

Request for Submission of Documentary Requirements



BIDS AND AWARDS COMMITTEE

**REQUEST FOR SUBMISSION OF DOCUMENTARY REQUIREMENTS
 FOR TECHNICAL SPECIFICATIONS INCLUDED IN THE PROJECT ENTITLED
 “PROCUREMENT OF SECURITY SERVICES FOR 2021”**

1. The Embassy of the Philippines in Rome, Italy (“Embassy”), through its Maintenance and Other Operating Expenses (MOOE) FY 2021, intends to apply the sum of **Forty-Two Thousand Four Hundred Eighty-Five Euros and 86/100 (€42,485.86)** or **Two Million Four Hundred Sixty-Four Thousand One Hundred Eighty Pesos (PhP2,464,180.00)**, being the **Approved Budget for the Contract (ABC)** to payments under the contract for the **“Procurement of Security Services for 2021”** for the Embassy, described below:

Quantity	Project Specification	Approved Budget for the Contract (ABC)
1	Main Project: “Procurement of Security Services for 2021” <i>General Description of Technical Specifications included in the ABC:</i> <i>Security Services</i>	€42,485.86 or PhP2,464,180.00

2. The Embassy - Bids and Awards Committee (BAC) now requests submission, in addition to the price quotations, of the following documents (**preferably in the English language**), for the **“Procurement of Security Services for 2021”** for the Embassy:

ELIGIBILITY AND TECHNICAL DOCUMENTS
1. Notarized Sworn Statement (see attached template)
2. Letter of Intent to Participate in the Procurement Project (cite name of project and Approved Budget for the Contract)
LEGAL ELIGIBILITY DOCUMENTS
3. Original or certified true copy of ANY of the following: <ul style="list-style-type: none"> • Philippine Securities and Exchange Commission (SEC) Certificate of Registration (for Partnership or Corporation); or • Philippine Department of Trade and Industry (DTI) Certificate of Business Name Registration (for Sole Proprietorship); or • Philippine Cooperative Development Authority Registration Certificate (for Cooperatives)

FOR FOREIGN PARTICIPANTS:

APPROPRIATE EQUIVALENT DOCUMENT/S ISSUED BY THE EQUIVALENT FOREIGN OFFICE

(e.g., Certificate of Registration/Incorporation issued by relevant Italian government agency)

4. **Original or certified true copy of valid and current mayor's permit** issued by the city/municipality where the principal place of business of the participant is located.

FOR FOREIGN PARTICIPANTS:

APPROPRIATE EQUIVALENT DOCUMENT/S ISSUED BY THE EQUIVALENT FOREIGN OFFICE

(e.g., Certificate of Registration/Incorporation issued by relevant Italian government agency and/or Company Registration Report)

5. **Original or certified true copy of current and valid Tax Clearance** (reviewed and approved by the Bureau of Internal Revenue).

FOR FOREIGN PARTICIPANTS:

APPROPRIATE EQUIVALENT DOCUMENT/S REVIEWED BY THE EQUIVALENT FOREIGN OFFICE

TECHNICAL ELIGIBILITY DOCUMENTS

6. **Original or certified true copy of Statement of all ongoing government and private contracts** within the **last three (3) years** prior to the deadline for submission and receipt of quotations, including contracts awarded but not yet started, if any.

The statement shall include the following:

- a) Name of the contract; b) date of the contract; c) kinds of projects; d) amount of contract.

FOR FOREIGN PARTICIPANTS:

APPROPRIATE EQUIVALENT DOCUMENT/S ISSUED BY THE EQUIVALENT FOREIGN OFFICE

7. The participant shall submit a copy of the **Single Largest Completed Contract (SLCC)**, together with the **Certificate of Final Acceptance/Completion** of the project from the bidder's client (for government contracts) OR **official receipt(s)** of the bidder for the contract (for private contracts).

It is **required** that the **Single Largest Completed Contract**:

- a. be similar to the Project at hand, completed prior to the deadline for submission of price quotation for the procurement project; and

<p>b. have a value of least fifty percent (50%) of the ABC = €42.485,86; or €21.242,93.</p> <p>FOR FOREIGN PARTICIPANTS: APPROPRIATE EQUIVALENT DOCUMENT/S ISSUED BY THE EQUIVALENT FOREIGN OFFICE</p>
<p>8. Organizational Set-Up</p>
<p>9. Duly signed statement of availability of duly trained/qualified security guard that will be assigned/deployed or available for the contract</p>
<p>10. Duly signed statement of availability of equipment owned or leased that shall be used for the contract</p>
<p>FINANCIAL ELIGIBILITY DOCUMENTS</p>
<p>11. Audited Financial Statements for the preceding calendar year, which should not be earlier than two (2) years from bid submissions; received by the Philippine Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions.</p> <p>FOR FOREIGN PARTICIPANTS: APPROPRIATE EQUIVALENT DOCUMENT/S ISSUED BY THE EQUIVALENT FOREIGN OFFICE</p>
<p>12. Financial Proposal</p>
<p>13. Statement of Compliance with all the Technical Specifications for which the Participant submitted price quotation/s. (Please put "Comply" in the column, "Statement of Compliance" in the attached document "Technical Specifications"; Please comply with the Schedule of Requirements and Annex B thereof, attached.)</p> <p>FOR FOREIGN PARTICIPANTS: APPROPRIATE EQUIVALENT DOCUMENT/S ISSUED BY THE EQUIVALENT FOREIGN OFFICE</p>
<p>14. Original or certified true copy of Latest Income and Business Tax Return</p> <p>FOR FOREIGN PARTICIPANTS: APPROPRIATE EQUIVALENT DOCUMENT/S ISSUED BY THE EQUIVALENT FOREIGN OFFICE</p>
<p>15. Net Financial Contracting Capacity (NFCC) computed based on the industry standards and practice in Italy.</p>
<p>16. Price Quotation</p>

3. Participants shall also comply with the basic documentary requirements in competitive bidding or equivalent process in Italy.
5. The above-mentioned documents must be submitted to the Embassy-BAC Secretariat on or before **04 February 2021 until 12:00 noon.**

6. The Embassy reserves the right to reject any and all price quotations, failure of procurement, or not award the contract at any time prior to contract award in accordance with Republic Act No. 9184, its Implementing Rules and Regulations, and Government Procurement Policy Board (GPPB) Resolution No. 28-2017 dated 31 July 2017, without thereby incurring any liability to the affected participant or participants.
7. For further information, please refer to:

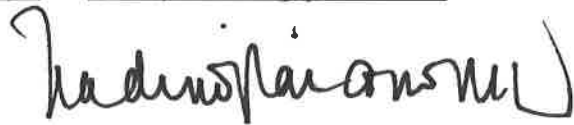
Embassy of the Philippines – BAC Secretariat

Viale delle Medaglie d'Oro 112-114,

00136 Rome, Italy

Tel. No. 06 3974 6621

Email address: rome.pe@dfa.gov.ph or romepe2007@gmail.com



NADINE ROSARIO M. MORALES

Chairperson

Bids and Awards Committee

Rome, Italy, 18 January 2021

NOTARIZED SWORN STATEMENT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law (Articles 46 and 47 of the Italian DPR 28 December 2000, n. 445), do hereby depose and state that:

1. I am the duly authorized and designated representative of [Name of Company] with office address at [Business Address of Company];
2. I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the [Name of Participant] in the procurement project, "**Procurement of Security Services for 2021**";
3. [Name of Company] is not "blacklisted" or barred from bidding or participating in procurement by the Government of the Republic of the Philippines or any of its agencies, offices, corporations, or Local Government Unites, foreign government/foreign or international financing institutions whose blacklisting rules have been recognized by the Philippine Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the procurement requirements is an original or authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. [Name of Company] is authorizing the Head of the Procuring Entity or its duly authorized representative/s to verify all the documents submitted;
6. [Name of Company] complies with local and international labor laws and standards; and
7. None of the officers, directors, and controlling stockholders of [Name of Company] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
8. [Name of Company] is aware of and has undertaken the following responsibilities as a Participant:

- i. Carefully examine all the Bidding Documents;
- ii. Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
- iii. Made an estimate of the facilities and needed for the contract being procured, if any;
- iv. Inquire or secure Supplemental Notices issued for the procurement project, "**Procurement of Security Services for 2021**"; and

9. [Name of Company] 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 Philippine Government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____, 2019
at _____.

Signature
Company's Duly Authorized Representative

Technical Specifications

Item	Specification	Statement of Compliance
1.	The contractor shall be a corporation or company duly organized and existing under Italian laws. It must be duly licensed by appropriate government authorities to render security and related services.	
2.	The contractor must be capable of rendering security services to the whole premises of the Embassy of the Philippines including the entire Office building, and inside and outside area of the perimeter of the property.	
3.	The contractor shall provide its security and safety guards with proper uniforms and paraphernalia including identification cards countersigned by the company's representative in order to distinguish them from the Embassy's personnel or other groups in the Embassy.	
4.	The contractor shall conduct, at least once every three (3) months, its own unit training drills involving all the emergency procedures (fire-fighting, first aid and medical evacuation, earthquake drill and evacuation, search and rescue operations and crowd disturbance management). The drill shall be evaluated by the Ambassador or his designated representative. A certification of training shall be issued and submitted to the Embassy.	
5.	The contractor shall provide security services to the Embassy from Mondays to Fridays from 8:30 a.m. — 5:30 p.m., or on special schedule, mutually agreed by parties, upon request of the Ambassador.	
6.	The contractor shall likewise provide, at its own expense, the following additional services when required by the Embassy: <ol style="list-style-type: none"> 1. Security planning (to be submitted to the Ambassador or his designated representative); 2. Specialized investigation; and 3. Liaising with the local police for the purpose of referring cases involving breach of security or any unusual incidents occurring within the premises of the Embassy. 	
7.	The security guards/security agency must provide a report on the monthly record of all security guards.	

8.	The contractor and all its representatives and security guards shall comply with the security and safety rules and regulations of the Embassy.	
9.	It shall be mandatory on the part of the contractor to submit a written report on any reported loss, theft, pilferage or illegal act, and any investigation on the same, occurring within the premises, to the Ambassador and his/her designated representative including the final outcome of the contractor's own in-house investigation.	
10.	It shall be understood that there is no employer-employee relationship between the Embassy and the security guards.	
11.	The Contractor shall compensate the Embassy for any loss or damages caused to the Embassy because of negligence or connivance, etc. or any other reason attributable to any of the personnel engaged by the service provider.	
12.	The contract shall cover a period of one (1) year that could be extended at the option of the Embassy on a month-to-month basis, under the same terms and conditions as provided for under the original contract.	
13.	The Parties take all reasonable precautions not to disclose, divulge and/or disseminate to any Third Party any confidential information on its security arrangements (including but not limited to the assignment instruction, schedules and other subsequent agreements) and/or business of the First Party.	
14.	The Embassy shall not be liable for any direct, indirect, incidental, special, consequential, exemplary, punitive or any other damages or losses of any kind or nature, whether in contract, tort (including negligence), products or strict liability or any other form of action such as personal injury or death resulting in the performance of the terms of this Agreement. The Contractor shall take the sole responsibility on its personnel and their equipment inhibiting the Embassy from any liabilities.	

Schedule of Requirements

A. Description of Goods

The Supplier shall provide the following:

Render and provide the necessary services to protect and safeguard the properties of the Embassy of the Philippines.

Item no.	Description	Schedule
1	Trained / Qualified Security Guard to render continuous work-shift from 8:30 a.m. to 5:30 p.m., Monday-Friday for twelve (12) months	All required security personnel, equipment, etc, shall be made available and/or installed and ready for rendering services from the date of receipt of the Notice to Proceed (NTP) or the effectivity date of the contract as provided for in the NTP.

B. Delivery Address

The services shall be delivered to the Embassy of the Philippines, Viale delle Medaglie d'Oro 112-114, 00136 Rome, Italy, and upon transfer to the new Chancery (Via Aurelia 290A-290B, Rome, Italy 00165).

C. Delivery and Receiving Instructions

Goods as specified in this Schedule of Requirement and/or the Technical Specifications shall be delivered only to the address herein.

Annex B

CHARGES

LOCATION	DEPLOYMENT	PERIOD	
Embassy of the Philippines <i>Current location:</i> Viale delle Medaglie d'Oro 112-114, 00136 Rome, Italy <i>New location:</i> Via Aurelia 290A-294B 00165, Rome, Italy	Security Officer - 1	To be determined	Valid for one year

FINANCIAL EFFECTS

1 Security Officer	= € _____ / - per 8 hours daily duty (all inclusive)
--------------------	--

Grand Total

1 Security Officer	= € _____ / - per 8 hours daily duty (all inclusive)
--------------------	--

Note:

Bidder must state compliance to each of the provisions in the Terms of Reference/Technical Specifications, as well as to the Schedule to Requirements. The STATEMENT OF COMPLIANCE must be signed by the authorized representative of the Bidder, with proof of authority to sign and submit the bid for and in behalf of the Bidder concerned. If the Bidder is a joint venture, the representative must have authority to sign for and in behalf of the partners to the joint venture.

Conforme:

[Signature/s]
 [Name of Bidder's Authorized Representative/s]
 [Position]
 [Date]