



## **INVITATION TO BID FOR PROCUREMENT OF SECURITY SERVICES CY 2022-2025**

1. The **Department of Tourism, Regional Office V (DOT-Region V)**, through the General Appropriations Act (GAA) FY 2022, and incorporated in the Annual Procurement Plan 2022 intends to apply the sum of **One Million Eight Hundred Thousand Pesos (Php 1,800,000.00)** being the ABC to payments under the contract for **Procurement of Security Services**, with Project Identification No. 2022 - 001. Bids received in excess of the ABC shall be automatically rejected at bid opening.
  
2. The **DOT-Region V** now invites bids for the above Procurement Project. Delivery of the Goods is required by **March 1, 2022 to February 28, 2025**. Bidders should have completed, **within five (5) years** prior 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.  
  
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.
  
4. Prospective Bidders may obtain further information from the **DOT-Region V BAC Secretariat** and inspect the Bidding Documents at the address given below during office hours, **9:00A.M. to 4:00 P.M / Mondays to Fridays, except holidays**.
  
5. A complete set of Bidding Documents may be acquired by interested Bidders on **February 2, 2022 to February 22, 2022, 9:00 A.M** from the given address stated on the cover of this document and can be downloaded



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through this link: <https://bit.ly/ProcurementOfDOT5SecurityServices> and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Two Thousand Pesos (Php 2,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person or through electronic means.

6. The DOT-Region V will hold a **Pre-Bid Conference<sup>1</sup>** on **February 10, 2022, 9:00A.M.** at **Conference Room** of the **Department of Tourism - Regional Office V** located at **Regional Center Site, Rawis, Legazpi City**, through **face to face (F2F)** and/or through **video conferencing or webcasting via zoom** (hybrid/blended), which shall be open to prospective bidders.

Zoom link will be provided at least a day before the scheduled Pre-Bid Conference to prospective bidders who confirmed with the BAC Secretariat to attend online. Prospective bidders who will attend F2F shall be required to present their company IDs and Vaccination Cards.

7. Bids must be duly received by the **BAC Secretariat** through manual/physical **submission** at the office address indicated below **on or before 10:00A.M. of February 22, 2022. Late bids shall not be accepted.**
8. All Bids must be accompanied by a **bid security** in **any of the acceptable forms** and **in the amount stated** in **ITB Clause 14.**
9. **Bid opening** shall be on **February 22, 2022, 1:00 P.M.** at **Bicol Food Delights Catering Services** located at **Barriada Rd. Legazpi City**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. Prospective bidders or representatives who will attend the Bid opening shall present proof of identification (valid ID), letter of authority to represent duly signed by his/her principal (in the case of bidder's representative), and vaccination card. They shall be required to observe the minimum health and safety standards as provided by the relevant guidelines of the Department of Health (DOH). The proceedings shall likewise be recorded by the BAC Secretariat.

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<sup>1</sup> May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.



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11. The **DOT-Region V** 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.
  
12. For further information, please refer to:  
  

**MS. ANGELA C. JESALVA**  
Head, BAC Secretariat  
Department of Tourism – Regional Office V  
Regional Center Site, Rawis, Legazpi City 4500  
Telephone No.: (052) 742-5004  
Mobile No.: 0917 152 3254  
Email: [adsec.bicol@gmail.com](mailto:adsec.bicol@gmail.com)
  
13. You may download the complete set of Bidding Documents and Forms through this link: <https://bit.ly/ProcurementOfDOT5SecurityServices>.

February 2, 2022

  
**MARIA SALEE O. MORA**  
BAC Chairperson