

BIDS AND AWARDS COMMITTEE
INVITATION TO BID
No. 050-2019

The **METRO ROXAS WATER DISTRICT (MRWD)**, through its Bids and Awards Committee (BAC), invites Security Agencies/Security Service Providers to apply for eligibility and to bid for the hereunder project:

Name of Project: CONTRACT FOR THE PROCUREMENT OF SECURITY SERVICES
Location: MRWD MAIN OFFICE, WATER TREATMENT PLANTS, PUMPING STATIONS AND OTHER INSTALLATIONS
Brief Description: ONE YEAR CONTRACT OF THIRTY-FIVE (35) PERSONS FOR SECURITY SERVICES
Approved Budget for The Contract (ABC): Php 8,306,410.00
Source of Funds: MRWD CORPORATE BUDGET FOR FISCAL YEAR 2019
Mode of Procurement: PUBLIC BIDDING
Contract Duration: ONE (1) YEAR FROM EFFECTIVITY OF THE CONTRACT AND NOTICE TO PROCEED
Delivery of Goods: ONE (1) YEAR FROM EFFECTIVITY OF THE CONTRACT AND NOTICE TO PROCEED

The Eligibility Check/ Screening as well as the Preliminary Examination of Bids shall use non-discretionary “pass/ fail” criteria. In order to qualify in the bidding, a Bidder must have an existing security agency office within Roxas City for at least two (2) years and has no adverse case decided with DOLE and NLRC. Bid Evaluation and Post-qualification will also be conducted to determine the responsiveness of the Lowest Calculated Bidder (LCB).

All particulars relative to Eligibility Statement and Screening, Bid Security, Performance Security, Evaluation of Bids, Post-Qualification and Award of Contract shall be governed by the pertinent provisions of R.A. 9184 and its Revised Implementing Rules and Regulations (IRR).

The schedule of activities is listed, as follows:

<i>Activities</i>	<i>Schedules</i>
1. Advertisement	February 4-11, 2019
2. Issuance of the Bidding Documents	February 4 until at 8:45 A.M. of February 27, 2019
3. Pre-Bid Conference	February 12, 2019 at 9:00 a.m
4. Deadline for the Submission, Opening and Examination of Bids	February 27, 2019 at 9:00 a.m
5. Evaluation of Bids	February 28, 2019
6. Post-qualification of Bid	March 1-4, 2019

The Bid Documents will be available to prospective Bidders from the address stated below only upon payment of a non-refundable amount of Ten Thousand Pesos (Php10,000.00). The Bidding Documents shall be received personally by the prospective Bidder or his duly authorized representative. Accreditation fee is required to interested bidder/s of a non-refundable amount of One Thousand Pesos (Php1,000.00).

It is highly recommended that interested bidder/s should attend the Pre-bid Conference in order to avail all the necessary information of the bidding at hand and be guided with the preparation of the Technical and Financial components of the contract.

A bidder must have at least one (1) single largest contract equivalent to or at least fifty percent (50%) of the ABC for the last five (5) years which is similar in nature to the goods being offered.

The MRWD assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of the bid. The MRWD also reserves the right to accept or reject any bid, to declare

the bidding a failure, not to award the contract, without thereby incurring any liability to the affected bidders. Furthermore, the MRWD reserves the right to waive any minor defects or informality and to accept the proposal most advantageous to the District.

All bidders are requested to download in the Philippine Government Electronic Procurement System (PhilGEPS) the invitation to bid and the bidding documents, in compliance with Section 37.1.6 of the Revised Implementing Rules and Regulation (IRR) of R.A. No. 9184 for the posting of Notice to Award.

Approved by:

ATTY. DANTE A. ARCANJELES

BAC Chairperson

Address: **Metro Roxas Water District**
MRWD Bldg., Km. 1, Roxas City, Capiz

Contact Person: **Marjorie Alvarez Dela Cruz**
Head, BAC Secretariat
Tel. No. (036) 6210-737 or 6210-044 Local No. 125
Tele Fax No. (036) 6217-492 or 6217-382
Email Address: marjorie.delacruz@metroroxaswd.gov.ph

Place(s) of Publication: **PhilGEPS and MRWD Website (<http://metroroxaswd.gov.ph>) and BAC Bulletin Board**

BIDS & AWARDS COMMITTEE

Checklist of Requirements for Bidders

ELIGIBILITY & TECHNICAL REQUIREMENTS (TECHNICAL COMPONENTS) AND FINANCIAL REQUIREMENTS (FINANCIAL COMPONENTS) FOR THE PROCUREMENT OF SERVICES IN ACCORDANCE WITH THE REVISED IMPLEMENTING RULES AND REGULATIONS (IRR) OF R. A. 9184

Name of Project: **Contract for the Procurement of Security Services**

Approved Budget for the Contract for the One (1) Year: **Php8,306,410.00**

Pre-bid Conference: **February 12, 2019 at 9:00 A.M.**

Deadline for the Submission, and Opening of Bids: **February 27, 2019 at 9:00AM**

Delivery Period of Services: **One (1) Year from Effectivity of the Contract and Notice to Proceed**

First Envelope (Technical Proposal)

Eligibility Requirements:

1. Valid Registration Certificate from Security and Exchange Commission (SEC) for corporation and partnership; Department of Trade and Industry (DTI) for sole proprietorship; Cooperative Development Authority (CDA) for cooperatives; or any proof of registration with Articles of Incorporation, Partnership, whichever is applicable and appropriate including amendments thereto, under existing laws of the Philippines;
2. Valid Mayor's Permit/Municipal License issued by the city or municipality where the principal place of business of prospective bidder is located;
3. Valid BIR Registration Certification which contains the Taxpayer's Identification Number;
4. Statement of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid: and

Statement of the Bidder's single largest completed contract (SLCC) similar to the contract to be bid, in accordance with ITB Clause 5.4, within the relevant period as provided in the **BDS**. A bidder must have at least one (1) single largest contract equivalent to or at least fifty percent (50%) of the ABC for the last five (5) years which is similar in nature to the services being offered:

The statement shall include, for each contract, the following:

- (1) name of the contract;
- (2) date of the contract;
- (3) contract duration;
- (4) owner's name and address;

- (5) kinds of Services;
- (6) For Statement of Ongoing Contract – amount of contract and value of outstanding contracts;
- (7) For Statement of SLCC – amount of completed contracts, adjusted by the Bidder to current prices using PSA's consumer price index, if necessary for the purpose of meeting the SLCC requirement;
- (8) date of delivery; and
- (9) end user's acceptance or official receipt(s) or sales invoice issued for the contract, if completed, which shall be attached to the statements.

For the procurement of services, a contract shall be considered "similar" to the contract to be bid if it involves Services of the same nature and complexity as those, which are the subject of the public bidding concerned.

5. Audited financial statements, stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions, showing, among others, the prospective bidder's total and current assets and liabilities for the preceding calendar year, which should not be earlier than two (2) years from bid submission;
6. Net Financial Contracting Capacity (NFCC) computation which must be at least equal to the Approved Budget for the Contract (ABC) in accordance with ITB Clause 5.5 or a committed Line of Credit from a universal or commercial bank which must be at least equal to ten percent (10%) of the ABC;
7. Valid Tax clearance per E.O. 398, s.2005, as finally reviewed and approved by the BIR (GPPB Res.21-203, 30 July 2013);
8. Valid PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or post, which shall submit their eligibility documents under Section 23.1 of the IRR, provided, that the winning bidder shall register with the PhilGEPS in accordance with Section 37.1.4 of the IRR;
9. If applicable, the JVA, in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners in accordance with Section 23.1 (b) of the IRR;

Technical Requirements:

10. Bid Security in accordance with ITB Clause 18. Bidders may submit the **Bid Securing Declaration (BSD)** or any bid security acceptable forms in the Bidding Documents the amount of which shall be not less than the percentage of the ABC in accordance with the following schedule:

Form of Bid Security	Amount of Bid Security (Equal to Percentage of the ABC)
Cash or cashier's/manager's check issued by a Universal or Commercial Bank;	Two percent (2%) = Php166,128.20
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;	

Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security;	Five percent (5%) = Php415,320.50
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11. Conformity with the technical specification as enumerated and Specified in Section VI (Schedule of Requirements) and Section VII (Technical Specifications) of the bidding documents;
12. Duly Notarized Omnibus Sworn Statement in accordance with Section 25.3 of the Revised IRR of RA 9184 and using the form prescribed in Section VIII. Bidding Forms;
13. Duly Notarized Authority of the Signatory:
 - a.) For Sole Proprietorship- "Special Power of Attorney" issued by the proprietor granting full power and authority to do, execute and perform any and all acts necessary for the bidding at hand;
 - b.) For Corporation, Cooperative, or Joint Venture- "Secretary's Certificate" issued by the Corporate Secretary indicating the Board Resolution No., if any, granting full power and authority to do, execute and perform any and all acts necessary for the bidding at hand; or
 - c.) For Partnership – a "Joint Special Power of Attorney (SPA)" issued by concerned Partners granting full power and authority to do, execute and perform any and all acts necessary for the bidding at hand.
14. Duly signed Production/ Delivery schedule indicating its commitment to deliver the Services within one (1) year from the effectivity of the Contract and Notice to Proceed;
15. Duly signed Technical Offer with the following complete data: item number, unit, item description, quantity, remarks (Complying or non-complying), reference/brand/manufacturer's name of the services offered, printed name and signature of the authorized signatory and its designation;
16. Permit to Operate or Business Permit issued by the Roxas City Government for year 2017 and 2018 as evidence that the Security Agency has an existing office within Roxas City for at least Two (2) years;
17. Valid License to Operate issued by Philippine National Police (PNP), original or certified true machine copy;
18. Valid Certificate of Good Standing issued by Regional Cadet Support Unit(RCSU) and/or Security and Agency Guard Unit (SAGU);
19. Valid Certification issued by Department of Labor and Employment (DOLE) that the Security Agency has no adverse case decided against the bidder before the office of DOLE Region VI (the date of issuance must not be earlier than January 2019);
20. Valid Certification issued by the National Labor Relations Commission (NLRC) Region VI Office that the Security Agency has no adverse case decided against the bidder before the Commission with attached official receipt (the date of issuance must not be earlier than January 2019);

21. Original Copy of Social Security System (SSS) Clearance Certificate for the 4th quarter of fiscal year 2018 issued by SSS National Office (any delinquent remittances shall be valid ground for the disqualification of bids);
22. PHILHEALTH Insurance Corporation Contribution Remittance Certificate for the 4th of fiscal year 2018 issued by the PhilHealth Region VI Office (any delinquent remittances shall be valid ground for the disqualification of bids);
23. Pag-Ibig Fund Contribution Remittance Certificate to be issued by Region VI Office indicating the payments of their security guards for the 4th of 2018 (any delinquent remittances shall be valid ground for the disqualification of bids);
24. Complete Organizational Set-up indicating the names and positions;
25. Number of valid licensed Firearms with attached original or true machine copy of the firearm licenses certified by the PNP Regional or Provincial Office;
26. Number and Kind of Communication Devices duly licensed by the National Telecommunication Commission (NTC)
27. Number and Kind of Motor Powered Vehicles duly certified by the Security Agency.
28. Number of Licensed Guards duly certified by the Agency.
29. Certification detailing pertinent information in the recruitment selection criteria of the security by the agency;
30. Certification of compliance regarding the guidelines on the procurement of security under the IRR 9184;
31. Duly Notarized Disposition of Troops;
32. Complete Security Plan for the following MRWD installations:
 1. MRWD Main Office, Km. 1, Roxas City;
 2. Water Treatment Plant, Brgy. Salocon, Panit-an;
 3. Old Paslang Pumping Station/Warehouse/Quarters, Brgy. Paslang Panit-an;
 4. Bahit Water Treatment Plant, Brgy. Bahit, Panit-an;
 5. Old Water Treatment Plant/Reservoir, Brgy. Lawa-an, Roxas City;
 6. Arcabalo Pumping Station, Arcabalo, Roxas City;
 7. Arcabalo Reservoir, Arcabalo Roxas City; and
 8. Pan-ay sub-office or other sub-offices as deem necessary.
 9. Cabugao Pumping Station, Cabugao, Roxas City
33. Complete Set of Security Guard Type "A" Uniform with the following complete paraphernalia:
 - a. White Long Sleeve Uniform (marine cut);
 - b. Navy Blue Long Pants (marine cut);
 - c. Piercing Cap with Visor;

- d. Collar Pins;
- e. Necktie with Pin;
- f. Lanyard;
- g. Whistle;
- h. Agency Logo Shoulder Patch;
- i. Name Cloth;
- j. Agency Patch (breast)
- k. Garrison Belt;
- l. Security Belt;
- m. Holster;
- n. Flashlight with Holder;
- o. Night Stick/Baton with Holder;
- p. Medicine Pack with Medicine Kit;
- q. Black Shoes;
- r. Security Badge;
- s. Handcuffs;
- t. Tickler with Writing Pen;
- u. Tear Gas;
- v. Ammo Loop.

- 34. Certificate of Site Inspection to be signed by the Division Manager of General Services Division;
- 35. Valid Certificate of Registration issued by Department of Labor and Employment (DOLE) – Department Order No. 174, s.2017.

(NOTE: The Administrative Fee is not less than ten (10%) percent of the Total Reimbursable Cost)

Second Envelope (Financial Proposal)

- 1. Duly signed Financial Proposal Form with the following data:

- 1. Security Agency/ Company's name;
- 2. Address of the company or office address;
- 3. Date;
- 4. Unit Price for each item;
- 5. Total Price per item;
- 6. Total Bid Proposal in figure;
- 7. Amount in words of the Total Bid Financial Proposal;
- 8. Supplier's name
- 9. Supplier's signature over printed name
- 10. Designation in the company of the signatory;
- 11. Tax Identification Number (TIN)
- 12. Date signed; and Telephone or Fax No.

- 2. Duly signed Bid Form.

- 2. Complete Cost Distribution per Guard/Personnel:

		SG	SO
Daily Wage (DW) for 8-Hour Shift	=	₱ 350.00	₱ 416.50
a. Amount to Guard (Direct Labor)			
1. Average Pay/ month	=	₱11,477.08	₱13,657.73
2. Night Differential	=	382.57	455.26

3. 13 th Month Pay	=	887.15	1,055.71
4. 5 Days Incentive Leave	=	152.08	173.54
5. COLA (15.00 x377 days/12 mos.	=	471.25	
6. Uniform Allowance (R.A. 5487)	=	100.00	100.00
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		₱13,470.13	₱15,442.24

b. Amount to Gov't. in favor of Guard (Indirect Labor)

1. Retirement Benefit (R.A. 7641)	=	₱656.25	₱780.94
2. SSS Premium	=	920.80	994.50
3. Philhealth Contribution	=	157.81	375.59
4. State Insurance Fund	=	10.00	10.00
5. Pag-Ibig Fund	=	100.00	100.00
		-----	-----
		₱ 1,844.86	₱2,261.03
		=====	=====
Total Amount to Guard and Gov't.	=	₱15,314.99	₱17,703.27

c. Agency Fee with Value Added Tax (VAT) will be in full discretion of the bidder.

1. Administrative Overhead (24%)	=	₱3,944.88	₱3,184.58
2. VAT (12% of Administrative Overhead)	=	473.39	382.15
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		₱ 4,418.27	₱3,566.73
		=====	=====
Contract Price per Guard/Personnel	=	₱19,733.26	₱21,270.00

Note:

1. The Checklist of Requirements for Bidder's shall form part of the bidding documents. Any discrepancy among the list of requirements indicated in Section II of the bidding documents and the Checklist of Requirements for Bidder's, the latter shall prevail.
2. Participating bidders are required to use/follow the prescribed forms issued upon purchase of the bidding documents.
3. Bidders must submit one (1) original copy and three (3) certified copies for each of the required documents.

For guidance and information of all concerned.

ATTY. DANTE A. ARCANGELES
Chairman
Bids and Awards Committee

PURCHASE REQUEST
METRO ROXAS WATER DISTRICT

Department: ADMINISTRATIVE SERVICES AND FINANCE

PR No.:

99-01-008

Section: GENERAL SERVICES

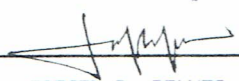
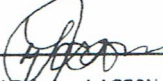
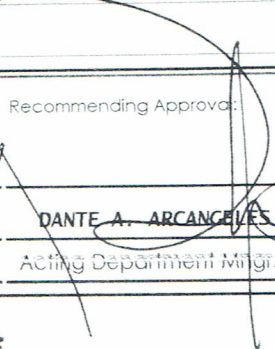
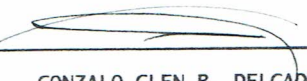
Date:

January 14, 2019

Stock Number	Unit	Item Description	Quantity	Estimated Unit Cost	Estimated Total Cost
1	person	Security Guard	35		8,306,410.00
		One (1) Chief Security Officer			
		one (1) Lady Guard			
		Thirty-Three (33) Male Security Guards			
		: Licensed/ Qualified (Republic Act. No. 5487)			
		: In prescribed type "A" uniform with complete paraphernalia			
		Security Services for MRWD main building, facilities and other installation, at 8-hour shift for One (1) year (from May 2019 to April 2020)			
		34 SG @ 19,733.26 = 670,930.84 x 12 = P8,051,170.00			
		1 SO @ 21,270.00 = 21,270.00 x 12 = P255,240.00			
		P8,306,410.00			
		2 units of NTC Licensed Mobile Base Radio			
		8 units NTC Licensed Handheld Radio			
		2 units Metal Detector			
		14 units Licensed 12 Gauge, Shotgun			
		3 units Licensed Caliber 38, Revolver			
		1 unit Motor Service Vehicle for monitoring and inspection			
		-----Nothing follows-----			
				TOTAL	8,306,410.00

Purpose: Security Services

Asset Code: 797 | 5 0212 080

	Requested by:	Checked by:	Recommending Approval:	Approved by:
Signature:				
Name:	JOECEL B. BELVIS	ZALDY A. LACSON	DANTE A. ARCANGEL	GONZALO GLEN B. DELGADO
Designation:	Admin. Services Chief C.	Division Manager B	Acting Department Mngr.	General Manager B

**THIS IS TO CERTIFY THAT THE
ITEMS STATED ABOVE ARE INCLUDED ^{PB}
IN THE APP~~2019~~ OF THIS OFFICE. ^{PS}**


SHALMAHR B. VITO
SUPERVISING PROCUREMENT OFFICER