

**INVITATION TO BID**  
**Outsourcing of Service Provider for the Security Services to**  
**DSWD Field Office, Training Center and Other Facilities for**  
**2020**

*ITB No.: 2020-DSWD-CAR-01*

1. The *Department of Social Welfare and Development - Cordillera Administrative Region (DSWD-CAR)*, through the *2020 National Expenditure Program (NEP)*<sup>3</sup> intends to apply the sum of *Five Million One Hundred Fifty Eight Thousand Five Hundred Pesos (Php 5,158,500.00)* being the Approved Budget for the Contract (ABC) to payments under the contract for *Outsourcing of Service Provider for the Security Services to DSWD Field Office, Training Center and Other Facilities for 2020*. Bids received in excess of the ABC shall be automatically rejected during the bid opening.
2. The *Department of Social Welfare and Development - Cordillera Administrative Region (DSWD-CAR)* now invites bids for the *Outsourcing of Service Provider for the Security Services to DSWD Field Office, Training Center and Other Facilities for 2020*.<sup>4</sup>

| Lot No. | POST               | SHIFT   | HOURS | DAYS | Delivery Place/Sites   |
|---------|--------------------|---|-------|------|--|
| 1 lot   | Field Office ( 7 ) | 7:00 am-<br>3:00 pm /<br>3:00 pm –<br>11:00 pm /<br>11:00 pm –<br>7:00 am | 8     | 7    | DSWD CAR,<br>#40 North<br>Drive, Baguio<br>City  |
|         | RSCC ( 6 )         | 7:00 am-<br>3:00 pm /<br>3:00 pm –<br>11:00 pm /<br>11:00 pm –<br>7:00 am | 8     | 7    | Reception<br>and Study<br>Center for<br>Children<br>(RSCC),<br>Puguis, ,La<br>Trinidad |
|         | Haven ( 3 )        | 7:00 am-<br>3:00 pm /<br>3:00 pm –<br>11:00 pm /<br>11:00 pm –<br>7:00 am | 8     | 7    | DSWD CAR<br>Regional<br>Haven, #40<br>North Drive,<br>Baguio City                      |

<sup>3</sup> In the case of National Government Agencies, the General Appropriations Act and/or continuing appropriations; in the case of GOCCs, GFIs, and SUCs, the Corporate Budget for the contract approved by the governing Boards; in the case of (LGUs, the Budget for the contract approved by the respective *Sanggunian*. (Section 5(a), R.A. 9184)

<sup>4</sup> A brief description of the type(s) of Goods should be provided, including quantities, location of project, and other information necessary to enable potential bidders to decide whether or not to respond to the invitation.

| Lot No. | POST   | SHIFT   | HOURS | DAYS | Delivery Place/Sites  |
|---------|--|---|-------|------|---|
|         | RRCY ( 4 )   | 7:00 am –<br>7:00 pm /<br>7:00 pm to<br>7:00 am                           | 12    | 7    | DSWD CAR<br>Regional<br>Rehabilitation<br>Center for<br>the Your<br>(RRCY),<br>Bayabas,<br>Sablan,<br>Benguet |
|         | Secretary's<br>Cottage and<br>Training Center<br>( 4 ) | 7:00 am-<br>3:00 pm /<br>3:00 pm –<br>11:00 pm /<br>11:00 pm –<br>7:00 am | 8     | 7    | DSWD<br>Training<br>Center and<br>Cottage,<br>Engineer's<br>Hill, Baguio<br>City                              |

Bidders should have completed, *within Two (2) 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) 9184, otherwise known as the “Government Procurement Reform Act”.
  - (i) 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. Interested bidders may obtain further information from the *Department of Social Welfare and Development - Cordillera Administrative Region (DSWD-CAR)* and inspect the Bidding Documents at the address given below from **Monday to Friday, 8:00AM to 5:00PM.**
5. A complete set of Bidding Documents may be acquired by interested Bidders on **8:00am of November 12, 2019 to 8:45am of December 2, 2019** from the address 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 **Ten Thousand Pesos (Php 10,000.00)**

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



6. The *Department of Social Welfare and Development - Cordillera Administrative Region (DSWD-CAR)* will hold a Pre-Bid Conference<sup>5</sup> at *9:30am of November 20, 2019* at the *Office of the Assistant Regional Director for Administration, DSWD-CAR, 40 North Drive Baguio City*, which shall be opened to prospective bidders.

7. Bids must be duly received by the BAC Secretariat at the address below on or before *8:45am of December 2, 2019*. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 18**.

Bid opening shall be at *9:00 am of December 2 2019* at the *Office of the Assistant Regional Director for Administration, DSWD-CAR, 40 North Drive Baguio City*. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.

8. The *Department of Social Welfare and Development - Cordillera Administrative Region (DSWD-CAR)* 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 Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

9. For further information, please refer to:  
**THE BAC SECRETARIAT**  
DSWD-CAR, 40 North Drive, Baguio City  
E-Mail: bacsec.car@dswd.gov.ph  
Tel/Fax No. (074) 661-0430

  
**ENRIQUE H. GASCON, JR.**  
*BAC CHAIRPERSON/OIC CARDA*

<sup>5</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.