



Republic of the Philippines
OFFICE OF THE OMBUDSMAN
Office of the Ombudsman (Visayas)
M. Velez Street, Guadalupe, Cebu City 6000

INVITATION TO BID FOR THE *PROCUREMENT OF SECURITY SERVICES FOR OMB-VISAYAS ANNEX BUILDING FOR ONE (1) YEAR PERIOD*

1. The *Office of the Ombudsman Visayas*, through its 2019 *General Appropriation (General Fund)* intends to apply the sum of **Two Million Seven Hundred Thousand Pesos (PhP2,700,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for *Procurement of Security Services for OMB-Visayas Annex Building for One (1) Year Period under P.B. No. 2019-11-003*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *Office of the Ombudsman Visayas* now invites bids for *Procurement of Security Services for OMB-Visayas Annex Building for One (1) Year Period* with the following brief description:

Technical Requirements

1. *One (1) Head Guard & Eleven (11) Regular Guards*
2. *Must be licensed Security Guard*
3. *Physically and mentally fit*
4. *No derogatory record*
5. *The Security Agency must have at least one (1) key personnel with a title of Certified Security Professional*
6. *Must submit a Security Survey of OMB-VIS and submit a survey report*
7. *No double posting of guards*

Additional Minimum Requirements

Security Equipment

1. *Five (5) Standard firearms to be issued to guards must be High Capacity 9mm pistols*
2. *One (1) Standard long arm to be issued to guard posted at the Main Gate must be a 12 gauge Shot Gun*
3. *Provide four (4) pcs. Umbrella and Raincoats to Guards*
4. *Provide four (4) big flashlights with batteries to all guards-on-duty*
5. *Provide five (5) radio transceiver with batteries for monitoring purposes*
6. *Provide three (3) metal detectors with batteries*
7. *Provide three (3) inspection sticks*
8. *Provide First Aid Kits to all guards-on-duty*
9. *Provide one (1) under chassis mirror*
10. *Provide one (1) steel firearm box*
11. *Fire box*
12. *Provide one (1) Megaphone*

13. Provide their own logbooks throughout the implementation of the Contract and must turnover these logbooks to OMB-Visayas (Cebu) upon the expiration/termination of the Contract

14. Provide one (1) unit protective vest

15. Provide a schedule for firing/shooting range to all security guards which must be twice (2x) a month; employees of the Office of the Ombudsman Visayas, not exceeding ten (10), may access the firing/shooting range on the given schedule.

**Other terms and conditions of the contract found in Bidding Documents, Section V. Special Conditions of Contract*

Delivery of the Goods is required *within seven (7) days upon receipt of the Notice to Proceed*. Bidders should have completed, within *the past two (2) years* from the date of submission and receipt of bids, a contract similar to the Project whose amount is at least 50% of the ABC. 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) 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 RA 5183 and subject to Commonwealth Act 138.
4. Interested bidders may obtain further information from the *BAC Secretariat c/o Atty. Athena C. Plaza, BAC Secretariat, Office of the Ombudsman Visayas, DA R.O. 7 Compound, M. Velez St., Guadalupe, Cebu City with telephone number (032) 416-6136* and inspect the Bidding Documents at the address given during *office hours at 8:00 A.M. to 5:00 P.M.*
5. A complete set of Bidding Documents may be acquired by interested Bidders starting on *December 3, 2019, Tuesday* from the above-stated address and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of ***Five Thousand Pesos (PhP5,000.00)***.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

6. The *Office of the Ombudsman Visayas* will hold a Pre-Bid Conference on *December 13, 2019, Friday at 2:00 P.M.* at *Office of the Ombudsman Visayas, DA R.O. 7 Compound, M. Velez St., Guadalupe, Cebu City* which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat at the address aforesated on or before the Deadline for Submission of Bids. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 18**, as follows:

The bid security shall be in the following form and amount:

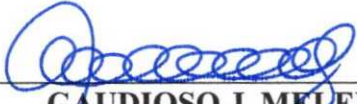
- a.) **PhP54,000.00** equivalent to 2% of the ABC, if bid security is in the form of cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;
- b.) **PhP135,000.00** equivalent to 5% of the ABC, if bid security is in the form of Surety Bond;
- c.) Any combination of the foregoing proportionate to the share of form with respect to total amount of security; or
- d.) Notarized Bid Securing Declaration pursuant to GPPB Resolution No. 3-2012. Please see pages 99-100 of bidding documents.

Deadline for Submission of Bids shall be on January 10, 2020, Friday at 1:45 P.M while Bid Opening shall be on January 10, 2020, Friday at 2:00 P.M. at the *Conference Room, 2nd floor, Office of the Ombudsman Visayas, DA R.O. 7 Compound, M. Velez St., Guadalupe, Cebu City.* Bids will be opened in the presence of the bidders' representatives who choose to attend at the address stated. Late bids shall not be accepted. All bids shall be addressed to:

ATTY. GAUDIOSO J. MELENDEZ
BAC Chairperson
Office of the Ombudsman Visayas
DA R.O. 7 Compound, M. Velez St.,
Guadalupe, Cebu City

8. The *Office of the Ombudsman 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 Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
9. For further information, please refer to:

Atty. Athena C. Plaza
BAC Secretariat
Office of the Ombudsman Visayas, DA R.O. 7 Compound, M. Velez St., Guadalupe
(032) 416-6136



GAUDIOSO J. MELENDEZ
BAC Chairperson