| | | |
|---|---|---|
| | **PENALTY**<br><br>1. In case of breach of contract or failure to perform the required obligations, the service provider shall pay the PPA liquidated damages equal to one tenth of one percent of the cost of the unperformed portion for every day of non-compliance until the obligations are fully rendered.<br><br>2. The imposition of the aforementioned liquidated damages shall be without prejudice to other legal actions, remedies, or penalties specified in the applicable guidelines. | |
| | **TERMINATION**<br><br>1. The PPA reserves the right to impose appropriate contractual remedies and, when warranted, initiate the termination of this Contract, in whole or in part, in the event that the Service Provider or Contractor fails to satisfactorily perform its contractual obligations, commits a material breach, or engages in unlawful or non-compliant acts in the execution hereof.<br><br>2. Any contract termination or rescission under this Section shall be undertaken strictly in accordance with Section 71 of Republic Act No. 12009, otherwise known as the *"New Government Procurement Act"* (NGPA), its Implementing Rules and Regulations (IRR), specifically the governing provisions on Contract Implementation and Termination, and such supplemental guidelines as the PPA or the Government Procurement Policy Board (GPPB) may issue | |
| | All other provisions stated in the Terms of Reference not included herein | |

# *Section VIII. Philippine Bidding Document Related Forms*

# Bid Form for Procurement of Goods

***[Note: The duly accomplished form shall be submitted with the Bid]***

---

## BID FORM

Project Identification No.: *[Insert number]*

*To: [Name of Procuring Entity]*

Having examined the Philippine Bidding Documents (PBD) including the Supplemental Bid Bulletin Numbers [insert numbers], the receipt of which is hereby duly acknowledged, we, the undersigned, declare that:

a) I/We have no reservation to the PBD, including the Supplemental Bid Bulletins, for the Procurement Project [Project Title];

b) Select one, delete the other

- I/We undertake to deliver the Goods in accordance with the delivery schedule in the Schedule of Requirements;
- I/We offer to execute the Works for this Contract in accordance with the PBD;

c) The total price of our Bid in words and figures, excluding any discount offered below, is *[insert information]*

d) The discounts offered and the methodology for their application, if any, are: *[insert information];* or indicate N/A if no discount offered]

e) The total bid price in words and figures, after applying the applicable discount, includes the cost of all taxes, such as, but not limited to *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized in the *[Select one, delete the other:* the Price Schedules/ Detailed Estimates].

f) This Bid shall remain valid within a period stated in the PBD, and it shall be binding upon me/us at any time before the expiration of that period;

g) If our bid is accepted, I/we commit to enter to a contract and provide a performance security in the form, amounts, and within the times prescribed in the PBD, and hereby acknowledge the consequences under the IRR of RA No. 12009 on forfeiture of Bid Security or enforcement of Bid Securing Declaration and on Blacklisting.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon the Bidder.

I/We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

I/We certify/confirm that we comply with the eligibility requirements pursuant to the PBD.

The undersigned is authorized to submit the bid on behalf of [Name of the Bidder] as evidenced by the attached [State the Written Authority].

I/We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Duly authorized to sign the Bid for and behalf of:

*[Insert Bidder's Name]*

*[Signature over Printed Name]*
*[Position/Designation]*
*[Date]*

# Price Schedule for Goods

Name of Bidder _____. Project ID No. _____. Page _ of _____

**Pricing Details for Goods Offered from Within the Philippines**

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|---|---|---|---|---|---|---|---|---|---|
| Item | Description | Source of Domestic Product, as certified by the Relevant Agency | 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) |
| | | | | | | | | | |

**Summary of Bid Prices**

*The Procuring Entity may modify the table below as necessary to comply with the requirements of the Procurement Project.*

| 1 | 2 | 3 | 4 |
|---|---|---|---|
| Item No. | Item | Particulars / Description | Total Amount |
| | | | |
| | | | |
| | | | |

Name:_____

Signature:_____

Duly authorized to sign the Bid for and behalf of:_____

# Price Schedule for Goods

Name of Bidder _____. Project ID No. _____. Page _ of _____

**Pricing Details for Goods Offered from Abroad**

| 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. 4 x 5) | Unit Price Delivered Duty Unpaid (DDU) | Unit price Delivered Duty Paid (DDP) | Total Price delivered DDP (col 4 x 8) |
| | | | | | | | | |

**Summary of Bid Prices**

*The Procuring Entity may modify the table below as necessary to comply with the requirements of a specific Project.*

| 1 | 2 | 3 | 4 |
|---|---|---|---|
| Item No. | Item | Particulars / Description | Total Amount |
| | | | |
| | | | |
| | | | |

Name:_____

Signature:_____

Duly authorized to sign the Bid for and behalf of:_____

# Contract Form

***[Note: The duly accomplished form is not required to be submitted with the Bid but shall be submitted within ten (10) days after receiving the Notice of Award]***

---

## CONTRACT FOR [Insert Project Title]

This CONTRACT executed on the _____ day of _____ 20_____ by and between:

*[Name of Procuring Entity]*, a government agency of the Republic of the Philippines, hereinafter called "the Entity";

-and-

*[Name of Supplier /Contractor/ Consultant]* a company duly organized and existing under the laws of [city and country], with principal office at [insert address], hereinafter called "the Supplier".

WHEREAS, the Entity invited Bids for certain goods and services/works/consulting services, particularly *[Brief description of Project]*;

WHEREAS, the Supplier/Contractor/Consultant submitted a responsive bid and was awarded the contract for the procurement in the total amount of *[Contract price in words and figures, including currency]*, hereinafter referred to as the "Contract Price."

NOW, THEREFORE, for and in consideration of the foregoing premises, the parties hereby agree as follows:

1. Unless otherwise stated, terms and expressions used in this Contract shall have the same meanings as those assigned to them in the Conditions of Contract, which form an integral part of this Contract.

2. The following documents as required by the Implementing Rules and Regulations of Republic Act No. 12009 shall form part and be read and construed as integral parts of this Contract, *viz.*:

    a. Philippine Bidding Document (PBD); *[Select one, delete the others]*

    - *For Procurement of Goods*

        i. Invitation to Bid;
        ii. Instruction to Bidders;
        iii. Bid Form, including all the documents/statements contained in the Bidder's bidding envelopes, as annexes, and all other documents submitted (e.g., Bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
        iv. Bid Data Sheet;
        v. Schedule of Requirements;
        vi. Technical Specifications;
        vii. General and Special Conditions of Contract;
        viii. Supplemental Bid Bulletins, if any; and

ix. Other contract documents that may be required by existing laws and/or the Entity.

- *For Procurement of Infrastructure Projects*

i. Drawings/Plans;
ii. Specifications;/Scope of Work;
iii. Bill of Quantities;
iv. General and Special Conditions of Contract; and
v. Supplemental Bid Bulletins, if any;

- *For Procurement of Consulting Services*

i. General and Special Conditions of Contract;
ii. Terms of Reference;
iii. Request for Expression of Interest;
iv. Instructions to Bidders;
v. Bid Data Sheet;
vi. Addenda and/or Supplemental/Bid Bulletins, if any;
vii. Bid forms, including all the documents/statements contained in the Bidder's bidding envelopes, as annexes, and all other documents/ statements submitted (*e.g.*, bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
viii. Eligibility requirements, documents and/or statements;
ix. Performance Security;
x. Notice of Award of Contract and the Bidder's *conforme* thereto; and
xi. Other contract documents that may be required by existing laws and/or the Entity.

b. Winning bidder's bid, including the Eligibility Requirements, Technical and Financial Proposals, and all other documents or statements submitted;

c. Performance Security;

d. Notice of Award of Contract; and the Bidder's Conforme thereto; and

e. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBD, such as but not limited to the Notice to Proceed and Warranty Security.

2. In consideration of the Contract Price of *[Contract Price in words and figures],* or such other sums as may be determined in accordance with the terms of the Contract, the Supplier/Contractor/Consultant agrees to deliver and perform the items and related services for the *[Project Title]* described herein in accordance with the terms and conditions specified in the Contract and its annexed documents.

3. The *[Name of the Procuring Entity]* agrees to pay the above-mentioned sum to the Supplier/Contractor/Consultant in accordance with the schedule and manner provided in the Bidding Documents and its annexes.

4. Any dispute, difference, or claim arising out of or relating to this Contract, including its existence, validity, interpretation, breach, or termination thereof, may be submitted to arbitration or other form of alternative dispute resolution in accordance with the

applicable law, such as Republic Act No. 9285 (Alternative Dispute Resolution Act of 2004) or Executive Order No 1008, series 1985 (Construction Industry Arbitration Law).

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

| | |
|---|---|
| *For the Procuring Entity* | *For the Bidder* |
| Head of the Procuring Entity or Duly Authorized Representative | Duly authorized to sign the Contract for and behalf of *[Bidders Name]*: |
| *[Signature over Printed Name]*<br>*[Position/Designation]*<br>*[Date]* | *[Signature over Printed Name]*<br>*[Position/Designation]*<br>*[Date]* |

*Signed in the presence of:*

| | |
|---|---|
| *[Name and Signature]*<br>*Witness – Procuring Entity* | *[Name and Signature]*<br>*Witness- Supplier* |

ACKNOWLEDGMENT

BEFORE ME, A Notary Public for and in the _____, City/Province of _____, this _____ day of _____, 20_____, personally appeared the above-named persons who have satisfactorily proven to me their identity, through their identifying documents written below their names and signatures, that they are the same persons who executed and voluntarily signed the foregoing instrument consisting of ____ pages, including this page where this Acknowledgement is written, which they acknowledged before me as their free and voluntary act and deed.

WITNESS MY HAND AND SEAL this ___ day of *[month] [year]*.

NAME OF NOTARY PUBLIC

Notarial Commission No. _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. __, *[date issued], [place issued]*
IBP No. __, *[date issued], [place issued]*

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

# Omnibus Sworn Statement Form

***[Note: The duly accomplished form shall be submitted with the Bid]***

---

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

## OMNIBUS SWORN STATEMENT

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

1. *Select one, delete the others:*

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

   - *If 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]*;

   - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* I am the individual consultant or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;

2. ***Select one, delete the others:***

   - *If 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 *[Project Title]* of the *[Name of the Procuring Entity][insert* "as supported by the attached duly notarized Special Power of Attorney" *for authorized representative]*;

   - *If 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 *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable;

   - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* As the individual consultant 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 *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney *for authorized representative*;

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;

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 others:*

   - *If sole proprietorship :* The *[Name of Bidder]* and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

   - *If partnership :* The partnership itself and the partners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

   - *If cooperative:* The cooperative itself and members of the board of directors, general manager, or chief executive officer of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

   - *If corporation, or joint venture:* The corporation or joint venture itself, and officers, directors, and controlling stockholders of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

   - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* The individual consultant and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

7. It is understood that failure to faithfully disclose its relationship with the Head of the Procuring Entity, members of the BAC, the TWG, and the BAC Secretariat, the head of the PMO or the end-user unit or implementing unit, and the project consultants of the Procuring Entity, or of the procurement agent by consanguinity or affinity up to the third civil degree, as well as its submission of beneficial ownership information containing false entries shall be subject to blacklisting under Section 100 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009, without prejudice to criminal and civil liabilities under applicable laws, including their accessory penalties, if any.

*Select one, delete the rest:*

- *In case of corporations: [Name of Bidder]* declares its beneficial ownership information consistent with its updated General Information Sheet or Beneficial Ownership Declaration Form or any other document duly submitted to the SEC and has maintained a valid and updated file therein in compliance with Sections 20.2.9.1, 81, and 82 of the IRR of RA No. 12009.

- *In case of Foreign Bidders: [Name of Bidder]* submitted an appropriate equivalent document in English issued by the country of the bidder concerned in accordance with Section 20.2.9.2 of the IRR of RA No. 12009.

8. *[Name of Bidder]* complies with existing labor laws and standards; and

9. *[Name of Bidder]* is aware of and has undertaken the following 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) Made an 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 for the *[Project Title]*.

10. *[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.

11. In case advance payment was made or given to *[Name of Bidder]*, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability under existing laws.

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

Duly authorized to sign the Bid for and behalf of:

*[Insert Bidder's Name]*

*[Affiant's Signature over Printed Name]*
*[Position/Designation]*
*[Date]*

JURAT

SUBSCRIBED AND SWORN to before me this _____ day of *[month] [year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____.

WITNESS MY HAND AND SEAL this ___ day of *[month] [year]*.

NAME OF NOTARY PUBLIC
Notarial Commission No. _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. __, *[date issued], [place issued]*
IBP No. __, *[date issued], [place issued]*

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

# Bid Securing Declaration Form

***[The duly accomplished form shall be submitted with the Bid if bidder opts to provide this type of bid security]***

---

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

## BID SECURING DECLARATION

Project Identification No.: *[Number]*

To: *[Insert name of the Procuring Entity]*

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) Select one, delete the other:

   - I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any Procuring Entity upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under 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 52.2 (a), 63.2, 69.1 and 100, except 100.3 (c),of the IRR of Republic Act No. 12009; without prejudice to other legal action the government may undertake; and

3) 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;

   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 *[month] [year]* at *[place of execution]*.

Duly authorized to sign the Bid for and behalf of:

*[Insert Bidder's Name]*

*[Signature over Printed Name]*
*[Position/Designation]*

*[Date]*

JURAT

SUBSCRIBED AND SWORN to before me this _____ day of *[month] [year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____.

WITNESS MY HAND AND SEAL this ___ day of *[month] [year]*.

NAME OF NOTARY PUBLIC
Notarial Commission No. _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. __, *[date issued], [place issued]*
IBP No. __, *[date issued], [place issued]*

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

# NET FINANCIAL CONTRACTING CAPACITY (NFFC) COMPUTATION

A. The values of the bidder's current assets and current liabilities shall be based on the data submitted to the BIR, through its Electronic Filing and Payment System (EFPS).

| | | Year 20__ |
|---|---|---|
| 1. | Total Assets | |
| 2. | Current Assets | |
| 3. | Total Liabilities | |
| 4. | Current Liabilities | |
| 5. | Net Worth (1-3) | |
| 6. | Net Working Capital (2-4) | |

B. The Net Financial Contracting Capacity (NFCC) based on the above data is computed as follows:

NFCC = [(Current asset minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid

NFCC = Php _____

K = 15

Herewith attached are certified true copies of the income tax return and audited financial statement: stamped "RECEIVED" by the BIR or BIR authorized collecting agent for the immediately preceding year.

Submitted by:

_____
Name of Supplier/Distributor/Manufacturer

_____
Signature of Authorized Representative

## STATEMENT OF THE BIDDER'S ONGOING GOVERNMENT AND PRIVATE CONTRACTS, INCLUDING CONTRACTS AWARDED BUT NOT YET STARTED

---

This is to certify that _____ has the following ongoing government and private contracts, including contracts awarded but not yet started:

| NAME OF THE CONTRACT | DATE OF THE CONTRACT | CONTRACT DURATION | OWNER'S NAME & ADDRESS | KINDS OF GOODS/ SERVICES DELIVERED | AMOUNT OF CONTRACT | VALUE OF OUTSTANDING CONTRACT | DATE OF DELIVERY |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
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*PROOF OF CONTRACT TO BE PRESENTED AT POST-QUALIFICATION.

_____
Name and Signature of Authorized Representative

_____
Date

## STATEMENT OF THE BIDDER'S SINGLE LARGEST COMPLETED CONTRACT (SLCC) SIMILAR TO THE CONTRACT TO BE BID

This is to certify that _____ has completed the following:

| NAME OF THE CONTRACT | DATE OF THE CONTRACT | CONTRACT DURATION | OWNER'S NAME & ADDRESS | KINDS OF GOODS | AMOUNT OF COMPLETED CONTRACT/S | DATE OF DELIVERY | END USER'S ACCEPTANCE OR OFFICIAL RECEIPT(S) OR SALES INVOICE ISSUED FOR THE CONTRACT* |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
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*TO BE ATTACHED TO THE STATEMENT

_____
Name and Signature of Authorized Representative

_____
Date

# TERMS OF REFERENCE

## *PROVISION OF BAGGAGE SECURITY SCREENING MACHINE OPERATORS FOR THE PHILIPPINE PORTS AUTHORITY HEAD OFFICE, PORT MANAGEMENT OFFICES, AND TERMINAL MANAGEMENT OFFICES/PORTS (Multi-year contract)*

## 1. RATIONALE

1.1 This Terms of Reference (TOR) is issued in accordance with Republic Act No. 12009 and its Revised Implementing Rules and Regulations (IRR). It upholds the principles of transparency, competitiveness, streamlined procurement processes, the use of technology, accountability, and public monitoring. The TOR serves as a guide for prospective bidders participating in the public and competitive bidding for the procurement of security services for the Philippine Ports Authority (PPA) Head Office, Port Management Offices (PMOs), and Terminal Management Offices (TMOs)/Ports.

## 2. OBJECTIVE

2.1 Ensure the safety of passengers, employees, and visitors entering port facilities, the strategy focuses on acquiring and operating advanced screening systems capable of detecting weapons, explosives, narcotics, and contraband, while maintaining operational efficiency by balancing thorough security checks with minimal delays in passenger and cargo movement; at the same time, all measures are aligned with international standards, specifically the IMO and ISPS Code, to uphold global maritime security requirements and guarantee compliance, credibility, and smooth operations.

## 3. SCOPE OF WORK

3.1. Baggage Security Screening Machine Operators (BSSMOs), provided by the Security Provider/Contractor, are responsible for safeguarding port operations by operating screening equipment, inspecting passenger and employee baggage, and enforcing established security protocols; they ensure smooth flow through checkpoints by coordinating with port staff, respond promptly to threats or emergencies, assist passengers during the screening process, document all activities for accountability, and engage in continuous training to remain compliant with evolving technologies and security standards.

3.2. Deploy **Five Hundred Thirty-seven (537)** qualified security personnel identified in the approved deployment distribution, as indicated in Annex "A".

In line with the approved deployment distribution and Annex "A," the qualified personnel assigned to the Passenger Terminal Building (PTB) and Port Operation Building (POB) are directed to provide uninterrupted security services for a minimum of six (6) consecutive days. This period may be extended as required by port operations to ensure continuous safety and operational integrity.

3.3. Work Schedule:

3.3.1. Shift Structure: Security personnel shall be deployed across three (3) designated shifts per day, with each shift consisting of eight (8) consecutive hours of duty, thereby maintaining uninterrupted, twenty-four (24) hour daily security coverage.

3.3.2. Operations and coverage shall strictly apply seven (7) days a week, including Saturdays, Sundays, and all legal, special, and declared public holidays, without exception.

3.4. Deployment of security personnel shall remain flexible and responsive, adjusting as necessary to the operational tempo and administrative requirements of the designated Ports.

3.5. The Security Provider shall ensure the immediate provision and stationing of qualified relievers prior to the commencement of any scheduled leave of absence by assigned security personnel, as well as in all instances of emergency or unscheduled leaves.

3.6. Should operational necessity dictate, BSSMOs may be required to render extended service beyond the regular eight-hour (8-hour) shift, provided that such overtime shall be for a minimum of two (2) hours but not exceeding four (4) hours on weekdays, and up to a maximum of eight (8) hours on holidays and rest days.

## 4. APPROVED BUDGET FOR THE CONTRACT

4.1. The **Approved Budget for the Contract (ABC)** for the first year is **One Hundred Seventy-Nine Million Eight Hundred Eighty-one Thousand One Hundred Fifty-eight Pesos and 12/100 (Php179,881,158.12).**

4.2. The total ABC for the full two-year (2-year) contract duration is **Three Hundred Fifty-nine Million Seven Hundred Sixty-two Thousand Three Hundred Sixteen Pesos and 24/100 (₱359,762,316.24)**, covering the deployment of five hundred thirty-seven (537) BSSMOs.

## 5. MINIMUM QUALIFICATIONS

5.1. Any prospective bidder must have successfully completed, or currently be implementing, security service contracts involving passenger and cargo terminal operations, security screening activities, and baggage X-ray screening operations in ports, transportation terminals, or other similar

high-security facilities. The bidder must demonstrate experience in an operational environment, nature, and complexity comparable to the project being procured, immediately preceding the deadline for the submission and receipt of bids.

5.1.1. For purposes of this requirement, a "similar contract" shall refer to a security services contract involving security operations in passenger and cargo terminal facilities within ports, which includes, but is not limited to, the following services:

5.1.1.2 Security screening of passengers, baggage, cargoes, parcels, and other items entering or departing port facilities; and

5.1.1.3 Operation of baggage X-ray screening machines and other related security screening equipment for the detection and prevention of prohibited, dangerous, unauthorized, or suspicious items.

5.1.2 The value of the completed similar contract shall be at least fifty percent (50%) of the ABC to be bid.

5.2 The bidder shall submit the following documents during the opening of bids for evaluation and verification:

5.2.1 A valid **ISO 9001:2015** Quality Management System Certification issued by an accredited certification body.

5.2.2 A valid **License to Operate** issued by the Philippine National Police – Civil Security Group – Supervisory Office for Security and Investigation Agencies **(PNP-CSG-SOSIA)**, evidencing that the bidder is duly licensed and registered Private Security Agency.

5.2.3 A valid **Certificate of Registration** issued by the Department of Labor and Employment **(DOLE)**, evidencing that the bidder is a duly licensed and registered.

5.2.4 A valid **DOLE Certification**, certifying that the bidder has no pending cases and no derogatory record as of the date of issuance.

5.2.5 **Certificates of Registration** issued by the Social Security System, **(SSS)**, Home Development Mutual Fund **(Pag-IBIG Fund)**, and Philippine Health Insurance Corporation **(PHILHEALTH)**, evidencing the bidder's compliance with statutory registration requirements.

5.2.6 A valid **Certificate of Membership** issued by the **Philippine Association of Detective and Protective Agency Operators (PADPAO)**, evidencing that the bidder has maintained membership

in good and active standing for at least ten (10) consecutive years immediately preceding the submission of bids.

5.2.7 **Organizational Structure** of the security agency, including the names, contact details, and office location/address/es of the Key Officers.

5.2.8 The bidder must submit at least two (2) duly accomplished **Client Feedback Forms,** each reflecting a rating of at least "Satisfactory" in all evaluation criteria, together with the corresponding **Certificate of Satisfactory Performance** and/or **Certificate of Ongoing Contract** issued by the client. The prescribed Client Feedback Form (Annex "B") shall be used exclusively for this purpose.

5.2.9 **Certificate(s) of Site Inspection** covering all PMOs and TMOs included in this Project, duly signed by the respective Port Manager, Terminal Manager, Station Commander, or their duly authorized representative. The prescribed Certificate of Site Inspection (Annex "C") shall be submitted during the opening and preliminary examination of bids as part of the Technical Proposal.

5.2.10 Shall submit the **Biodata or Curriculum Vitae** of the five (5) proposed Area Coordinators, clearly demonstrating their qualifications and compliance with the requirements of the project.

The proposed Area Coordinators shall possess the following minimum qualifications:

1. Must be a Filipino citizen and of legal age.
2. Must be a graduate of a four-year bachelor's degree from a duly recognized educational institution.
3. Must have at least one (1) year of relevant experience in a supervisory or managerial position involving security services, aviation security, port security, baggage security screening, or related security operations.
4. Must have successfully completed security management, supervisory, or leadership training programs recognized by the Philippine National Police Supervisory Office for Security and Investigation Agencies (PNP-SOSIA) or other government-recognized training institutions.
5. Must possess a valid and current Security Officer License (SOL) issued by the PNP-SOSIA.
6. Must possess effective oral and written communication skills in both English and Filipino and be capable of communicating

in the predominant local dialect within the assigned area of responsibility.

7. Must be physically and mentally fit to effectively perform supervisory, monitoring, coordination, administrative, and reportorial functions.
8. Must have no pending administrative, civil, or criminal case involving moral turpitude and must have a record of good moral character and professional integrity.
9. Must be knowledgeable in the preparation of operational reports, personnel deployment schedules, incident documentation, and coordination procedures relevant to security operations and baggage screening services.

## 6. OBLIGATION AND RESPONSIBILITIES OF THE PARTIES

### 6.1 *The Philippine Ports Authority shall:*

6.1.1 Pay the Service Provider on the monthly basis, subject to existing government auditing and accounting rules and regulations, provided that it shall not exceed the bid amount detailed in Annex "D" (Financial Offer).

6.1.2 Reserve the right to reject any BSSMOs found unqualified or unfit based on the prescribed qualification standards.

6.1.3 Exercise operational and administrative supervision over deployed BSSMOs to ensure effectiveness and efficiency;

6.1.4 Exercise supervisory authority and conduct inspections and audits to ensure the Service Provider's compliance with applicable labor laws, social legislation, and contractual provisions relating to the welfare of security personnel deployed under the Contract. The Procuring Entity shall likewise conduct a periodic performance evaluation of the Service Provider/Contractor based on the approved performance criteria at least once every contract year, which shall serve as the basis for determining compliance with contractual obligations, service standards, and overall performance requirements.

6.1.5 Ensure that the Service Provider consistently maintains a satisfactory level of performance throughout the duration of the contract, in strict accordance with the performance criteria set forth in Annex "E" (Criteria for Performance Evaluation).

6.1.6 Assist the service provider with the seminars, training, and/or briefings specified in item **6.2.2** of this TOR.

6.1.7 Retain the right to increase or decrease the number of security personnel to be deployed under the Contract, subject to the actual manpower support requirements of the PPA during the effectivity of the Contract. Such adjustments shall be compensable in accordance with all labor laws, provided that the ABC for the relevant year is not exceeded.

**6.2** ***The Service Provider shall:***

6.2.1 Conduct one (1) day orientation briefing for newly deployed BSSMOs covering restricted/prohibited item screening and Baggage X-ray Machine Operation.

6.2.2 Deploy BSSMOs to the sites listed in Annex "A" and require all newly hired BSSMOs to complete the following training/seminar programs:

6.2.2.1 Basic Baggage Screening/X-Ray Operation Course, including the Identification of Dangerous Goods, Dangerous Weapons, Prohibited Items, and other related security seminars, to be conducted by an instructor accredited by the Office for Transportation Security (OTS) within three (3) months from deployment.

6.2.2.2 Maritime Security Awareness Training Seminar (MSAT), to be conducted by a Certified Port Facility Security Officer (PFSO) or the concerned Port Authority.

6.2.3 Submit, through the Port Police Division, a complete set of individual personnel records (201 Files) for all BSSMOs assigned to the respective PMO. The submission must be certified or attested as true and correct by the Service Provider authorized signatory.

6.2.4 Comply with the provisions of DOLE Department Order No. 174, Series of 2017, and all other applicable labor laws, rules, and regulations.

6.2.5 Solely responsible for the payment of the wages, salaries, overtime pay, benefits, contributions, and all other statutory obligations due to its personnel assigned under this Contract.

6.2.6 Pay all applicable taxes, duties, and fees in full and strictly on time. Non-compliance with this tax obligation shall entitle the PPA to withhold payments for any services rendered until such liabilities are fully settled and cleared with the proper tax authorities.

6.2.7 Collect fees for services rendered that have been duly verified, validated, and approved by the PPA. All billings shall be supported by Official Receipts issued by the Service Provider or Contractor and shall be payable on the fifteenth (15th) day and on the last working day of the month following the Service Provider submission of the complete Statement of Account together with all required supporting documents.

6.2.8 Deploy and continuously maintain duly licensed and PNP-SOSIA-accredited security personnel and security officers in the required headcount and possessing the prescribed qualifications throughout the duration of the Contract.

6.2.9 Provide and maintain valid and operational readiness of all equipment strictly in compliance with the Minimum Equipment Requirements specified in Annex "F" hereof.

6.2.10 The Service Provider shall designate and assign an Area Coordinator in each of the following **Port Security Clusters: National Capital Region (NCR) Manila, Southern Luzon, Visayas, Northern Mindanao, and Southern Mindanao.** The Area Coordinator shall be responsible for the overall supervision, monitoring, coordination, and performance management of all Baggage Security Screening Machine Operators (BSSMOs) within the assigned area of responsibility. The Area Coordinator shall ensure compliance with operational procedures, deployment schedules, reporting requirements, and other directives issued by the Port Management Office (PMO) and the Philippine Ports Authority (PPA) in relation to baggage security screening operations.

The Area Coordinator shall have the following duties and responsibilities:

6.2.10.1 Ensure that all baggage security screening operations are conducted in strict compliance with applicable maritime security laws and regulations, approved standard operating procedures (SOPs), Philippine Ports Authority (PPA) policies, and other relevant government issuances.

6.2.10.2 Monitor and supervise the deployment, attendance, performance, conduct, discipline, and operational readiness of all assigned BSSMOs.

6.2.10.3 Conduct regular operational inspections, security audits, performance assessments, and unannounced spot

checks of screening personnel, facilities, systems, and equipment to verify operational effectiveness and regulatory compliance.

6.2.10.4 Verify and ensure that all BSSMOs maintain valid and current security clearances, certifications, professional licenses, permits, and mandatory training qualifications required for the performance of their duties.

6.2.10.5 Maintain effective coordination and communication with the PPA, regulatory agencies, law enforcement authorities, security stakeholders, and other concerned entities on operational, safety, and security-related matters.

6.2.10.6 Immediately respond to, manage, document, and report all **security incidents**, operational disruptions, personnel violations, equipment deficiencies, and other significant concerns, including the corresponding **actions taken** and recommendations for resolution.

6.2.10.7 Prepare, maintain, and submit all required operational, administrative, compliance, and incident reports within prescribed **timelines** and in accordance with PPA requirements.

6.2.10.8 Identify operational gaps, risks, and deficiencies, and formulate, recommend, and implement appropriate corrective and preventive measures to ensure continuous compliance, operational efficiency, service reliability, and effective security screening operations.

6.2.10.9 Perform such other functions and responsibilities as may be necessary to ensure the uninterrupted, efficient, effective, and seamless delivery of baggage security screening services within the assigned area of responsibility.

6.2.11 Submit to PPA detailed monthly reports of the undertaking and unusual incidents and such other reports in accordance with the form and frequency prescribed by PPA;

6.2.12 Assume full liability for any loss or damages to property, including the baggage security screening machines and other equipment's of the PPA, as well as any injury or death sustained by PPA personnel, port users, guests, or passengers, where such loss, damage, injury, or death is directly or indirectly attributable to the fault, negligence, willful misconduct, or

unlawful acts of the Service Provider, its officers, BSSMOs, or deployed personnel.

6.2.13 Ensure that all deployed BSSMOs are physically, mentally, and psychologically fit for duty by subjecting said personnel to medical, and psychological examinations by an accredited health institution, and promptly submitting certified copies of the medical results and clearances to the PPA prior to deployment and renewal

6.2.14 Confer or meet with the authorized representatives of PPA on issues and concerns on the proper implementation of the Contract;

6.2.15 Make available at any reasonable time all relevant documents for inspection, examination, and audit by the PPA;

6.2.16 Provide a Bundy clock or logbook for every port or terminal as a basis for the payment by the PPA of actual services rendered by the security guards.

6.2.17 Provide each BSSMOs with two (2) sets of the prescribed uniform, including upper garments and other required paraphernalia, in accordance with the specifications set forth in Annex "G". The Service Provider shall ensure that all deployed BSSMOs are properly attired and equipped at all times while performing their duties under the Contract;

6.2.18 Recognize PPA's exercise of visitorial power or conduct of inspection or audit of the Service Provider's compliance to the provisions of the Contract or with the existing social legislation relating to the welfare of BSSMOs deployed under the Contract;

6.2.19 Undergo monthly performance evaluation as determined/assessed by the Port Police Division of the PMOs concerned;

6.2.20 Provide satellite offices for every Port Security Cluster (Luzon, Visayas, and Mindanao), who shall oversee security operations/concerns of posted BSSMOs at the expense of the security service provider. The satellite office/address shall be provided to the Port Police Department and be updated from time to time. In addition, assign one (1) of the BSSMOs as a team leader, provided with allowable allowances who shall assist the agency coordinator, especially in the preparation of monthly duty detail, submission of DTR, consolidation of reports intercepted prohibited items, and performing other duties directed by the PPA and Port Police Officer.

## 7. QUALIFICATIONS OF BAGGAGE SECURITY SCREENING MACHINE OPERATORS (BSSMOs):

7.1 All BSSMOs deployed by the Service Provider must possess the following qualifications:

a.) Must be a Filipino citizen and of legal age;

b.) Must have completed at least High School education, under either the legacy curriculum or the K-to-12 Senior High School program;

c.) Must have a minimum of one (1) year of relevant experience in security guard services and/or baggage security screening operations.;

d.) Must be a holder of a valid Security Guard/Security Officer License issued by the Philippine National Police – Supervisory Office on Security and Investigation Agencies (PNP – SOSIA);

e.) Must be computer literate, and trained in operating baggage security screening machines;

f.) Must demonstrate effective oral and written communication skills in both English and Filipino and be proficient in the predominant local dialect spoken within the designated area of responsibility.

g.) Must be physically, mentally, and psychologically fit for duty, with normal color vision (not color blind), as certified by a DOH-accredited medical center or government health institution.

## 8. DUTIES AND RESPONSIBILITIES OF BAGGAGE SECURITY SCREENING MACHINE OPERATORS

8.1 Exercise utmost care, diligence, and proper handling of all passenger baggage, personal belongings, and cargo during the screening, movement, and inspection process to prevent damage, loss, or mishandling.

8.2 Perform prescribed start-up test procedures for the baggage security screening machines prior to the commencement of daily terminal operations and at every shift start-up time.

8.3 Maintain high operational standards and quality control in baggage screening operations in full compliance with applicable maritime security regulations and PPA security policies

8.4 Strictly observe and comply with prescribed time limits and performance benchmarks governing image-on-screen examination, task execution duration, and threat assessment decision-making times during active screening operations.

8.5 Analyze and Interpret the X-ray images generated by baggage security screening machines to identify prohibited, dangerous, or restricted items.

8.6 Use all main image evaluation functions of the baggage security screening machine, including brightness & contrast, inverse image displays, organic stripping, inorganic stripping, and zoom functions, *etc.* to interpret the images accurately. (These image manipulations can be useful for identifying subtle differences in density or composition to detect threats embedded within visually cluttered images)

8.7 Visually scan objects as efficiently as possible to prevent unreasonable delays or congestion in passenger terminal operations.

8.8 Identify and isolate baggage suspected of containing prohibited or restricted articles; precisely analyze the shape, size, density, and location of potential concealed threats; and explicitly point out suspicious items on the screening monitor to guide the physical searcher in conducting a targeted secondary inspection.

8.9 Conduct physical or manual examinations of baggage requiring secondary processing, or execute necessary intervention protocols, in strict accordance with PPA Memorandum Circular No. 05-2021, applicable port security directives, or lawful orders issued by the Port Police Station Commander;

8.10 Perform other related tasks to support overall access control and security screening protocols.

8.10.1 *Manual Baggage Inspection Procedure*

In the event that the Baggage X Ray Machine (BXM) is non-operational or unserviceable, or when required due to the detection of suspicious items, the BSSMOs or Assistant/Feeder shall conduct manual inspection of baggage in accordance with the following procedures:

a. Manual inspection shall serve as an alternative security screening measure to ensure continuous and effective baggage screening operations.

b. All inspections shall be carried out in a professional, courteous, and non-intrusive manner, with due respect to passengers' rights and privacy.

c. The inspection area shall be properly designated, well lit, and, whenever practicable, covered by CCTV for transparency and accountability.

8.10.2 The *Frisker* is primarily responsible for enhancing security and safety by screening individuals and preventing prohibited, dangerous, or unauthorized items from entering restricted or protected areas.

Duties and Responsibilities

a. Perform frisking or pat-down searches of persons entering secured areas.

b. Check for prohibited, dangerous, or concealed items that may pose a security threat.

c. Use handheld metal detectors and assist in the operation of walk-through metal detectors during screening procedures.

d. Assist in baggage and parcel screening when required, in accordance with established security protocols.

e. Maintain professionalism, courtesy, and respect while conducting screening procedures to ensure the dignity and rights of all individuals are upheld.

f. Report suspicious activities, prohibited items, and security incidents to the appropriate security personnel or supervisor.

g. Comply with all security policies, procedures, and applicable regulations governing access control and screening operations.

## 9 RADIATION PROTECTION AND SAFETY STANDARDS

9.1 In coordination with the Department of Health (DOH), Department of Science and Technology – Philippine Nuclear Research Institute (DOST-PNRI), Food and Drug Administration (FDA), and other concerned government agencies, the Service Provider shall:

9.1.1 **Comply with all existing government regulations.** The Service Provider shall comply with all the regulations of DOH, DOST-PNRI, FDA, and other government agencies concerned according to Radiation Protection and Safety Standards.

9.1.2 **Issuance of Optically Stimulated Luminescence (OSL) Dosimetry.** The Service Provider shall issue one (1) OSL dosimeter

badge to each BSSMOs, based on the contracted number of personnel, and shall ensure the calibration of the same during the course of operations to monitor cumulative exposure to ionizing radiation. All costs associated with the issuance, calibration, monitoring, replacement, and maintenance of the OSL dosimeters shall be borne solely by the Service Provider/Contractor at its own expense.

9.1.3 **Use of PPA-owned Radiation Survey Meters.** maintained in operational condition, positioned at designated baggage X-ray screening stations, and subjected to periodic calibration and maintenance in accordance with the applicable regulations, standards, and requirements of the Philippine Nuclear Research Institute (PNRI).

9.1.4 **Certified Radiation Protection/Safety Officers (RPOs/RSOs).** The service provider shall maintain the services of an on-call Radiation Safety Officer (RSO) who can be mobilized as required, Certified Radiation Protection/Safety Officers who are technically competent in radiation protection and safety matters on the use of *Security Baggage Inspection Systems,* who shall not be part of the deployment and at the expense of the Service Provider.

In coordination with the Port Police Department for the Head Office and the Port Police Divisions for the Port Management Offices, the Service Provider, through its designated Area Coordinator and under the supervision of the RSO, shall:

9.1.4.1 In charge of the delivery, issuance, and correct usage of OSL badge dosimeters to their operators and calibration of the same pursuant to existing PNRI regulations. *(Annex F – Minimum Commitment Equipment Requirements)*

9.1.4.2 Monitor radiation levels of the baggage security screening machines using PPA-owned survey meters and calibration and maintenance of the same pursuant to existing PNRI regulations.

## 10. OTHER CONDITIONS OF THE CONTRACT

10.1 **Identification.** Each personnel shall bear an identification card (ID) in the design agreed upon by the parties. The deployed BSSMOs shall wear the prescribed uniform as agreed upon by the parties. All costs associated with the provision of identification cards, uniforms, and related accessories shall be borne solely and exclusively by the Service Provider at no additional cost to the PPA.

10.2 **Service Complaints.** Upon loss of trust and confidence and without liability, PPA shall have the right to request to change or replace the BSSMOs concerned within twenty – four (24) hours from receipt of the corresponding written notice. Further, in no case shall the Baggage

Security Screening Machine Operators be replaced or relieved without prior written notice to and written concurrence from PPA.

10.3 **No Employer-Employee Relationship.** Nothing herein shall be construed to create an employer-employee relationship between the parties. The Service Provider is an independent Service Provider; thus, all human resource concerns of the deployed Baggage Security Screening Machine Operators should be addressed to it.

10.4 **Accident/Death/Injury.** The PPA shall not be responsible for liabilities arising out of any accident, death, or injury to the deployed Baggage Security Screening Machine Operators. The Service Provider shall assume all liabilities in connection with the performance of the services under the contract.

## 11. PENALTY

11.1 In case of breach of contract or failure to perform the required obligations, the service provider shall pay the PPA liquidated damages equal to one tenth of one percent of the cost of the unperformed portion for every day of non- compliance until the obligations are fully rendered.

11.2 The imposition of the aforementioned liquidated damages shall be without prejudice to other legal actions, remedies, or penalties specified in the applicable guidelines.

## 12. TERMINATION

12.1 The PPA reserves the right to impose appropriate contractual remedies and, when warranted, initiate the termination of this Contract, in whole or in part, in the event that the Service Provider or Contractor fails to satisfactorily perform its contractual obligations, commits a material breach, or engages in unlawful or non-compliant acts in the execution hereof.

12.2 Any contract termination or rescission under this Section shall be undertaken strictly in accordance with Section 71 of Republic Act No. 12009, otherwise known as the *"New Government Procurement Act"* (NGPA), its Implementing Rules and Regulations (IRR), specifically the governing provisions on Contract Implementation and Termination, and such supplemental guidelines as the PPA or the Government Procurement Policy Board (GPPB) may issue.

## 13. DURATION OF CONTRACT

The Contract for the Provision of Baggage Security Screening Machine Operators shall be for a period of **two (2) years effective upon receipt by the winning bidder of the Notice to Proceed.**

**PRSSUPT GENARO P MANCIO, JR**
Manager/Superintendent
Port Police Department

*Encl/s.* *Annex A – Distribution of Baggage Security Screening Machine Operators (BSSMOs)*
*Annex B – Client Feeback Form (Certificate of Satisfactory Performance) and (Certificate of Ongoing Contract)*
*Annex C – Certificate of Site Inspection*
*Annex D – Financial Offer*
*Annex E – Criteria Performance Evaluation*
*Annex F – Minimum Commitment Equipment Requirements*
*Annex G – Set of prescribed upper uniform*

**ANNEX "A"**

# DISTRIBUTION OF BAGGAGE SECURITY SCREENING MACHINE OPERATORS (BSSMOs)

Eight (8) hours duty Daily including Sundays or Rest Days, Special Days and Holidays

| LOCATION | No. of BSSMOs |
|---|---|
| **1. PPA HEAD OFFICE** | |
| H.O/PPATI/GAD CENTER | 2 |
| **Sub-Total** | **2** |
| **2. PMO NCR - SOUTH** | |
| Baseport South Harbor | 6 |
| TMO Pasig | 5 |
| **Sub-Total** | **11** |
| **3. PMO NCR - NORTH HARBOR** | |
| Baseport North Harbor | 2 |
| **Sub-Total** | **2** |
| **4. PMO BATANGAS** | |
| Baseport (Batangas) | 2 |
| TMO Romblon | 5 |
| TMO Tablas | 5 |
| **Sub-Total** | **12** |
| **5. PMO MARINDUQUE/QUEZON** | |
| Baseport (Lucena) | 9 |
| TMO Balanacan | 6 |
| TMO Cawit | 2 |
| TMO Santa Cruz | 2 |
| **Sub-Total** | **19** |
| **6. PMO MINDORO** | |
| Baseport (Calapan) | 15 |
| TMO Roxas | 6 |
| TMO Balatero (Puerto Galera) | 4 |
| TMO Bulalacao | 6 |
| TMO Abra de Ilog | 6 |
| **Sub-Total** | **37** |

| | |
|---|---|
| **7. PMO BICOL** | |
| Baseport (Legazpi) | 7 |
| TMO Matnog | 15 |
| TMO Tabaco | 10 |
| TMO Pio Duran | 7 |
| TMO Bulan | 5 |
| TMO Catanduanes | 2 |
| Port of San Andres | 4 |
| **Sub-Total** | **50** |
| **8. PMO MASBATE** | |
| Baseport (Masbate) | 6 |
| Port of Claveria | 3 |
| **Sub-Total** | **9** |
| **9. PALAWAN** | |
| Baseport (Puerto Princesa) | 8 |
| TMO Coron | 8 |
| TMO Cuyo | 4 |
| TMO El Nido | 6 |
| **Sub-Total** | **26** |
| **10. PMO PANAY GUIMARAS** | |
| Baseport (Iloilo) | 7 |
| Iloilo Fastcraft Terminal | 4 |
| Port of San Pedro | 6 |
| Port of Dumangas | 6 |
| Port of Culasi | 4 |
| Port of Jordan | 6 |
| **Sub-Total** | **33** |
| **11. PMO NEGROS ORIENTAL/ SIQUIJOR** | |
| Baseport (Dumaguete) | 15 |
| TMO Larena | 6 |
| Port of Siquijor | 10 |
| TMO Guihulngan | 4 |
| **Sub-Total** | **35** |
| **12. PMO BOHOL** | |
| Baseport (Tagbilaran) | 10 |
| TMO Loon | 4 |
| TMO Tubigon | 6 |
| TMO Jagna | 5 |
| **Sub-Total** | **25** |

| | |
|---|---|
| **13. PMO NEGROS OCC. BACOLOD/BANAGO/BREDCO** | |
| Baseport (Banago) | 8 |
| TMO San Carlos | 8 |
| **Total** | **16** |
| **14. PMO EASTERN LEYTE/SAMAR** | |
| Baseport (Tacloban) | 2 |
| TMO Liloan | 6 |
| TMO Calbayog | 4 |
| TMO San Isidro | 4 |
| Port of Maguinoo | 6 |
| Port of San Ricardo | 6 |
| **Total** | **28** |
| **15. PMO WESTERN LEYTE / BILIRAN** | |
| Baseport (Ormoc) | 10 |
| TMO Hilongos | 8 |
| TMO Palompon | 6 |
| TMO Naval | 4 |
| TMO Maasin | 4 |
| **Total** | **32** |
| **16. PMO MISAMIS ORIENTAL /CDO** | |
| Baseport (Cagayan de Oro) | 34 |
| TMO Balingoan | 10 |
| TMO Camiguin (Benoni) | 8 |
| Port of Balbagon | 5 |
| Port of Guinsiliban | 2 |
| **Total** | **59** |
| **17. PMO LANAO DEL NORTE/ILIGAN** | |
| Baseport (Iligan) | 9 |
| **Total** | **9** |
| **18. PMO MISAMIS OCCIDENTAL/ OZAMIZ** | |
| Baseport (Ozamiz) | 9 |
| TMO Plaridel | 5 |
| **Total** | **14** |
| **19. PMO AGUSAN** | |
| Baseport (Nasipit) | 12 |
| TMO Butuan | 4 |
| **Total** | **16** |

| | |
|---|---|
| **20. PMO SURIGAO** | |
| Baseport (Surigao) | 12 |
| Port of Lipata | 6 |
| Port of Dapa | 6 |
| Port of Del Carmen | 3 |
| Port of San Jose | 6 |
| Port of Jubang | 6 |
| **Total** | **39** |
| **21. PMO DAVAO** | |
| Baseport (Davao) | 10 |
| TMO Babak | 8 |
| **Total** | **18** |
| **22. PMO SOCSARGEN** | |
| Baseport (General Santos) | 6 |
| **Sub-Total** | **6** |
| **23. PMO ZAMBOANGA** | |
| Baseport (Zamboanga) | 18 |
| TMO Isabela | 9 |
| Total | **27** |
| **24. PMO ZAMBOANGA DEL NORTE** | |
| Baseport (Dapitan) | 12 |
| Total | **12** |
| **GRAND TOTAL** | **537** |

Name of Security Agency: _____

Signature:

_____ Date : _____

Name of Authorized Representative

**Annex "B"**

**Letterhead**

**(Client Company)**

# CERTIFICATE OF SATISFACTORY PERFORMANCE

This is to certify that [*Security Agency Name*], with business address at [Security Agency Address], has provided security services to [*Client Company/Agency Name*] under the contract entitled "[*Title of the Contract*]" from [*Start Date*] to [*End Date*].

During the contract period, [*Security Agency Name*] satisfactorily performed its obligations and complied with the terms and conditions of the contract. The agency consistently provided the required security personnel and services in accordance with contractual standards and requirements.

Based on our evaluation, the performance of [Security Agency Name] is rated SATISFACTORY.

This certification is issued upon the request of [Security Agency Name] for bidding, accreditation, and whatever lawful purpose it may serve.

Issued this ___ day of _____, 2026, at _____.

(Signature over Printed Name)
[Name of Authorized Official]
[Position]
[Client Company Name]
[Contact No.]
[Email Address]

**Annex "B"**

[CLIENT COMPANY LETTERHEAD]

# CERTIFICATE OF ONGOING CONTRACT

This is to certify that [*SECURITY AGENCY NAME*], with business address at [*Agency Address*], is currently providing security services to [*Client Company/Agency Name*] under the contract entitled "[*Title of the Contract*]".

The contract commenced on [*Start Date*] and shall remain in effect until [*End Date*], with a total contract price of ₱[*Contract Amount*], unless otherwise extended or terminated in accordance with the terms and conditions of the contract.

The scope of services includes the provision of security personnel and related security services for the protection of our personnel, properties, facilities, and other assets located at [*Client Agency Address/Location*].

As of the date of this certification, the contract remains active and ongoing. Based on our performance evaluation, [Security Agency Name] has satisfactorily performed its contractual obligations and has complied with the requirements and standards stipulated in the contract.

This certification is issued upon the request of [*Security Agency Name*] for bidding, accreditation, and any other lawful purpose it may serve.

Issued this ____ day of _____ 2026 at _____.

Certified by:

(Signature over Printed Name)
[Name of Authorized Representative]
[Position/Designation]
[Client Company Name]
[Contact Number]
[Email Address]

**ANNEX "C"**

# CERTIFICATE OF SITE INSPECTION

This is to certify that _____, _____ has
*(Name of Inspector)* *(name of prospective bidder)*
conducted an ocular site inspection of the offices and premises of _____ on _____ in connection with the
*( PMO/TMO)* *(Date Inspection)*
preparation of required documents for bidding security services at Philippine Ports Authority, PPA Head Office, Port Management Offices and Terminal Management Offices / Ports

Signed this ____ day of _____ 2026 at _____

_____
Printed Name & Signature of
Authorized Signatory

_____
Contact No.

_____
Position

_____
Date

*Notes:*

*Attached is the list of Authorized Signatories for the above Certification.*

*In the absence of regular PPA personnel in the port to be inspected, the Terminal Manager of the TMO which supervises the unmanned port shall sign the Certificate of Site Inspection provided that the inspector of the prospective bidder shall provide evidence that site inspection was conducted through pictures of the port, and logging in to the security guard on Duty Log Book.*

## AUTHORIZED SIGNATORIES FOR SITE INSPECTION

1. **PPA Head Office** – The authorized signatory for site inspection shall be the Manager, Port Police Department. In the absence of the Manager, the Officer-in-Charge (OIC) shall act as the authorized signatory. In the absence of both, the duly designated Officer on Duty shall serve as the authorized signatory.

2. **Port Management Offices (PMOs)** – The authorized signatory for site inspection shall be the Manager, Port Police Division. In the absence of the Manager, the Officer-in-Charge (OIC) shall act as the authorized signatory. In the absence of both, the duly designated Officer on Duty shall serve as the authorized signatory.

3. **Terminal Management Offices (TMOs)** – The authorized signatory for site inspection shall be the Manager, TMO. In the absence of the Manager, the Port Police Officer shall act as the authorized signatory. In the absence of both, the Officer-in-Charge (OIC) shall act as the authorized signatory. In the absence of all, the duly designated Officer on Duty shall serve as the authorized signatory.

**The following Ports/Offices shall be subject to site inspection:**

1. **PPA Head Office**
   PPA Building
2. **PMO NCR-South**
   Baseport (South Harbor)
   TMO - Pasig

3. **PMO NCR-North**
   Baseport (North Harbor)

4. **PMO Batangas**
   Baseport (Batangas)
   TMO Rombon
   TMO Tablas

5. **PMO Marinduque Quezon**
   Baseport (Lucena)
   TMO Balanacan
   TMO Cawit
   TMO Sta. Cruz

6. **PMO Mindoro**
   - Baseport (Calapan)
   - TMO Roxas
   - TMO Balatero (Puerto Galera)
   - TMO Bulalacao
   - TMO Abra de Ilog

7. **PMO Bicol**
   - Baseport (Legazpi)
   - TMO Matnog
   - TMO Tabaco
   - TMO Pio Durran
   - TMO Bulan
   - TMO Catanduanes
   - Port of San Andres

8. **PMO Masbate**
   - Baseport (Masbate)
   - Port of Claveria

9. **PMO Palawan**
   - Basport (Puerto Princesa)
   - TMO Coron
   - TMO Cuyo
   - TMO El Nido

10. **PMO Panay/Guimaras**
    - Baseport (Iloilo)
    - Iloilo Fastcraft Terminal
    - Port of San Pedro
    - Port of Dumangas
    - Port of Culasi
    - Port of Jordan

11. **PMO Negros Oriental/Siquijor**
    - Baseport (Dumaguete)
    - TMO Larena
    - Port of Siquijor
    - TMO Guihulngan

12. **PMO Bohol**
    - Baseport (Tagbilaran)
    - TMO Loon
    - TMO Tubigon
    - TMO Jagna

13. **PMO Negros Occidental Bacolod Banago /BREDCO**
    Baseport (Banago)
    TMO San Carlos

14. **PMO Eastern Leyte/Samar**
    Baseport (Tacloban)
    TMO Liloan
    Port of San Ricardo
    TMO Calbayog
    Port of Maguinoo
    TMO San Isidro

15. **PMO Western Leyte / Biliran**
    Baseport (Ormoc)
    TMO Hilongos
    TMO Palompon
    TMO Naval
    TMO Maasin

16. **PMO Misamis Oriental / Cagayan de Oro**
    Baseport (Cagayan de Oro)
    TMO Balingoan
    TMO Camiguin (Benoni)
    Port of Balbagon
    Port of Guisiliban

17. **PMO Lanao del Norte / Iligan**
    Baseport (Iligan)

18. **PMO Misamis Occidental/Ozamiz**
    Baseport (Ozamiz)
    TMO PLaridel

19. **PMO Agusan**
    Baseport (Nasipit)
    TMO Butuan

20. **PMO Surigao**
    Baseport (Surigao)
    Port of Lipata
    Port of Dapa
    Port of Del Carmen
    Port of San Jose
    Port of Jubang

21. **PMO Davao**
    Baseport (Davao)
    TMO Babak

22. **PMO Socsargen**
    Baseport (General Santos)

23. **PMO Zamboanga**
    Baseport (Zamboanga)
    TMO Isabela (Basilan)

24. **PMO Zambonga del Norte**
    Baseport (Dapitan)

ANNEX "D"

# SUMMARY OF FINANCIAL OFFER

## PROVISION OF BAGGAGE SECURITY SCREENING MACHINE OPERATORS FOR THE PHILIPPINE PORTS AUTHORITY HEAD OFFICE, PORT MANAGEMENT OFFICES, AND TERMINAL MANAGEMENT OFFICES/PORTS

**(CALENDAR YEAR 2026 TO 2028)**

| RESPONSIBILITY CENTERS | Total Nos. of SGs | Amount/ Guard/Month | TOTAL MONTHLY CONTRACT RATE |
|---|---|---|---|
| **1. PPA HEAD OFFICE** | | | |
| H.O/PPATI/GAD CENTER | 2 | | |
| **Sub-Total** | **2** | | |
| **2. PMO NCR - SOUTH** | | | |
| Baseport (South Harbor) | 6 | | |
| TMO Pasig | 5 | | |
| **Sub-Total** | **11** | | |
| **3. PMO NCR - NORTH HARBOR** | | | |
| Baseport | 2 | | |
| **Sub-Total** | **2** | | |
| **4. PMO BATANGAS** | | | |
| Baseport (Batangas) | 2 | | |
| TMO Romblon | 5 | | |
| TMO Tablas | 5 | | |
| **Sub-Total** | **12** | | |
| **5. PMO MARINDUQUE/QUEZON** | | | |
| Baseport ( Lucena ) | 9 | | |
| TMO Balanacan | 6 | | |
| TMO Cawit | 2 | | |
| TMO Santa Cruz | 2 | | |
| **Sub-Total** | **19** | | |
| **6. PMO MINDORO** | | | |
| Baseport (Calapan) | 15 | | |
| TMO Roxas | 6 | | |
| TMO Balatero (Puerto Galera) | 4 | | |
| TMO Bulalacao | 6 | | |
| TMO Abra de Ilog | 6 | | |
| **Sub-Total** | **37** | | |

| RESPONSIBILITY CENTERS | Total Nos. of SGs | Amount/ Guard/Month | TOTAL MONTHLY CONTRACT RATE |
|---|---|---|---|
| **7. PMO BICOL** | | | |
| Baseport (Legazpi) | 7 | | |
| TMO Matnog | 15 | | |
| TMO Tabaco | 10 | | |
| TMO Pio Duran | 7 | | |
| TMO Bulan | 5 | | |
| TMO Catanduanes | 2 | | |
| Port San Andres | 4 | | |
| **Sub-Total** | **50** | | |
| **8.PMO MASBATE** | | | |
| Baseport (Masbate | 6 | | |
| Port of Claveria | 3 | | |
| **Sub-Total** | **9** | | |
| **9. PMO PALAWAN** | | | |
| Baseport (Puerto Princesa) | 8 | | |
| TMO Coron | 8 | | |
| TMO Cuyo | 4 | | |
| TMO EL Nido | 6 | | |
| **Sub-Total** | **26** | | |
| **10. PMO PANAY GUIMARAS** | | | |
| Baseport (Iloilo) | 7 | | |
| Iloilo Fastcraft Terminal | 4 | | |
| Port of San Pedro | 6 | | |
| Port of Dumangas | 6 | | |
| TMO Culasi | 4 | | |
| Port of Jordan | 6 | | |
| **Sub-Total** | **33** | | |
| **11. PMO NEGROS ORIENTAL/SIQUIJOR** | | | |
| Baseport (Dumaguete) | 15 | | |
| TMO Larena | 6 | | |
| Port of Siquijor | 10 | | |
| TMO Guihulngan / Port of Bulado | 4 | | |
| **Sub-Total** | **35** | | |
| **12. PMO BOHOL** | | | |
| Baseport (Tagbilaran) | 10 | | |
| TMO Loon | 4 | | |
| TMO Tubigon | 6 | | |
| TMO Jagna | 5 | | |
| **Sub-Total** | **25** | | |

| RESPONSIBILITY CENTERS | Total Nos. of SGs | Amount/ Guard/Month | TOTAL MONTHLY CONTRACT RATE |
|---|---|---|---|
| **13. PMO NEGROS OCCIDENTAL** | | | |
| Baseport (Banago) | 8 | | |
| TMO San Carlos | 8 | | |
| **Sub-Total** | **16** | | |
| **14. PMO EASTERN LEYTE / SAMAR** | | | |
| Baseport (Tacloban) | 2 | | |
| TMO Liloan | 6 | | |
| TMO calbayog | 4 | | |
| TMO San Isidro | 4 | | |
| Port Maguinoo | 6 | | |
| Port San Ricardo | 6 | | |
| **Sub-Total** | **28** | | |
| **15. PMO WESTERN LEYTE / BILIRAN** | | | |
| Baseport (Ormoc) | 10 | | |
| TMO Hilongos | 8 | | |
| TMO Palompon | 6 | | |
| TMO Naval | 4 | | |
| TMO Maasin | 4 | | |
| **Sub-Total** | **32** | | |
| **16. PMO MISAMIS ORIENTAL/Cagayan De Oro** | | | |
| Baseport (CDO) | 34 | | |
| TMO Balingoan | 10 | | |
| TMO Camiguin (Benoni) | 8 | | |
| Port Balbagon | 5 | | |
| Port Guinsiliban | 2 | | |
| **Sub-Total** | **59** | | |
| **17. PMO LANAO DEL NORTE/ILIGAN** | | | |
| Basport (Iligan) | 9 | | |
| **Sub-Total** | **9** | | |
| **18. PMO MISAMIS OCCIDENTAL/ OZAMIZ** | | | |
| Baseport (Ozamiz) | 9 | | |
| TMO Plaridel | 5 | | |
| **Sub-Total** | **14** | | |
| **19. PMO AGUSAN** | | | |
| Baseport (Nasipit) | 12 | | |
| TMO Butuan | 4 | | |
| **Sub-Total** | **16** | | |

| RESPONSIBILITY CENTERS | Total Nos. of SGs | Amount/ Guard/Month | TOTAL MONTHLY CONTRACT RATE |
|---|---|---|---|
| **20. PMO SURIGAO** | | | |
| Baseport (Surigao) | 12 | | |
| Port Lipata | 6 | | |
| Port Dapa | 6 | | |
| Port Del Carmen | 3 | | |
| San Jose | 6 | | |
| Port Jubang | 6 | | |
| **Sub-Total** | **39** | | |
| **21. PMO-DAVAO** | | | |
| Baseport (Davao) | 10 | | |
| TMO-Babak | 8 | | |
| **Sub-Total** | **18** | | |
| **22. PMO SOCSARGEN** | | | |
| Baseport (General Santos) | 6 | | |
| **Sub-Total** | **6** | | |
| **23. PMO ZAMBOANGA** | | | |
| Baseport (Zamboanga) | 18 | | |
| Port Isabela | 9 | | |
| **Sub-Total** | **27** | | |
| **24. PMO ZAMBOANGA DEL NORTE** | | | |
| Baseport (Dapitan) | 12 | | |
| **Sub-Total** | **12** | | |
| **GRAND TOTAL** | **537** | | - |

**X 24 Months** **Php** _____

**In words :** _____

_____
Name of Security Agency

Signature:

_____ _____
Name of Authorized Representative Date :

**ANNEX "D"**

**FINANCIAL OFFER**
**NATIONAL CAPITAL RREGION (NCR) WAGE ORDER NO.NCR-28**
**PPA HEAD OFFICE and PMOs NCR SOUTH, NORTH**
**8 Hour work Per Day**

| | |
|---|---|
| **Day work per week** | **7 days** |
| **No. of Days in a Year** | 395.00 |
| Daily Wage | **755.00** |
| **A). Amount due to BSSMO** | |
| Average Pay Per Month | 24,852.08 |
| Night Shift Differntial Pay | 828.40 |
| 13th Month Pay | 1,913.72 |
| 5 Days Incentive leave | 314.58 |
| Uniform Allowance | 200.00 |
| **Sub-Total** | **28,108.78** |
| **B). Amount to Gov't in Favor of BSSMO** | |
| Retirement Benefit (R.A. 7641) (DW x 22.5/12) | 1,415.63 |
| SSS Premium ( Jan 2025) | 2,000.00 |
| SSS-WISP(*Workers' Invest Saving Prog*) | 600.00 |
| Philhealth Contribution *(Jan 2024)* | 621.30 |
| State Insurance Fund | 30.00 |
| Pag-ibig Contribution | 200.00 |
| **Sub-Total** | **4,866.93** |
| **C). Total Amount to BSSMO & GOV'T (A+B)** | **32,975.71** |
| **D). AGENCY FEE @ 20% to 24%** | 7,914.17 |
| **E). VALUE ADDED TAX 12%** | 949.70 |
| **G). Approved Budget per BSSMO Minimun Contract Rate for 8 Hrs. (C+D+E)** | **41,839.58** |

Php. _____

**TOTAL AMOUNT IN WORDS:**

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Name of Agency:

_____

Signature:

Name of Authorized Representative Date: _____

**ANNEX "D"**

**FINANCIAL OFFER**
**REGION 4-A (CALABARZON) WAGE ORDER NO. R-A-22**
**PMOs BATANGAS and MARINDUQUE QUEZON**
**8 Hour work Per Day**

| | |
|---|---|
| **Day work per week** | **7 days** |
| **No. of Days in a Year** | 395.00 |
| Daily Wage | **600.00** |
| **A). Amount due to BSSMO** | |
| Average Pay Per Month | 19,750.00 |
| Night Shift Differntial Pay | 658.33 |
| 13th Month Pay | 1,520.83 |
| 5 Days Incentive leave | 250.00 |
| Uniform Allowance | 200.00 |
| **Sub-Total** | **22,379.16** |
| **B). Amount to Gov't in Favor of BSSMO** | |
| Retirement Benefit (R.A. 7641) (DW x 22.5/12) | 1,125.00 |
| SSS Premium ( Jan 2025) | 2,000.00 |
| SSS-WISP(Workers' Invest Saving Prog) | 200.00 |
| Philhealth Contribution *(Jan 2024)* | 493.75 |
| State Insurance Fund | 30.00 |
| Pag-ibig Contribution | 200.00 |
| **Sub-Total** | **4,048.75** |
| **C). Total Amount to BSSMO & GOV'T (A+B)** | **26,427.91** |
| **D). AGENCY FEE @ 20% to 24%** | 6,342.70 |
| **E). VALUE ADDED TAX 12%** | 761.12 |
| **G). Approved Budget per BSSMO Minimun Contract Rate for 8 Hrs. (C+D+E)** | **33,531.73** |

Php. _____

**TOTAL AMOUNT IN WORDS:**

_____

Name of Agency:

_____

Signature:

Name of Authorized Representative Date: _____

**ANNEX "D"**

**FINANCIAL OFFER**
**REGION 4B (MIMAROPA) WAGE ORDER NO. RBMIMAROPA-13**
**PMOs MINDORO and PALAWAN**
**8 Hour work Per Day**

| | |
|---|---|
| **Day work per week** | **7 days** |
| **No. of Days in a Year** | 395.00 |
| Daily Wage | 455.00 |
| **A). Amount due to BSSMO** | |
| Average Pay Per Month | 14,977.08 |
| Night Shift Differntial Pay | 499.24 |
| 13th Month Pay | 1,153.30 |
| 5 Days Incentive leave | 189.58 |
| Uniform Allowance | 200.00 |
| **Sub-Total** | **17,019.20** |
| **B). Amount to Gov't in Favor of BSSMO** | |
| Retirement Benefit (R.A. 7641) (DW x 22.5/12) | 853.13 |
| SSS Premium ( Jan 2023) | 1,600.00 |
| SSS-WISP(Workers' Invest Saving Prog) | - |
| Philhealth Contribution *(Jan 2024)* | 374.43 |
| State Insurance Fund | 30.00 |
| Pag-ibig Contribution | 200.00 |
| **Sub-Total** | **3,057.56** |
| **C). Total Amount to BSSMO & GOV'T (A+B)** | **20,076.76** |
| **D). AGENCY FEE @ 24%** | 4,818.42 |
| **E). VALUE ADDED TAX 12%** | 578.21 |
| **G). Approved Budget per BSSMO Minimun Contract Rate for 8 Hrs. (C+D+E)** | **25,473.39** |

Php. _____

**TOTAL AMOUNT IN WORDS:**

_____

Name of Agency:

_____

Signature:

Name of Authorized Representative Date: _____

**ANNEX "D"**

**FINANCIAL OFFER**
**REGION V (BICOL REGION) WAGE ORDER NO. RBV-23**
**PMOs BICOL and MASBATE**
**8 Hour work Per Day**

| | |
|---|---|
| **Day work per week** | **7 days** |
| **No. of Days in a Year** | 395.00 |
| Daily Wage | **455.00** |
| **A). Amount due to BSSMO** | |
| Average Pay Per Month | 14,977.08 |
| Night Shift Differntial Pay | 499.24 |
| 13th Month Pay | 1,153.30 |
| 5 Days Incentive leave | 189.58 |
| Uniform Allowance | 200.00 |
| **Sub-Total** | **17,019.20** |
| **B). Amount to Gov't in Favor of BSSMO** | |
| Retirement Benefit (R.A. 7641) (DW x 22.5/12) | 853.13 |
| SSS Premium ( Jan 2025) | 1,600.00 |
| SSS-WISP(Workers' Invest Saving Prog) | - |
| Philhealth Contribution *(Jan 2024)* | 374.43 |
| State Insurance Fund | 30.00 |
| Pag-ibig Contribution | 200.00 |
| **Sub-Total** | **3,057.56** |
| **C). Total Amount to BSSMO & GOV'T (A+B)** | **20,076.76** |
| **D). AGENCY FEE @ 24%** | 4,818.42 |
| **E). VALUE ADDED TAX 12%** | 578.21 |
| **G) . Approved Budget per BSSMO Minimun Contract Rate for 8 Hrs. (C+D+E)** | **25,473.39** |

Php. _____

**TOTAL AMOUNT IN WORDS:**

_____

Name of Agency:

_____

Signature:

Name of Authorized Representative Date: _____

**ANNEX "D"**

**FINANCIAL OFFER**
**REGION VI (WESTERN VISAYAS) WAGE ORDER NO. RBVI-29**
**PMOs PANAY GUMARAS and NEGROS OCC. B/B/BREDCO**
**8 Hour work Per Day**

| | |
|---|---|
| **Day work per week** | **7 days** |
| **No. of Days in a Year** | 395.00 |
| Daily Wage | 550.00 |
| **A). Amount due to BSSMO** | |
| Average Pay Per Month | 18,104.17 |
| Night Shift Differntial Pay | 603.47 |
| 13th Month Pay | 1,394.10 |
| 5 Days Incentive leave | 229.17 |
| Uniform Allowance | 200.00 |
| **Sub-Total** | **20,530.91** |
| **B). Amount to Gov't in Favor of BSSMO** | |
| Retirement Benefit (R.A. 7641) (DW x 22.5/12) | 1,031.25 |
| SSS Premium ( Jan 2025) | 1,900.00 |
| SSS-WISP(Workers' Invest Saving Prog) | 50.00 |
| Philhealth Contribution *(Jan 2024)* | 452.60 |
| State Insurance Fund | 30.00 |
| Pag-ibig Contribution | 200.00 |
| **Sub-Total** | **3,663.85** |
| **C). Total Amount to BSSMO & GOV'T (A+B)** | **24,194.76** |
| **D). AGENCY FEE @ 24%** | 5,806.74 |
| **E). VALUE ADDED TAX 12%** | 696.81 |
| **G). Approved Budget per BSSMO Minimun Contract Rate for 8 Hrs. (C+D+E)** | **30,698.31** |

Php. _____

**TOTAL AMOUNT IN WORDS:**

_____

Name of Agency:

_____

Signature:

Name of Authorized Representative Date: _____

**ANNEX "D"**

**FINANCIAL OFFER**
**REGION VII (CENTRAL VISAYAS) WAGE ORDER NO. ROVII-26**
**PMO NEGROS ORIENTAL/SIQUIJOR**
**8 Hour work Per Day**

| | |
|---|---|
| **Day work per week** | **7 days** |
| **No. of Days In a Year** | 395.00 |
| Daily Wage | 500.00 |
| **A). Amount due to BSSMO** | |
| Average Pay Per Month | 16,458.33 |
| Night Shift Differntial Pay | 548.61 |
| 13th Month Pay | 1,267.36 |
| 5 Days Incentive leave | 208.33 |
| Uniform Allowance | 200.00 |
| **Sub-Total** | **18,682.63** |
| **B). Amount to Gov't in Favor of BSSMO** | |
| Retirement Benefit (R.A. 7641) (DW x 22.5/12) | 937.50 |
| SSS Premium ( Jan 2023) | 1,750.00 |
| SSS-WISP(Workers' Invest Saving Prog) | - |
| Philhealth Contribution *(Jan 2024)* | 411.46 |
| State Insurance Fund | 30.00 |
| Pag-ibig Contribution | 200.00 |
| **Sub-Total** | **3,328.96** |
| **C). Total Amount to BSSMO & GOV'T (A+B)** | **22,011.59** |
| **D). AGENCY FEE @ 24%** | 5,282.78 |
| **E). VALUE ADDED TAX 12%** | 633.93 |
| **G). Approved Budget per BSSMO Minimun Contract Rate for 8 Hrs. (C+D+E)** | **27,928.30** |

Php. _____

**TOTAL AMOUNT IN WORDS:**

_____

Name of Agency:

_____

Signature:

Name of Authorized Representative Date: _____

**ANNEX "D"**

**FINANCIAL OFFER**
**REGION 8 (EASTERN VISAYAS) WAGE ORDER NO. VIII-25**
**PMOs EASTERN LEYTE/SAMAR and WESTERN LEYTE/BILIRAN**
**8 Hour work Per Day**

| | |
|---|---|
| **Day work per week** | **7 days** |
| **No. of Days in a Year** | 395.00 |
| Daily Wage | **470.00** |
| **A). Amount due to BSSMO** | |
| Average Pay Per Month | 15,470.83 |
| Night Shift Differntial Pay | 515.69 |
| 13th Month Pay | 1,191.32 |
| 5 Days Incentive leave | 195.83 |
| Uniform Allowance | 200.00 |
| **Sub-Total** | **17,573.67** |
| **B). Amount to Gov't in Favor of BSSMO** | |
| Retirement Benefit (R.A. 7641) (DW x 22.5/12) | 881.25 |
| SSS Premium ( Jan 2025) | 1,650.00 |
| SSS-WISP(Workers' Invest Saving Prog) | - |
| Philhealth Contribution *(Jan 2024)* | 386.77 |
| State Insurance Fund | 30.00 |
| Pag-ibig Contribution | 200.00 |
| **Sub-Total** | **3,148.02** |
| **C). Total Amount to BSSMO & GOV'T (A+B)** | **20,721.69** |
| **D). AGENCY FEE @ 24%** | 4,973.21 |
| **E). VALUE ADDED TAX 12%** | 596.79 |
| **G). Approved Budget per BSSMO Minimun Contract Rate for 8 Hrs. (C+D+E)** | **26,291.69** |

Php. _____

**TOTAL AMOUNT IN WORDS:**

_____

Name of Agency:

_____

Signature:

Name of Authorized Representative Date: _____

**ANNEX "D"**

**FINANCIAL OFFER**
**REGION VII (CENTRAL VISAYAS) WAGE ORDER NO. ROVII-26**
**PMO BOHOL**
**8 Hour work Per Day**

| | |
|---|---|
| **Day work per week** | **7 days** |
| **No. of Days in a Year** | 395.00 |
| Daily Wage | 500.00 |
| **A). Amount due to BSSMO** | |
| Average Pay Per Month | 16,458.33 |
| Night Shift Differntial Pay | 548.61 |
| 13th Month Pay | 1,267.36 |
| 5 Days Incentive leave | 208.33 |
| Uniform Allowance | 200.00 |
| **Sub-Total** | **18,682.63** |
| **B). Amount to Gov't in Favor of BSSMO** | |
| Retirement Benefit (R.A. 7641) (DW x 22.5/12) | 937.50 |
| SSS Premium ( Jan 2023) | 1,750.00 |
| SSS-WISP(Workers' Invest Saving Prog) | - |
| Philhealth Contribution *(Jan 2024)* | 411.46 |
| State Insurance Fund | 30.00 |
| Pag-ibig Contribution | 200.00 |
| **Sub-Total** | **3,328.96** |
| **C). Total Amount to BSSMO & GOV'T (A+B)** | **22,011.59** |
| **D). AGENCY FEE @ 20% to 24%** | 5,282.78 |
| **E). VALUE ADDED TAX 12%** | 633.93 |
| **G). Approved Budget per BSSMO Minimun Contract Rate for 8 Hrs. (C+D+E)** | **27,928.30** |

Php. _____

**TOTAL AMOUNT IN WORDS:**

_____

Name of Agency:

_____

Signature:

Name of Authorized Representative Date: _____

**ANNEX "D"**

**FINANCIAL OFFER**
**REGION IX (ZAMBOANGA PENINSULA) WAGE ORDER NO. RIX-24**
**PMOs ZAMBOANGA and ZAMBOANGA DEL NORTE**
**8 Hour work Per Day**

| | |
|---|---|
| **Day work per week** | **7 days** |
| **No. of Days in a Year** | 395.00 |
| Daily Wage | 464.00 |
| **A). Amount due to BSSMO** | |
| Average Pay Per Month | 15,273.33 |
| Night Shift Differntial Pay | 509.11 |
| 13th Month Pay | 1,176.11 |
| 5 Days Incentive leave | 193.33 |
| Uniform Allowance | 200.00 |
| **Sub-Total** | **17,351.88** |
| **B). Amount to Gov't in Favor of BSSMO** | |
| Retirement Benefit (R.A. 7641) (DW x 22.5/12) | 870.00 |
| SSS Premium ( Jan 2025) | 1,600.00 |
| SSS-WISP(Workers' Invest Saving Prog) | - |
| Philhealth Contribution *(Jan 2024)* | 381.83 |
| State Insurance Fund | 30.00 |
| Pag-ibig Contribution | 200.00 |
| **Sub-Total** | **3,081.83** |
| **C). Total Amount to BSSMO & GOV'T (A+B)** | **20,433.71** |
| **D). AGENCY FEE @ 24%** | 4,904.09 |
| **E). VALUE ADDED TAX 12%** | 588.49 |
| **G). Approved Budget per BSSMO Minimun Contract Rate for 8 Hrs. (C+D+E)** | **25,926.29** |

Php. _____

**TOTAL AMOUNT IN WORDS:**

_____

Name of Agency:

_____

Signature:

Name of Authorized Representative Date: _____

**ANNEX "D"**

**FINANCIAL OFFER**
**REGION X (NORTHERN MINDANAO) WAGE ORDER NO. RX-24**
**PMO MISAMIS ORIENTAL CAGAYAN DE ORO**
**8 Hour work Per Day**

| | |
|---|---|
| **Day work per week** | **7 days** |
| **No. of Days in a Year** | 395.00 |
| Daily Wage | 500.00 |
| **A). Amount due to BSSMO** | |
| Average Pay Per Month | 16,458.33 |
| Night Shift Differntial Pay | 548.61 |
| 13th Month Pay | 1,267.36 |
| 5 Days Incentive leave | 208.33 |
| Uniform Allowance | 200.00 |
| **Sub-Total** | **18,682.63** |
| **B). Amount to Gov't in Favor of BSSMO** | |
| Retirement Benefit (R.A. 7641) (DW x 22.5/12) | 937.50 |
| SSS Premium ( Jan 2025) | 1,750.00 |
| SSS-WISP(Workers' Invest Saving Prog) | |
| Philhealth Contribution *(Jan 2024)* | 411.46 |
| State Insurance Fund | 30.00 |
| Pag-ibig Contribution | 200.00 |
| **Sub-Total** | **3,328.96** |
| **C). Total Amount to BSSMO & GOV'T (A+B)** | **22,011.59** |
| **D). AGENCY FEE @ 24%** | 5,282.78 |
| **E). VALUE ADDED TAX 12%** | 633.93 |
| **G). Approved Budget per BSSMO Minimun Contract Rate for 8 Hrs. (C+D+E)** | **27,928.30** |

Php. _____

**TOTAL AMOUNT IN WORDS:**

_____

Name of Agency:

_____

Signature:

Name of Authorized Representative Date: _____

**ANNEX "D"**

**FINANCIAL OFFER**
**REGION X (NORTHERN MINDANAO) WAGE ORDER NO. RX-24**
**PMO LANAO DEL NORTE/ ILIGAN**
**8 Hour work Per Day**

| | |
|---|---|
| **Day work per week** | **7 days** |
| **No. of Days in a Year** | 395.00 |
| Daily Wage | 500.00 |
| **A). Amount due to BSSMO** | |
| Average Pay Per Month | 16,458.33 |
| Night Shift Differntial Pay | 548.61 |
| 13th Month Pay | 1,267.36 |
| 5 Days Incentive leave | 208.33 |
| Uniform Allowance | 200.00 |
| **Sub-Total** | **18,682.63** |
| **B). Amount to Gov't in Favor of BSSMO** | |
| Retirement Benefit (R.A. 7641) (DW x 22.5/12) | 937.50 |
| SSS Premium ( Jan 2025) | 1,750.00 |
| SSS-WISP(Workers' Invest Saving Prog) | |
| Philhealth Contribution *(Jan 2024)* | 411.46 |
| State Insurance Fund | 30.00 |
| Pag-ibig Contribution | 200.00 |
| **Sub-Total** | **3,328.96** |
| **C). Total Amount to BSSMO & GOV'T (A+B)** | **22,011.59** |
| **D). AGENCY FEE @ 24%** | 5,282.78 |
| **E). VALUE ADDED TAX 12%** | 633.93 |
| **G). Approved Budget per BSSMO Minimun Contract Rate for 8 Hrs. (C+D+E)** | **27,928.30** |

Php. _____

**TOTAL AMOUNT IN WORDS:**

_____

Name of Agency:

_____

Signature:

Name of Authorized Representative Date: _____

**ANNEX "D"**

**FINANCIAL OFFER**
**REGION X NORTHERN MINDANAO) WAGE ORDER NO. RX-24**
**PMO MISAMIS OCCIDENTAL / OZAMIZ**
**8 Hour work Per Day**

| | |
|---|---|
| **Day work per week** | **7 days** |
| **No. of Days in a Year** | 395.00 |
| Daily Wage | 500.00 |
| **A). Amount due to BSSMO** | |
| Average Pay Per Month | 16,458.33 |
| Night Shift Differntial Pay | 548.61 |
| 13th Month Pay | 1,267.36 |
| 5 Days Incentive leave | 208.33 |
| Uniform Allowance | 200.00 |
| **Sub-Total** | **18,682.63** |
| **B). Amount to Gov't in Favor of BSSMO** | |
| Retirement Benefit (R.A. 7641) (DW x 22.5/12) | 937.50 |
| SSS Premium ( Jan 2025) | 1,750.00 |
| SSS-WISP(Workers' Invest Saving Prog) | |
| Philhealth Contribution *(Jan 2024)* | 411.46 |
| State Insurance Fund | 30.00 |
| Pag-ibig Contribution | 200.00 |
| **Sub-Total** | **3,328.96** |
| **C). Total Amount to BSSMO & GOV'T (A+B)** | **22,011.59** |
| **D). AGENCY FEE @ 24%** | 5,282.78 |
| **E). VALUE ADDED TAX 12%** | 633.93 |
| **G). Approved Budget per BSSMO Minimun Contract Rate for 8 Hrs. (C+D+E)** | **27,928.30** |

Php. _____

**TOTAL AMOUNT IN WORDS:**

_____

Name of Agency:

_____

Signature:

Name of Authorized Representative Date: _____

**ANNEX "D"**

**FINANCIAL OFFER**
**REGION XII (SOCCSKSARGEN) WAGE ORDER NO. RB XII-25**
**SOCSARGEN**
**8 Hour work Per Day**

| | |
|---|---|
| **Day work per week** | **7 days** |
| **No. of Days in a Year** | 395.00 |
| Daily Wage | 460.00 |
| **A). Amount due to BSSMO** | |
| Average Pay Per Month | 15,141.67 |
| Night Shift Differntial Pay | 504.72 |
| 13th Month Pay | 1,165.97 |
| 5 Days Incentive leave | 191.67 |
| Uniform Allowance | 200.00 |
| **Sub-Total** | **17,204.03** |
| **B). Amount to Gov't In Favor of BSSMO** | |
| Retirement Benefit (R.A. 7641) (DW x 22.5/12) | 862.50 |
| SSS Premium ( Jan 2023) | 1,600.00 |
| SSS-WISP(Workers' Invest Saving Prog) | - |
| Philhealth Contribution *(Jan 2024)* | 378.54 |
| State Insurance Fund | 30.00 |
| Pag-ibig Contribution | 200.00 |
| **Sub-Total** | **3,071.04** |
| **C). Total Amount to BSSMO & GOV'T (A+B)** | **20,275.07** |
| **D). AGENCY FEE @ 24%** | 4,866.02 |
| **E). VALUE ADDED TAX 12%** | 583.92 |
| **G). Approved Budget per BSSMO Minimun Contract Rate for 8 Hrs. (C+D+E)** | **25,725.01** |

Php. _____

**TOTAL AMOUNT IN WORDS:**

_____

Name of Agency:

_____

Signature:

Name of Authorized Representative Date: _____

**ANNEX "D"**

**FINANCIAL OFFER**
**REGION XI ( DAVAO REGION) WAGE ORDER NO. RB XI-24**
**PMO DAVAO**
**8 Hour work Per Day**

| | |
|---|---|
| **Day work per week** | **7 days** |
| **No. of Days in a Year** | 395.00 |
| Daily Wage | **540.00** |
| **A). Amount due to BSSMO** | |
| Average Pay Per Month | 17,775.00 |
| Night Shift Differntial Pay | 592.50 |
| 13th Month Pay | 1,368.75 |
| 5 Days Incentive leave | 225.00 |
| Uniform Allowance | 200.00 |
| **Sub-Total** | **20,161.25** |
| **B). Amount to Gov't in Favor of BSSMO** | |
| Retirement benefit *(R.A 7641) (DX x 22.5/12)* | 1,012.50 |
| SSS Premium (*Jan 2025*) | 1,900.00 |
| SSS-WISP(Workers' Invest Saving Prog) | - |
| Philhealth Contribution *(Jan 2022)* | 444.38 |
| State Insurance Fund | 30.00 |
| Pag-ibig Contribution | 200.00 |
| **Sub-Total** | **3,586.88** |
| **C). Total Amount to BSSMO & GOV'T (A+B)** | **23,748.13** |
| **D). AGENCY FEE @ 24%** | 5,699.55 |
| **E). VALUE ADDED TAX 12%** | 683.95 |
| **G.) Approved Budget per BSSMO Minimun Contract Rate for 8 Hrs. (C+D+E)** | **30,131.63** |

Php. _____

**TOTAL AMOUNT IN WORDS:**

_____

Name of Agency:

_____

Signature:

Name of Authorized Representative Date: _____

**ANNEX "D"**

**FINANCIAL OFFER**
**REGION XIII (CARAGA) WAGE ORDER NO. RXIII-20**
**SURIGAO AND AGUSAN**
**8 Hour work Per Day**

| | |
|---|---|
| **Day work per week** | **7 days** |
| **No. of Days in a Year** | 395.00 |
| Daily Wage | 475.00 |
| **A). Amount due to BSSMO** | |
| Average Pay Per Month | 15,635.42 |
| Night Shift Differntial Pay | 521.18 |
| 13th Month Pay | 1,203.99 |
| 5 Days Incentive leave | 197.92 |
| Uniform Allowance | 200.00 |
| **Sub-Total** | **17,758.51** |
| **B). Amount to Gov't in Favor of BSSMO** | |
| Retirement Benefit (R.A. 7641) (DW x 22.5/12) | 890.63 |
| SSS Premium ( Jan 2025) | 1,650.00 |
| SSS-WISP(Workers' Invest Saving Prog) | |
| Philhealth Contribution *(Jan 2024)* | 390.89 |
| State Insurance Fund | 30.00 |
| Pag-ibig Contribution | 200.00 |
| **Sub-Total** | **3,161.52** |
| **C). Total Amount to BSSMO & GOV'T (A+B)** | **20,920.03** |
| **D). AGENCY FEE @ 24%** | 5,020.81 |
| **E). VALUE ADDED TAX 12%** | 602.50 |
| **G). Approved Budget per BSSMO Minimun Contract Rate for 8 Hrs. (C+D+E)** | **26,543.34** |

Php. _____

**TOTAL AMOUNT IN WORDS:**

_____

Name of Agency:

_____

Signature:

Name of Authorized Representative Date: _____

ANNEX 'E'

**SECURITY SERVICE PROVIDER**
**MONTHLY PERFORMANCE EVALUATION REPORT FOR**
**BAGGAGE SECURITY SCREENING MACHINE OPERATORS**

**AGENCY :** _____

**PMO/RC :** _____ **Date Period:** _____

| STANDARD REQUIREMENTS | RATING |
|---|---|
| **SECURITY PERSONNEL** | |
| **1.) CONFORMITY OF TECHNICAL REQUIREMENT** | |
| 1.1 Post Manning & Attendance Compliance | |
| 1.2 Training or Seminar | |
| **SECURITY SUPPORT & EQUIPMENT** | |
| **2.) TIMELINESS IN THE DELIVERY OF SERVICES** | |
| 2.1 Committed number of uniforms, security gear, and equipment | |
| **SECURITY OPERATION** | |
| **3.) COMPLIANCE WITH SET OFFICE POLICIES** | |
| 3.1 Adherence to Terms of Reference of the Contract | |
| 3.2 Regulatory & Labor Compliance | |
| 3.3 Billing Accuracy & Deliverables | |
| **4.) BEHAVIOR OF THE PERSONNEL** | |
| 4.1 Professional Conduct & Customer Service | |
| **5.) RESPONSE TO COMPLAINTS** | |
| 5.1 Response complaints or incident/action taken | |
| 5.2 Quality of Reports | |
| **OVERALL AVERAGE** | |
| **OVERALL ADJECTIVE** | |

Rating Scale - Equivalent percentage and Adjective Rating

(5) = **Excellent** "Performs at an exceptional level in quality, quantity, and timeliness result, etc."

(4) = **Very Satisfactory** "Operated above standard level"

(3) = **Satisfactory** "Consistently performs beyond prescribed benchmarks"

(2) = **Needs Improvement** "Failing short of requirement"

(1) = **Poor** "Considerably underperforming"

Inspected/Rated by:

Port Police Officer
Position / Designation

Reviewed by:

Port Police Officer
Position / Designation

Discussed with:

Security Provider/Security Agency
Position/Designation

Approved by:

Station Commander
PMO _____

**ANNEX "F"**

## MINIMUM COMMITMENT EQUIPMENT REQUIREMENTS

The Winning Bidder shall, at no additional cost to the Philippine Ports Authority (PPA), deliver to the various offices within the PPA-Wide Port Security Clusters in Luzon, Visayas, and Mindanao all required equipment committed in its bid:

a.) Commitment Equipment's, OSL Badge Dosimeter, Upper Uniform, and Paraphernalia's

### Port Security Cluster Luzon

| PMOs/RC | No. of OSL Badge Dosimeter | Polo Upper Garment | Name Plate | SOSIA Logo | Computer Set or Laptop | Printer | Metal Detector | Cellphone with (P600 load per Month) |
|---|---|---|---|---|---|---|---|---|
| PPA Head Office | 2 | 4 | 2 | 4 | 1 | 1 | 1 | 1 |
| PMO NCR - South | 11 | 22 | 11 | 22 | 1 | 1 | 3 | 1 |
| PMO NCR - North | 2 | 4 | 2 | 4 | - | - | 1 | 1 |
| PMO Batangas | 12 | 24 | 12 | 24 | 1 | 1 | 3 | 1 |
| PMO Marinduque/Quezon | 19 | 38 | 19 | 38 | 1 | 1 | 4 | 1 |
| PMO Mindoro | 37 | 74 | 37 | 74 | 1 | 1 | 7 | 1 |
| PMO Bicol | 50 | 100 | 50 | 100 | 1 | 1 | 8 | 1 |
| PMO Masbate | 9 | 18 | 9 | 18 | 1 | 1 | 3 | 1 |
| PMO Palawan | 26 | 52 | 26 | 52 | 1 | 1 | 5 | 1 |
| **Sub-Total** | **168** | **336** | **168** | **336** | **8** | **7** | **35** | **8** |

### Port Security Cluster Visayas

| PMOs/RC | No. of OSL Badge Dosimeter | Polo Upper Garment | Name Plate | SOSIA Logo | Computer or Laptop | Printer | Metal Detector | Cellphone w (P600 load per Month) |
|---|---|---|---|---|---|---|---|---|
| PMO Panay/Guimaras | 33 | 66 | 33 | 66 | 1 | 1 | 7 | 1 |
| PMO Negros Oriental/Siquijor | 35 | 70 | 35 | 70 | 2 | 1 | 5 | 1 |
| PMO Bohol | 25 | 50 | 25 | 50 | 1 | 1 | 5 | 1 |
| PMO Negros Occ./BBB | 16 | 32 | 16 | 32 | 1 | 1 | 3 | 1 |
| PMO Western Leyte/Biliran | 32 | 64 | 32 | 64 | 1 | 1 | 6 | 1 |
| PMO Eastern Leyte/Samar | 28 | 56 | 28 | 56 | 1 | 1 | 6 | 1 |
| **Sub-Total** | **169** | **338** | **169** | **338** | **7** | **6** | **32** | **7** |

**Port Security Cluster Mindanao**

| PMOs/RC | No. of OSL Badge Dosimeter | Polo Upper Garment | Name Plate | SOSIA Logo | Computer or Laptop | Printer | Metal Detector | Cellphone w (P600 load per Month) |
|---|---|---|---|---|---|---|---|---|
| PMO Davao | 18 | 36 | 18 | 36 | 1 | 1 | 2 | 1 |
| PMO Socsargen | 6 | 12 | 6 | 12 | 1 | 1 | 1 | 1 |
| PMO Zamboanga | 27 | 54 | 27 | 54 | 1 | 1 | 4 | 1 |
| PMO Zamboanga del Norte | 12 | 24 | 12 | 24 | 1 | 1 | 3 | 1 |
| PMO Misamis Oriental/CDO | 59 | 118 | 59 | 118 | 2 | 1 | 7 | 1 |
| PMO Lanao del Norte/Iligan | 9 | 18 | 9 | 18 | 1 | 1 | 2 | 1 |
| PMO Misamis Occ./Ozamiz | 14 | 24 | 14 | 24 | 1 | 1 | 3 | 1 |
| PMO Agusan | 16 | 32 | 16 | 32 | 1 | 1 | 3 | 1 |
| PMO Surigao | 39 | 79 | 39 | 79 | 2 | 1 | 7 | 1 |
| **Sub-Total** | **200** | **397** | **200** | **397** | **11** | **9** | **32** | **9** |

_____
Signature

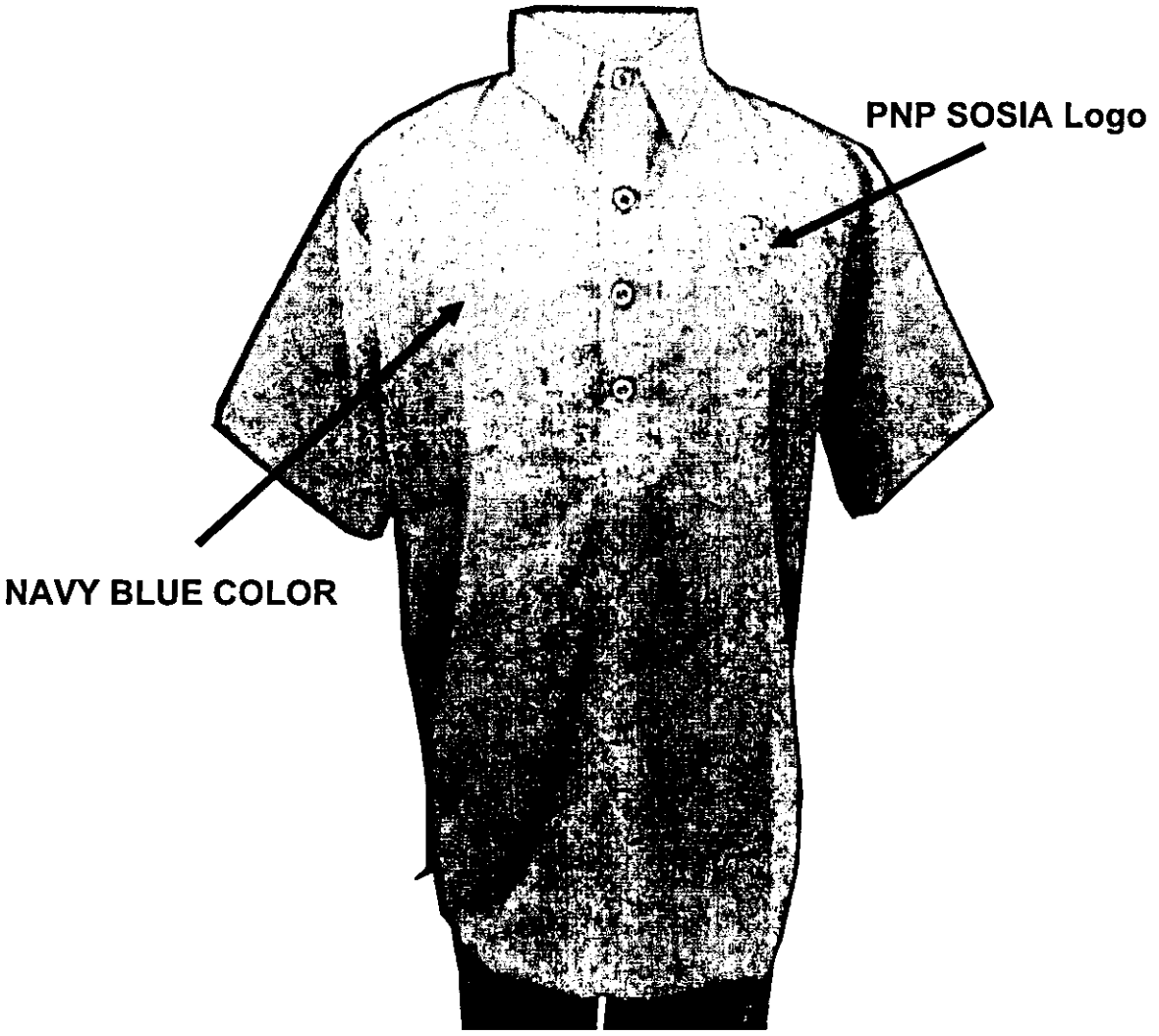
_____
Name of Authorized Representative

Date: _____

ANNEX "G"

# PROPOSED UNIFORM BAGGAGE SECURITY SCREENING MACHINE OPERATOR (BSSMO)

**UPPER POLO BARONG**




Note* Only upper uniform must be provided by the Service Provider

**H.O. - BIDS AND AWARDS COMMITTEE - PGCS**

CHECKLIST OF BIDDING DOCUMENTS

**PROVISION OF BAGGAGE SECURITY SCREENING MACHINE OPERATORS FOR THE PHILIPPINE PORTS AUTHORITY HEAD OFFICE, PORT MANAGEMENT OFFICES, AND TERMINAL MANAGEMENT OFFICES/PORTS**

**(MULTI-YEAR CONTRACT)**

**ABC = Php 179,881,158.12**

| REQUIREMENTS | SUPPLIER |
|---|---|
| **I. TECHNICAL COMPONENT ENVELOPE (1 orig. and 6 copies)** | |
| **CLASS "A" DOCUMENTS** | |
| **LEGAL DOCUMENTS** | |
| (a) Valid PhilGEPS Certificate of Registration (Platinum Membership) in accordance with Section 20 of the IRR of R.A. 12009 | |
| **TECHNICAL DOCUMENTS** | |
| (b) Statement of the 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 procurement project | |
| (c) Statement of the Bidder's Single Largest Completed Contract (SLCC) similar to the procurement project. | |
| (d) Bid Security in the prescribed form and amount in accordance with ITB Clause 16. If in the form of a Surety Bond, Submit also a certification issued by the Insurance Commission; or Original copy of Notarized Bid Securing Declaration | |
| (e) Conformity with the Technical Specifications, which may include production or delivery schedule, manpower requirements, or after-sales service or parts, if applicable | |
| (f) Original duly signed 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, in accordance with Section 54.3 of the IRR of RA 12009 | |
| **FINANCIAL DOCUMENTS** | |
| (g)The bidder's computation of the Net Financial Contracting Capacity (NFCC). or A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation. | |

**H.O. - BIDS AND AWARDS COMMITTEE - PGCS**

CHECKLIST OF BIDDING DOCUMENTS

**PROVISION OF BAGGAGE SECURITY SCREENING MACHINE OPERATORS FOR THE PHILIPPINE PORTS AUTHORITY HEAD OFFICE, PORT MANAGEMENT OFFICES, AND TERMINAL MANAGEMENT OFFICES/PORTS (MULTI-YEAR CONTRACT)**

**ABC = Php 179,881,158.12**

| REQUIREMENTS | SUPPLIER |
|---|---|
| **CLASS "B" DOCUMENTS** | |
| | |
| (h) If applicable, 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 the following: | |
| | |
| a. that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful; and | |
| | |
| b. failure to enter into JVA in the event of a contract award shall be a ground for bid disqualification and subsequent forfeiture of the bid security. | |
| | |
| *Other documentary requirements under RA No. 12009 (as applicable)* | |
| (i) *[ For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipino]* 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. | |
| (j) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity. | |
| | |
| **II FINANCIAL COMPONENT ENVELOPE** | |
| (a) Original of duly signed and accomplished Financial Bid Form; and | |
| (b) Original of duly signed and accomplished Price Schedule(s). | |