



Republic of the Philippines  
**Department of Education**  
 SOCCSKSARGEN REGION  
 SCHOOLS DIVISION OF GENERAL SANTOS CITY

**INVITATION TO BID**  
**Project No: 001 - 2024**

**PROCUREMENT OF DIVISION OFFICE SECURITY SERVICES**  
**APRIL 1, 2024 – DECEMBER 31, 2025**

1. The Department of Education through the General Appropriations Act (GAA) F.Y. 2024 intends to apply the sum of **Two Million Five Hundred Seventy Eight Thousand One Hundred Thirty Three and 88/100 Pesos (2,578,133.88)** being the Approved Budget for the Contract (ABC) described below for the **Procurement of Division Office Security Services April 1, 2024 – December 31, 2025**. Bids received in excess of the ABC shall be automatically rejected at the bid opening.

Item	UNIT	DESCRIPTION	Qty	Cost	ABC (VAT Inclusive)
1	LOT	<b>DepEd – Division of General Santos City Security Services</b>			
	Month	<b>Security Services</b> April 1, 2024 to December 31, 2024 for 6 Security Guards with 2-night differential	9	122,768.28	1,104,914.52
	Month	<b>Security Services</b> January 1, 2025 to December 31, 2025 for 6 Security Guards with 2-night differential	12	122,768.28	1,473,219.36
		<b>TERMS OF REFERENCE:</b> <ol style="list-style-type: none"> <li>Contract good for 21 months (April 1, 2024 to December 31, 2025); subject for termination upon 30-day notice or upon contract expiration.</li> <li>Security Agency must identify losses or damaged to properties due to misconduct, and in case there is negligence, the agency must shoulder the damages and losses of the office.</li> <li>Full compliance to existing security protocols and any amendments thereof.</li> <li>The Agency must comply with the provision of DOLE, Labor Laws and PADPAO Accreditors</li> <li>Duration of Duty: Security Guard must render 8 hours a day including Saturday, Sunday and Holiday</li> <li>The agency shall provide security services to Division Office for (24) hours daily, seven (7) days a week including declared holidays.</li> </ol>			



**Address:** Tionson Street, Brgy. Lagao, General Santos City  
**Telephone No.:** (083) 552-8908 / (083) 552-8909  
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**TECHNICAL PARAMETERS TO BE SUBMITTED**

**A. Stability**

- 1) Years of Experience
- 2) Liquidity of contractor
- 3) Organizational set-up

**B. Resources**

- 1) No. of Licensed firearms
- 2) No. and kinds of Communication Devices
- 3) No. of licensed security guards
- 4) The agency shall submit a Personal data Sheet of their proposed security guard to be fielded in the Division Office.
- 5) Complete Prescribed Uniforms
- 6) Good Standing Certificate (Previous & Current clients)
- 7) Certificate from DOLE of no pending case
- 8) Certificate from NLRC of no pending cases
- 9) Certificate from PHIC - HDMF - SSS for timely monthly remittances

**C. Security Plan**

**D. Other Factors**

- 1) Recruitment and selection criteria
- 2) Completeness of uniforms and other attire paraphernalia
- 3) Follow Republic Act No. 9184, Appendix 23: Guidelines on Procurement of Security and Janitorial Services.  
Procuring entities may enter into multi-year contracts, but three (3) years, in the procurement of security and janitorial services.
  - 3.1. All bid prices for a duration of three (3) years shall be fixed and shall not be adjusted during contract implementation, except for the following:
  - 3.2. Increase in minimum daily wage pursuant to law or new wage order issued after date of bidding,
  - 3.3. Increase in taxes; and
  - 3.4. If during the term of the contract the procuring entity sees the need for an increase or decrease in the number of security



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	<p>guards or janitorial attendants, the resulting cost of said increase or decrease, provided that the ABC for the relevant year is not exceeded.</p> <p>4) Yearly performance evaluation with monthly conduct of security formation and face to face operations review shall be strictly complied / conducted by the security agency.</p> <p>5) The agency security operations head shall promptly conduct an onsite monitoring on the heightened security agency operation at the division office within 30 minutes upon the notification by the Division office of a major security incident.</p> <p>*** Nothing Follows ***</p>			
			<b>TOTAL</b>	<b>2,578,133.88</b>

2. Bidders must have completed, **within three (3) years from the date of submission and receipt of bids, a contract similar to the Project (e.g., security services) with an amount of at least 50%** of the ABC to be bid. The description of an eligible bidder is contained in the Bidding Documents, i.e., in Section II, Instructions to Bidders. Bids received that exceed the ABC per lot shall be rejected at bid opening. The Department of Education, Division of General Santos City Division through its Bids and Awards Committee (BAC) now invites bids for the herein-mentioned Goods. Delivery of the Goods is required on the expected delivery date(s) stated herein.

3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the “Government Procurement Reform Act.”

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183.

4. A complete set of Bidding Documents in **SOFT COPY ONLY** may be purchased at DepED-Division of General Santos City BAC Secretariat, located at Tiongson St., Lagao, General Santos City upon submission of a letter of intent, and payment in cash on a non-refundable fee by interested bidders to the DepEd Division Cashier. Only bidders who purchased the Bidding Documents provided below shall be allowed to submit bid/bids not later than the scheduled Receipt and Opening of Bids.

<b>BIDDING DOCUMENT PRICE</b>	
<i>Lot Number</i>	<i>Price</i>
Lot 1	Php 5,000.00



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5. It may be viewed or downloaded after payment from the website of the Philippine Government Electronic Procurement System (PhilGEPS), [www.philgeps.gov.ph](http://www.philgeps.gov.ph). The schedule and venue of the procuring activities are as follows:

Activity	Date and Time	Venue
Pre-bid Conference	February 2, 2024 2:00 PM (Friday)	Conference Room, Division Office or Google Meet
Issuance of Bidding Documents	Until February 15, 2024 1:00 PM (Thursday)	To be sent to bidder's email address after payment of the bidding documents
Receipt and Opening of Bids	February 15, 2024 2:00 PM (Thursday)	Conference Room, Division Office

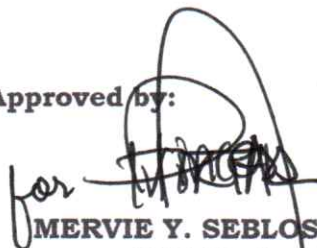
Prospective bidders are strongly encouraged to order or download the electronic copy of the Bidding Documents from the PhilGEPS website: [www.philgeps.gov.ph](http://www.philgeps.gov.ph), for them to be included in the *Document Request List* of the project. The pre-bid conference is open-to-all interested parties who may have or have not bought the bidding documents.

6. Bids must be **PHYSICALLY** delivered to the address and on the date and time stated herein. **Submission of digital copy of the bidding documents shall not be accepted.** All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in the ITB Clause 18. A valid Bid Securing Declaration must accompany the bid(s) in lieu of a bid security. Bids will be opened in the presence of the bidder's representatives who choose to attend the opening of bids at the address, date and stated herein. Late bids shall not be accepted.
7. The DepEd-Division of General Santos City reserves the right to reject any and all bids, declare a failure of bidding, not award the contract(s), or annul the bidding process without thereby incurring any liability to the affected bidder or bidders.
8. For further information, please refer to:

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Approved by:

*for* 

**MERVIE Y. SEBLON, CESE**  
 BAC Chairperson  
 Assistant Schools Division Superintendent  
 Officer In-charge

BACSEC/mds



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