/defective firearm is discovered by the **PROCURING ENTITY** and shall end only after the lack/defect is rectified, and duly acknowledged by the **PROCURING ENTITY**. The penalties shall be collected by the Field Unit where the guard is assigned against the billing of the **SUPPLIER** for the succeeding month after the discovery of the defect/s.

22. The **SUPPLIER** shall conduct annual firearms proficiency training for the escort guards assigned at the **PROCURING ENTITY** using the **SUPPLIER** issued firearms. The **SUPPLIER** shall then submit the results of the training as well as the certificates issued by the training entity as proof of completion from the training to form part of the validation process conducted by the **PROCURING ENTITY**.
23. Escort Guards shall be in their distinctive uniform at all times while in the performance of duty. If any service or phase of service by the **SUPPLIER** is not performed to the satisfaction of the **PROCURING ENTITY**, the **SUPPLIER** shall immediately institute measures upon receipt of notice to address the deficiency or any other problem including, but not limited to, change of equipment and/or personnel.
24. There shall be no employer-employee relationship between the **PROCURING ENTITY** and the escort guards whom the **SUPPLIER** may assign to perform the services subject of the Agreement. The **SUPPLIER** hereby acknowledges that no authority has been conferred upon it by the **PROCURING ENTITY** to hire any person on behalf of the **PROCURING ENTITY** and that the personnel assigned by the **SUPPLIER** as complement of the armored vehicles are not employees of the **PROCURING ENTITY** and not in any way or manner connected with or related to the **PROCURING ENTITY**. It is expressly understood and agreed that the personnel assigned by the **SUPPLIER** as complement of the armored vehicles are and shall remain the employees of the **SUPPLIER**. Accordingly, control and supervision over these personnel shall be exercised by the **SUPPLIER**, although the **PROCURING ENTITY** shall have the right to report and protest to the **SUPPLIER**, through the latter's designated supervisor, any untoward act, negligence, misconduct, malfeasance of any of its personnel. However, the **SUPPLIER** alone shall have the right to impose any disciplinary action over the erring personnel.
25. The **PROCURING ENTITY** may, at its own discretion, and for whatever reason/s, demand the replacement of any crew member/s posted at the **PROCURING ENTITY**'s leased armored vehicle/s, in which case, the **SUPPLIER** shall, upon notice by the **PROCURING ENTITY**, cause replacement **within 24 hours** of the crew member/s concerned.
26. Each crew member of the deployed leased armored vehicle shall be entitled to a one (1) hour meal break that should be flexible /adaptable to the **PROCURING ENTITY**'s day-to-day transactions.
27. Fuel and lubricants, repair and maintenance of the vehicle, including replacement of parts, shall be for the account of the **SUPPLIER**. Further, there must be an accredited or partner automotive repair shop for maintenance purposes in areas where the operation is being taken place.
28. Security passes from clients shall be for the account of the **SUPPLIER**.

**B. SECURITY MATTERS**

1. The **SUPPLIER**, through its designated representative or supervisor, shall coordinate with the **PROCURING ENTITY's** Security Department to ensure effective coordination and implementation of all security measures adopted by the **PROCURING ENTITY**. Representatives of the Security Department and the **SUPPLIER** shall have regular monthly meetings (or as the need arises) to discuss problems and recommendations to further improve the armored vehicle services. The monthly meeting shall be held every last Thursday of the month (or as the need arises) and at a time that shall be agreed upon by both parties. Both the **PROCURING ENTITY** and the **SUPPLIER** shall establish and maintain effective liaising with the nearest police station/sub-station or precinct to ensure positive police response at all times.

The **PROCURING ENTITY**, in coordination with the **SUPPLIER's** designated representative or supervisor, shall determine the day-to-day trips or itineraries to be undertaken by the armored vehicles and their personnel complement.

2. The **SUPPLIER**, subject to the approval of the **PROCURING ENTITY**, shall implement reshuffling/rotation of crew to areas of the same wage rate at least once a year.

**C. WARRANTIES AND UNDERTAKINGS OF THE SUPPLIER**

1. The **SUPPLIER** shall be compliant with the documentary requirement set by the government to operate security agency such as:
  - Registered with the Department of Trade and Industry (DTI) if sole proprietorship and with Security and Exchange Commission (SEC) for partnership or corporation;
  - Mayor's Permit;
  - Bureau of Internal Revenue (BIR) Certificate;
  - License To Operate (LTO) from PNP-SOSIA (SAGSD).
2. The **SUPPLIER** shall have at least two (2) years' experience in armored vehicle services for no less than a commercial bank with Certificate of Satisfactory Performance from the previous employer.
3. The **SUPPLIER** shall warrant that, during the term of the Agreement, the armored vehicles assigned to the **PROCURING ENTITY** are owned or leased by the **SUPPLIER**, in good running condition, free from any mechanical defect, and equipped with the necessary tools and equipment for use during repairs in case of breakdowns and emergencies.
4. The **SUPPLIER** shall undertake to check and ensure servicing of all armored vehicles assigned to the **PROCURING ENTITY** every weekend to their accredited or partner automotive repair shop.
5. The **SUPPLIER** shall warrant that the crew members of the armored vehicles possess all the qualifications necessary for them to render efficient and effective services required under the terms of the Agreement.
6. Moreover, the **SUPPLIER** shall warrant and undertake that:
  - 6.1. It is an independent **SUPPLIER** and as such, it has its own substantial capital, tools, equipment and facilities and shall secure all the licenses to carry out its obligations under the Agreement and it shall maintain its

- status as an independent service contractor. The **SUPPLIER** shall, from time to time and/or upon request by the **PROCURING ENTITY**, furnish the latter with all the necessary documents and proofs evidencing the continuance of its status as an independent service contractor.
- 6.2. The **SUPPLIER**, as employer of the crew assigned to the **PROCURING ENTITY**, is solely and exclusively liable to pay for their salaries and wages and all other benefits mandated under existing labor laws, rules and regulations including but not limited to payment of Social Security System (SSS), Philippine Health Insurance Corporation (Philhealth), Pag-ibig, Employees Compensation Premium, 13<sup>th</sup> month pay, vacation leave, service incentive leave and the like. The **SUPPLIER** shall undertake and represent that the escort guards/personnel shall be paid not lower than the minimum wage and other benefits under the Labor Code and other pertinent laws. The **SUPPLIER** shall comply with Social Security, Employees Compensation, Philhealth and Home Development Mutual Fund laws on employees' coverage or membership, as well as the laws on the granting of retirement benefits.
  - 6.3. Remittances for SSS, Philhealth and Pag-Ibig shall be coursed through any LBP Branch. The **SUPPLIER** shall warrant that it shall furnish each of their crew assigned at the **PROCURING ENTITY** pay slips of their monthly earnings and deductions; and,
  - 6.4. The **SUPPLIER** shall hold the **PROCURING ENTITY** free and harmless and shall indemnify the **PROCURING ENTITY** for any liability, cause of action or claims which may be filed by any of the **SUPPLIER's** crew arising from non-payment or underpayment of their wages, salaries, benefits or any violation of the Labor Code and other applicable laws which are now in effect or which may hereafter be enacted.
7. The **SUPPLIER** shall provide the armored vehicle and escort services requirements of the **PROCURING ENTITY** continuously during the term of the Agreement, in accordance with the recognized standards of the **PROCURING ENTITY**. Failure of the **SUPPLIER** to comply with such standards as well as a breach by the **SUPPLIER** of any of the terms of this Agreement shall be grounds for the **PROCURING ENTITY** to terminate the Agreement upon a five (5) day written notice to the **SUPPLIER**. Corollary thereto, the **SUPPLIER** shall warrant that the **PROCURING ENTITY** shall be rendered free from any concerted activity during the term of the Agreement as it is the essence of the Agreement that the performance of the services contracted for shall not be disturbed. In the event of a strike called by the security personnel of the **SUPPLIER**, it shall be the principal and primary responsibility of the **SUPPLIER** to provide the **PROCURING ENTITY** with adequate security force and armored vehicle from other sources and/or subsidiaries of the **SUPPLIER** and appropriately cleared with the **PROCURING ENTITY**.

#### **D. EXTENT OF LIABILITIES**

1. The **SUPPLIER** shall be solely, exclusively, directly and immediately responsible and liable for any death, injury, damage or loss caused to any person or property in case of accident or mishap or negligence or willful act involving the **SUPPLIER's** crew or vehicle and shall hold the **PROCURING ENTITY** free and harmless from any and all such claims or liabilities.

2. The responsibility and liability of the **SUPPLIER** on the Cargo shall commence once the Cargo for a particular trip is already being taken out of the **PROCURING ENTITY** premises and shall continue up to loading in the armored car, while in transit and until the Cargo has been unloaded and received by the **PROCURING ENTITY's** representative/s, or by the representative of the entity, to whom the Cargo is intended to be delivered.
3. In case of loss of the Cargo or any portion thereof due to robbery or hold-up and without participation of the **SUPPLIER's** employees, the **PROCURING ENTITY's** Bankers Blanket Bond (BBB) will be used to recover the loss. The **SUPPLIER** should cover the **PROCURING ENTITY's** deductibility from the said BBB, up to P20 Million subject to renegotiation when warranted.
4. The **SUPPLIER** shall have the following options for the deductibility:
  - 4.1. Include this as rider in the surety bond and increase coverage to P20 Million;
  - 4.2. Secure another surety bond to cover this requirement; and,
  - 4.3. Post equivalent interest-bearing cash bond with LBP.
5. However, should any robbery or hold-up be committed or participated in by any employee of the **SUPPLIER**, the **SUPPLIER** shall be fully liable to the **PROCURING ENTITY** and its client, if applicable, for the loss.
8. The **SUPPLIER** shall also be exclusively and directly responsible to the **PROCURING ENTITY** and its officers, employees, visitors and agents and clients the properties of all said persons, where such damages have been caused by, or are attributed to any criminal act, misconduct, malfeasance or negligence on the part of the **SUPPLIER** or any of its personnel assigned to the **PROCURING ENTITY**. It is understood that the **SUPPLIER** is liable regardless of whether or not third parties are in connivance or collusion with the security guard assigned by the **SUPPLIER**, it being understood that the **SUPPLIER** shall not be liable by reason of a *force majeure* or fortuitous event.
9. In any event, the **SUPPLIER** shall make available, the Escort Guard/s concerned as possible witness/es to a case or investigation undertaken by the **PROCURING ENTITY**. In case of failure of the **SUPPLIER** to present the Escort Guard/s as witness/es on a scheduled hearing, the **PROCURING ENTITY** shall have recourse against the **SUPPLIER's** Performance Security and receivables of the whole amount involved on a particular case subject of the investigation.

#### **E. INSURANCE AND SECURITY BOND**

1. As security for the prompt payment by the **SUPPLIER**, the **SUPPLIER's** fidelity insurance in the form of Surety Bond with coverage of not less than TWENTY MILLION PESOS (P20,000,000.00) will cover for any loss or damage suffered by LBP due to or arising from the dishonesty or infidelity or criminal act of any employee of the **SUPPLIER**. The **SUPPLIER** shall secure a Surety Bond, from a reputable insurance company, through Landbank Insurance Brokerage, Inc. (LIBI), to be assigned to the **PROCURING ENTITY**. After the **SUPPLIER** has claimed from the Surety Bond, it shall reinsure itself by paying the corresponding premium to restore the amount of the Surety Bond coverage to the minimum required amount. Claims against the guarantee shall not constitute as a limitation of the liability of the **SUPPLIER** to the **PROCURING ENTITY** as the **SUPPLIER** shall fully pay the **PROCURING ENTITY** all its losses or damages caused by the dishonesty or



infidelity or criminal act of any employee of the **SUPPLIER**. The **SUPPLIER** shall avail of the options for the deductibility as stated in Paragraph D.3 of this Agreement.

2. The **SUPPLIER** shall secure annual Comprehensive Insurance of the armored vehicle plus FIFTY THOUSAND PESOS (P50,000.00) accident insurance for each crew which shall be for the account of the **SUPPLIER** including liabilities for vehicular accidents that may happen while in operation. It shall also secure Third-Party Liability (TPL), Voluntary Third-Party Liability (VTPL), own and other damage to property insurance. The **SUPPLIER** shall also be held liable for the hospitalization due to injuries suffered by authorized **PROCURING ENTITY** personnel and escort guards.
3. All insurance coverage and Bond to be provided by the **SUPPLIER** pursuant to the Agreement shall commence upon the effectivity of the Agreement and will remain valid and enforceable throughout its duration. The **SUPPLIER** shall undertake to renew or cause the renewal of the Insurance coverage and the Bond as often as necessary and all documents/evidences of the renewals shall be submitted to the **PROCURING ENTITY** at least thirty (30) days prior to the expiration thereof. The **SUPPLIER** shall undertake to provide the required Insurance coverage and Bond which will allow the **PROCURING ENTITY** to claim thereunder.

**F. LIMITATIONS ON THE USE OF ARMORED VEHICLES**

The armored vehicles shall be used exclusively by the **PROCURING ENTITY** for carrying **PROCURING ENTITY**'s assets, cash and other valuables. Hence, the following uses of the armored vehicles are hereby strictly prohibited:

1. To carry passenger or property for a consideration;
2. To propel stalled vehicles or tow disabled vehicles;
3. To join in any motor sports events or racing;
4. To carry or ferry contraband goods; and,
5. To use in the commission of any offense punishable under the laws.

**G. SERVICE FEE**

1. For and in consideration of the services of the **SUPPLIER**, the **PROCURING ENTITY** will pay the **SUPPLIER** the agreed monthly contract price (bid price) for a 4-wheeler armored vehicle and for a 6-wheeler armored vehicle, as the case may be, inclusive of VAT.
2. The amount due shall be settled monthly and paid, after receipt of the Statement of Account, by the Branch/Unit of the **PROCURING ENTITY** concerned, subject to withholding tax as required by law via direct credit to **SUPPLIER** deposit account maintained with any LBP Branch.
3. It is clearly understood that the 13<sup>th</sup> month pay, holiday premiums, incentive leave pay, SSS, and Philhealth contributions for the crew assigned to the armored vehicles are for the sole account of the **SUPPLIER**.
4. The **SUPPLIER** shall submit to the **PROCURING ENTITY** a quarterly certification of remittance of crew's contributions to the SSS, Pag-ibig and Philhealth.
5. Special services that may be required by the **PROCURING ENTITY** shall be covered by special billings to be mutually pre-agreed between the **PROCURING ENTITY**

and the **SUPPLIER**. The **PROCURING ENTITY** reserves the right to increase or reduce, at a given notice, the scope of the services to be rendered by the **SUPPLIER**.

- 6. In case a new law or regulation is promulgated or enacted increasing the Minimum Wage, Workmen's Compensation and Allowances of workers including security guards, the rate shall be adjusted in accordance with the new wage order.
- 7. Use by the **PROCURING ENTITY** of armored vehicle with required manpower complement beyond the regular eight (8) hours of operation shall be billed by the **SUPPLIER** using the following formula:

$$\text{Excess Usage Rate Per Hour} = \frac{\text{Monthly Contract Price}}{(20.60 \times 8 \text{ hours})} \times 130\%$$

- 8. The **PROCURING ENTITY** may request additional armored vehicle with manpower complement subject to at least one (1) day advance notice by the **PROCURING ENTITY** to the **SUPPLIER**. For this "On Call" services, service fee per hour shall be One Thousand Five Hundred Pesos (P1,500.00) for both 4-wheeler and 6-wheeler, respectively. The minimum service fee shall be equivalent to four (4) hours of service.
- 9. All service fees specified herein are hereby agreed to be inclusive of VAT and subject to withholding tax as required by law.
- 10. The **PROCURING ENTITY** shall pay for the toll fees and ferry fares of armored vehicle during official travel.
- 11. The **PROCURING ENTITY** also warrants the grant of a FIVE THOUSAND PESOS (P5,000.00) hazard allowance per guard for every contract year. The **SUPPLIER** shall release the hazard allowance, in accordance with the existing policies and guidelines of the LBP-Personnel Administration Department (PAD), to the guards not earlier than the 15<sup>th</sup> day of November and not later than the 20<sup>th</sup> day of December.
- 12. The **SUPPLIER** expressly agrees to pay the **PROCURING ENTITY** a fine in the amount as specified below, for every armored vehicle breakdown (mechanical or electrical or air-con malfunction) during the term of the contract:

1 <sup>st</sup> Offense	P2,000.00
2 <sup>nd</sup> Offense	P4,000.00
3 <sup>rd</sup> Offense	P6,000.00
4 <sup>th</sup> Offense and above	P8,000.00

12.1 In case of vehicle total breakdown and the **SUPPLIER** failed to provide a back-up armored car unit for the day, a corresponding penalty shall be imposed to the **SUPPLIER** for the **PROCURING ENTITY**'s (Branch / Cash Center / Cash Operations Unit [COU & Sub-COU]) loss of business opportunity caused by the delay or cancellation of the cash transfer operations (reasonable amount of penalty shall be computed and determined by the concerned Branch/Cash Center or COU).

Revised Annex C-II

13. The **SUPPLIER** shall also conduct the following:

14.1 Background or Life style check to all armored car crew every six (6) months. The report shall be submitted to the **PROCURING ENTITY**'s Head of the Security Department;

14.2 Armored car crew security assembly or rank inspection to be supervised by the **PROCURING ENTITY** as deemed necessary.

14.3 Annual and surprise or random drug test to armored vehicle crew upon request of the **PROCURING ENTITY**. Said activity shall be facilitated by an authorized /accredited drug testing center/s. Copies of its duly validated results shall be submitted to the **PROCURING ENTITY** within fifteen (15) working days after the conduct of the drug test.

#### **H. DURATION**

1. The Agreement shall be for a term of one (1) year.
2. The contract may be pre-terminated by the **PROCURING ENTITY** with a 30-day written notice to the **SUPPLIER** of such termination on any of the following grounds:
  - 2.1. Violation or non-compliance by the **SUPPLIER** with any of the terms and conditions of the contract;
  - 2.2. Unsatisfactory performance of the duties and responsibilities of the Armored Vehicle Personnel, or commission of any act by the latter inimical to the interest of the **PROCURING ENTITY**;
  - 2.3. In case of misrepresentation on material facts and documents during the bidding and after the award of contract;
  - 2.4. Occurrence of accumulated vehicle breakdowns (electrical and mechanical) and/or air conditioning system malfunctions of more than ten percent (10%) of the total number of contracted armored vehicles computed per month during the term of the contract based on reports submitted by LBP Branches to the Security Department; and
  - 2.5. In case of involvement of any employee of the **SUPPLIER** in robbery/hold-up of the serviced Branch.

# LAND BANK OF THE PHILIPPINES

SECURITY DEPARTMENT

DETAILED ARMORED VEHICLES DISTRIBUTION SCHEDULE

Group	#	Region 1	6 wheeler 4 Crews	6 wheeler 3 Crews	4 wheeler 4 Crews	4 wheeler 3 Crews	TOTAL
NLBG	1	Dagupan		2		1	3
	2	Urdaneta		1		1	2
	3	Vigan	1			1	2
	4	Baguio Branch	1	1		1	3
	5	Batac	1			1	2
	6	Alamos	1				1
	7	San Fernando La Union	2	1			3
	8	Region 1 Buffer AVs	5				5
<b>TOTAL</b>			<b>11</b>	<b>5</b>	<b>0</b>	<b>5</b>	<b>21</b>

Group	#	Region 2	6 wheeler 4 Crews	6 wheeler 3 Crews	4 wheeler 4 Crews	4 wheeler 3 Crews	TOTAL
NLBG	1	Carayan	1	1			2
	2	Tuguegarao Capitol	3				3
	3	Santiago Isabela	2				2
	4	Solano	2				2
	5	Aparri	2				2
	6	Region 2 Buffer AVs	6				6
<b>TOTAL</b>			<b>16</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>17</b>

Group	#	Region 3	6 wheeler 4 Crews	6 wheeler 3 Crews	4 wheeler 4 Crews	4 wheeler 3 Crews	TOTAL
CLBG	1	Munoz	1			1	2
	2	Diongapo	1	1			2
	3	Balanga	3				3
	4	Sta. Maria				2	2
	5	Malolos Highway	2	1			3
	6	Angeles City		2			2
	7	San Fernando Pampanga		3			3
	8	Cabanatuan	2	1			3
	9	Tarlac	1	2			3
	10	Iba	1				1
	11	Region 3 Buffer AVs	4				4
<b>TOTAL</b>			<b>15</b>	<b>10</b>	<b>0</b>	<b>3</b>	<b>28</b>

REVISED

Annex D-1

Group	#	Region 4	6 wheeler 4 Crews	6 wheeler 3 Crews	4 wheeler 4 Crews	4 wheeler 3 Crews	TOTAL
SWLBG	1	Tanauan Batangas	1			2	3
	2	Batangas City				2	2
	3	Puerto Princesa		1			1
	4	Dasmariñas	1			3	4
	5	Cainta	1	2			3
	6	Calapan	1	1			2
	7	Mamburao		1			1
	8	San Jose		1			1
	9	Odiangan		1			1
SELBG	10	Lucena City		3			3
	11	UPLB	2			1	3
	12	Calamba				3	3
	13	Gumaca				2	2
	11	Siniloan				1	1
	15	Marinduque		1			1
	16	Region 4 Buffer AVs	4				4
<b>TOTAL</b>			<b>10</b>	<b>11</b>	<b>0</b>	<b>14</b>	<b>35</b>

Group	#	Region 6	6 wheeler 4 Crews	6 wheeler 3 Crews	4 wheeler 4 Crews	4 wheeler 3 Crews	TOTAL
WVBG	1	Iloilo	2	1			3
	2	Bacolod	3				3
	3	Roxas City	2				2
	4	Kalibo	1				1
	5	Antique	2				2
	6	Sagay	1				1
	7	Region 6 Buffer AVs	5				5
<b>TOTAL</b>			<b>16</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>17</b>

REVISED Annex D-2

Group	#	Region 7	6 wheeler 4 Crews	6 wheeler 3 Crews	4 wheeler 4 Crews	4 wheeler 3 Crews	TOTAL
EVBG	1	Cebu Osmeña	5				5
	2	Bogo	1				1
	3	Tagbilaran	3				3
	4	Talibon	1				1
	5	Carcar	2				2
	6	Cebu Toledo	1				1
	7	Dumaguete	2				2
	8	Mandaue	4				4
	9	Bais	1				1
	10	Siguilor (Larena)	1				1
	11	Region 7 Buffer AVs	3				3
<b>TOTAL</b>			<b>24</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>24</b>

Group	#	Region 8	6 wheeler 4 Crews	6 wheeler 3 Crews	4 wheeler 4 Crews	4 wheeler 3 Crews	TOTAL
EVBG	1	Catbalogan	2				2
	2	Ormoc				1	1
	3	Calbayog				1	1
	4	Borongan	1				1
	5	Tacloban Letye	3				3
	6	Sogod				1	1
	7	Maasin				1	1
	8	Baybay				1	1
	9	Naval	1				1
	10	Carigara	1				1
	11	Region 8 Buffer AVs	5				5
<b>TOTAL</b>			<b>13</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>18</b>

Group	#	Region 9	6 wheeler 4 Crews	6 wheeler 3 Crews	4 wheeler 4 Crews	4 wheeler 3 Crews	TOTAL
WMBG	1	Pagadian	2	1			3
	2	Basilan	1				1
	3	Bongao		1			1
	4	Jolo		1			1
	5	Zamboanga Main	1			2	3
	6	Ipil		1		1	2
	7	Dipolog	1			2	3
	8	Iligan	1			2	3
	9	Ozamiz		3			3
	10	Region 9 Buffer AVs	3				3

REVISED Annex D-3

<b>TOTAL</b>	<b>9</b>	<b>7</b>	<b>0</b>	<b>7</b>	<b>23</b>
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<i>Group</i>	<b>#</b>	<b>Region 10</b>	6 wheeler 4 Crews	6 wheeler 3 Crews	4 wheeler 4 Crews	4 wheeler 3 Crews	<b>TOTAL</b>
<b>WMBG</b>	1	Gingoog		1			1
	2	Marawi				1	1
	3	Valencia				1	1
	4	Velez	5				5
	5	Tubod				1	1
	7	Malaybalay Highway	1	1			2
<b>EMBG</b>	8	Butuan				1	1
	9	Cabadbaran				1	1
	10	Surigao				1	1
	11	Region 10 Buffer AVs	6				6
<b>TOTAL</b>			<b>12</b>	<b>2</b>	<b>0</b>	<b>6</b>	<b>20</b>

<i>Group</i>	<b>#</b>	<b>Region 11</b>	6 wheeler 4 Crews	6 wheeler 3 Crews	4 wheeler 4 Crews	4 wheeler 3 Crews	<b>TOTAL</b>
<b>EMBG</b>	1	Davao Recto	7				7
	2	Digos				2	2
	3	Bislig		1			1
	4	San Francisco				1	1
	5	Tagum	4				4
	6	Tandag	1				1
	7	Region 11 Buffer AVs	6				6
<b>TOTAL</b>			<b>18</b>	<b>1</b>	<b>0</b>	<b>3</b>	<b>22</b>

<i>Group</i>	<b>#</b>	<b>Region 12</b>	6 wheeler 4 Crews	6 wheeler 3 Crews	4 wheeler 4 Crews	4 wheeler 3 Crews	<b>TOTAL</b>
<b>EMBG</b>	1	Kidapawan	1	1			2
	2	Gen. Santos	1			2	3
	3	Cotabato City	2				2
	4	Koronadal	2			1	3
	5	Region 12 Buffer AVs	6				6
<b>TOTAL</b>			<b>12</b>	<b>1</b>	<b>0</b>	<b>3</b>	<b>16</b>

REVISED Annex D-4

# ARMORED VEHICLE ROUTES

	REGION 1	ROUTES
1	Dagupan	Pangasinan, La Union, & LBP Plaza
2	Urdaneta	Pangasinan, La Union, & LBP Plaza
3	Vigan	Ilocos Norte, Ilocos Sur & La Union
4	Baguio Branch	Benguet, Mountain Province, La Union, & LBP Plaza
5	Batac	Ilocos Norte, Ilocos Sur & La Union
6	Alaminos	Pangasinan, La Union, & LBP Plaza
7	San Fernando La Union	Ilocos Sur, La Union, Pangasinan, & LBP Plaza
	REGION 2	ROUTES
1	Cauayan	Isabela, Quirino, & Cagayan Provinces
2	Tuguegarao Capitol	Cagayan Province, Isabela, Apayao, & Kalinga Provinces
3	Santiago Isabela	Isabela, Quirino, & Cagayan Provinces
4	Solano	Nueva Vizcaya, Ifugao, Cagayan & LBP Plaza
5	Aparri	Cagayan Province, Isabela, Apayao, & Kalinga Provinces
	REGION 3	ROUTES
1	Muñoz	Tarlac, Nueva Ecija, Aurora, & LBP Plaza
2	Olongapo	Bataan, Zambales, & Pampanga
3	Balanga	Bataan, Zambales, & Pampanga
4	Sta. Maria	Bulacan, & LBP Plaza
5	Malolos Highway	Bulacan, & LBP Plaza
6	Angeles City	Pampanga, & LBP Plaza
7	San Fernando Pampanga	Pampanga, & LBP Plaza
8	Cabanatuan	Nueva Ecija, Aurora, & LBP Plaza
9	Iba	Bataan, Zambales, & Pampanga
10	Tarlac	Tarlac, Nueva Ecija, Pampanga, & LBP Plaza
	REGION 4	ROUTES
1	Tanauan Batangas	Batangas & LBP Plaza
2	Batangas City	Batangas & LBP Plaza
3	Puerto Princesa	Palawan Area
4	Dasmarinas	Cavite, & LBP Plaza
5	Cainta	Rizal & LBP Plaza
6	Calapan	Mindoro, Batangas, & LBP Plaza
7	Mamburao	Mamburao, Sablayan, Batangas City
8	San Jose	San Jose, Batangas City
9	Odiongan	Romblon, Batangas
10	Lucena City	Quezon, Laguna, & LBP Plaza
11	UPLB	Laguna, Quezon, & LBP Plaza
12	Calamba	Laguna, Batangas, & LBP Plaza
13	Gumaca	Quezon Province
14	Siniloan	Laguna, Quezon, & LBP Plaza
15	Marinduque(Boac)	Entire Marinduque Island, Lucena City

REVISED Annex E-1



	REGION 6	ROUTES
1	Iloilo	Aklan, Antique, Capiz, Guimaras, & Iloilo
2	Bacolod	Guimaras, Iloilo, & Negros Occidental
3	Roxas City	Aklan, Antique, Capiz, Guimaras, & Iloilo
4	Kalibo	Aklan, Antique, Capiz, Guimaras, & Iloilo
5	Sagay	Guimaras, Iloilo, & Negros Occidental
6	Antique	Aklan, Antique, Capiz, Guimaras, & Iloilo

	REGION 7	ROUTES
1	Cebu Osmeña	Bohol, Cebu, Negros Oriental, & Siquijor
2	Bogo	Cebu
3	Tagbilaran	Bohol, Cebu, & Siquijor
4	Talibon	Bohol, & Cebu
5	Carcar	Bohol, Cebu, Negros Oriental, & Siquijor
6	Cebu Toledo	Bohol, Cebu, Negros Oriental, & Siquijor
7	Dumaguete	Cebu, Negros Oriental, & Siquijor
8	Bais	Cebu, Negros Oriental, & Siquijor
9	Siquijor (Larena)	Cebu, Negros Oriental, & Siquijor
10	Mandaue	Bohol, Cebu, Negros Oriental, & Siquijor

	REGION 8	ROUTES
1	Catbalogan	Samar, Leyte, Eastern Samar, & Western Samar
2	Ormoc	Leyte
3	Calbayog	Western Samar, Northern Samar & Samar
4	Borongan	Leyte, & Samar
5	Tacloban Leyte	Leyte, & Samar
6	Sogod	Leyte
7	Maasin	Leyte
8	Baybay	Leyte
9	Carigara	Leyte
10	Naval	Leyte

	REGION 9	ROUTES
1	Pagadian	Zamboanga Area (Norte, Sur, Sibugay) & Misamis Occidental
2	Basilan	Entire Basilan Island, Zamboanga Peninsula
3	Bongao	Entire Jolo Island
4	Jolo	Entire Tawi-Tawi Island
5	Zamboanga Main	Zamboanga Area (Norte, Sur, Sibugay) & Basilan
6	Ipil	Zamboanga Area (Norte, Sur, Sibugay)
7	Dipolog	Zamboanga Area (Norte, Sur, Sibugay) & Misamis Occidental
8	Iligan	Lanao Area (Norte & Sur), & Misamis Oriental
9	Ozamiz	Misamis Area (Oriental & Occidental), & Zamboanga del Sur

	<b>REGION 10</b>	<b>ROUTES</b>
1	<i>Butuan</i>	<i>Agusan del Norte, Surigao del Norte, Misamis Oriental</i>
2	<i>Cabadbaran</i>	<i>Agusan del Norte, Surigao del Norte, Misamis Oriental</i>
3	<i>Gingoog</i>	<i>Agusan del Norte, Surigao del Norte, Misamis Oriental</i>
4	<i>Marawi</i>	<i>Lanao Area (Norte &amp; Sur), &amp; Misamis Oriental</i>
5	<i>Surigao</i>	<i>Agusan del Norte &amp; Dinagat Islands</i>
6	<i>Valencia</i>	<i>Bukidnon, Misamis Oriental, Lanao del Sur</i>
7	<i>Velez</i>	<i>Misamis Oriental, Lanao del Norte, Camiguin, &amp; Bukidnon</i>
8	<i>Tubod</i>	<i>Lanao Area (Norte &amp; Sur), &amp; Misamis Oriental</i>
9	<i>Malaybalay Highway</i>	<i>Misamis Oriental, Lanao del Norte, Camiguin, &amp; Bukidnon</i>
	<b>REGION 11</b>	<b>ROUTES</b>
1	<i>Davao Recto</i>	<i>Davao del Sur &amp; Davao del Norte</i>
2	<i>Digos</i>	<i>Davao del Sur &amp; Davao del Norte</i>
	<i>Bislig</i>	<i>Agusan Area (Norte &amp; Sur), &amp; Surigao del Sur</i>
3	<i>San Francisco</i>	<i>Agusan Area (Norte &amp; Sur), &amp; Surigao del Sur</i>
4	<i>Tagum</i>	<i>Davao Area (Norte, Sur, &amp; Oriental), &amp; Compostela Valley</i>
5	<i>Tandag</i>	<i>Agusan Area (Norte &amp; Sur), &amp; Surigao del Sur</i>
	<b>REGION 12</b>	<b>ROUTES</b>
1	<i>Kidapawan</i>	<i>North Cotabato &amp; Davao del Sur</i>
2	<i>Gen. Santos</i>	<i>South Cotabato, Sarangani Province, &amp; Davao del Sur</i>
3	<i>Cotabato City</i>	<i>North Cotabato, Maguindanao, &amp; Sultan Kudarat</i>
4	<i>Koronadal</i>	<i>South Cotabato, Sultan Kudarat, Davao del Sur, &amp; Maguindanao</i>

REVISED Annex E-3

# LAND BANK OF THE PHILIPPINES

SECURITY DEPARTMENT

COSTING MATRIX FOR LEASED ARMORED VEHICLES

Revised Annex F-1

Group	#	LOT #1 - Region 1	6 wheeler 4 Crews	6 wheeler 3 Crews	4 wheeler 4 Crews	4 wheeler 3 Crews
Region 1 Monthly Cost			P	P		P
NLBG	1	Dagupan		2		1
	2	Urdaneta		1		1
	3	Vigan	1			1
	4	Baguio Branch	1	1		1
	5	Batac	1			1
	6	Alaminos	1			
	7	San Fernando La Union	2	1		
	8	Region 1 Buffer AVs	5			
Sub-Total			P	P		P
LOT #1 Sub-Total for One (1) Year			P	P		P
<b>LOT #1 TOTAL</b>						P

Group	#	LOT #2 - Region 2	6 wheeler 4 Crews	6 wheeler 3 Crews	4 wheeler 4 Crews	4 wheeler 3 Crews
Region 2 Monthly Cost			P	P		P
NLBG	1	Catayan	1	1		
	2	Tuguegarao Capitol	3			
	3	Santiago Isabela	2			
	4	Solano	2			
	5	Aparr	2			
	6	Region 2 Buffer AVs	6			
Sub-Total			P	P		P
LOT #2 Sub-Total for One (1) Year			P	P		P
<b>LOT #2 TOTAL</b>						P

REVIEWED  
ANNEX F-2

Group	#	LOT #3 - Region 3	6 wheeler 1 Crews	6 wheeler 3 Crews	4 wheeler 4 Crews	4 wheeler 2 Crews
Region 3 Monthly Cost			P	P		P
CLBG	1	Munoz	1			1
	2	Olongapo	1	1		
	3	Balanga	3			
	4	Sra. Maria				2
	5	Malolos Highway	2	1		
	6	Angeles City		2		
	7	San Fernando Pampanga		3		
	8	Cabatuan	2	1		
	9	Tarlac	1	2		
	10	Iba	1			
	11	Region 3 Buffer AVs	4			
Sub-Total			P	P		P
LOT #3 Sub-Total for One (1) Year			P	P		P
<b>LOT #3 TOTAL</b>						P

Group	#	LOT #4 - Region 4	6 wheeler 4 Crews	6 wheeler 3 Crews	4 wheeler 4 Crews	4 wheeler 2 Crews
Region 4 Monthly Cost			P	P		P
SWLBG	1	Tanalun Batangas	1			2
	2	Batangas City				2
	3	Puerto Princesa		1		
	4	Dasmarinas	1			3
	5	Garita	1	2		
	6	Calapan	1	1		
	7	Mamburao		1		
	8	San Jose		1		
	9	Odiongan		1		
SELBG	10	Lucena City		3		
	11	UPLB	2			1
	12	Calamba				3
	13	Gumaca				2
	14	Sinloan				1
	16	Marinduque		1		
	17	Region 4 Buffer AVs	4			
	Sub-Total			P	P	
LOT #4 Sub-Total for One (1) Year			P	P		P
<b>LOT #4 TOTAL</b>						P

Group	#	LOT #5 - Region 6	6 wheeler 4 Crews	6 wheeler 3 Crews	4 wheeler 4 Crews	4 wheeler 3 Crews
Region 6 Monthly Cost			P	P		P
WVBG	1	Iloilo	2	1		
	2	Bacolod	3			
	3	Roxas City	2			
	4	Kalibo	1			
	5	Antique	2			
	6	Sagay	1			
	8	Region 6 Buffer AVs	5			
Sub-Total			P	P		P
LOT #5 Sub-Total for One (1) Year			P	P		P
<b>LOT #5 TOTAL</b>						P

Group	#	LOT #6 - Region 7	6 wheeler 4 Crews	6 wheeler 3 Crews	4 wheeler 4 Crews	4 wheeler 3 Crews
Region 7 Monthly Cost			P	P		P
EVBC	1	Cebu Osmeña	5			
	2	Bogo	1			
	3	Tagbilaran	3			
	4	Talibon	1			
	5	Caroar	2			
	6	Cebu Toledo	1			
	7	Dumaguete	2			
	8	Mandaus	4			
	9	Bais	1			
	10	Siguilor (Larena)	1			
	11	Region 7 Buffer AVs	3			
Sub-Total			P	P		P
LOT #6 Sub-Total for One (1) Year			P	P		P
<b>LOT #6 TOTAL</b>						P

Revised Annex F-3

Revised

Group	#	LOT #7 - Region 8	6 Wheeler 1 Crews	6 Wheeler 3 Crews	4 Wheeler 4 Crews	4 Wheeler 3 Crews
Region 8 Monthly Cost			P	P		P
<b>EVBG</b>	1	Catbalogan	2			
	2	Orinoc				1
	3	Catbayog				1
	4	Barongan	1			
	5	Tacloban Leye	3			
	6	Sogod				1
	7	Maasin				1
	8	Baybey				1
	9	Naval	1			
	10	Ongera	1			
	11	Region 8 Buffer AVs	5			
Sub-Total			P	P		P
LOT #7 Sub-Total for One (1) Year			P	P		P
<b>LOT #7 TOTAL</b>						P

Annex F-4

Group	#	LOT #8 - Region 9	6 Wheeler 4 Crews	6 Wheeler 3 Crews	4 Wheeler 4 Crews	4 Wheeler 3 Crews
Region 9 Monthly Cost			P	P		P
<b>WMBG</b>	1	Pagadian	2	1		
	2	Basilan	1			
	3	Bongao		1		
	4	Jolo		1		
	5	Zamboanga Main	1			2
	6	Ipil		1		1
	7	Dipolog	1			2
	8	Iligan	1			2
	9	Ozamiz		3		
	10	Region 9 Buffer AVs	3			
Sub-Total			P	P		P
LOT #8 Sub-Total for One (1) Year			P	P		P
<b>LOT #8 TOTAL</b>						P

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Group	#	LOT #9 - Region 10	6 wheeler 4 Crews	6 wheeler 3 Crews	4 wheeler 4 Crews	4 wheeler 3 Crews
Region 10 Monthly Cost			P _____	P _____		P _____
WMBG	1	Gingoog		1		
	2	Marawi				1
	3	Valencia				1
	4	Velez	5			
	5	Tubod				1
	6	Malaybalay Highway	1	1		
EMBG	7	Butuan				1
	8	Cabasaran				1
	9	Sungao				1
	10	Region 10 Buffer AVs	6			
Sub-Total			P _____	P _____		P _____
LOT #9 Sub-Total for One (1) Year			P _____	P _____		P _____
<b>LOT #9 TOTAL</b>						P _____

Group	#	LOT #10 - Region 11	6 wheeler 4 Crews	6 wheeler 3 Crews	4 wheeler 4 Crews	4 wheeler 3 Crews
Region 11 Monthly Cost			P _____	P _____		P _____
EMBG	1	Davao Recto				
	2	Digos				2
	3	Bislig		1		
	4	San Francisco				1
	5	Tagum	4			
	6	Tandag	1			
	7	Region 11 Buffer AVs	6			
Sub-Total			P _____	P _____		P _____
LOT #10 Sub-Total for One (1) Year			P _____	P _____		P _____
<b>LOT #10 TOTAL</b>						P _____

Assisted  
 Annua  
 F-5

Group	#	LOT #11 - Region 12	6 wheeler, 4 Crews	5 wheeler, 3 Crews	4 wheeler, 4 Crews	4 wheeler, 3 Crews
Region 12 Monthly Cost			P	P		P
EMBG	1	Kidapawan	1	1		
	2	Gen. Santos	1			2
	3	Cotabato City	2			
	4	Koronadal	2			1
	5	Region 12 Buffer AVs	6			
Sub-Total			P	P		P
LOT #11 Sub-Total for One (1) Year			P	P		P
<b>LOT #11 TOTAL</b>						P

revised Annex F-4



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**Annex G-1.1**