



**SUPREME COURT  
BIDS AND AWARDS COMMITTEE FOR THE HALLS OF JUSTICE**

**TO : ALL INTERESTED BIDDERS**

**PROJECT : PROCUREMENT OF SECURITY SERVICES FOR HALLS OF JUSTICE  
IN REGION VI (WESTERN VISAYAS)**

**RE : BID BULLETIN NO. 1**

**DATE : 18 NOVEMBER 2022**

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As resolved by the Bids and Awards Committee for the Halls of Justice (BAC-HOJ) during the Prebid Conference conducted on 15 November 2022, this Bid Bulletin is issued to inform the prospective bidders of the following modifications of the requirements in the Bid Data Sheet and the Checklist of Requirements in the Bidding Documents for the foregoing project, to wit:

<b>2. Technical Documents</b>	
<input type="checkbox"/> Current PADPAO Certificate of Membership and	<b>J</b>
<input type="checkbox"/> <b>Certificate of Good Standing</b>	<b>K</b>
<input type="checkbox"/> Certifications from <u>each</u> of the following government agencies, that bidder has religiously paid its contributions with respect to its security service contracts, government or private-  <div style="margin-left: 40px;"><b>(i) Social Security System (SSS) as to its</b> <div style="margin-left: 20px;"><b>1. SSS Contribution and</b> <b>2. Employees Compensation contribution</b></div><b>(ii) PAG-IBIG Fund; and</b> <b>(iii) PHILHEALTH Insurance contributions as mandated by law.</b></div>	<div style="text-align: center;"><b>L</b></div> <div style="text-align: center;"><b>M</b></div> <div style="text-align: center;"><b>N</b></div>

The amended checklist is herein attached for easy reference.

Please be guided accordingly.

**JENNY LIND R. ALDECOA-DELORINO**  
Deputy Court Administrator and Chairperson,  
Bids and Awards Committee for Halls of Justice



Republic of the Philippines  
**Supreme Court**  
Manila

**BIDS AND AWARDS COMMITTEE  
FOR THE HALLS OF JUSTICE**

**CHECKLIST OF REQUIREMENTS FOR BIDDERS**

**Project: PROCUREMENT OF SECURITY SERVICES FOR HALLS OF JUSTICE IN  
REGION VI (WESTERN VISAYAS) (P36,010,870.20)**

Bidder: \_\_\_\_\_

<b>I. TECHNICAL COMPONENT ENVELOPE</b>	
<b>DESCRIPTION</b>	<b>TAB</b>
<b>A. CLASS “A” DOCUMENTS</b>	
<b>1. Legal Documents</b>	
<input type="checkbox"/> <b>PhilGEPS Certificate of Registration of Membership under Platinum category</b>	<b>A</b>
<input type="checkbox"/> <b>Registration Certificate</b> from the Securities and Exchange Commission (SEC) including Articles of Incorporation if a corporation, Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives.	<b>B</b>
<input type="checkbox"/> <b>Valid and Current Mayor’s Business Permit</b> issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas	<b>C</b>
<input type="checkbox"/> <b>Valid Tax Clearance</b> per Executive Order No. 398, series of 2005, as finally reviewed and approved by the Bureau of Internal Revenue. (A Provisionary Clearance is not acceptable pursuant to GPPB Resolution No. 01-2014 dated February 4, 2014.)  * To be considered as sufficient compliance to the foregoing requirement, the application for a new tax clearance (with attached supporting documents), together with the recently expired tax clearance, should be submitted.	<b>D</b>
<input type="checkbox"/> <b>Taxpayer’s Identification Number</b>	<b>E</b>
<b>2. Technical Documents</b>	
<input type="checkbox"/> <b>Certification from the Department of Labor and Employment</b> that the prospective bidder is a duly licensed and registered Service Contractor in accordance with Department Order No. 174, series of 2017.	<b>F</b>

<input type="checkbox"/> <b>Certification from the NLRC Regional Office</b> that there is no pending labor standard violation case/s involving the bidder in Region VI.  * If an application has already been filed but the certification has yet to be issued/released, such fact should be stated in the statement (Tab G) identified below with attached supporting documents of such application.	<b>G</b>
<input type="checkbox"/> <b>A Statement Under Oath</b> stating that the bidder has no pending labor case in regions nationwide other than Region VI.  If the bidder-security agency is aware of a pending labor case in regions other Region VI, the same should be disclosed in the statement. Such fact, however, shall not be a ground for disqualification to participate in the bidding for security services in Region VI.	<b>H</b>
<input type="checkbox"/> Updated and valid <b>PNP/SOSIA License to Operate</b>	<b>I</b>
<input type="checkbox"/> Current <b>PADPAO Certificate of Membership</b> and  <input type="checkbox"/> <b>Certificate of Good Standing</b>	<b>J</b>  <b>K</b>
<input type="checkbox"/> Certifications from <u>each</u> of the following government agencies, that bidder has religiously paid its contributions with respect to its security service contracts, government or private-  (i) Social Security System (SSS) as to its; 1. SSS Contribution and 2. Employees Compensation contribution  (ii) PAG-IBIG Fund; and  (iii) PHILHEALTH Insurance contributions as mandated by law.	<b>L</b>          <b>M</b> <b>N</b>
<input type="checkbox"/> Statement of the prospective bidder of all its <b>ongoing government and private contracts</b> , including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid  (Bidder's statement shall follow sample <b>Form _____ in Section VIII, Bidding Forms</b> . Include projects where NOA has been issued, even if no contract has been signed yet).	<b>O</b>
<input type="checkbox"/> Statement of the bidder's <b>Single Largest Completed Contract (SLCC)</b> similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, which value shall be equivalent to at least fifty percent (50%) of the ABC for one year and completed not more than five (5) years from the deadline of the submission of bids.	<b>P</b>
<input type="checkbox"/> <b>Client Satisfaction Rating</b> from at least three (3) government agencies or private corporations (or a combination thereof), with whom the contractor has past or on-going contracts.	<b>Q</b>
<input type="checkbox"/> Original copy of <b>Bid Security</b> . If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;  <b>or</b>	<b>R</b>

Original copy of Notarized Bid Securing Declaration.	
<input type="checkbox"/> <b>Company Profile</b> - signed by the President and Chief Executive Officer, which should contain information on, but not limited to, the following -- <ul style="list-style-type: none"> <li>• Number of years in the business (at least five [5] years);</li> <li>• Names of officers, partners or owners, who should all be Filipinos;</li> <li>• Name, address, location and diagram showing location of main office; and</li> <li>• Organizational Structure of the Company with a brief profile of each official and officer of the company.</li> <li>• Original copy of appointment/designation of the authorized person/s to transact business and sign contract with the Supreme Court. A certified true copy of the Board Resolution with the specimen signature and his/her photo (2x2).</li> </ul>	<b>S</b>
<input type="checkbox"/> <b>Company Policies Recruitment and Selection Criteria</b> duly signed by the President and CEO	<b>T</b>
<input type="checkbox"/> <b>Security Plan</b> – duly signed by the General manager and CEO, which includes, among others, a commitment/statement that it shall provide the strategic placement of security guards when deployed based on the floor plan of the Hall of Justice.	<b>U</b>
<input type="checkbox"/> <b>Business Establishment, Location Maps and Commitment</b> of the service provider/agency to establish a branch office within 3 months in any of the cities/province within the cluster, if applicable.	<b>V</b>
<input type="checkbox"/> <b>Conformity with the Technical Specifications.</b>	<b>W</b>
<input type="checkbox"/> <b>Omnibus Sworn Statement</b> , which needs to be submitted under oath using the prescribed form attached in this Bid Documents	<b>X</b>
<b>3. Financial Documents</b>	
<input type="checkbox"/> <b>Audited financial statements (AFS)</b> for the preceding calendar which should not be earlier than two (2) years from the date of bid submission, showing, among others, the bidder's total and current assets and liabilities, stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions.  <i>Pursuant to BIR Revenue Memorandum Order No. 13-2010, the Audited Financial Statement must have a stamped "Received" (clear and legible) by the BIR on the pages of:</i> <i>Audit Certificate;</i> <i>Balance Sheet; and</i> <i>Income Statement.</i>	<b>Y</b>
<input type="checkbox"/> <b>NFCC</b> = [(Current assets 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.  <b>NFCC Amount</b> _____	<b>Z</b>

ENVELOPE NO. 2 - FINANCIAL COMPONENT ENVELOPE	
DESCRIPTION	TAB
<input type="checkbox"/> Financial Bid Form	A
<input type="checkbox"/> Computation Sheet (Breakdown of Security Service Contract Rate)	B
<input type="checkbox"/> Executive Summary of Bid (Annex "B"), using the Computation Sheet (Breakdown of Security Service Contract) for security personnel in each Cluster attached as Sample Form Annex "C"	C

**PASSED** \_\_\_\_\_

**FAILED** \_\_\_\_\_

**BIDS AND AWARDS COMMITTEE  
FOR THE HALLS OF JUSTICE**

**JENNY LIND R. ALDECOA-DELORINO**  
Chairperson

**MARIA REGINA ADORACION FELOMINA M. IGNACIO**  
Vice Chairperson

**RAQUEL M. LADRILLANO**  
Member

**MARILYN C. ISLA - DE JOYA**  
Member

**GILDA A. SUMPO-GARCIA**  
Member

**MARIA TERESA O. DEMESA-RAZAL**  
Member

**JEREMIAH V. SEGADOR**  
Member