



Republic of the Philippines  
**BENGUET STATE UNIVERSITY**  
La Trinidad, 2601 Benguet

**INVITATION TO APPLY FOR ELIGIBILITY AND TO BID**

The Benguet State University through its Bids and Awards Committee (UBAC), invites all interested Security Agencies (Baguio and Benguet based) to participate in the public bidding of security services of the University for the period June 2008 to May 2009.

**Schedule of Activities**

Name of Project	Procurement of Security Services (19 Security Guards)
Approved Budget for the Contract	Php 2,795,280.00
Contract Duration	1 Year
Issuance of Bid Documents	May 19, 2008- May 30, 2008
Pre-bid Conference	May 21, 2008 9:30 A.M.
Deadline for submission & opening of Bids (envelopes A, B & C)	June 3, 2008 9:30 A. M.
Evaluation of Bids	June 3, 2008 after opening of Bids

**CLASS A - Legal Documents**

1. Proposal Letter
2. DTI/SEC Registration
3. Valid and Current Mayor's Permit/Municipal License
4. Provincial Permit issued by PTO
5. License to Operate (PNP)
6. Clearance from National Labor Relations Commission
7. Clearances from DOLE, Philhealth, and SSS
8. Neuro Psychiatric Test of Guards ready for deployment in June 2008
9. Drug Test of guards ready for deployment in June 2008
10. BIR/Tax Clearance
11. Statement of prospective bidder that It is not blacklisted
12. Certificate of Accreditation – PNP Regional Office, CAR

**CLASS A - Technical Documents**

1. Company Profile with list of:
  - a. Licensed Firearms
  - b. Service Vehicles
  - c. Office equipment available for dispatch
2. List of existing and completed contracts from government or private entities (must have clients in Baguio & Benguet)

**CLASS A- Financial Documents**

1. Audited Financial Statements, stamped "Received" by the BIR (2007)
2. Bank Certificate of Deposit (Baguio & Benguet Banks only)

**CLASS B DOCUMENTS**

1. Duly signed letter authorizing the BAC or its duly authorized representative/s to verify any or all the documents submitted for eligibility check
2. Duly signed certification under oath that all documents are true and faithful reproduction of the Original and all information therein is true and correct
3. Sworn affidavit of the bidder that it is not related to the head of the University, members of the UBAC, PMO, and UBAC Secretariat by consanguinity or affinity up to the third civil degree

The University Bids and Awards Committee (UBAC) reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without incurring any liability to the affected Bidder or Bidders.

**Approved:**

**ALFREDO C. TIPAYNO**  
Chairman  
University Bids and Awards Committee