



Republic of the Philippines
OFFICE OF THE OMBUDSMAN
Area Office for the Visayas
Field Office No. VIII, 3/F LY Building
Marasbaras, Tacloban City 6500

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATIONS

Quotation Number: **2024-09-016**

Date: **September 27, 2024**

The Office of the Ombudsman, Area Office for the Visayas, Field Office No. VIII, Tacloban City, through its Bids and Awards Committee (BAC), as duly authorized to conduct **Small Value Procurement** for the **“One (1) Lot Procurement for the Delivery of Security Services for One (1) Year Period” (1st canvass)** in accordance with **Section 53.9** of the Updated 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, hereby invites all interested suppliers/bidders to offer their lowest government price.

Name of Project: **“One (1) Lot Procurement for the Delivery of Security Services for One (1) Year Period” (1st canvass)**

Total Approved Budget for the Contract (ABC): **₱ 998,500.00**

Location: **Office of the Ombudsman, Area Office for the Visayas, FO8, Marasbaras, Tacloban City**

Specifications: **See attached Annexes “A, C, and D”**

Deadline of submission: **October 23, 2024 at 4:00 p.m.**

Delivery period: **One (1) Year Period**

Interested bidders/suppliers are required to submit their duly accomplished Price Quotation Form (Annex A) and other documentary requirements on or before the deadline of submission of bids at the BAC Secretariat – 3/F LY Building, Fatima Village, Barangay 77, Marasbaras, Tacloban City. Bidders/suppliers have the option to submit open or sealed quotations in the address given above. Open quotations may be submitted thru email at bacomb17reg8@yahoo.com or thru facsimile at (053) 523-3042/523-4010.

Bidders / suppliers shall be required to submit the following documentary requirements together with their quotation:

- 1) Valid and Current Mayor’s / Business Permit 2024;
- 2) PhilGEPS Registration Number;
- 3) Latest Income / Business Tax Return (for ABCs above ₱500,000.00);
- 4) For ABCs above ₱50,000.00 (Small Value Procurement) – Omnibus Sworn Statement (OSS) “Annex E1/E2/E3.” Bidder/supplier’s OSS shall be valid for six (6) months and may be used for other quotations in the BAC OMB-Visayas Regional Office thru Alternative Modes of Procurement, unless an updated OSS is required. (Reference: GPPB Resolution No. 21-2017);
- 5) Conformity to Technical Specifications (Annex D) together with Monthly Disposition Report of Licensed Firearms as of December 2023 or latest; List of Communications Devices Owned; and List of Motor Powered Vehicles Owned, as mentioned in E.2 Resources of the attached Supplier’s Conformity to Technical Specifications;
- 6) Valid PNP License to Operate per RA No. 5487 and/or Certificate of Under Process; and
- 7) Certificate of No Pending Labor Related Case or any equivalent document/form issued by the Department of Labor and Employment (DOLE) as of September 30, 2024 or latest.

Award of contract shall be made to the lowest calculated and responsive bidder/supplier which complies with the minimum technical specifications (Annex A), General Terms and Conditions (Annex C), and Conformity to Technical Specifications (Annex D).

For further inquiries you may reach us at (053) 523-3042/523-4010.


IMELDA C. TANGPUUZ
BAC Head Secretariat

ANNEX A
PRICE QUOTATION FORM

Quotation No.	2024-09-016
PR No. (s)	2024-06-009
APP/SPPMP Code:	2024APP082
Canvass No.	1 st
Date:	27-Sept.-2024
Authority:	Sec. 53.9 (SVP)
Authority/Reso. No.:	2024-08-013
Authority/Reso. Date:	1-Aug.-2024

ATTY. JANICE G. GABRITO
Chairperson, Bids and Awards Committee
Office of the Ombudsman
Area Office for the Visayas
Field Office No. VIII
3/F LY Building
Marasbaras, Tacloban City

Thru: BAC Secretariat - Tacloban Field Office

Dear **Madame:**

After having carefully read and accepted the Terms and Conditions of this RFQ and followed the Instructions to Bidders specified in Annex C, hereunder is our quotation/s for the item/s as follows:

Item No.	Total ABC (in Php)	Qty.	Unit of Measure	OMBUDSMAN SPECIFICATIONS	Bidder's offer (Tech. spec/brand, if applicable)	Unit Price (inclusive of taxes)	Total Price
1	998,500.00			<p>ONE (1) LOT PROCUREMENT FOR THE DELIVERY OF SECURITY SERVICES FOR ONE (1) YEAR PERIOD TO OMB FO8, TACLOBAN CITY</p> <p>A. Provide the Office of the Ombudsman – Visayas, Field Office No. VIII on a daily basis, Sundays, and holidays included, a twenty four-hour (24) Security Guard Contingency for one (1) year, consisting of the following:</p> <p>1. <i>Description:</i></p> <p>a. MALE security guards for seven (7) days a week <i>[Duty is on a daily basis, including Sundays & holidays, eight (8)-hour duty]</i></p> <p>b. FEMALE security guard for five (5) days a week <i>(Duty from Mondays to Fridays only, excluding holidays, 8:00 AM - 12:00NN & 1:00 PM - 5:00 PM only)</i></p> <p>2. Provide various equipment and materials <i>(See List of Equipment and Materials to be Provided by the Winning Bidder)</i></p> <p>B. Shall strictly pay the security guards' remuneration in accordance to the latest Wage Order of the RTWPB and legal benefits under the Labor Code and other applicable laws to include but not limited to the following:</p> <ol style="list-style-type: none"> 1. 13th Month Pay 2. Holiday Pay 3. Night Shift Differential 4. SSS Contribution 5. PhilHealth Contribution 6. HDMF (Pag-IBIG) Contribution <p>NOTE:</p> <p>1. Price Quotation/Financial Proposal should be attached with a separate Cost Breakdown for Male and Female Security Guards (see attached Price Schedule – Annex B).</p>			

Item No.	Total ABC (in Php)	Qty.	Unit of Measure	OMBUDSMAN SPECIFICATIONS	Bidder's offer (Tech. spec/brand, if applicable)	Unit Price (inclusive of taxes)	Total Price
				CONTINUATION: (Page 2 of QN No. 2024-09-016)			
GRAND TOTAL							

Signature Over Printed Name of Proprietor/
Authorized Representative

Date

Bidder/Supplier's Information:

Company Name:	
Address:	
Tel/Fax No.:	
Email Address:	
PhilGEPS Reg'n No./Cert. No.:	
PhilGEPS Reg'n valid until:	

ANNEX B

PRICE SCHEDULE

(Under Wage Order No. RB VIII – 23)

Name of Project: One (1) Lot Procurement for the Delivery of Security Services (Three [3] Male Security Guards and One [1] Female Security Guard) for One (1) Year Period)

Name of Supplier: _____

REIMBURSEABLE COSTS:	MONTHLY RATE				Total for 4 SGs
	1 Male SG (6AM–2PM) @ 395 days	1 Male SG (2PM–10PM) @ 395 days	1 Male SG (10PM–6AM) @ 395 days	1 Female SG (8AM–12NN) (1PM – 5PM) (Duty from Mondays to Fridays only, excluding holidays) @ 263 days	
A. Payable Directly to SG:					
1. Basic Salary @ ₱ 405.00/day	13,331.25	13,331.25	13,331.25	8,876.25	48,870.00
2. COLA	-	-	-	-	-
3. Uniform Allowance (RA 5487)	100.00	100.00	100.00	100.00	400.00
4. 13 th Month Pay	1,026.56	1,026.56	1,026.56	1,026.56	4,106.24
5. Service Incentive Leave Pay	168.75	168.75	168.75	168.75	675.00
<i>Subtotal (A)</i>	₱ 14,626.56	₱ 14,626.56	₱ 14,626.56	₱ 10,171.56	₱ 54,051.24
B. Payable to the Government, Employee Share:					
1. Social Security Premium (<i>Latest Premium Table mandated by law or issuances</i>)	1,282.50	1,282.50	1,282.50	855.00	4,702.50
2. Philhealth Premium (<i>Latest Premium Table mandated by law or issuances</i>)	333.28	333.28	333.28	250.00	1,249.84
3. Pag-IBIG Contribution	200.00	200.00	200.00	200.00	800.00
4. ECC Insurance Premiums	10.00	10.00	10.00	10.00	40.00
5. Retirement Benefits (RA 7641)	759.38	759.38	759.38	759.38	3,037.52
<i>Subtotal (B)</i>	₱ 2,585.16	₱ 2,585.16	₱ 2,585.16	₱ 2,074.38	₱ 9,829.86
C. Night Shift Differential Pay	-	-	1,333.13	-	₱ 1,333.13
D. Total Reimbursable Costs (A+B+C)	₱ 17,211.72	₱ 17,211.72	₱ 18,544.85	₱ 12,245.94	₱ 65,214.23
E. Administrative Cost/Agency Fee (minimum is 20% of Total Reimbursable Cost per DOLE Department Order No. 150-16, s. 2016)	Minimum of: 3,442.34	Minimum of: 3,442.34	Minimum of: 3,708.97	Minimum of: 2,449.19	Minimum of: 13,042.84
F. Amount Before Tax					
G. Tax Obligations (12% VAT of Agency Fee)					
H. Total Monthly Contract Rate					
I. Total Contract Rate for One (1) Year					

Note: The bid price/amount per item shall be rounded off to two decimal places or to the nearest hundredths.

The amount under Items A, B, and C in the Price Schedule should not be lower than the minimum requirement as provided under existing applicable laws, hence, price offer lesser than said amounts shall be declared non-responsive.

- The number of days per year for female security guard is 263 days
- The number of days per year for each male security guard is 395 days

[Name & Signature of Supplier or Authorized Representative]

ANNEX B1

ESTIMATED WORKING DAYS

*For those who are required to work everyday, including Sundays or rest days, special days and regular holidays
Contract Period : Jan 1 2025 to Dec 31 2025*

<u>FOR MALE SGs:</u>							WORKING DAYS
A. WEEKDAYS & RESTDAYS							
		CALENDAR DAYS	SATURDAY	SUNDAY	WEEKDAYS	RESTDAY 30%	
	January 2025	31	4	4	23	1.20	
	February 2025	28	4	4	20	1.20	
	March 2025	31	5	5	21	1.50	
	April 2025	30	4	4	22	1.20	
	May 2025	31	5	4	22	1.20	
	June 2025	30	4	5	21	1.50	
	July 2025	31	4	4	23	1.20	
	August 2025	31	5	5	21	1.50	
	September 2025	30	4	4	22	1.20	
	October 2025	31	4	4	23	1.20	
	November 2025	30	5	5	20	1.50	
	December 2025	31	4	4	23	1.20	
		365	52	52	261	15.60	380.60
B. ADD : REGULAR HOLIDAYS							
				# of DAYS	FACTOR		
JAN 2025	Jan 01 2025	Wed	New Years Day	1	100%	1	
FEB 2025							
MAR 2025	Mar 30 2025	Sun	Eid'l Fitr	1	100%	1	
APR 2025	Apr 09 2025	Wed	Araw ng Kagitingan	1	100%	1	
	Apr 17 2025	Thu	Maundy Thursday	1	100%	1	
	Apr 18 2025	Fri	Good Friday	1	100%	1	
MAY 2025	May 01 2025	Thu	Labor Day	1	100%	1	
JUN 2025	Jun 06 2025	Fri	Eid'l AL-Adha	1	100%	1	
	Jun 12 2025	Thu	Independence Day	1	100%	1	
JUL 2025							
AUG 2025	Aug 25 2025	Mon	National Heroes Day	1	100%	1	
SEP 2025							
OCT 2025							
NOV 2025	Nov 30 2025	Sun	Bonifacio Day	1	100%	1	
DEC 2025	Dec 25 2025	Thu	Christmas Day	1	100%	1	
	Dec 30 2025	Tue	Rizal Day	1	100%	1	
							12.00
C. ADD: SPECIAL HOLIDAYS							
				# of DAYS	FACTOR		
JAN 2025	Jan 29 2025	Wed	Chinese New Year	1	30%	0.30	
FEB 2025			EDSA Revolution Anniversary (Proc. 368 dtd 10/11/2023)				
MAR 2025							
APR 2025	Apr 19 2025	Sat	Black Saturday	1	30%	0.30	
MAY 2025							
JUN 2025							
JUL 2025							
AUG 2025	Aug 21 2025	Thu	Ninoy Aquino Day	1	30%	0.30	
SEP 2025							
OCT 2025							
NOV 2025	Nov 01 2025	Sat	All Saints' Day	1	30%	0.30	
	Nov 02 2025	Sun	All Souls' Day	1	30%	0.30	
DEC 2025	Dec 08 2025	Mon	Feast of Immaculate Conception	1	30%	0.30	
	Dec 24 2025	Wed	Christmas Eve	1	30%	0.30	
	Dec 31 2025	Wed	Last Day of the Year	1	30%	0.30	
							2.40
TOTAL ESTIMATED WORKING DAYS (Jan 1 2025 to Dec 31 2025)							395.00

ANNEX B2

ESTIMATED WORKING DAYS

*For those who do not work and are not considered paid on Saturdays and Sundays or rest days
Contract Period : Jan 1 2025 to Dec 31 2025*

FOR LADY SG:

A. WEEKDAYS					WORKING DAYS
	CALENDAR DAYS	SATURDAY	SUNDAY	WEEKDAYS	
January 2025	31	4	4	23	261
February 2025	28	4	4	20	
March 2025	31	5	5	21	
April 2025	30	4	4	22	
May 2025	31	5	4	22	
June 2025	30	4	5	21	
July 2025	31	4	4	23	
August 2025	31	5	5	21	
September 2025	30	4	4	22	
October 2025	31	4	4	23	
November 2025	30	5	5	20	
December 2025	31	4	4	23	
B. ADD : REGULAR HOLIDAYS ON WEEKEND					
JAN 2025	<i>Jan 01 2025 Wed New Years Day</i>				
FEB 2025					
MAR 2025	<i>Mar 30 2025 Sun Eid'l Fitr</i>				1
APR 2025	<i>Apr 09 2025 Wed Araw ng Kagitingan</i>				
	<i>Apr 17 2025 Thu Maundy Thursday</i>				
	<i>Apr 18 2025 Fri Good Friday</i>				
MAY 2025	<i>May 01 2025 Thu Labor Day</i>				
JUN 2025	<i>Jun 06 2025 Fri Eid'l AL-Adha</i>				
	<i>Jun 12 2025 Thu Independence Day</i>				
JUL 2025					
AUG 2025	<i>Aug 25 2025 Mon National Heroes Day</i>				
SEP 2025					
OCT 2025					
NOV 2025	<i>Nov 30 2025 Sun Bonifacio Day</i>				1
DEC 2025	<i>Dec 25 2025 Thu Christmas Day</i>				
	<i>Dec 30 2025 Tue Rizal Day</i>				2
TOTAL ESTIMATED WORKING DAYS (Jan 1 2025 to Dec 31 2025)					263

ANNEX C

GENERAL TERMS AND CONDITIONS:

1. **BID/PRICE QUOTATION VALIDITY.** Bids/Price Quotation should be valid for **one hundred twenty (120)** calendar days counted from the deadline of submission of bids/quotations;
2. **SAME PRICE QUOTATION.** If two (2) or more suppliers submit the same price quotation and have been post-qualified as the suppliers with the Lowest Calculated Responsive Quotations, the Office of the Ombudsman, Area Office for the Visayas, Field Office No. VIII shall adopt and employ “draw lots/toss coin” as the tie breaking method to finally determine the single winning provider. (GPPB Circular No. 06-2005)
3. **PRICE ESCALATION.** All bid prices/price quotations for the goods or services in the contract as awarded shall be considered as fixed prices, and therefore not subject to price escalation during contract implementation.
4. **ALTERNATIVE BIDS.** Alternative Bids/Price Quotations shall be rejected. For this purpose, alternative bid/price quotation is an offer made by a Bidder/Supplier in addition or as a substitute to its original bid/price quotation which may be included as part of its original bid/price quotations or submitted separately therewith for purposes of bidding.
5. **TAXES.** The total price quoted is subject to withholding tax and payable check.
6. **DELIVERY PERIOD.** Must be within the contract period.
7. **INCIDENTAL CHARGES AND SERVICES.** The cost of transportation, insurance, and other costs incidental to delivery of the Goods shall be included in the price quoted per item by the Bidder/Supplier. An additional or separate delivery charge in the bid/price quotation shall be treated as non-responsive and shall be rejected.
8. **TERM OF PAYMENT.** Payment shall be CHARGED ACCOUNT, unless specified. Cash on Delivery (COD) shall not be allowed, unless accepted during bid/price quotation evaluation. The winning bidder/supplier shall submit a Notarized Certification containing the Landbank or another bank account name and number that will be credited for online/automated payment.¹
9. **RETENTION MONEY.** The obligation for the warranty shall be covered by either retention money in an amount equivalent to at least one percent (1%) of every progress payment, or a special bank guarantee equivalent to at least one percent (1%) but not to exceed five (5%) of the total contract price. The said amounts shall only be released after the lapse of the warranty period or, in the case of Expendable Supplies, after consumption thereof; provided, however, that the supplies delivered are free from patent and lateral defects and all the conditions imposed under the contract have been fully met. (GPPB Resolution No. 30-2017 dated 30 May 2017)
10. **LIQUIDATED DAMAGES.** No payment shall be made until full delivery of item/s is/are completed. Delay in the delivery shall be subject to liquidated damages by way of penalty @ 1/10 of 1% of each day of delay.
11. **ALTERATION OF TECHNICAL SPECIFICATIONS AND TERMS AND CONDITIONS.** Altering and/or amending the technical specifications and Terms and Condition(s) may be considered non-responsive/non-compliant.

INSTRUCTIONS TO BIDDERS:

1. Completely fill out the Price Quotation Form (Annex A), technical specification/brand (if applicable), unit / total price and Supplier/Bidder’s information. Do not forget to sign the Price Quotation Form.
2. Download this Form from the PhilGEPS website before the closing date for inclusion in the PhilGEPS Document Request List (DRL).

¹ Pursuant to DBM Circular Letter No. 2018-14 dated 28 December 2018 Re: Updated Guidelines in the Implementation of the Modified Direct Payment Scheme (MDPS) Due Creditors/Payees

ANNEX D

CONFORMITY TO TECHNICAL SPECIFICATIONS

Suppliers must in their Statement of Compliance state either “*Comply*” or “*Not Comply*” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Supplier’s Bid/Offer and cross-referenced to that evidence. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid/Offer under evaluation liable for rejection.

Item	Specification	Statement of Compliance
A. Scope of Work or Services to be Rendered:		
The Security Agency shall provide the following specific services to guard, patrol, protect and keep watch of office premises, officials and employees, properties and records in accordance with existing laws within the tour of duty:		
A.1	Protect the general interest of the Procuring Entity (PE).	
A.2	Guard and secure all property of the PE or its officers/employees within its area of responsibility.	
A.3	Strictly implement standing rules, regulations, guidelines and policies prescribed by the PE.	
A.4	Prevent the commission of any unlawful or illegal acts within the assigned PE’s premises or its area of responsibility.	
A.5	Report and provide assistance in cases of any sign of disorder, riots, strike or any serious violation of the law.	
A.6	Protect PE or government property from theft, robbery, pilferage or damage.	
A.7	Report and provide assistance in cases of any emergency situations, such as fire, typhoon, or natural calamities.	
A.8	Perform their task in accordance with the Eleven General Orders, Code of Ethics and Code of Conduct of Security Guards as stated in Republic Act No. 5487 (Act Governing the Organization and Management of Private Security Agencies).	
B. Manpower Qualifications		
The Security Guards and Guard Supervisors to be posted and fielded to the PE shall have the following qualifications:		
On Security Guards:		
B.1	Of good moral character and reputation, courteous, alert and without criminal or police record;	
B.2	Physically and mentally fit;	
B.3	Not less than 21 nor more than 50 years of age;	
B.4	At least 5 feet and 4 inches in height;	
B.5	Duly licensed and properly screened and cleared by the Philippine National Police, National Bureau of Investigation, and other government offices issuing clearances for employment;	
B.6	In proper uniform and with other security paraphernalia as indicated below;	

Item	Specification	Statement of Compliance
B.7	Armed with firearms with sufficient ammunition indicated below at all times during hours of duty;	
B.8	Must have passed the Neuro-Psychiatric Exam; and	
B.9	In possession of such other qualifications required by RA No. 5487, as amended.	
On Guard Supervisors:		
B.10	College graduate;	
B.11	Must have at least three (3) years security related experience;	
B.12	Possess a valid driver's license; and	
B.13	Must have a Security Officer License issued by PNP.	
C. Obligations and Responsibility of the Security Agency The Security Agency shall comply with the following obligations and responsibilities:		
C.1	Assume all losses in their areas of responsibility due to negligence/pilferages and negligence of their security guards.	
C.2	Assume full responsibility for the acts of its SGs during performance of their duties.	
C.3	Cooperate with the PE's official investigation of any suspected criminal activity or in case of theft or similar incidents in their assigned area.	
C.4	Be responsible for the safety of their SGs in the performance of their duties in providing security services to the PE.	
C.5	Provide the total number of guards required in the assigned area every shift per attached Schedule of Requirement.	
C.6	Provide the SG on posts with the following security firearm, equipment and paraphernalia:	
C.6.1	Minimum Provisions of Allowable Firearms (Licensed): - One (1) 9mm Pistol; and - One (1) 12 Gauge (Shotgun)	
C.6.2	Two (2) Units, Handheld Radio & its Accessories	
C.6.3	One (1) Piece, Storage Cabinet for equipment and materials/paraphernalia of SGs	
C.6.4	One (1) Unit, Metal Detector - Handheld	
C.6.5	One (1) Unit, Emergency Lamp for each security guard on duty	
C.6.6	One (1) Piece, Nightstick for each security guard on duty	
C.6.7	Office supplies for guards such as logbook, incident report form, leave form and other security and/or administrative forms	
C.6.8	Other security paraphernalia as deemed necessary	
C.7	Be responsible for the repair and maintenance of the items listed in No. C.6 hereof without cost to the PE.	
C.8	Shall conduct a physical security survey and inspection prior to the posting of the guards to define the areas, buildings and other structures considered critical and vulnerable.	
C.9	The Security Agency shall not change or replace the SG without prior notice and approval by the PE.	

Item	Specification	Statement of Compliance
C.10	Have the SG changed or replaced at any time upon request of the PE for justifiable reasons within a period of one (1) week upon receipt of such request.	
C.11	The agency shall not during the existence of its services or anytime thereafter disclose to any person or entity any information concerning the affairs of the Office of the Ombudsman which the agency may have acquired by reason of its services.	
<p>D. Satisfactory Level of Performance</p> <p>The Service Provider/Supplier shall maintain a satisfactory level of performance throughout the term of the contract based on a prescribed set of performance criteria.</p> <p>The performance criteria to be applied shall include among others, the following:</p> <ul style="list-style-type: none"> a. Quality of service delivered b. Time management c. Management and suitability of personnel d. Contract administration and management e. Provision of regular progress reports 		
<p>E. Additional Set of Technical Parameters</p>		
E.1	Stability	
E.1.1	Years of Experience – at least two (2) years in security operations.	
E.1.2	Liquidity of Contractor – should have a current ratio (current assets/current liabilities) of 2:1.	
E.1.3	Organizational Set-up – must be compliant to RA No. 5487	
E.1.4	Must have a main and/or branch office located in Tacloban City/Palo, Leyte.	
E.1.5	<p>Have an ongoing and/or completed contracts to at least three (3) government agencies and two (2) private entities within the year 2023 to present in Region VIII.</p> <p>The Security Agency shall submit a Statement of All Ongoing Government and Private Contracts within the Year 2023 to Present including Contracts Awarded but not yet Started and Statement of Bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid (See attached sample forms – Annex F and G).</p>	
E.2	Resources	
E.2.1	a) No. of Licensed Firearms – one (1) firearm for every three (3) security guards in the Security agency’s employ or compliance/ submission of Monthly Disposition Report as of December 2023 or latest showing the abovementioned ratio.	
E.2.2	No. & Kind of Communication Devices – The Security Agency shall provide List of Communications Devices Owned.	
E.2.3	No. & Kind of Motor Powered Vehicles – The Security Agency shall provide List of Motor Powered Vehicles Owned.	
E.2.4	No. of Licensed Guards – at least 50 Security Guards	

Item	Specification	Statement of Compliance
E.3	Security Plan The Security Agency shall provide a detailed Security Plan for the PE.	
E.4	Other factors	
E.4.1	Completeness of Uniforms and Other Paraphernalia – Guards shall be neat and clean in appearance and shall wear the prescribed uniforms with the appropriate identification cards, required paraphernalia and firearm during their tour of duty.	

Reminder: The supplier shall only state “**COMPLY**” or “**NOT COMPLY**” against each of the individual parameters of each Specification stating the corresponding performance parameter.

[Name & Signature of Supplier or Authorized Representative]

ANNEX E1

OSS Form A Omnibus Sworn Statement for SOLE PROPRIETORSHIP (NOTARIZED)

Alternative Methods of Procurement – Negotiated Procurement (Small Value Procurement)

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. I am the sole proprietor or authorized representative of _____ [Name of Bidder] with office address at _____ [address of Bidder];
2. As the owner and sole proprietor of _____ [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding at the OFFICE OF THE OMBUDSMAN, AREA OFFICE FOR THE VISAYAS, Field Office No. VIII, Marasbaras, Tacloban City;
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. I am not related to the Head of the Procuring Entity, 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 per GPPB Resolution No. 07-2022, dated 27 October 2022;
7. _____ [Name of Bidder] complies with existing labor laws and standards;
8. _____ [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Make estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued; and
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 _____, 2024 at _____, Philippines.

[Bidder's Representative/Authorized Signatory]

[JURAT]

SUBSCRIBED and sworn to before me, in the city/municipality of _____, this
_____ day of _____, 2024 with Residence Certificate No. _____ issued
at _____ on _____, 2024.

NOTARY PUBLIC
My commission expires Dec. 31, 20_____

Doc. No.: _____
Page No.: _____
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ANNEX E2

OSS Form B

Omnibus Sworn Statement for PARTNERSHIP OR COOPERATIVE (NOTARIZED)

Alternative Methods of Procurement – Negotiated Procurement (Small Value Procurement)

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. I am the duly authorized and designated representative of _____ [Name of Bidder] with office address at _____ [address of Bidder];
2. I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the _____ [Name of Bidder] in the bidding at the OFFICE OF THE OMBUDSMAN, AREA OFFICE FOR THE VISAYAS, Field Office No. VIII, Marasbaras, Tacloban City, as shown in the attached _____ [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)];
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. None of the officers and members of _____ [Name of Bidder] is related to the Head of the Procuring Entity, 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 per GPPB Resolution No. 07-2022, dated 27 October 2022;
7. _____ [Name of Bidder] complies with existing labor laws and standards;
8. _____ [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Make estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued; and
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 _____, 2024 at _____, Philippines.

[Bidder's Representative/Authorized Signatory]

[JURAT]

SUBSCRIBED and sworn to before me, in the city/municipality of _____, this
_____ day of _____, 2024 with Residence Certificate No. _____
issued at _____ on _____, 2024.

NOTARY PUBLIC
My commission expires Dec. 31, 20_____

Doc. No.: _____
Page No.: _____
Book No.: _____
Series of 2024

ANNEX E3

OSS Form C

Omnibus Sworn Statement for CORPORATION OR JOINT VENTURE (NOTARIZED)

Alternative Methods of Procurement – Negotiated Procurement (Small Value Procurement)

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. I am the duly authorized and designated representative of _____ [Name of Bidder], with office address at _____ [address of Bidder];
2. I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the _____ [Name of Bidder] at the OFFICE OF THE OMBUDSMAN, AREA OFFICE FOR THE VISAYAS, Field Office No. VIII, Marasbaras, Tacloban City, as shown in the attached _____ [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)];
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 there in 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. None of the officers, directors, and controlling stockholders of _____ [Name of Bidder] is related to the Head of the Procuring Entity, 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 per GPPB Resolution No. 07-2022 dated 27 October 2022;
7. _____ [Name of Bidder] complies with existing labor laws and standards;
8. _____ [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Make estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued; and
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 _____, 2024 at _____, Philippines.

[Name of Bidder/Authorized Representative]

[JURAT]

SUBSCRIBED and sworn to before me, in the city/municipality of _____, this
_____ day of _____, 2024 with Residence Certificate No. _____
issued at _____ on _____, 2024.

NOTARY PUBLIC
My commission expires Dec. 31, 20_____

Doc. No.: _____
Page No.: _____
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ANNEX F

**STATEMENT OF ALL ONGOING GOVERNMENT AND PRIVATE CONTRACTS WITHIN THE YEAR 2023
TO PRESENT INCLUDING CONTRACTS AWARDED BUT NOT YET STARTED**

Business Name : _____
Business Address : _____

Project Name and Description	a. Client Name b. Address c. Telephone Nos.	a. Date Awarded b. Date Started c. Date of Completion	Title of the Project in the Contract	% of Accomplishment		Contract Amount	Value of Outstanding Contracts/Un delivered Portion	Date of Delivery/ Completion
				Planned	Actual			
<u>Government:</u>								
<u>Private:</u>								

Important Notes:

This statement shall be supported with:

- 1 Notice of Award and/or Contract
- 2 Notice to Proceed issued by the owner

Submitted by : _____
(Print Name and Signature)

Designation : _____
Date : _____

ANNEX G

**STATEMENT IDENTIFYING BIDDER'S SINGLE LARGEST CONTRACT COMPLETED WITHIN THE YEAR 2023
TO PRESENT WHICH IS SIMILAR IN NATURE**

Business Name : _____
 Business Address : _____

Name of Contract	a. Company Name b. Address c. Telephone Nos. d. Contact Person	Description of Similar Contract	Items/Goods	Amount of Contract	Date of Completion
<u>Government</u>					
<u>Private</u>					

Note: This statement shall be supported with:
 1 Contract
 2 End-user's Certificate of Acceptance or Official Receipt(s) or Sales Invoice

Submitted by : _____
 (Print Name and Signature)

Designation : _____
 Date : _____