

**INVITATION TO BID FOR THE
PROCUREMENT OF SECURITY SERVICES
(Ref.: GS-2022-SECURITYSERVICES-08)**

1. The *Small Business Corporation (SB Corp)*, through the *2022 Corporate Operating Budget* intends to apply the sum of *Nine Hundred Thousand Pesos (P900,000.00)* being the ABC to payments under the contract for the procurement of Security Services with Reference No. *GS-2022-SECURITYSERVICES-08*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *SB Corp* now invites bids for the above Procurement Project. Delivery of the Services is required for three (3) years. Bidders should have completed, within *three (3) years* from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary *“pass/fail”* criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
4. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.
5. Prospective Bidders may obtain further information from SB Corp and inspect the Bidding Documents at the address given below *during office hours from 9:00 a.m. to 4:00 p.m.*

A complete set of Bidding Documents may be acquired by interested Bidders on *November 18 to December 6, 2022* from the given address and website(s) below *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of P900.00*. The Bidders shall *pay directly to SB Corp’s Cashier* the amount corresponding to your preferred line item/s before submitting the documents to SB Corporation and *attach the Official Receipt outside the Bidding Documents as proof of payment*.

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

6. The *SB Corp* will hold a *Pre-Bid Conference on November 25, 2022, 10:00 a.m. at 18F Conference Room and/or through video conferencing via zoom*, which shall be open to prospective bidders.

6. Bids must be duly received by the BAC Secretariat through **manual submission** at the office address indicated below. Late bids shall not be accepted.
7. All Bids must be **accompanied by a bid security** in any of the acceptable forms and in the amount stated in **ITB Clause 14**.
8. **Bid opening shall be on December 7, 2022, 10:00 a.m.** at the given address below and/or via *zoom*. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
9. The **SB Corp** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
10. For further information, please refer to:

BAC Secretariat

Julieta S. Calimlim – BAC Secretariat Head (jcalimlim@sbcorp.gov.ph)

Annabella A. Reyes – Member (areyes@sbcorp.gov.ph)

Ma. Elizabeth C. Mendoza – Member (mcmendoza@sbcorp.gov.ph)

Jennifer B. Perez – Member (jbperez@sbcorp.gov.ph)

17F 139 Corporate Center, 139 Valero St., Salcedo Village, Makati City

11. You may visit the following websites:

For downloading of Bidding Documents: www.philgeps.gov.ph
www.sbcorp.gov.ph

November 15, 2022



ROWENA G. BETIA
BAC Chairperson

TECHNICAL SPECIFICATIONS SECURITY SERVICES

I CRITERIA

1. Must have a valid License to Operate
2. Must be updated in remittances to SSS, Philhealth and Pag-ibig Fund;
3. No pending case with the National Labor Relations Commission;
4. Must have at least 3 years of profitable operations;
5. Business address within Metro Manila;
6. The Security Agency must be operational 24 hours/day, seven (7) days a week.

II OBLIGATION/RESPONSIBILITIES OF THE AGENCY

1. To guard, protect and secure Small Business Corporation offices at the 17th and 18th Floors and Unit 1903 at 139 Corporate Center, 139 Valero St., Salcedo Village, Makati City. For this purpose, the agency shall provide Small Business Corporation with qualified, trained and bonded security guards who possess the qualifications indicated hereunder;
2. To provide the necessary firearms and ammunition to the guards and see to it that when on duty, they are armed and in prescribed uniform;
3. Assume responsibility with regards to compliance with the requirements of the Labor Code, SSS Acts and other laws pertaining to employer-employee relationship;
4. Indemnify the client for any loss or damage to property that the Small Business Corporation may suffer during the tour of duty of the guards provided that said loss or damage is due to the sole negligence of the guard without any contributory negligence of Small Business Corporation. (List of equipment and properties inside the offices shall be provided).

III QUALIFICATIONS & ATTIRE OF SECURITY GUARDS

1. Must have finished at least one (1) year of any collegiate course;
2. Physically and mentally fit;
3. Ex-serviceman or with equivalent police and/or security guard experience of not less than two (2) years;
4. Of good moral character and properly cleared by PNP and NBI;
5. Licensed security guard;
6. Can perform first aid techniques.

IV SECURITY DETAIL

1. Security detail will consist of two (2) guards from 7:00AM to 7:00 PM or twelve (12) hours/day on Mondays to Fridays and from 7:00AM to 5:00PM or ten (10) hours per day per guard during Saturdays at Small Business Corporation Makati office.

2. The number of security guards may be increased or decreased at the same contract price per guard upon advice of Small Business Corporation;
3. Small Business Corporation has the right to reject any or all guards assigned by the agency and to demand an acceptable replacement, the same shall be immediately accomplished within one (1) day from demand.

V DURATION OF CONTRACT

Three (3) years (December 2022 to December 2025) unless terminated sooner by Small Business Corporation with or without cause by giving the agency a written notice 30 days prior to the date of termination.

VI CONSIDERATION

The consideration of the services shall be on a per guard basis per month inclusive of pay and VAT in accordance with the Minimum Wage Law/Rate in the National Capital Region (NCR).

VII BUDGET P900,000.00/year