



Republic of the Philippines
DEPARTMENT OF AGRICULTURE WESTERN VISAYAS
Hamungaya, Brgy. Buntatala, Jaro, Iloilo City
westernvisayas@mail.da.gov.ph | (033) 336-4221

INVITATION TO BID FOR THE PROCUREMENT OF SECURITY SERVICES OF 32 SECURITY GUARDS

1. The **Department of Agriculture-Western Visayas**, through the **National Expenditure Program 2024 (Early procurement short of award)** intends to apply the sum of **Seven Million Six Hundred Fifty Four Thousand Nine Hundred Sixteen Pesos and 16/100 (Php7,654,916.16)** being the ABC to payments under the contract for **Procurement of Security Services of 32 Security Guards /IB 2024-016 (GAS)**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **Department of Agriculture-Western Visayas** now invites bids for the **Procurement of Security Services of 32 Security Guards** with the following specifications:

Security Services of 32 Security Guards for the Period of April to December 2024

BPI Compound/DA Operations Compound	4 SGs
WESVIARC	4 SGs
Cabatuan Station	1 SGs
Sta. Barbara Station	2 SGs
Calinog Station	1 SG
Sigma Station	1 SG
Patnongon Station	2 SGs
Dumarao Station	1 SG
La Carlota Station	2 SGs
DA Bacolod Satellite Office	3 SGs
Himamaylan Breeding Station	1 SG
Admin. Regional Office @ WESVIARC, Compound	3 SGs
Guimaras Station	2 SGs
Soils Compound	3 SGs
New DA Western Visayas Building	2 SGs

TERMS OF REFERENCE:

Basic Requirements:

Required qualifications of Security Guards (SGs)

- a. Must be a Filipino Citizen;
- b. Completion of at least two-year College Education or equivalent Vocational Course;
- c. Has undergone training on Gun Safety and Handling and First Aid within one (1) year prior to actual deployment;
- d. Has undergone Neuro and Drug Testing within two (2) months prior to actual deployment
- e. Not less than 22 not more than 45 years old;



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- f. At least 5'4" in height
- g. Must submit Personal Data Sheet;
- h. Must possess a Security Guard License which is valid within the duration of the contract; and,
- i. The agency must issue a certificate that the guards to be deployed have no criminal or pending criminal case based on Barangay, Police and NBI Clearance.

PADPAO Prescribed uniform:

- a. Head gear
- b. Service shirt
- c. Service trousers
- d. Service belt
- e. Footwear

Equipment and Accessories:

- a. Nightstick/baton
- b. Whistle
- c. Timepiece (synchronized)
- d. Writing pen
- e. Notebook and duty list
- f. Flashlight
- g. First aid kit
- h. Service Firearms (long firearms for Stations assignment)
- i. Communications equipment (2-way radio and mobile phone) appropriate to designated posts
- j. Roving motorcycle with side car for WESVIARC
- k. Rain coat & Umbrella

OTHER REQUIREMENTS:

- a. A Sub-Office shall be established within Region VI, if main office is outside the Region;
- b. The Inspector of the agency must conduct monthly routine schedule of monitoring and inspection of assigned guards. He must submit his mobile contact number to the Chief of the General Services Section of DA Western Visayas for coordination and feedbacking;
- c. The armory of the agency must have at least 10 standby licensed firearms and ammunitions;
- d. Prompt and updated remittance of the employer and employee's share of the following mandatory deductions: Retirement Benefit (RA 7641), SSS Premium, PhilHealth Contribution, State Insurance Fund and PAG-IBIG Fund;
- e. Security Agency must abide with the minimum wage due to each guard as provided by the Regional Tripartite Wages and Productivity Board and PADPAO rate;
- f. Agency is paying salaries and benefits regularly on schedule.



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- g. Inform in writing the chief of General Services every reliever, replacement and reshuffling of guards within 48 hours before deployment, subject to compliance of other Terms & Conditions; and
- h. There must be designated head guard to station with at least 3 assigned Guards.
- i. Firearms license

INSTRUCTIONS:

- 1. Please refer to the attached Terms of Reference for the prospective bidder to determine the qualifications of the Security Guards
- 2. In the Cost Distribution Per Month which shall form part of the Financial Document, the standard Administrative or Agency Fee must not be less than 20% of the Total Contract Cost in accordance with the DOLE Department Order No. 150-16, Series of 2016, the 12% VAT being dependent upon the agency fee pursuant to RMC-39-2007
- 3. If the prospective bidder made an offer less than the amount to Guard and Government, it shall be automatically considered as non-complying and indicated in the latest PADPAO rate.

Posting of Guards is required from April 1 to December 31, 2024.

Bidders should have completed, within three (3) years (**2020-present**) from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).

- 3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
- 4. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

The prospective Bidder must be registered in the PhilGEPS.

Prospective Bidders may obtain further information from **Department of Agriculture-Western Visayas** and inspect the Bidding Documents at the address given below during office hours, **8:00 a.m. to 5:00 p.m.**

- 5. A complete set of Bidding Documents may be acquired by interested Bidders on **December 7, 2023 – December 28, 2023** from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Ten Thousand Pesos (Php10,000.00)**.



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The Procuring Entity shall allow the bidder to present its proof of payment for the fees to be presented **in person**.

6. The **Department of Agriculture-Western Visayas** will hold a Pre-Bid Conference at **8:30 a.m. on December 15, 2023** at the **RCPC Library, RCPC Building, DA WESVIARC Compound, Hamungaya, Brgy. Buntatala, Jaro, Iloilo City**, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through **manual submission** at the office address indicated below on or before **8:30 a.m. on December 28, 2023**. Late bids shall not be accepted.
8. All Bids must be accompanied by a Bid Securing Declaration **or** Bid Security in the amount of any of the acceptable forms and in the amount of **Php153,098.33** (if the bid security is in the form of cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit) **or** **Php382,745.81** (if the bid security is in the form of surety bond).

In lieu of a bid security, the bidder may submit a duly notarized **Bid Securing Declaration** that is an undertaking which states, among others, that the bidder shall enter into contract with the procuring entity and furnish the required performance security within 10 calendar days from receipt of the notice of award, and committing to pay the corresponding fine and be suspended for a period of time from being qualified to participate in any government procurement activity in the event that it violates any of the conditions stated therein as required in the guidelines issued by the GPPB.

9. Bid opening shall be at **8:30 a.m. on December 28, 2023** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The **Department of Agriculture-Western Visayas** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. **Department of Agriculture-Western Visayas** does not condone any form of solicitation on any prospective winning and losing bidders by any of our staff/employees or any other party. Any sort of this kind shall be reported immediately to the office of the Secretary or the National Bureau of Investigation (NBI) for entrapment and proper investigation.



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12. For further information, please refer to:
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BAC Chairperson
DA-WESVIARC Compound
Brgy. Buntatala, Jaro, Iloilo City
Tel. No. (033) 320-23-73
Fax No. (033) 320-94-69
www.westernvisayas.da.gov.ph
dareg6bac@yahoo.com
13. You may visit the following websites:
For downloading of Bidding Documents: PhilGEPS

December 7, 2023

Zarlina B. Cuello
BAC Chairperson