



**REPUBLIC OF THE PHILIPPINES**  
**CALUMPIT WATER DISTRICT**  
**BIDS AND AWARDS COMMITTEE**  
CWD Bldg., M. Serrano St., Corazon, Calumpit, Bulacan  
Tel. Nos. 044- 9130079/ Telefax: 913-0080, 769-3053

**INVITATION TO BID FOR *PROVISION OF SECURITY GUARD SERVICES***  
***FOR FY 2024***

1. The *Calumpit Water District*, through the **2024 Corporate Budget** intends to apply the sum of **Three Million One Hundred Twenty Thousand Pesos (Php 3,120,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for ***Provision of Security Guard Services for FY 2024/Contract No. 2024-002***. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *Calumpit Water District* now invites bids from eligible bidders for the ***Provision of Security Guard Services for FY 2024***. A total of **Thirteen (13) security personnel** shall be comprised as the following:

1	Licensed Security Officer
12	Licensed Security Guards

The required number of security personnel shall be deployed at the following areas:

Assignment	Qty
1. Main Office Bldg.	4
2. Calizon Pump Station	1
3. Central Pump Station	2
4. Northville Pump Station	1
5. Balungao Pump Station	1
6. Danga Pump Station	1
7. Gatbuca Pump Station	2
8. Metropolis Bolted Tank	1

3. The following additional documents, licenses and permits shall be required:
  - a.) Most recent Clearance from Department of Labor and Employment;
  - b.) Certification from the Company on its compliance to the existing labor laws;
  - c.) Certificate Membership with PADPAO;
  - d.) Certification of the three (3) mandatory deduction (contribution on SSS, HDMF, Philhealth) on undertaking form;
  - e.) Certification from the Company that the security guards to be deployed have undergone drug test to include therein each employee's result;
  - f.) Certification from the Company that the security guards to be deployed have no derogatory records duly supported by NBI and Police Clearances;
  - g.) Company's Profile attesting the following:

Stability	<ul style="list-style-type: none"> <li>•Years of experience</li> <li>•Liquidity of the contractor</li> <li>•Organizational set- up</li> </ul>
Resources	<ul style="list-style-type: none"> <li>•No. of Licensed Firearms</li> <li>•No. and Kind of Communication Devices</li> <li>•No. of Licensed Guards</li> </ul>
Security Plan	<ul style="list-style-type: none"> <li>• must be included in the bid proposal of the bidders</li> </ul>
Other Factors	<ul style="list-style-type: none"> <li>•Recruitment and Selection Criteria</li> <li>• Completeness of Uniforms and other Paraphernalia (like flashlights, whistle, etc.)</li> </ul>

4. 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.
5. Interested bidders may obtain further information from *Calumpit Water District* and inspect the Bidding Documents at the address given below during **8:00 A.M. to 5:00 P.M.**
6. A complete set of Bidding Documents may be acquired by interested Bidders on **January 18 to February 6, 2024** from the address below, *in the amount of Five Thousand Pesos (Php 5, 000. 00)*

7. 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.
8. The *Calumpit Water District* will hold a Pre-Bid Conference on **January 25, 2024 at 2:00 P.M. at the CWD Multi-purpose Hall, 4<sup>th</sup> Floor CWD Office Bldg., M. Serrano St., Corazon, Calumpit, Bulacan**, which shall be open to prospective bidders.
9. Bids must be duly received by the BAC Secretariat at the address below on or before **February 6, 2024 at 2:00 P.M.** All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 18.
10. Bid opening shall be on **February 6, 2024 at 2:00 P.M.** at the **CWD Multi-purpose Hall, 4<sup>th</sup> Floor CWD Office Bldg., M. Serrano St., Corazon, Calumpit, Bulacan**. 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.
11. The *Calumpit Water District* 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.
12. For further information, please refer to:

  
**Ms. Jaramie L. Cruz**  
BAC Secretariat Head  
CWD Office Bldg., M. Serrano St.  
Brgy. Corazon, Calumpit, Bulacan 3003  
Tel. Nos. 0925 3011131/ Tele-Fax No. 044 769 3053  
044 9130079, 9130080 local 123  
[calumpitwdbac@gmail.com](mailto:calumpitwdbac@gmail.com)

13. You may visit the following websites:

For downloading of Bidding Documents: <http://calumpitwd.gov.ph/bid-opportunities>

  
**Ms. Emily E. Echevarria**  
BAC Chairperson

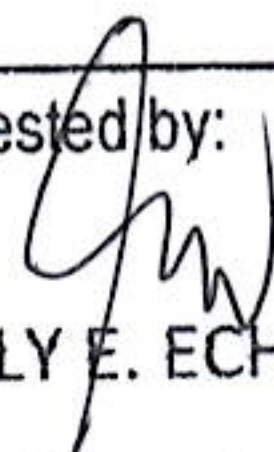
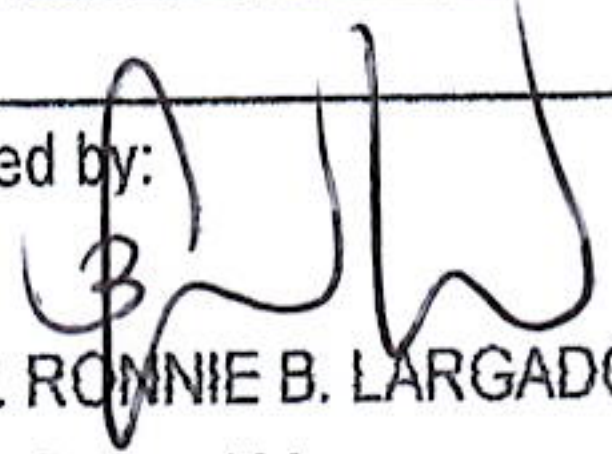
**EARLIEST POSSIBLE TIME AND MAXIMUM PERIOD ALLOWED FOR THE  
Provision of Security Guard Services for FY 2024  
PR # 2023-11-023**

Stage	Section	Procurement Activities	Minimum Calendar Days Recommended for Activity	Operational Timeline	Conditions/ Remarks
1	20	Pre-Procurement Conference	1CD Jan. 12, 2024 at 10:00 A.M.	Day 0	Optional for ABC of 2M and below
2	21.2.1	Advertisement/ Posting of Invitation to Bid	7CDs Jan. 18 to 24, 2024	Days 1 to 7	Start availability of Bidding Documents
3	22.2	Pre-Bid Conference	1CD Jan. 25, 2024 at 2:00 P.M.	Day 8	•Optional for ABC below 1M •Not Earlier than 7 CDs from Advertisement/ Posting •12 CDs before Deadline of Submission and Receipt of Bids
4	25.5	Deadline of Submission/ Receipt of Bids/ Bid Opening	1CD Feb. 6, 2024 at 2:00 P.M.	Day 20	Last day of Availability of Bidding
5	32.4	Bid Evaluation	1CD Feb. 7, 2024	Day 21	
6	34.8	Post-Qualification	2CDs Feb. 8 and 9, 2024	Day 22 to 23	The bidder must submit all Post-Qualification Requirements w/in 5 CDs from receipt of notice as bidder with LCB in accordance with Sec 34.2
7	37.1.2	Approval of Resolution	1CD Feb. 12, 2024	Day 24	
8	37.1.2	Issuance of Notice of Award	1CD Feb. 13, 2024	Day 25	
9	37.2.1	Contract Preparation and Signing	1CD Feb. 14, 2024	Day 26	
10	37.3	Approval of contract by higher authority	1CD Feb. 15, 2024		If necessary
11	37.4.1	Issuance of Notice to Proceed	1CD Feb. 16, 2024	Day 27	
<b>TOTAL TIME</b>			30 CD	27CDs	Excluding Approval of Higher Authority, if applicable

## PURCHASE REQUEST

Entity Name: CALUMPIT WATER DISTRICT

Fund Cluster:

Office/Section :		PR No.: 2023-11-023			Date: 29-Nov-23
Admin Department		Responsibility Center Code :			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	lot	PROVISION OF SECURITY GUARD SERVICES FOR FY 2024 (ADMINISTRATIVE BUILDING & PUMPING STATION)	1	3,120,000.00	3,120,000.00
		MAIN BUILDING - 4 SECURITY GUARD			
		CALIZON PUMP STATION - 1 SECURITY GUARD			
		BALUNGAO CENTRAL PUMP STATION - 2 SECURITY GUARD			
		NORTHVILLE PUMP STATION - 1 SECURITY GUARD			
		BALUNGAO PUMP STATION - 1 SECURITY GUARD			
		DANGA PUMP STATION - 1 SECURITY GUARD			
		GATBUCA PUMP STATION - 2 SECURITY GUARD			
		METROPOLIS PUMP STATION - 1 SECURITY GUARD			
Purpose: FOR SECURITY SERVICES OF CALUMPIT WATER DISTRICT					
Requested by:		Approved by:			
Signature :					
Printed Name:	EMELY E. ECHEVARRIA	Engr. RONNIE B. LARGADO			
Designation :	OIC - Department Manager	General Manager			