



Republic of the Philippines
Professional Regulation Commission
Cordillera Administrative Region



REGIONAL BIDS AND AWARDS COMMITTEE

Date: March 7, 2025

RFQ No.: 2025-03-033

REQUEST FOR QUOTATION
PROVISION OF SECURITY SERVICES (FY 2025-2027)

Dear Sir/Madam:

The Professional Regulation Commission-Cordillera Administrative Region (PRC-CAR) Regional Office, through the Regional Bids and Awards Committee, is inviting interested service providers for the **PROVISION OF SECURITY SERVICES (FY 2025-2027)**, for a period of two (2) years and nine (9) months covered by a Multi-Year Contractual Authority (MYCA) from April 1, 2025 to December 31, 2027, under Negotiated Procurement-Two Failed Biddings. The Approved Budget for the Contract (ABC) is **One Million One Hundred Nineteen Thousand One Hundred Seventy-seven Pesos (Php1,119,177.00)**.

The Negotiated Procurement for the Provision of Security Services (FY 2025-2027) will be undertaken in accordance with Section 51.3 of the 216 Revised Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the "Government Procurement Reform Act" and related issuances. Interested service providers are invited to submit an accomplished sealed quotation to the Regional Bids and Awards Committee Secretariat, Pine Lake View Building, No. 09 Otek Street corner Benjamin R. Salvosa Drive, Rizal Monument, Baguio City.

I. TERMS AND CONDITIONS:

- Price quotation/s, to be denominated in Philippine peso shall be inclusive of VAT and all applicable taxes and fees payable, and must be valid for a period of one hundred twenty (120) calendar days from the date of the opening of quotations.
- The RBAC reserves the right to re-compute the detailed costs presented by the bidder in order to reflect the true and actual amount of the bid.
- All bid prices for the duration of the Contract shall be fixed and shall not be adjusted during contract implementation, except for the following:
 - Increase in minimum daily wage pursuant to law or new wage order issued after date of bidding,
 - Increase in taxes; and
 - If during the term of the contract the procuring entity sees the need for an increase or decrease in the number of security guards, the resulting cost of said increase or decrease, provided that the ABC for the relevant year is not exceeded.
- In case of conflict between the price expressed in words and the price in figures, the one expressed in words will prevail.

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- In case of tie, the Lowest Calculated Quotation (LCQ) shall be determined through draw lots.
- All quotations exceeding the Approved Budget for the Contract shall be automatically rejected.
- Award of Contract shall be made to the Single/Lowest Calculated and Responsive Quotation (SCRQ/LCRQ) with the lowest quotation that complies with the terms and conditions and technical specifications stated herein.
- The bidder must ensure timely delivery of the requirements from the date of receipt of Notice to Proceed, subject to liquidated damages as prescribed in RA 9184 and the 2016 Revised Implementing Rules and Regulations for non-compliance.
- This RFQ must be accomplished completely and accurately and duly signed by the bidder's authorized representative.
- The contents of this RFQ shall not be altered in any way. Any erasure or overwriting herein shall be valid only if they are properly signed by the bidder's authorized representative.
- Bids that fail to comply with the minimum documentary requirements to be submitted during the Opening of Bids shall be automatically disqualified and shall not be included in all subsequent stages of the procurement process.
- Interested prospective service providers who are legally, technically and financially capable shall refer to the following schedule of activities and instructions:

The PRC-CAR will hold the Negotiation for interested service providers on **March 13, 2025 at 10:00 AM** at the Confidential Printing Room, 5th Floor, PRC-CAR Regional Office, Pine Lake View Building, No. 09 Otek St. corner Benjamin R. Salvosa Drive, Rizal Monument, Baguio City or via videoconferencing. For proper coordination, all interested service providers are hereby required to submit a Letter of Intent to Participate via email to prcbaguio.regionalbac@gmail.com on or before March 12, 2025.

Bid opening shall be on **March 19, 2025 at 10:01 AM** therefore, Quotation and Documentary Requirements must be received by the RBAC Secretariat at the address given below on or before **March 19, 2025 at 10:00AM** (*Philippine Standard Time*). **Late bids (submitted at 10:01AM onwards) shall not be accepted.**

The sealed envelopes shall be submitted to:

MARY JANE T. PORTE
 RBAC Secretariat
 Professional Regulation Commission – CAR Regional Office
 Pine Lake View Building
 No. 09 Otek Street corner Benjamin R. Salvosa Drive, Rizal Monument
 2600 Baguio City

II. SCHEDULE OF REQUIREMENTS:

- The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item No.	Description	Total Quantity	Delivered Weeks/months
1.0	The Security Agency shall provide Security Guards	4 Security Guards	4 guards shall be deployed at PRC-CAR offices upon issuance of Notice to Proceed
2.0	The Security Agency shall ensure, on its account, all equipment necessary for the performance of its obligations under the contract, including the following:		Upon Notice to Proceed
2.1	Firearms (.38 cal, Revolver or 12-gauge shotgun) with one basic load, at the rate of one (1) unit per security guard on duty or as determined by the peace and order security conditions in the area of assignment, if on duty;	One (1) unit	Upon Notice to Proceed
2.2	Logbooks on the station;	Two (2) booklets	Upon Notice to Proceed
2.3	One (1) heavy duty flashlight per each security guard on duty;	One (1) unit per Security Guard on duty	Upon Notice to Proceed
2.4	One (1) nightstick per security guard on duty;	One (1) unit per Security Guard on duty	Upon Notice to Proceed
2.5	Three (3) Handheld Radio/Transceiver with minimum range of one (1) kilometer;	Three (3) units	Upon Notice to Proceed
2.6	Sixteen (16) units bullet-type/ dome-type CCTV camera with complete accessories and equipment.	16 units	Upon Notice to Proceed

Notes:

1. All equipment and accessories shall be on account of the Security Agency and shall not be charged against the security guards.
2. The maintenance, repair, loss and replacement of tools and equipment necessary and incidental to the performance of obligations herein required shall be for the account of the Service Contractor.

**ACKNOWLEDGEMENT AND COMPLIANCE
WITH THE TERMS OF REFERENCE FOR THE
PROVISION OF SECURITY SERVICES (FY 2025-2027)**

SIGNATURE OVER PRINTED NAME OF BIDDER OR
AUTHORIZED REPRESENTATIVE,
DESIGNATION AND PRINTED NAME OF COMPANY

(Handwritten signatures in blue ink)

III. TECHNICAL SPECIFICATIONS:

After having carefully read, understood and accepted the Terms and Conditions, I hereby submit my quotation in accordance with the following Technical Specifications:

Item No.	Specification	Statement of Compliance
I. SCOPE OF SERVICES AND REQUIREMENTS		
A. Security Agency		
1	The security service requirement of the Professional Regulation Commission-Cordillera Administrative Region (PRC-CAR) shall be for the purpose of maintaining security and safety within its premises. The security service requirement is needed for the protection and guarding of its properties from theft, robbery, arson, destruction or damage as well as protecting its officials, employees, visitors and the transacting public from assault, harassment, threat or intimidation through enforcement and implementation of plans, policies, rules and regulations relative to the maintenance of security and safety.	
2	In the course of protecting the PRC-CAR's officials, employees, visitors and transacting public, the Security Agency through a security plan shall enforce the clearing of fixers, unauthorized vendors, nuisances, non-transacting public and the like.	
3	The Security Agency shall have at least three (3) years of experience in providing security services to public or private entities.	
4	The Security Agency shall provide the PRC-CAR with qualified and trained Security Guards to, at all times, maintain security and safeguard the offices, records and properties within the premises of the PRC-CAR, as well as to provide protection for its officials, employees, visitors and transacting public.	
5	The Security Agency shall ensure, on its account, all equipment necessary for the performance of its obligations under the contract, including the following:	
	5.1 Firearms (.38 cal. Revolver and/or 12- gauge shotguns) with one basic load, at the rate of one (1) unit per security guard on duty or as determined by the peace and order and security conditions in the area of assignment, if on duty;	
	5.2 Logbooks at the station;	
	5.3 One (1) heavy duty flashlight per security guard on duty;	
	5.4 One (1) nightstick per security guard on duty;	
	5.5 Three (3) Handheld Radio/Transceiver with minimum range of one (1) kilometer which shall be duly registered at the National Telecommunication Commission;	

	<p>5.6 Provision and installation of CCTV cameras to be properly distributed and installed in all office spaces, with complete accessories and equipment, including moulding of cable wires. Minimum requirements: Sixteen (16) units bullet-type/ dome-type CCTV camera, one (1) unit Digital Video Recorder (16 channels) with a total of eight (8) terabyte hard drive (4TB installed hard drive plus 4TB external hard drive to back-up footages), power-over Ethernet (PoE). The service includes reinstallation in case of transfer to new office space or location should there be new contract of lease of office space during the implementation of the contract of security service.</p>	
<p>6</p>	<p>The Security Agency shall be liable and answerable to the PRC-CAR for damages or losses within its premises and for such actions which directly prejudice the integrity, efficiency, and effectiveness of the PRC-CAR, its operation, and its officials and employees, caused by or due to the negligence and/or misdemeanour or the Security Agency personnel but not for any loss, damage or harm due to any fortuitous event, force majeure or causes beyond the control of the Security Agency personnel.</p>	
<p>7</p>	<ol style="list-style-type: none"> 1. The Security Agency shall provide four (4) security guards to be posted at PRC-CAR offices or in its official business addresses as may be determined during the course of procurement of office space. 2. The two (2) security guards shall render on a twenty-four (24) hour and daily basis, divided into two (2) shifts or twelve (12) hours per shift, unless otherwise approved by PRC-CAR in meritorious cases. The other two (2) guards, including one (1) lady guard, shall be stationed at the public and transaction areas during office hours. 3. Additional guards and overtime services may be deployed upon request of the PRC-CAR in case of security emergencies or as the exigency of the service so requires, of which shall be billed separately subject to existing budget, accounting and auditing requirements. The Monthly Detail Schedule with respect to the deployment of guards shall be subject to the approval by PRC-CAR. 	
<p>B. Security Personnel</p>		
	<p>The Security Agency shall provide four (4) Security Guards to be deployed in accordance with the following Schedule of Requirements:</p>	

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Item No.	Description	Total Quantity	Delivered Weeks/months
1.0	The Security Agency shall provide Security Guards	4 Security Guards	4 guards shall be deployed at PRC-CAR offices upon issuance of Notice to Proceed
2.0	The Security Agency shall ensure, on its account, all equipment necessary for the performance of its obligations under the contract, including the following:		Upon Notice to Proceed
2.1	Firearms (.38 cal, Revolver or 12-gauge shotgun) with one basic load, at the rate of one (1) unit per security guard on duty or as determined by the peace and order security conditions in the area of assignment, if on duty;	One (1) unit	Upon Notice to Proceed
2.2	Logbooks on the station;	Two (2) Booklets	Upon Notice to Proceed
2.3	One (1) heavy duty flashlight per each security guard on duty;	One (1) unit per Security Guard on duty	Upon Notice to Proceed
2.4	One (1) nightstick per security guard on duty.	One (1) unit per Security Guard on duty	Upon Notice to Proceed
2.5	Three (3) Handheld Radio/Transceiver with minimum range of one (1) kilometer;	Three (3) units	Upon Notice to Proceed
2.6	Sixteen (16) units bullet-type/ dome-type CCTV camera with complete accessories and equipment.	16 units	Upon Notice to Proceed

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2	The Security Guards shall perform security, and whenever necessary, investigation and escort services, subject to the terms and conditions stipulated herein, and provided that in the event additional guards may be needed, a request and payment shall be made, subject to the availability of funds.	
3	The Security Guards to be deployed by the Security Agency shall have the following qualifications and requirements:	
	a) Completion of at least high school education;	
	b) At least one (1) year experience;	
	c) NBI, Police, Barangay and other relevant clearance by local and national authorities;	
	d) Valid PNP-SAGSD license;	
	e) Neuro-psychiatric clearance, drug test and medical certificates;	
	f) Not assigned to any private organizations or enterprises whose interest is in conflict or adverse to that of PRC-CAR such as but not limited to review centers and the like.	
	g) Not related to any Professional Regulatory Board or PRC official/employee (regular, casual, contractual, job order or service contractor) within the third degree or affinity or consanguinity.	
C. Salaries and Benefits		
1	The Security Agency, as the principal employer, must warrant that it is fully knowledgeable of and compliant with the pertinent provisions of the Labor Code as it pertains to the minimum wage and provisions of the SAGSD-PADPAO current Wage Orders to ensure the adequacy of the compensation of its guards.	
2	The Security Agency shall pay each of the Security Guards the monthly salaries and other fringe benefits in accordance with the Labor Code of the Philippines and SAGSD-PADPAO rates, other pertinent laws, decrees, letters of instructions and other existing orders governing private security employment. The Security Agency shall submit duly notarized Monthly or Quarterly reports of remittances (SSS, PhilHealth, Pag-IBIG and ECC) to the Commission, copy furnished PRC-CAR, in support of its claims for payment.	
D. Supervision and Administration		
1	There shall be no employer-employee relationship between PRC-CAR and the Security Agency. It is expressly understood and agreed that the Security Guards shall, in no case be considered as employees of PRC-CAR but shall remain as employees of the Security Agency. As such, the Security Agency shall warrant faithful compliance with all the laws, rules and regulations pertaining to employment in the private sector, which are now existing or may thereafter be enacted, including but not limited to the minimum wage, social security, compensation and medical requirements.	
2	The Security Agency shall further warrant that PRC-CAR shall, in no case, be held answerable, accountable or responsible for any accident, injury or death which may be suffered by any of its security guards in the course of the performance of their duties as such.	

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N *mm*

mm *Y*

3	The Security Agency shall ensure that guards deployed have acceptable background and training in customer relations, crowd control, bombs and explosives, disaster management, investigation, fire-fighting and safety, and other related competencies, whichever is applicable;	
4	The Security Agency shall further ensure that guards deployed shall be oriented on PRC-CAR functions, policies, operations, security regulations, subject to interview by the Commission prior to actual deployment ;	
5	The Security Agency shall designate a security guard who shall perform the following: a. Liaise between the Security Agency and PRC-CAR; b. Perform investigation and other related duties; and c. Perform administrative functions including report preparation, verification of Daily Time Records, preparation of duty/shift schedules, etc.	
6	PRC-CAR shall have the right to select, change or refuse any security guard assigned to it by the Security Agency including those who are not fit to render duty at night. The Security Agency shall provide PRC-CAR with copies of the 201 files of all security guards.	
7	The Security Agency as employer shall retain and exercise the sole, exclusive and absolute right to suspend, lay-off, terminate and/or impose disciplinary measures; direct and control its personnel; and to assign, rotate or reassign security guards, subject to the approval of a Duty Detail/Schedule by PRC-CAR or its authorized representative; Provided, that no Security Guard already assigned at PRC-CAR shall be removed, changed or transferred to any place of assignment without cause and sufficient notice to PRC-CAR.	
8	The Security Agency shall give prior notice to PRC-CAR of any personnel movements and secure the concurrence of PRC-CAR of such replacements prior to actual deployment	
9	The Security Agency shall likewise agree to perform its contractual obligations in coordination with the Office of the Regional Director through the Chief Administrative Officer who shall exercise overall responsibility for the coordinated enforcement of security and incident/crisis and emergency plans, policies, rules, and procedures.	
10	The Security Agency shall require its Security Guards to wear prescribed uniform while on duty. Security Guards shall use biometrics finger scanner in order to properly maintain a record of attendance.	
11	The Security Agency and/or its detachments shall submit directly to PRC-CAR through the Regional Director such weekly and monthly Incident Reports and other reports as may be required from time to time by PRC-CAR.	
12	The Security Agency shall update/renew and submit to PRC-CAR its Mayor's Permit, license/s, and such other bid documents which may expire during the contract period.	
13	The Security Agency shall submit a Certificate of Attendance of each replacement guard as proof of their attendance in a seminar or orientation on the performance of their duties.	

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II. CONTRACT PERIOD	
The contract period shall cover April 1, 2025 to December 31, 2027.	
III. PAYMENT ARRANGEMENT	
<p>Payment shall be made in Philippine peso. Billing to be supported with the following documentary requirements and shall be done on a monthly basis.</p> <ul style="list-style-type: none"> a. Statement of Account/Billing Statement b. Certification of completed delivery of security services and that the service provider complied with the applicable laws, regulations and labor standards. c. Notarized Sworn Statement of the representative to transact in behalf of the service provider, in case of representatives d. Summary report of attendance approved by the Chief Administrative Officer, of the Finance and Administrative Division or representative e. Daily Time Record f. Approved Pay Slip by the service provider and received/acknowledgement by the guards g. Certified True Copy of the monthly proof of remittances for SSS, Philhealth and Pag-IBIG premiums h. Tax clearance from the Bureau of Internal Revenue 	

**ACKNOWLEDGEMENT AND COMPLIANCE
WITH THE TERMS OF REFERENCE FOR THE
PROVISION OF SECURITY SERVICES (FY 2025-2027)**

SIGNATURE OVER PRINTED NAME OF BIDDER OR
AUTHORIZED REPRESENTATIVE,
DESIGNATION AND PRINTED NAME OF COMPANY

IV. DOCUMENTARY REQUIREMENTS:

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) **in accordance with Section 8.5.2 of the IRR;**

Technical Documents

- (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents (for this purpose, contracts similar to the project shall refer to security manpower services and should have been completed, within three (3) years prior to the deadline for the submission and receipt of bids); **and**
- (d) Original copy of Bid Security (Original copy of Notarized Bid Securing Declaration); **and**
- (e) Statement of compliance and acknowledgement with the Technical Specifications as enumerated and specified in Section VII of the Request for Quotation. **and**
- (f) Duly signed original and Notarized Omnibus Sworn Statement (OSS) **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- (g) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC) **or A** committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class "B" Documents

- (h) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence **or** duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

II. FINANCIAL COMPONENT ENVELOPE

- (i) Original copy of duly accomplished and signed Financial Bid Form; **and**
- (j) Original copy of duly accomplished and signed Price Schedule(s).

Other documentary requirements under RA No. 9184 (as applicable)

- (k) *[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- (l) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

III. POST-QUALIFICATION REQUIREMENTS

- (m) Latest Income and Business Tax Returns, filed and paid through the Electronic Filing and Payment System (EFPS); **and**
- (n) Compliance with applicable Labor Laws (*Latest three (3) months proof of remittances of SSS, PhilHealth, Pag-IBIG and ECC*); **and**
- (o) The Security Agency's License to Operate issued by PNP-SOSIA.

*** In case the notice for the submission of post-qualification documents is sent via the bidder's email, it shall be considered as received by the bidder on the date and time the email was sent, whether or not the bidder acknowledged the said email. It shall be the bidder's responsibility to check its/his/her email for the purpose.*

Very truly yours,

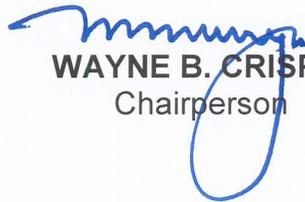
REGIONAL BIDS AND AWARDS COMMITTEE


MAILYN R. UGALI
Member


PHILIP JAY B. PAY-OEN
Member


CRESENTE B. LUMEREZ JR.
Member


VIRGINIA N. MARTIN
Vice-Chairperson


WAYNE B. CRISPIN
Chairperson

**ACKNOWLEDGMENT AND COMPLIANCE
WITH THE TERMS OF REFERENCE
FOR THE PROVISION OF SECURITY SERVICES (FY 2025-2027)**

SIGNATURE OVER PRINTED NAME OF BIDDER OR AUTHORIZED REPRESENTATIVE and DATE

DESIGNATION

NAME OF COMPANY

Address

Contact No./s



Republic of the Philippines
Professional Regulation Commission
Cordillera Administrative Region



Regional Bids and Awards Committee

NAME OF PROJECT : PROVISION OF SECURITY SERVICES (FY 2025-2027)

Note: Original copy of duly signed and accomplished Price Schedule(s) shall be submitted.

For Goods Offered From Abroad

Name of Bidder: _____

Invitation to Bid Number: **RFQ No. 2025-03-033**

Page: _____ of _____

1	2	3	4	5	6	7	8	9
Item	Description	Country of Origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place (specify border point or place of destination)	Total CIF or CIP price per item (col. 4x5)	Unit Price Delivered Duty Unpaid (DDU)	Unit Price Delivered Duty Paid (DDP)	Total Price delivered DDP (col. 4x8)

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____



Republic of the Philippines
Professional Regulation Commission
Cordillera Administrative Region



Regional Bids and Awards Committee

NAME OF PROJECT : PROVISION OF SECURITY SERVICES (FY 2025-2027)

Note: Original copy of duly signed and accomplished Price Schedule(s) shall be submitted.

For Goods Offered From Within the Philippines

Name of Bidder: _____

Invitation to Bid Number: **RFQ No. 2025-03-033**

Page: _____ of _____

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

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

(Handwritten signatures)

Bid Securing Declaration Form

[shall be submitted with the Bid if bidder opts to provide this form of bid security]

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

BID SECURING DECLARATION
Project Identification No.: RFQ No. 2025-03-033

To: PROFESSIONAL REGULATION COMMISSION-CORDILLERA ADMINISTRATIVE REGION

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that:
 - a. I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and,
 - b. I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
- c. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
 - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
 - c. I am/we are declared the bidder with the Lowest Calculated and Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of _____, _____ at _____.

(Month)

(Year)

(Place of Execution)

(Name of Bidder or its Authorized Representative)

(Signatory's Legal Capacity)

Affiant

[Jurat]

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



Republic of the Philippines
Professional Regulation Commission
Cordillera Administrative Region



Regional Bids and Awards Committee

NAME OF PROJECT : PROVISION OF SECURITY SERVICES (FY 2025-2027)

- a. This form must be accomplished per project.
- b. The statement shall include all information required in the PBDs prescribed by the GPPB.
- c. Statement must be supported by evidence.
- d. Use another sheet if necessary.

I. STATEMENT OF ALL ONGOING CONTRACT/S (GOVERNMENT AND PRIVATE) INCLUDING CONTRACTS AWARDED BUT NOT YET STARTED, IF ANY, WHETHER SIMILAR OR NOT SIMILAR IN NATURE AND COMPLEXITY TO THE CONTRACT TO BE BID.

Name of the Contract	
Date of the Contract	
Contract Duration	
Owner's name and address	
Kinds of Goods/Services	
For Statement of Ongoing Contracts-amount of contract and value of outstanding contracts	
Date of Delivery	

Submitted by:

Name of Company/Supplier/Distributor/Manufacturer
Name and Signature of Authorized Representative
Date:



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Professional Regulation Commission
Cordillera Administrative Region



Regional Bids and Awards Committee

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- This form must be accomplished per project.
- The statement shall include all information required in the PBDs prescribed by the GPPB.
- Statement must be supported by evidence.
- Use another sheet if necessary.

II.	<p>STATEMENT IDENTIFYING THE SINGLE LARGEST COMPLETED CONTRACT (SLCC) SIMILAR TO THE CONTRACT TO BE BID, WITHIN THREE (3) YEARS FROM THE DATE OF THE SUBMISSION AND RECEIPT OF BIDS, EQUIVALENT TO AT LEAST 50% OF THE ABC.</p> <p><i>For this purpose, similar contracts shall refer to security manpower services</i></p>
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Name of the Contract	
Date of the Contract	
Contract Duration	
Owner's name and address	
Kinds of Goods/Services	
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	
Date of Delivery	
End user's acceptance or official receipt(s) or sales invoice issued for the contract, if completed, which shall be attached to the statements	

Submitted by:

Name of Company/Supplier/Distributor/Manufacturer
Name and Signature of Authorized Representative
Date:

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. [Select one, delete the other:]

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. [Select one, delete the other:]

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. [Select one, delete the rest:]

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat,

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the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

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

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]
Affiant

[Jurat]

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

[Handwritten signatures and marks]