

# **Procurement of Three (3) Years VIP Bar Personnel for CF-Cebu and Satellites under ITB No. CB23-05- 005CEB**

Philippine Amusement and Gaming Corporation  
(PAGCOR)

**Sixth Edition**  
**June 07, 2023**

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## ***Glossary of Acronyms, Terms, and Abbreviations***

**ABC** –Approved Budget for the Contract.

**BAC** – Bids and Awards Committee.

**Bid** – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

**Bidder** – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

**Bidding Documents** – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

**BIR** – Bureau of Internal Revenue.

**BSP** – BangkoSentral ng Pilipinas.

**Consulting Services** – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

**CDA** - Cooperative Development Authority.

**Contract** – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

**DDP** – Refers to the quoted price of the Goods, which means “delivered duty paid.”

**DTI** – Department of Trade and Industry.

**EXW** – Ex works.

**FCA** – “Free Carrier” shipping point.

**FOB** – “Free on Board” shipping point.

**Foreign-funded Procurement or Foreign-Assisted Project**–Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

**Framework Agreement** – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

**GFI** – Government Financial Institution.

**GOCC** –Government-owned and/or –controlled corporation.

**Goods** – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

**Infrastructure Projects** – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

**PhilGEPS** - Philippine Government Electronic Procurement System.

**Procurement Project** – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

**Supplier** – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

**UN** – United Nations.

# ***Section I. Invitation to Bid***



**INVITATION TO BID FOR PROCUREMENT OF THREE (3) YEARS VIP BAR PERSONNEL FOR CF-CEBU AND SATELLITES UNDER ITB No. CB23-05-005CEB**

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1. The Philippine Amusement and Gaming Corporation (PAGCOR), through the PAGCOR's Corporate Budget for CY **2023** intends to apply the **Annual Approved Budget for the Contract (ABC) of Five Million Three Hundred Fifty-Five Thousand Eight Hundred Ninety-Three and 64/100 pesos (Php 5,355,893.64)VAT Exclusive, Zero-Rated Transaction**, or a **total ABC for three (3) years in the amount of Sixteen Million Sixty-Seven Thousand Six Hundred Eighty and 92/100 Pesos (Php 16,067,680.92)VAT Exclusive, Zero-Rated Transaction**, being the total ABC to payments under the contract for the **Procurement of Three (3) Years VIP Bar Personnel for CF-Cebu and Satellites under ITB No. CB23-05-005CEB**.

Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The PAGCOR now invites bids for the above Procurement Project. The contract shall be in force for a period of three (3) years and shall commence from the date of receipt by the winning bidder of the Notice to Proceed (NTP). Bidders should have completed, **within five (5) 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) 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 PAGCOR and interested bidders may inspect and obtain further information from the Procurement Section (PS), acting as the BAC Secretariat, of PAGCOR and/or inspect the Bidding Documents at the 3<sup>rd</sup> Floor, Casino Filipino-Cebu, Waterfront Cebu City Hotel and Casino, 1 Salinas Driver, Lahug, Cebu City during office hours of PAGCOR from 9:00 a.m. to 5:00 p.m.
5. A complete set of Bidding Documents may be acquired by interested Bidders starting on **June 7, 2023 (Wednesday)** until **June 30, 2023 (Friday)** from the

given address and website(s) below upon payment of **Twenty-Five Thousand Pesos (P25,000.00)** for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB,

Prospective bidders may also download the Bidding Documents free of charge from [www.pagcor.ph](http://www.pagcor.ph) and [www.philgeps.gov.ph](http://www.philgeps.gov.ph) and may be allowed to submit bids provided that bidders pay the applicable fee of the Bidding Documents not later than the deadline for the submission and receipt of bids.

In effecting payment for the Bidding Documents, prospective bidders shall present either the Payment Slip, which may be secured from the PD, or a copy of this Invitation to Bid (ITB) to PAGCOR's Cashier, 3<sup>rd</sup> Floor, Casino Filipino-Cebu, Waterfront Cebu City Hotel and Casino, 1 Salinas Drive, Lahug, Cebu City.

6. The PAGCOR will hold a **Pre-Bid Conference on June 16, 2023 (Friday), 2:00pm at** 3<sup>rd</sup> Floor Conference Room 2, Casino Filipino-Cebu, Waterfront Cebu City Hotel and Casino, 1 Salinas Drive, Lahug, Cebu City **or through Video Conference via Zoom platform**, which shall be open to prospective bidders. You may send the request for provision of Zoom Meeting credentials thru [RamahdynaJezza.Conejos@pagcor.ph](mailto:RamahdynaJezza.Conejos@pagcor.ph) before the scheduled meeting.
7. Bids must be duly received by the BAC Secretariat through manual submission on or before **June 30, 2023 (Friday)**, 3<sup>rd</sup> Floor Conference Room II, Casino Filipino-Cebu, Waterfront Cebu City Hotel and Casino, 1 Salinas Drive, Lahug, Cebu City. 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 **June 30, 2023 (Friday), 2:00pm** onwards at the 3<sup>rd</sup> Floor Conference Room, Casino Filipino-Cebu, Waterfront Cebu City Hotel and Casino, 1 Salinas Drive, Lahug, Cebu City. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. Bidders shall bear all costs associated with the preparation and submission of their bids, and PAGCOR will in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

Bidders should note that PAGCOR will only accept bids from those that have paid the applicable fee for the Bidding Documents.

PAGCOR assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of their bids.

In accordance with Government Procurement Policy Board (GPPB) Circular 06-2005 - Tie-Breaking Method, the Bids and Awards Committee (BAC) shall use a non-discretionary and non-discriminatory measure based on sheer luck or chance, which is "DRAW LOTS," in the event that two (2) or more bidders have been post-qualified and determined as the bidder having the Lowest Calculated Responsive Bid (LCRB) to determine the final bidder having the LCRB, based on the following procedures:



- a) In alphabetical order, the bidders shall pick one rolled paper.
  - b) The lucky bidder who would pick the paper with a “CONGRATULATIONS” remark shall be declared as the final bidder having the LCRB and recommended for award of the contract.
11. The PAGCOR 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:

**Ramahdyna Jezza “Quimbee” Q. Conejos**

Procurement Officer 1

Procurement Section

3<sup>rd</sup> Floor, Casino Filipino-Cebu, Waterfront Cebu City Hotel and Casino,

1 Salinas Driver, Lahug, Cebu City

RamahdynaJezza.Conejos@pagcor.ph

Tel Nos.: 268-4989 or 232-9888 local 5269 or 5265

[www.pagcor.ph](http://www.pagcor.ph)

13. You may visit the following websites:

For downloading of Bidding Documents: [www.pagcor.ph](http://www.pagcor.ph) or [www.philgeps.gov.ph](http://www.philgeps.gov.ph)

Date of Issue: **June 7, 2023**

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**CELESTE B. JAVIER (SGD)**

Chairperson

BRANCH BIDS AND AWARDS COMMITTEE

CASINO FILIPINO – CEBU

## ***Section II. Instructions to Bidders***

## 1. Scope of Bid

The Procuring Entity, Philippine Amusement and Gaming Corporation (PAGCOR), wishes to receive Bids for the **Procurement of Three (3) Years VIP Bar Personnel for CF-Cebu and Satellites under ITB No. CB23-05-005CEB** with an **Annual Approved Budget for the Contract (ABC) of Five Million Three Hundred Fifty-Five Thousand Eight Hundred Ninety-Three and 64/100 pesos (Php 5,355,893.64)VAT Exclusive, Zero-Rated Transaction**, or a **total ABC for three (3) years in the amount of Sixteen Million Sixty-Seven Thousand Six Hundred Eighty and 92/100 Pesos (Php 16,067,680.92)VAT Exclusive, Zero-Rated Transaction**.

The Procurement Project (referred to herein as "Project") is composed of one (1) lot, the details of which are described in Section VII (Technical Specifications).

## 2. Funding Information

2.1. The GOP through the source of funding as indicated below for **CY 2023** in the **Annual Approved Budget for the Contract (ABC) of Five Million Three Hundred Fifty-Five Thousand Eight Hundred Ninety-Three and 64/100 pesos (Php 5,355,893.64)VAT Exclusive, Zero-Rated Transaction**, or a **total ABC for three (3) years in the amount of Sixteen Million Sixty-Seven Thousand Six Hundred Eighty and 92/100 Pesos (Php 16,067,680.92)VAT Exclusive, Zero-Rated Transaction**.

2.2. The source of funding is the Corporate Operating Budget – PAGCOR's Corporate Budget for **CY 2023**.

## 3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

## 4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the

contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex "I" of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

## 5. Eligible Bidders

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. Foreign ownership limited to those allowed under the rules may participate in this Project.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to at least fifty percent (50%) of the ABC in the amount of **Eight Million Thirty-Three Thousand Eight Hundred Forty and 46/100 Pesos (Php 8,033,840.46)**.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## 6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

## 7. Subcontracts

- 7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

The Procuring Entity has prescribed that Subcontracting is not allowed.

## 8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time **at its physical address OR through Video Conference via Zoom platform** as indicated in paragraph 6 of the **IB**

## 9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

## 10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within **five (5) years** prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

## 11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

## 12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
  - a. For Goods offered from within the Procuring Entity's country:
    - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);

- ii. The cost of all customs duties and sales and other taxes already paid or payable;
  - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
  - iv. The price of other (incidental) services, if any, listed in e.
- b. For Goods offered from abroad:
- i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
  - ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

### **13. Bid and Payment Currencies**

13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.

13.2. Payment of the contract price shall be made in Philippine Pesos.

### **14. Bid Security**

14.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

14.2. The Bid and bid security shall be valid for one hundred twenty (120) calendar days from the date of the Submission, Opening and Preliminary Examination of Bids. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

### **15. Sealing and Marking of Bids**

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

## **16. Deadline for Submission of Bids**

16.1. The Bidders shall submit on the specified date and time at its physical address as indicated in paragraph 7 of the **IB**.

## **17. Opening and Preliminary Examination of Bids**

17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

## **18. Domestic Preference**

18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

## **19. Detailed Evaluation and Comparison of Bids**

19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.

19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.

- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as having several scope of work, which shall be awarded as one (1) Lot.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the **ABC of the project** For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the **ABC of the project**.

## 20. Post-Qualification

- 20.1. **[Include if Framework Agreement will be used]** For multi-year Framework Agreement, all bidders initially determined to be eligible and financially compliant shall be subject to initial post-qualification. The BAC shall then recommend the execution of a Framework Agreement among all eligible, technically and financially compliant bidders and the Procuring Entity and shall be issued by HoPE a Notice to Execute Framework Agreement. The determination of the Lowest Calculated Bid (LCB) shall not be performed by the BAC until a Mini-Competition is conducted among the bidders who executed a Framework Agreement. When a Call for Mini-Competition is made, the BAC shall allow the bidders to submit their best financial proposals on such pre-scheduled date, time and place to determine the bidder with the LCB.
- 20.2 Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest/Single Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

## 21. Signing of the Contract

- 21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.



## Section III. Bid Data Sheet

<b>ITB Clause</b>								
5.3	For this purpose, contracts similar to the Project shall be: <ul style="list-style-type: none"> <li><b>a. Manpower Services</b></li> <li>b. Completed within <u>five (5) years</u> prior to the deadline for the submission and receipt of bids.</li> </ul>							
7.1	No portion of the contract shall be sub-contracted.							
12	The price of the Goods shall be quoted DDP or the applicable International Commercial Terms (INCOTERMS) for this Project at the delivery site/s: <table border="1" style="margin-left: 40px; width: 80%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">                     CF-Cebu                      Waterfront Cebu City Hotel &amp; Casino                      Salinas Drive, Lahug, Cebu City                 </td> </tr> <tr> <td style="padding: 5px;">                     CF-Mactan                      No. 1 Airport Road, Lapu- Lapu City, Cebu                 </td> </tr> <tr> <td style="padding: 5px;">                     CF-Mandaue                      Parkmall, Ouano Ave, Mandaue                      Reclamation Area, Mandaue City                 </td> </tr> <tr> <td style="padding: 5px;">                     CF-Fuente                      Crown Regency Hotel and Towers Cebu, Jones Avenue, Cebu City                 </td> </tr> <tr> <td style="padding: 5px;">                     CF-Talisay                      South Coast Center Bldg., Brgy. Linao, Talisay City                 </td> </tr> </table>			CF-Cebu Waterfront Cebu City Hotel & Casino Salinas Drive, Lahug, Cebu City	CF-Mactan No. 1 Airport Road, Lapu- Lapu City, Cebu	CF-Mandaue Parkmall, Ouano Ave, Mandaue Reclamation Area, Mandaue City	CF-Fuente Crown Regency Hotel and Towers Cebu, Jones Avenue, Cebu City	CF-Talisay South Coast Center Bldg., Brgy. Linao, Talisay City
CF-Cebu Waterfront Cebu City Hotel & Casino Salinas Drive, Lahug, Cebu City								
CF-Mactan No. 1 Airport Road, Lapu- Lapu City, Cebu								
CF-Mandaue Parkmall, Ouano Ave, Mandaue Reclamation Area, Mandaue City								
CF-Fuente Crown Regency Hotel and Towers Cebu, Jones Avenue, Cebu City								
CF-Talisay South Coast Center Bldg., Brgy. Linao, Talisay City								
14.1	Bidders shall submit a Bid Securing Declaration or a Bid security issued in favor of PAGCOR in any of the prescribed form and amount: <table border="1" style="margin-left: 40px; width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center; vertical-align: top;"><b>LOT</b></td> <td style="width: 40%; vertical-align: top;"> <ul style="list-style-type: none"> <li>a) Cash, cashier's/ manager's check issued by a Universal or Commercial Bank;</li> <li>b) Bank draft/ guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank</li> </ul> </td> <td style="width: 30%; vertical-align: top;"> <ul style="list-style-type: none"> <li>c) Surety Bond, callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission authorized to issue said security specific for the project</li> </ul> </td> <td style="width: 20%; vertical-align: top; text-align: center;">                 Bid Securing Declaration as provided in Section IX hereof (Bidding Forms)                   [No percentage required]             </td> </tr> </table>			<b>LOT</b>	<ul style="list-style-type: none"> <li>a) Cash, cashier's/ manager's check issued by a Universal or Commercial Bank;</li> <li>b) Bank draft/ guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank</li> </ul>	<ul style="list-style-type: none"> <li>c) Surety Bond, callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission authorized to issue said security specific for the project</li> </ul>	Bid Securing Declaration as provided in Section IX hereof (Bidding Forms)  [No percentage required]	
<b>LOT</b>	<ul style="list-style-type: none"> <li>a) Cash, cashier's/ manager's check issued by a Universal or Commercial Bank;</li> <li>b) Bank draft/ guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank</li> </ul>	<ul style="list-style-type: none"> <li>c) Surety Bond, callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission authorized to issue said security specific for the project</li> </ul>	Bid Securing Declaration as provided in Section IX hereof (Bidding Forms)  [No percentage required]					

	[at least Two Percent (2%) of the ABC]	[at least Five Percent (5%) of the ABC]	
1	<b>₱321,353.62</b>	<b>₱803,384.05</b>	No amount required.  Template is provided under Section IX (Bidding Forms) of this Bidding Documents
19.3	<p>Partial bid is not allowed. The Goods are grouped in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.</p> <p>In all cases, the NFCC computation, if applicable, must be sufficient to the ABC or contract to be awarded to the Bidder.</p>		
20.2	<p>Within a non-extendible period of five (5) calendar days from receipt by the bidder of the notice from the BAC that it submitted the Lowest Calculated Bid (LCB)/Single Calculated Bid (SCB), the Bidder shall submit the following:</p> <ol style="list-style-type: none"> <li>1. Latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS),  In accordance with Executive Order (E.O.) No. 398, Revenue Regulation (R.R.) No. 03-2005 and Revenue Memorandum Circular (RMC) 16 – 2005, the above-mentioned tax returns shall refer to the following: <ol style="list-style-type: none"> <li>a. Latest Income Tax Return (ITR) shall be the ITR for the preceding year, whether calendar or fiscal, and</li> <li>b. Latest Business Tax Returns shall refer to the Value Added Tax (VAT) or Percentage Tax filed and paid covering the previous six (6) months before the date of Submission, Receipt, Opening &amp; Preliminary Examination of Bids.</li> </ol> </li> <li>2. Securities and Exchange Commission (SEC) Registration Certificate for corporations, partnerships and/or joint ventures, Department of Trade and Industry (DTI) Registration Certificate for sole proprietorship, or Cooperative Development Authority (CDA) Registration Certificate for cooperatives <ol style="list-style-type: none"> <li>2. <b>(Each partner of the joint venture, if Applicable);</b></li> </ol> </li> <li>3. Valid Mayor's Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas<b>(Each partner of the joint venture, if Applicable).</b></li> </ol>		

	<p style="text-align: center;">OR</p> <p>Recently expired Mayor's/Business Permit together with the official receipt as proof that the bidder has applied for the renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted as a post-qualification requirement in accordance with Section 34.2 of the 2016 Revised IRR of R.A. 9184 <b>(Each partner of the joint venture, if Applicable)</b>;</p> <p>4. Valid Tax Clearance Certificate per Executive Order (E.O.) No. 398, series of 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR) <b>(Each partner of the joint venture, if Applicable)</b>;</p> <p>5. Audited Financial Statements (AFS), stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year. In case the AFS for the preceding calendar year is not yet available, said AFS should not be earlier than two (2) years from the deadline for the Submission and Receipt of Bids <b>(Each partner of the joint venture, if Applicable)</b>;</p> <p>6. <i>Department of Labor and Employment (DOLE) Certificate of Registration</i></p> <p>7. <i>Certificate of NO PENDING CASE from DOLE</i></p> <p>8. <i>ISO Certification</i></p>
21.2	No additional requirement.

## ***Section IV. General Conditions of Contract***

## 1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

## 2. Advance Payment and Terms of Payment

- 2.1. Advance payment of the contract amount is provided under Annex "D" of the revised 2016 IRR of RA No. 9184.
- 2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

## 3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.

## 4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section VII (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

## **5. Warranty**

- 5.1. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.
- 5.2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

## **6. Liability of the Supplier**

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

## **Section V. Special Conditions of Contract**

<b>GCC Clause</b>						
1	<p><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><b><i>For Goods supplied from abroad:</i></b></p> <p>The delivery terms applicable to the Contract are DDP delivered at the site:</p> <table border="1" style="margin-left: 40px;"> <tbody> <tr> <td>CF-Cebu Waterfront Cebu City Hotel &amp; Casino Salinas Drive, Lahug, Cebu City</td> </tr> <tr> <td>CF-Mactan No. 1 Airport Road, Lapu- Lapu City, Cebu</td> </tr> <tr> <td>CF-Mandaue Parkmall, Ouano Ave, Mandaue Reclamation Area, Mandaue City</td> </tr> <tr> <td>CF-Fuente Crown Regency Hotel and Towers Cebu, Jones Avenue, Cebu City</td> </tr> <tr> <td>CF-Talisay South Coast Center Bldg., Bgy. Linao, Talisay City</td> </tr> </tbody> </table> <p><b><i>For Goods supplied from within the Philippines:</i></b></p> <p>The delivery terms applicable to this Contract are delivered at CF-Mandaue, Parkmall, Ouano Ave, Mandaue Reclamation Area, Mandaue City. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p>	CF-Cebu Waterfront Cebu City Hotel & Casino Salinas Drive, Lahug, Cebu City	CF-Mactan No. 1 Airport Road, Lapu- Lapu City, Cebu	CF-Mandaue Parkmall, Ouano Ave, Mandaue Reclamation Area, Mandaue City	CF-Fuente Crown Regency Hotel and Towers Cebu, Jones Avenue, Cebu City	CF-Talisay South Coast Center Bldg., Bgy. Linao, Talisay City
CF-Cebu Waterfront Cebu City Hotel & Casino Salinas Drive, Lahug, Cebu City						
CF-Mactan No. 1 Airport Road, Lapu- Lapu City, Cebu						
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CF-Talisay South Coast Center Bldg., Bgy. Linao, Talisay City

Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).

For purposes of this Clause the Procuring Entity’s Representative at the Project Sites are:

MR. JOHN EVAN Y. RANOLLO Senior Facilities Management Officer	Facilities Management Section, Casino Filipino – Main Tel Nos: 232-9888 local 5271-5272
MR. JULIUS GONZAGA FMO1	
MS. AIRELYN LEPAOPAO A/FMO1	
MR. RONALD BORROMEO F&B Supervisor	

**Incidental Services –**

The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:

- a) performance or supervision of on-site assembly and/or start-up of the supplied Goods;
- b) furnishing of tools required for assembly and/or maintenance of the supplied Goods;
- c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;
- d) performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and



- e) training of the Procuring Entity's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.

The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.

#### **Spare Parts –**

The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:

- a. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and
- b. in the event of termination of production of the spare parts:
  - i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and
  - ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.

The spare parts and other components required are listed in **Section VI (Schedule of Requirements)** and the costs thereof are included in the contract price.

The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of three (3) years.

Spare parts or components shall be supplied as promptly as possible, but in any case, within one (1) month of placing the order.

#### **Packaging –**

The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.

The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.

The outer packaging must be clearly marked on at least four (4) sides as follows:

- Name of the Procuring Entity
- Name of the Supplier
- Contract Description
- Final Destination
- Gross weight
- Any special lifting instructions
- Any special handling instructions
- Any relevant HAZCHEM classifications

A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.

**Transportation –**

Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.

Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.

Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.

	<p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p><b>Intellectual Property Rights –</b></p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<p>The terms of payment shall be as follows:</p> <p><b>PAGCOR shall pay the CONTRACTOR a monthly service fee for the Twenty-Four (24) Personnel, payable in two (2) tranches, within seven (7) working days from receipt of the CONTRACTOR's billing every 15<sup>th</sup> and 30<sup>th</sup> of the month.</b></p>
4	<p>The inspections and tests that will be conducted are detailed as follows:</p> <p>Inspection and acceptance shall be conducted by the authorized representatives of the <b>Facilities Management Section, CF Cebu</b> and/or other offices/body authorized by the PAGCOR.</p> <p>The inspections and tests that will be conducted include, but not limited to inspection for the completeness of the requirements in accordance with the required quantity of the procurement requirement and compliance to all parameters of the Technical Specifications/Scope of Work/Terms of Reference at the project site.</p> <p>The goods shall be accepted only by the end user after passing the inspection and acceptance.</p> <p>Non-compliance and/or any identified defects with any parameters of the Technical Specifications and/or delay in the completion or delivery of the requirements based on the provisions of the Schedule of Requirements shall be reported to PAGCOR for appropriate penalties and/or sanctions.</p>

## **Section VI. Schedule of Requirements**

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item Number	Brief Description	Quantity	Total	Delivered, Weeks/Months
1	<b>Procurement of Three (3) Years VIP Bar Personnel for CF-Cebu and Satellites under ITB No. CB23-05-005CEB</b>	1 Lot	1 Lot	Services shall commence on the effectivity date specified in the Notice To Proceed for a period of three (3) years.

**CONFORME:**

\_\_\_\_\_  
*[Signature of the Authorized Rep.]*

\_\_\_\_\_  
*[in the capacity of] (Please indicate position of Authorized Rep.)]*

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_  
*(Please indicate name of company)*

## **Section VII. Technical Specification**

<b>Item</b>	<b>Specification</b>	<b>Statement of Compliance</b>		
		<p>Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. <b>Bidders should likewise indicate the "BRAND" to be offered, if item to be offered is branded. Otherwise, indicate "UNBRANDED / GENERIC".</b> Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of ITB Clause 3.1(a)(ii) and/or GCC Clause 2.1(a)(ii).</p>		
<b>Procurement of Three (3) Years VIP Bar Personnel for CF-Cebu and Satellites under ITB No. CB23-05-005CEB</b>				
Item No.	<u>Description</u>	Quantity/Unit of Measurement	Statement of Compliance	Brand Name
1	<p><b>MANPOWER BREAKDOWN</b></p> <p>VIP Bar Personnel:</p> <p style="padding-left: 40px;">BAR SUPERVISOR (Male) : 1                      Head Bartender (Male) : 1                      Bar Attendants (Male) : 12                      Bar Attendants (Female): 10</p> <p style="text-align: right; padding-right: 40px;">-----  <b>TOTAL 24</b></p> <p>Regular, trained and physically fit, at least 21 yrs. old. All Bar personnel must be willing to be assigned or rotated within CF-Cebu and its Satellites for bar operation or event location of</p>	1 Lot		

	CF-Cebu. Distribution of manpower per location is the exclusive right of PAGCOR.			
<b>SCOPE OF WORKS:</b>				
1	PAGCOR may, at anytime, whenever the need arises, require the assignment of Bar personnel, from the number provided in this procurement, to extend Bar services to its venues/locations other than those described above. PAGCOR reserves the right to change the number of male /female personnel or its ratio. During pandemic or the like, reduction of manpower per location will be effected as skeletal force. Cessation of VIP bar operation will redound to no VIP bar manpower posting on all location. Subsequently, monthly billing adjustment shall be submitted and processed based on actual manpower on duty during the affected dates of the pandemic.	1 Lot		
2	<b>PAGCOR OPERATIONS</b> The Agency should provide manpower 7 days a week; 365 days a year			
3	<b>AGENCY PERSONNEL WORKING HOURS:</b> Six (6) days; nine (9) hours a day inclusive of one (1) hour break			
4	<b>SHIFT ROTATION:</b> a. 1 <sup>st</sup> shift: 6:00 am-3:00 pm b. 2 <sup>nd</sup> shift: 1:00 pm- 10:00 pm c. 3 <sup>rd</sup> shift: 9:00 pm- 6:00 am  Shift schedule may vary depending on the operation hours of the casino and the best operating schedules based on customer attendance and various events or otherwise declared by law due to pandemic.			
The CONTRACTOR shall provide PAGCOR with the following services but not limited of what is stated.  In the event that there are specific instructions mandated by law in times of pandemic or the like, sanitation protocol on F&B services, social distancing and other implemented guidelines shall be complied.				
<b>MANPOWER REQUIREMENTS:</b>				
1	<b><u>BAR SUPERVISOR</u></b>  <b>Qualifications:</b> a. Educational Attainment <ul style="list-style-type: none"> <li>• At least High School Graduate</li> </ul> b. Age			

	<ul style="list-style-type: none"> <li>• At least 21 years old</li> </ul> <p>c. Experience/ Training</p> <ul style="list-style-type: none"> <li>• At least five (5) years experience as supervisor in related Food and Beverage jobs; preferably with exposure in casino/hotel F&amp;B operations</li> </ul> <p>d. Others</p> <ul style="list-style-type: none"> <li>• Pleasing personality</li> <li>• Physically able and presentable</li> <li>• Must submit NBI Clearance and health clearance from City Health Services or other clearances mandated by law during pandemic</li> <li>• Certificate of Employment</li> </ul> <p><b>Duties and Responsibilities:</b></p> <ol style="list-style-type: none"> <li>1. Organizes, evaluates, and monitors the VIP bar staff to ensure that the services are performed according to the prescribed standard operating procedures;</li> <li>2. Ensures the proper set-up, appearance &amp; cleanliness of the VIP Bar and other designated areas of the F&amp;B functions;</li> <li>3. Ensures compliance to all daily and monthly reports and its submission to Accounting/Audit Sections.</li> <li>4. Handles customers' F&amp;B requests as well as evaluate their complaints;</li> <li>5. Personally supervises the F&amp;B services of the SVIP/VIP's;</li> <li>6. Monitors stock level &amp; coordinate with personnel concerned to ensure availability of stocks;</li> <li>7. Conducts regular briefing with the VIP Bar staff;</li> <li>8. Prepares/submits VIP Bar Staff schedules and assignments as well as handle Bar personnel issues and report to the SFMO/FMO1 through F&amp;B Supervisor.</li> <li>9. Performs other related duties that may be assigned by the SFMO/FMO1/F&amp;B Supervisor.</li> </ol>			
2	<p><b><u>HEAD BARTENDER</u></b></p> <p><b>Qualifications:</b></p> <ol style="list-style-type: none"> <li>a. Educational Attainment <ul style="list-style-type: none"> <li>• At least High School Graduate</li> </ul> </li> <li>b. Age</li> </ol>			

	<ul style="list-style-type: none"> <li>• At least 21 years old</li> </ul> <p>c. Experience/ Training</p> <ul style="list-style-type: none"> <li>• At least three (3) years experience as head bartender in related food and beverage jobs; preferably with exposure in casino/hotel F&amp;B operations.</li> </ul> <p>d. Others</p> <ul style="list-style-type: none"> <li>• Pleasing personality</li> <li>• Physically able and presentable</li> <li>• Must submit NBI Clearance and health clearance from City Health Service or other clearance mandated by law during pandemic</li> <li>• Certificate of Employment</li> </ul> <p><b>Duties and Responsibilities:</b></p> <ol style="list-style-type: none"> <li>1. Checks and monitors the status of stock inventory and attend to any or other instructions pertinent to the daily operations of the VIP Bar.</li> <li>2. Should be knowledgeable in making various drink recipes</li> <li>3. Serves beverages in accordance with the prescribed standard operating procedure and observes courtesy at all times.</li> <li>4. Ensures the proper set-up, appearance &amp; cleanliness of the VIP Bar and its equipment and utensils.</li> <li>5. Prepares daily and monthly reports of the bar.</li> <li>6. Drops tip given by customers in the tip box for pooling.</li> <li>7. Performs the function of the BAR SUPERVISOR in his absence and refer customer complaints to SFMO/FMO1/ F&amp;B Supervisor for their proper disposition.</li> <li>8. Performs other related duties that may be assigned by the SFMO/FMO1/ F&amp;B Supervisor</li> </ol>			
3	<p><b><u>BAR ATTENDANT</u></b></p> <p><b>Qualifications:</b> Male or Female</p> <ol style="list-style-type: none"> <li>a. Educational Attainment <ul style="list-style-type: none"> <li>• At least High School Graduate</li> </ul> </li> <li>b. Age <ul style="list-style-type: none"> <li>• At least 21 years old</li> </ul> </li> <li>c. Experience/ Training</li> </ol>			



	<ul style="list-style-type: none"> <li>• At least two (2) years experience in related F&amp;B jobs; preferably with exposure in casino/hotel F&amp;B operations.</li> </ul> <p>d. Others</p> <ul style="list-style-type: none"> <li>• Pleasing personality</li> <li>• Physically able and presentable</li> <li>• Must submit NBI Clearance and health clearance from City Health Service or other clearance mandated by law during pandemic.</li> <li>• Certificate of Employment or Proof of Experience</li> </ul> <p><b>Duties and Responsibilities:</b></p> <ol style="list-style-type: none"> <li>1. Checks the status of stock, inventory, requisitions, pending order slips and any other instructions pertinent to the daily bar operations.</li> <li>2. Checks the over-all cleanliness of the bar area and ensure the good condition of the bar equipment/utensils used in the bar operations.</li> <li>3. Prepares Daily Inventory Report</li> <li>4. Prepares requisitions for stock replenishment needed for the daily bar operations and submission of the list to the Facilities Management Section (FMS) Office for requisition voucher (RV).</li> <li>5. Inspects &amp; receives items purchased for the daily operations.</li> <li>6. Prepares individual bin cards for items received for the VIP Bar.</li> <li>7. Provides assistance in the daily posting of items received for and consumed from the respective bin card.</li> <li>8. Reviews and assists in the updating of bin cards and other bar reports.</li> <li>9. Courteously takes orders, and serve food and beverage in accordance with the prescribed standard operating procedure.</li> <li>10. Advises customers of the time needed to prepare the food ordered especially for those, which require an extended period to prepare.</li> <li>11. Coordinates with the Gaming Officers to verify the appropriate amenities to be accorded to particular customers.</li> <li>12. Facilitates the preparation and signing of order slips by the approving officers and ensures that order slips are closed after the signature of the approving officers.</li> </ol>			
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	<p>13. Prepares requests from guest/s based on the approved order slips.</p> <p>14. Ensures that the food being served matches the corresponding Order Slip.</p> <p>15. Refers customers' complaints to the Supervisor for proper disposition</p> <p>16. Drops tip given by customers in the tip box for pooling.</p> <p>17. Ensures that the bar is properly set-up and monitor stocks for replenishment to maintain the minimum required stock level.</p> <p>18. Dishes out soiled plates and utensils.</p> <p>19. Assists in the tissue folding and preparation of other bar paraphernalia needed in the daily bar operation.</p> <p>20. Assists, serves and attends to the needs during meetings.</p> <p>21. Ensures that utensils are always clean and accounted for.</p> <p>22. Performs other related duties that maybe assigned by the Senior Facilities Management Officer/ Facilities Management Officer 1/ F&amp;B Supervisor</p>			
<b>Additional Terms and Conditions:</b>			<b>Statement of Compliance</b>	
The Agency must have an administrative office in Metro Cebu duly represented to answer/handle problems/complaints that may arise during the term of this contract.				
The Agency shall be able to provide the required number of Personnel who are reliable, trained, healthy and of legal age for PAGCOR's operation three hundred sixty five (365) days a year; seven days a week, three (3) shifts a day or as required by PAGCOR, based on its operation need.				
Computation shall be based on 365 days a year. For standardization purposes, total bid price does not include overtime and holiday pay.				
The Agency shall provide equally trained and competent substitute in the case of absence of any of the Contractor's regular BAR SUPERVISOR/Head Bartender/Bar Attendants				
The Agency shall immediately replace personnel who are absent. Should no replacement be provided, the corresponding deduction in the monthly payment shall be made.				
PAGCOR, in accordance with law, may increase or decrease the number of VIP Bar Personnel or require rendition of overtime work depending on the exigencies of the service and accordingly adjust the monthly payment.				
PAGCOR may upon due notice to the Agency request the replacement of their personnel assigned in PAGCOR's premises who is not performing his/her duties and responsibilities satisfactorily. PAGCOR has the option to change the gender requirements of the Agency personnel as the need arises. Upon receipt of the written notice, the Agency shall provide a substitute who is trained, able and competent to				

perform the assigned tasks, as determined by PAGCOR. In the absence of any request, the Agency shall not unilaterally pull out any of its personnel without the conformity of PAGCOR.	
PAGCOR shall have the right to require the Agency personnel to render services beyond the regular nine (9) hour shift, provided that the work beyond nine (9) hour shift must be approved by the Senior Facilities Management Officer/Facilities Management Officer 1. In such cases, PAGCOR shall be accountable for the corresponding overtime premium based on the hours of work rendered in excess of the regular nine (9) hour work shift. However, if the overtime rendered are due to causes attributable to the Agency, such as, but not limited to lack of manpower due to sick leaves, vacation leaves, absences without leave of its employees or failure of its employees to finish their assigned tasks within the nine (9) hour work shift, the overtime premium shall be at the expense of the Agency.	
The Agency shall require its Personnel and their substitute to submit with health permits from the responsible government agency, NBI Clearance and submit the same to PAGCOR.	
The Agency shall submit list of all personnel for proper screening and interview by FMS office prior to its deployment to PAGCOR. Only those who pass the screening and criteria of PAGCOR shall be allowed to assume designation.	
The Agency shall provide each personnel with three (3) sets of uniform at its own account as follows:	
To include the uniform for substitute / replacement / regular reliever personnel.	
PAGCOR shall approve the designs, color and type of textile material to be used for the personnel uniforms. Wearing of Uniforms shall be implemented within 30 days from the Notice to Proceed. Work attire prior to issuance of uniform will be the standard white collared-top and black pants or as agreed by both parties.	

## ***Section VIII. Checklist of Technical and Financial Documents***

# Checklist of Technical and Financial Documents

Each Bidder shall submit one (1) original and three (3) copies of the first and second components of its bid through their duly authorized representatives.

All envelopes shall:

- a. contain the name of the contract to be bid in **capital letters**;

**PROCUREMENT OF THREE (3) YEARS VIP BAR PERSONNEL FOR CF-CEBU  
AND SATELLITES UNDER ITB NO. CB23-05-005CEB**

- b. bear the name and address of the Bidder in capital letters;
- c. be addressed to PAGCOR's BAC with the following details:

**BRANCH BIDS AND AWARDS COMMITTEE (BBAC)  
OF CASINO FILIPINO - CEBU  
PHILIPPINE AMUSEMENT AND GAMING CORPORATION**

- d. bear the specific identification of this bidding process:  
**ITB NO. CB23-05-005CEB**; and
- e. bear a warning "**DO NOT OPEN BEFORE June 30, 2023 (Friday), 2:00pm**";

A sample diagram of the sealing and marking of Bid Envelopes is provided under Section IX (Bidding Forms).

## I. TECHNICAL COMPONENT ENVELOPE

### ***Class "A" Documents***

#### Legal Documents

- (a) Valid and updated PhilGEPS Certificate of Platinum Registration and Membership with additional caveat in accordance with Section 8.5.2 of the 2016 Revised IRR of RA 9184 amended through GPPB Resolution No. 15-2021, which certifies that all of the eligibility documents submitted to PhilGEPS are maintained and updated.

#### Technical Documents

- (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid.

The Statement of all On-going Government and Private Contracts shall indicate for each contract, the following:

- name of the contract;
- date of the contract;
- contract duration;
- owner's name and address;
- kinds of goods;
- amount of contract and value of outstanding contracts;
- date of delivery (please state estimated date of delivery)



Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, completed within **five (5) years** prior to the deadline for the submission and receipt of bids in the amount equivalent to at least fifty percent (50%) of the ABC in the amount of **Eight Million Thirty-Three Thousand Eight Hundred Forty and 46/100 Pesos (Php 8,033,840.46)**.

The bidder's SLCC similar to the contract to be bid should have been completed within **five (5) years** prior to the deadline for the submission and receipt of bids.

The statement identifying the Single Largest Completed Contract (SLCC) shall indicate for each contract, the following:

- (a) name of the contract;
- (b) date of the contract;
- (c) contract duration;
- (d) owner's name and address;
- (e) kinds of goods;
- (f) amount of completed contracts, adjusted by the bidder to current prices using PSA's consumer price index, if necessary for purposes of meeting the SLCC requirement;
- (g) date of delivery (actual date of delivery for the single largest completed contract); and
- (h) end user's acceptance or official receipt(s) or sales invoice issued for the contract, which shall be attached to the statement of SLCC.

For purposes of post-qualification, bidders are required to attach the entire set of the Contract, Purchase Order or Memorandum of Agreement to the Statement Identifying the SLCC.

Bidders are also required to Include in the aforesaid Statement of All On-going Government and Private Contracts and Statement Identifying the SLCC the following information:

- a) Contact Person; and
- b) Contact Details (telephone/fax/cellphone number and/or email address)



(c) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;

**OR:**

Original copy of Notarized Bid Securing Declaration; **and**

- (d) Conformity with the Schedule of Requirements (Section VI);
- (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (f) Original duly signed Omnibus Sworn Statement (OSS); **and** if applicable, Original Special Power of Attorney for sole proprietorships, Notarized Secretary's Certificate/Board Partnership Resolution in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Reminder: If the prospective bidder's representative who will attend the Submission, Receipt, Opening and Preliminary Examination of Bids is different from the authorized representative to do, execute and perform any and all acts necessary and/or to represent the prospective bidder in the bidding, then the prospective bidder can include the name/s of said representative in the above-mentioned proofs of authorization (*e.g., original copy of the duly notarized Secretary's Certificate for corporations, Board/Partnership Resolution for partnerships, corporations, and/or joint ventures or an original copy of the Special Power of Attorney for sole proprietorships, whichever is applicable*)

**Financial Documents**

- (g) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);

Bidders must submit a computation of its NFCC, which must be at least equal to the **ABC to be bid**.

The minimum amount of the NFCC computation is at least **Sixteen Million Sixty-Seven Thousand Six Hundred Eighty and 92/100 Pesos (Php 16,067,680.92)**

NFCC = [(Current assets minus current liabilities) **(15)**] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid.

The values of the domestic bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR.

For purposes of computing the foreign bidders' NFCC, the value of the current assets and current liabilities shall be based on their audited financial statements prepared in accordance with international financial reporting standards.

**OR;**

A committed Line of Credit from a Universal or Commercial Bank, valid at least ninety (90) calendar days from the date of Submission, Receipt, Opening and Preliminary Examination of Bids, in lieu of its NFCC computation.

If the prospective bidder opts to submit a committed Line of Credit, it must be at least equal to ten percent (10%) of the total ABC to be bid and valid at least ninety (90) calendar days. If issued by a foreign universal or commercial bank, it shall be confirmed or authenticated by a local universal or commercial bank.

The amount of the committed line of credit must be at least in the total amount of **One Million Six Hundred Six Thousand Seven Hundred Sixty-Eight and 09/100 Pesos (Php1,606,768.09)**.

***Class "B" Documents***

- (h) If applicable, a duly signed joint venture agreement (JVA) which contents shall include the responsibility of each joint venture partners or its contributions to the joint venture, in case the joint venture is already in existence;

**OR;**

Duly notarized statements from all the potential joint venture partners stating that:

- a. They will enter into and abide by the provisions of the JVA in the event that the bid is successful; and
- b. Failure to enter into a JVA in the event of a contract award shall be a ground for bid disqualification and subsequent forfeiture of the bid security.

Each partner of the joint venture shall submit their respective valid and updated PhilGEPS Certificate of Platinum Registration and Membership with additional caveat in accordance with the Section 8.5.2 of the 2016 Revised IRR of RA 9184 amended through GPPB



Resolution No. 15-2021, certifies that all of the eligibility documents submitted to PhilGEPS are maintained and updated:

The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance: *Provided*, That the partner responsible to submit the NFCC shall likewise submit the Statement of all of its ongoing contracts and Audited Financial Statements.

(1) ***NONE***

## **II. FINANCIAL COMPONENT ENVELOPE**

(a) Original of duly signed and accomplished Financial Bid Form;

**and**

(b) Original of duly signed and accomplished Price Schedule(s).

All financial bids (unit and total prices) shall be rounded off up to two (2) decimal places, VAT Exclusive, Zero-Rated Transaction.



## ***Section IX. Bidding Forms***

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# BID FORM

Date : \_\_\_\_\_

Project Identification No. \_\_\_\_\_

To: *[name and address of Procuring Entity]*

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]*, VAT Exclusive, Zero-Rated Transaction or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

*[Insert this paragraph if Foreign-Assisted Project with the Development Partner:* Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address Amount and Purpose of agent Currency, Commission or gratuity

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(if none, state "None" ) ]

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached *[state the written authority]*.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name:

---

Legal capacity:

---

Signature:

---

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

Date: \_\_\_\_\_

**For Goods Offered From Within the Philippines**  
**[shall be submitted with the Bid if bidder is offering goods from within the Philippines]**

DESCRIPTION		BAR SUPERVISOR	HEAD BARTENDER	VIP BAR ATTENDANT
<b>Daily Wage:</b>		<b>499.00</b>	<b>469.00</b>	<b>435.00</b>
<b>Direct Labor Cost:</b>				
Average Pay Per Month		15,177.92	14,265.42	13,231.25
13 <sup>th</sup> Month Pay		1,264.83	1,188.79	1,102.60
5 days incentive pay (SIL)		207.92	195.42	181.25
Night differential		607.12	570.62	529.25
<b>A</b>	<b>TOTAL AMOUNT (DIRECT LABOR COST)</b>	<b>17,257.79</b>	<b>16,220.25</b>	<b>15,044.35</b>
<b>Indirect Labor Cost:</b>				
SSS Premium		1,520.00	1,425.00	1,330.00
Philhealth		303.56	285.31	264.63
ECC		30.00	30.00	10.00
Pag-IBIG		100.00	100.00	100.00
<b>B</b>	<b>TOTAL AMT TO GOV'T.</b>	<b>1,953.56</b>	<b>1,840.31</b>	<b>1,704.63</b>
<b>C</b>	<b>ADMIN/AGENCY FEE (ESTIMATED MINIMUM CHARGE)</b>	₱ _____	₱ _____	₱ _____
<b>D</b>	<b>TOTAL PER MONTH PER PERSONNEL (A+B+C)</b>	₱ _____	₱ _____	₱ _____
<b>E</b>	<b>TOTAL MONTHLY COST (D x number of Personnel)</b>	BAR SUPERVISOR (1 personnel)	HEAD BARTENDER (1 personnel)	BAR ATTENDANTS (22 personnel)
		₱ _____	₱ _____	₱ _____
<b>F</b>	<b>TOTAL ANNUAL COST (E x12)</b>	₱ _____	₱ _____	₱ _____
<b>G</b>	<b>TOTAL COST FOR THREE (3) YEARS (F x 3years)</b>	₱ _____	₱ _____	₱ _____
<b>TOTAL BID OFFER</b>		Amount in Words and Figures (VAT EXCLUSIVE, ZERO-RATED TRANSACTION)		
(TOTAL ANNUAL COST FOR BAR SUPERVISOR+ TOTAL ANNUAL COST FOR HEAD BARTENDER + TOTAL ANNUAL COS FOR VIP BAR ATTENDANCTS)		_____		
		_____		
		(Php _____)		

## SERVICE CONTRACT

This SERVICE CONTRACT (the "Contract") is entered into and executed by and between:

**PHILIPPINE AMUSEMENT AND GAMING CORPORATION**, a government-owned and controlled corporation, created and existing pursuant to *Presidential Decree 1869*, as amended, with office address at PAGCOR Executive Office, 5F Hyatt Hotel and Casino Manila, M. H. Del Filar corner Pedro Gil Sts., Malate, Manila, represented in this act by its \_\_\_\_\_, \_\_\_\_\_, hereinafter referred to as "**PAGCOR**";  
- and -

\_\_\_\_\_,  
a corporation duly organized and existing under the laws of the Republic of the Philippines, with office address at \_\_\_\_\_,  
represented in this act by its \_\_\_\_\_,  
\_\_\_\_\_, hereinafter referred to as the "**CONTRACTOR**".

### RECITALS:

WHEREAS, PAGCOR has a requirement the **Procurement of Three (3) Years VIP Bar Personnel for CF-Cebu and Satellites under ITB No. CB23-05-005CEB**. (herinafter referred to as the "Services");

WHEREAS, PAGCOR conducted a public bidding in accordance with *Republic Act 9184 (Government Procurement Reform Act)* and its *Implementing Rules and Regulations* on \_\_\_\_\_ for the procurement of the Services;

WHEREAS, the CONTRACTOR has submitted the lowest calculated and responsive bid for the Services;

WHEREAS, PAGCOR has accepted the bid of the CONTRACTOR, subject to the terms and conditions hereunder stipulated;

NOW, THEREFORE, for and in consideration of the mutual covenants and agreements hereunder specified, PAGCOR and the CONTRACTOR hereby enter into this Service Contract, under the following terms, conditions and specifications:

### **ARTICLE I SCOPE OF UNDERTAKING**

The CONTRACTOR shall provide the Services to PAGCOR in accordance with the following technical specifications:<sup>1</sup>

<p><b>Description</b></p> <p><b>MANPOWER BREAKDOWN</b></p> <p>VIP Bar Personnel:</p> <p>BAR SUPERVISOR (Male) : 1  Head Bartender (Male) : 1  Bar Attendants (Male) : 12  Bar Attendants (Female): 10  -----</p> <p><b>TOTAL 24</b></p> <p>Regular, trained and physically fit, at least 21 yrs. old. All Bar personnel must be willing to be assigned or rotated within CF-Cebu and its Satellites for bar operation or event location of CF-Cebu. Distribution of manpower per location is the exclusive right of PAGCOR.</p> <p>PAGCOR may, at anytime, whenever the need arises, require the assignment of Bar personnel, from the number provided in this procurement, to extend Bar services to its venues/locations other than those described above. PAGCOR reserves the right to change the number of male /female personnel or its ratio. During pandemic or the like, reduction of manpower per location will be effected as skeletal force. Cessation of VIP bar operation will redound to no VIP bar manpower posting on all location. Subsequently, monthly billing adjustment shall be submitted and processed based on actual manpower on duty during the affected dates of the pandemic.</p>
<p><b>PAGCOR OPERATIONS</b></p> <p>The Agency should provide manpower 7 days a week; 365 days a year</p>
<p><b>AGENCY PERSONNEL WORKING HOURS:</b></p> <p>Six (6) days; nine (9) hours a day inclusive of one (1) hour break</p>
<p><b>SHIFT ROTATION:</b></p> <p>a. 1<sup>st</sup> shift:  6:00 am-3:00 pm</p> <p>b. 2<sup>nd</sup> shift:  1:00 pm- 10:00 pm</p> <p>c. 3<sup>rd</sup> shift:  9:00 pm- 6:00 am</p> <p>Shift schedule may vary depending on the operation hours of the casino and the best operating schedules based on customer attendance and various events or otherwise declared by law due to pandemic.</p>
<p><b><u>BAR SUPERVISOR</u></b></p> <p><b>Qualifications:</b></p> <p>e. Educational Attainment</p> <ul style="list-style-type: none"> <li>• At least High School Graduate</li> </ul> <p>f. Age</p> <ul style="list-style-type: none"> <li>• At least 21 years old</li> </ul> <p>g. Experience/ Training</p>

<sup>1</sup> All other obligations of the CONTRACTOR, not stipulated under Article II, Terms and Conditions, and all other requirements of the end user, should be specified under this article.

- At least five (5) years experience as supervisor in related Food and Beverage jobs; preferably with exposure in casino/hotel F&B operations
- h. Others
- Pleasing personality
  - Physically able and presentable
  - Must submit NBI Clearance and health clearance from City Health Services or other clearances mandated by law during pandemic
  - Certificate of Employment

**Duties and Responsibilities:**

1. Organizes, evaluates, and monitors the VIP bar staff to ensure that the services are performed according to the prescribed standard operating procedures;
2. Ensures the proper set-up, appearance & cleanliness of the VIP Bar and other designated areas of the F&B functions;
3. Ensures compliance to all daily and monthly reports and its submission to Accounting/Audit Sections.
4. Handles customers' F&B requests as well as evaluate their complaints;
5. Personally supervises the F&B services of the SVIP/VIP's;
6. Monitors stock level & coordinate with personnel concerned to ensure availability of stocks;
7. Conducts regular briefing with the VIP Bar staff;
8. Prepares/submit VIP Bar Staff schedules and assignments as well as handle Bar personnel issues and report to the SFMO/FMO1 through F&B Supervisor.
9. Performs other related duties that may be assigned by the SFMO/FMO1/F&B Supervisor.

**HEAD BARTENDER**

**Qualifications:**

- e. Educational Attainment
- At least High School Graduate
- f. Age
- At least 21 years old
- g. Experience/ Training
- At least three (3) years experience as head bartender in related food and beverage jobs; preferably with exposure in casino/hotel F&B operations.
- h. Others
- Pleasing personality
  - Physically able and presentable
  - Must submit NBI Clearance and health clearance from City Health Service or other clearance mandated by law during pandemic
  - Certificate of Employment

**Duties and Responsibilities:**

1. Checks and monitors the status of stock inventory and attend to any or other instructions pertinent to the daily operations of the VIP Bar.
2. Should be knowledgeable in making various drink recipes
3. Serves beverages in accordance with the prescribed standard operating procedure and observes courtesy at all times.
4. Ensures the proper set-up, appearance & cleanliness of the VIP Bar and its equipment and utensils.
5. Prepares daily and monthly reports of the bar.
6. Drops tip given by customers in the tip box for pooling.



7. Performs the function of the BAR SUPERVISOR in his absence and refer customer complaints to SFMO/FMO1/ F&B Supervisor for their proper disposition.
8. Performs other related duties that may be assigned by the SFMO/FMO1/ F&B Supervisor

### **BAR ATTENDANT**

#### **Qualifications:**

Male or Female

- e. Educational Attainment
  - At least High School Graduate
- f. Age
  - At least 21 years old
- g. Experience/ Training
  - At least two (2) years experience in related F&B jobs; preferably with exposure in casino/hotel F&B operations.
- h. Others
  - Pleasing personality
  - Physically able and presentable
  - Must submit NBI Clearance and health clearance from City Health Service or other clearance mandated by law during pandemic.
  - Certificate of Employment or Proof of Experience

#### **Duties and Responsibilities:**

1. Checks the status of stock, inventory, requisitions, pending order slips and any other instructions pertinent to the daily bar operations.
2. Checks the over-all cleanliness of the bar area and ensure the good condition of the bar equipment/utensils used in the bar operations.
3. Prepares Daily Inventory Report
4. Prepares requisitions for stock replenishment needed for the daily bar operations and submission of the list to the Facilities Management Section (FMS) Office for requisition voucher (RV).
5. Inspects & receives items purchased for the daily operations.
6. Prepares individual bin cards for items received for the VIP Bar.
7. Provides assistance in the daily posting of items received for and consumed from the respective bin card.
8. Reviews and assists in the updating of bin cards and other bar reports.
9. Courteously takes orders, and serve food and beverage in accordance with the prescribed standard operating procedure.
10. Advises customers of the time needed to prepare the food ordered especially for those, which require an extended period to prepare.
11. Coordinates with the Gaming Officers to verify the appropriate amenities to be accorded to particular customers.
12. Facilitates the preparation and signing of order slips by the approving officers and ensures that order slips are closed after the signature of the approving officers.
13. Prepares requests from guest/s based on the approved order slips.
14. Ensures that the food being served matches the corresponding Order Slip.
15. Refers customers' complaints to the Supervisor for proper disposition
16. Drops tip given by customers in the tip box for pooling.
17. Ensures that the bar is properly set-up and monitor stocks for replenishment to maintain the minimum required stock level.
18. Dishes out soiled plates and utensils.

<p>19. Assists in the tissue folding and preparation of other bar paraphernalia needed in the daily bar operation.</p> <p>20. Assists, serves and attends to the needs during meetings.</p> <p>21. Ensures that utensils are always clean and accounted for.</p> <p>22. Performs other related duties that maybe assigned by the Senior Facilities Management Officer/ Facilities Management Officer 1/ F&amp;B Supervisor</p>
<p><b>OTHER TERMS AND CONDITIONS</b></p>
<p>The Agency must have an administrative office in Metro Cebu duly represented to answer/handle problems/complaints that may arise during the term of this contract.</p>
<p>The Agency shall be able to provide the required number of Personnel who are reliable, trained, healthy and of legal age for PAGCOR's operation three hundred sixty five (365) days a year; seven days a week, three (3) shifts a day or as required by PAGCOR, based on its operation need.</p>
<p>Computation shall be based on 365 days a year. For standardization purposes, total bid price does not include overtime and holiday pay.</p>
<p>The Agency shall provide equally trained and competent substitute in the case of absence of any of the Contractor's regular BAR SUPERVISOR/Head Bartender/Bar Attendants</p>
<p>The Agency shall immediately replace personnel who are absent. Should no replacement be provided, the corresponding deduction in the monthly payment shall be made.</p>
<p>PAGCOR, in accordance with law, may increase or decrease the number of VIP Bar Personnel or require rendition of overtime work depending on the exigencies of the service and accordingly adjust the monthly payment.</p>
<p>PAGCOR may upon due notice to the Agency request the replacement of their personnel assigned in PAGCOR's premises who is not performing his/her duties and responsibilities satisfactorily. PAGCOR has the option to change the gender requirements of the Agency personnel as the need arises. Upon receipt of the written notice, the Agency shall provide a substitute who is trained, able and competent to perform the assigned tasks, as determined by PAGCOR. In the absence of any request, the Agency shall not unilaterally pull out any of its personnel without the conformity of PAGCOR.</p>
<p>PAGCOR shall have the right to require the Agency personnel to render services beyond the regular nine (9) hour shift, provided that the work beyond nine (9) hour shift must be approved by the Senior Facilities Management Officer/Facilities Management Officer 1. In such cases, PAGCOR shall be accountable for the corresponding overtime premium based on the hours of work rendered in excess of the regular nine (9) hour work shift. However, if the overtime rendered are due to causes attributable to the Agency, such as, but not limited to lack of manpower due to sick leaves, vacation leaves, absences without leave of its employees or failure of its employees to finish their assigned tasks within the nine (9) hour work shift, the overtime premium shall be at the expense of the Agency.</p>
<p>The Agency shall require its Personnel and their substitute to submit with health permits from the responsible government agency, NBI Clearance and submit the same to PAGCOR.</p>
<p>The Agency shall submit list of all personnel for proper screening and interview by FMS office prior to its deployment to PAGCOR. Only those who pass the screening and criteria of PAGCOR shall be allowed to assume designation.</p>
<p>The Agency shall provide each personnel with three (3) sets of uniform at its own account as follows:</p>
<p>To include the uniform for substitute / replacement / regular reliever personnel.</p>
<p>PAGCOR shall approve the designs, color and type of textile material to be used for the personnel uniforms. Wearing of Uniforms shall be implemented within 30 days from the Notice to Proceed. Work attire prior to issuance of uniform will be the standard white collared-top and black pants or as agreed by both parties.</p>

**ARTICLE II**  
**NO EMPLOYER-EMPLOYEE RELATIONSHIP**

1. There shall be no employer-employee relationship between PAGCOR and the employees and VIP Bar personnel of the CONTRACTOR. The CONTRACTOR shall have the entire charge, control and supervision of the Services herein agreed upon. The CONTRACTOR shall be responsible for all acts and omissions of its employees, VIP Bar personnel and all persons allowed by it to have access to PAGCOR's premises, for any damage which may be caused to persons or property while remaining either casually or in business in any part of PAGCOR's premises. Any accident, injury or sickness of any kind, or death that may occur to any security guard or employee of the CONTRACTOR during the time and consequent to the performance of the Services under this Service Contract shall be the CONTRACTOR's sole responsibility. The CONTRACTOR further binds itself to hold PAGCOR free and harmless from any claim on account of the aforementioned injuries or damages.
2. The CONTRACTOR's VIP Bar personnel are the employees of the CONTRACTOR and are not the employees of PAGCOR and shall not be subject to the disciplinary jurisdiction of PAGCOR. Any offense committed by the CONTRACTOR's VIP Bar personnel shall constitute a breach of this Service Contract. PAGCOR shall communicate to the CONTRACTOR all instances of such breach for immediate and appropriate action by the CONTRACTOR. In case of serious and substantial breach, as determined by PAGCOR, PAGCOR shall require that the CONTRACTOR take the appropriate steps to address PAGCOR's concerns within the period prescribed by PAGCOR. The inability of the CONTRACTOR to correct the situation will entitle PAGCOR to impose a corresponding and appropriate penalty against the CONTRACTOR or to rescind this Service Contract.
3. The CONTRACTOR shall comply with all of obligations as an employer under the *Labor Code*, its implementing rules and regulations and all other applicable laws and regulations. Non-compliance therewith shall be for its exclusive risk and responsibility and shall constitute a violation of and a ground for the termination of this Service Contract.
4. The CONTRACTOR shall control and supervise its VIP Bar personnel thru its Supervisor-in-Charge (SIC) who shall closely coordinate with PAGCOR's Branch Facilities Management Section.

**ARTICLE III**  
**TERMS AND CONDITIONS**

1. The CONTRACTOR shall regularly inspect its VIP Bar personnel on site to ensure their efficiency and that their equipment are serviceable and their uniforms presentable.

The CONTRACTOR shall ensure that its VIP Bar personnel render efficient and effective service. It is understood that PAGCOR shall not evaluate the individual performance of the CONTRACTOR's VIP Bar personnel but the CONTRACTOR's service as a whole. Poor performance shall immediately be brought to the attention of the CONTRACTOR's SIC for immediate and appropriate corrective action. The SIC shall then inform PAGCOR, in writing, of the corrective action undertaken.

2. The CONTRACTOR shall man an administrative office in \_\_\_\_\_ to enable the CONTRACTOR to immediately address all problems and complaints.
3. PAGCOR may require the replacement of any VIP Bar personnel who is absent and/or not performing his/her duties and responsibilities to its satisfaction. In such an eventuality, the CONTRACTOR shall immediately provide a trained, able and competent substitute janitorial personnel. The CONTRACTOR shall provide PAGCOR with a list of the names of the CONTRACTOR's VIP Bar personnel and their substitutes. Should no replacement be provided, the corresponding deduction in the monthly payment shall be made.
4. The CONTRACTOR shall not unilaterally pull out any VIP Bar personnel without the conformity of PAGCOR.
5. PAGCOR may increase, in accordance with law, or decrease, the number of janitorial personnel, or require the rendition of overtime work, depending on the exigencies of the service, and accordingly adjust the monthly payment.
6. The CONTRACTOR shall provide PAGCOR with the duly acknowledged pay slips of its VIP Bar personnel assigned in PAGCOR's premises and proof of remittance of its SSS, Philhealth, ECC and PAG-IBIG contributions. PAGCOR reserves the right to require the CONTRACTOR to submit clearances from DOLE, SSS, Philhealth, ECC or PAG-IBIG, at anytime during the term of this Service Contract. PAGCOR shall also have the right to inspect the employment records of the CONTRACTOR's VIP Bar personnel .
7. In the event that the CONTRACTOR fails to pay the correct SSS, Philhealth, ECC or PAG-IBIG premiums or the mandated minimum wage, of its VIP Bar personnel assigned in PAGCOR's premises, PAGCOR shall impose the corresponding penalties and withhold an amount from the CONTRACTOR's service fee equal to the premiums and/or salaries/wages not paid by the CONTRACTOR. In addition, the CONTRACTOR's failure to pay the correct premiums or wages shall also be a ground for the termination of this Service Contract.
8. In the event that the CONTRACTOR fails to comply with any of its undertakings, as set forth in this Service Contract, PAGCOR shall be released from its obligations under this Service Contract, without prejudice to its rights of restitution, recovery and damages.
9. All claims and disputes relating to or arising out of this Contract shall, as much as possible, be settled amicably by the parties before resorting to judicial action.

If the parties fail to settle their differences or disputes, the parties waiving for the purpose any other venue, hereby agree that the courts of the City of Manila shall be the exclusive

venue of any or all actions or suits between the parties, to the exclusion of all other courts and venues. This exclusive venue provision shall apply even if this Service Contract is declared void, in its entirety or in part, and in cases arising after or by reason of the declaration of nullity of this Contract in its entirety or in part.

10. This Contract, and all the rights and interests herein, may not be assigned or sub-contracted to another without the consent of the other party.
11. The relationship between the parties shall be limited to the performance of the Services as stipulated under this Service Contract. Nothing herein shall be construed to create a general partnership between the parties, or to authorize any party to bind the other, except as set forth in this Contract, or to borrow money on behalf of another party, or to use the credit of any party for any purpose.
12. This Service Contract constitutes the entire agreement between the parties pertaining to the subject matter contained in it and supersedes all prior and contemporaneous contracts, representations, warranties and understandings of the parties. No supplement, variation or amendment to this Service Contract shall be binding unless executed in writing by all the parties thereto.
13. No waiver of any of the provisions of this Service Contract shall be deemed or shall constitute a waiver of any other provision, whether similar or not similar, nor shall any waiver constitute a continuing waiver. No waiver shall be binding unless in writing and signed by the party making the waiver.

#### **ARTICLE IV CONTRACTUAL PERIOD**

1. This Service Contract shall be effective for a period of three (3) years commencing on the effectivity date provided in the Notice to Proceed.

PAGCOR may terminate the Service Contract, with or without cause, without need for judicial intervention, upon thirty (30) days written notice to the CONTRACTOR.

2. Should CONTRACTOR incur delay in the performance of the Services, the CONTRACTOR shall pay a penalty of one-tenth of one percent (1/10 of 1%) of the total cost of the undelivered Services for each day of delay, including Sundays and Holidays, beyond the specific period. The maximum deduction shall be ten percent (10%) of the Contract Price of the Service Contract. Once the cumulative maximum deduction reaches ten percent (10%) of the Contract Price, PAGCOR shall have the option to rescind the Service Contract, without prejudice to other courses of action and remedies open to it.

In case the CONTRACTOR still fails to deliver the Services after the lapse of 15 days from the supposed date of implementation, PAGCOR shall likewise have the option to terminate the Contract, without prejudice to other courses of action and remedies open to it.

#### **ARTICLE V**

## CONTRACT PRICE and SCHEDULE OF PAYMENTS

1. The Contract Price for the Services shall be in the total amount of \_\_\_\_\_ (P \_\_\_\_\_), VAT-exclusive, zero-rated transaction, and which shall be subject to the mandated withholding tax.
  
2. PAGCOR shall pay the CONTRACTOR a monthly service fee in the amount of \_\_\_\_\_ (P \_\_\_\_\_), VAT-exclusive, zero-rated transaction, subject to the mandated withholding tax, for the monthly services of \_\_\_\_\_ (\_\_\_\_) VIP Bar personnel , at the rate of \_\_\_\_\_ (P \_\_\_\_\_) per security guard, per month, payable in two (2) tranches, within seven (7) working days from receipt of the CONTRACTOR's billing every 15<sup>th</sup> and 30<sup>th</sup> of the month, broken down as follows:

xxx

Payment shall be made according to the actual deployed numbers of personnel

3. Overtime pay shall be computed separately, as follows:

### OVERTIME

(Basic) Rate per Day	=	<u>(Regular rate per month x 12)</u> / 365 days
Rate per Hour	=	(Rate per Day / 8)
Overtime pay (regular days)	=	Rate per Hour + 25% of the Rate per Hour
Overtime pay (holidays)	=	Rate per Hour (on a holiday) + 30% of the Rate per Hour (on a holiday)

4. Deductions from the CONTRACTOR's billings pertinent to absences shall be computed based on the gross rate as follows:

### ABSENCES

(Gross) Rate per Day	=	<u>(Cost of VIP Bar personnel per month x 12)</u> / 365 days
Rate per Hour	=	(Gross Rate per Day / 8)

5. PAGCOR shall shoulder the overtime premium in case there is a need for additional services due to exigencies provided that the services rendered by VIP Bar personnel beyond eight (8) hours a day must be approved by \_\_\_\_\_.

However, if the overtime hours are caused by the CONTRACTOR, where its employees will be required to perform work in excess of eight (8) hours a day due to lack of manpower, i.e., sick leaves, vacation leaves, absences without leave of its employees or any cause attributable to CONTRACTOR, which includes but not limited to the inefficiency of its employees, the CONTRACTOR will shoulder the overtime premium.

6. The Contract Price already includes all applicable taxes, fees and charges required by the government. The CONTRACTOR holds PAGCOR free from liability for any or all taxes arising out of this Service Contract.
7. The Contract Price shall not be subject to any increase or upward adjustment for any reason or cause whatsoever for the duration of the Service Contract, subject to the provisions of Article I and the succeeding paragraph.
8. The CONTRACTOR shall inform PAGCOR and prepare a Supplemental Schedule of Payment and the corresponding additional or replacement Performance Security and Surety Bond, as necessary, in case of an increase in the present minimum wage, cost of living allowance, SSS, Philhealth, ECC and PAG-IBIG premiums and all other similar increases, after the signing of this Service Contract, by subsequent government decrees or orders, and submit the same to PAGCOR together with a copy of the government decree or order mandating the increase.

Upon PAGCOR's verification of and conformity to the Supplemental Schedule of Payment, additional or replacement Performance Security and Surety Bond, if any, and the government decree or order mandating the increase, the Supplemental Schedule of Payment shall form part of the Service Contract as an amendment thereto.

**A. ARTICLE VI**  
**B. CLEARANCES, PERMITS, LICENSES and TAXES**

1. The CONTRACTOR warrants that it is an entity duly organized, validly existing and in good standing under the laws of the Republic of the Philippines, and that it is duly registered and capable and has the requisite power, authority, permits, clearances and licenses, to enter into this Service Contract and to perform Services and all of its obligations under this Service Contract.
2. All amounts, claims, and expenses pertaining to clearances, licenses, permits, registrations or renewals thereof, required by PAGCOR or the appropriate government entities for the Services to be performed under this Service Contract shall be for the exclusive account of CONTRACTOR.
3. The CONTRACTOR shall provide PAGCOR, whenever required by the latter, with the Philippine National Police (PNP) and National Bureau of Investigation (NBI) clearances and health clearances of all of its VIP Bar personnel assigned in PAGCOR.
4. The CONTRACTOR shall pay its taxes in full and on time. Its failure to do so shall entitle PAGCOR to suspend payment for services rendered by the CONTRACTOR. The CONTRACTOR shall regularly present a tax clearance from the BIR and a copy of its income and business tax returns, duly stamped, received and validated by the BIR, indicating the tax payments made thereon.

**ARTICLE VII**  
**PERFORMANCE SECURITY**

The CONTRACTOR shall post a Performance Security (the "Security"), for the benefit of PAGCOR, conditioned on former's compliance with all of its obligations under this Service Contract, prior to the signing of the Service Contract, in accordance with any of the following schedule:

Form of Performance Security	Amount in Percentage of Total Contract Price
Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Five Percent (5%)
Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	
Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty Percent (30%)
Any combination of the foregoing.	Proportionate to share of form with respect to total amount of security

The Performance Security shall remain valid until the issuance of the final Certificate of Acceptance. It may be released only after the issuance of the final Certificate of Acceptance of the Services, provided that there are no claims filed against the CONTRACTOR or the surety company.

## ARTICLE VIII

### C. SURETY BOND

In accordance with *Art. 108 of the Labor Code*, the CONTRACTOR shall post a Surety Bond in the amount of \_\_\_\_\_ (P\_\_\_\_\_), which is equivalent to the cost of labor under contract, upon the execution of this Service Contract, to answer for the non-payment/underpayment of salaries of the CONTRACTOR's personnel's.

The Surety Bond shall be maintained by the CONTRACTOR during the effectivity of the Service Contract and any extension thereof.

## ARTICLE IX INDEMNIFICATION

1. The CONTRACTOR hereby holds PAGCOR its guests, corporate affiliates and any director, officer, employee or agent free and harmless from any and



all actions or liabilities arising out of this Service Contract, including, without being limited to, claims for unpaid and back wages, regularization, and other terms and conditions of employment, as well as civil and criminal liabilities that the CONTRACTOR and/or PAGCOR may incur as a result of, or arising out of, the conduct and/or pursuit of Services and to indemnify the PAGCOR from and against the costs of defending any action, suit or proceedings, including legal fees or other expenses incurred in relation to any such claims mentioned above.

2. The CONTRACTOR and its personnel shall be jointly and severally liable and shall indemnify and hold PAGCOR free and harmless for any death, injury or damage to PAGCOR and to third person, loss, breakage, or destruction of properties, as a consequence of the CONTRACTOR's acts or omissions, willful intent or negligence, during the performance of the Services or its obligation under this Service Contract.
3. The CONTRACTOR shall be liable in case of theft, robbery or any loss to PAGCOR's premises secured by the CONTRACTOR. The CONTRACTOR hereby agrees to replace, repair or restitute any loss involving its janitorial personnel. Insurance for loss, theft, and robbery shall be submitted by the CONTRACTOR upon the execution of this Service Contract.

#### **ARTICLE IX CONFIDENTIALITY**

1. All information disclosed to the CONTRACTOR, its directors, officers, employees, janitorial personnel, agents, and other persons acting on the CONTRACTOR's behalf, arising out of or as a result of this Service Contract shall be confidential in nature and shall remain PAGCOR property and shall be used only for the purposes specifically related to this Agreement. The CONTRACTOR will not, at any time, disclose such confidential information to any third party without PAGCOR's prior written consent.
2. In the event that the CONTRACTOR, its directors, officers, employees, janitorial personnel, agents, and other persons acting on the CONTRACTOR's behalf, is required by law to disclose any information known to the CONTRACTOR as a result of this Service Contract, the CONTRACTOR will provide PAGCOR with prompt prior written notice of such requirement so that PAGCOR may seek an appropriate protective order/ measure. In the event that PAGCOR fails to secure the appropriate order/ measure, the CONTRACTOR shall disclose only that portion of the Confidential Information it is legally compelled to disclose.
3. The CONTRACTOR acknowledges and agrees that money damages would not be a sufficient remedy for any breach of this Confidentiality Clause by the CONTRACTOR, its directors, officers, employees, VIP Bar personnel, agents, and other persons acting on the CONTRACTOR's behalf, and that PAGCOR shall be entitled to specific performance, including injunctive relief, as a remedy for any such breach. Such remedy shall not be deemed to be the exclusive remedy for breach of this Confidentiality Clause but shall be in addition to all other remedies available at law or equity. The CONTRACTOR agrees to

reimburse PAGCOR for all costs and expenses (including without limitations attorney's fees) incurred by PAGCOR in connection with the enforcement of this Confidentiality Clause.

IN WITNESS WHEREOF, the parties hereto have signed these presents on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ in \_\_\_\_\_.

**PHILIPPINE AMUSEMENT AND  
GAMING CORPORATION**

TIN: 033-000-887-972

Represented by:

\_\_\_\_\_

TIN: \_\_\_\_\_

\_\_\_\_\_  
*Contractor*

TIN: \_\_\_\_\_

Represented by:

\_\_\_\_\_

TIN: \_\_\_\_\_

Signed in the presence of:

\_\_\_\_\_

**A C K N O W L E D G M E N T**

REPUBLIC OF THE PHILIPPINES)  
\_\_\_\_\_ ) S.S.

BEFORE ME, this \_\_\_\_\_ in \_\_\_\_\_,  
personally appeared the following persons, each of whom exhibited his/her competent  
evidence of identity, to wit:

Name	Identification Document Presented	Issue and Expiry Date

and presented to me an integrally complete document/instrument for  
acknowledgement. They all represented and declared to me that they voluntarily  
affixed the signatures appearing on the instrument/document for the purposes stated  
therein and that they executed the instrument/document as their free and voluntary  
act and deed (and if they acted in representative capacity, they have the authority to  
sign in that capacity).

The instrument/document referred to is a \_\_\_\_\_ consisting of  
\_\_\_\_\_(\_\_\_\_\_) pages including the page on which this Acknowledgement is  
written duly signed by the parties and their instrumental witnesses on each and every  
page hereof.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Notarial  
Seal on the date and place first above written.

Doc. No.  
Page No.  
Book No.  
Series of 20\_\_\_\_\_.

## Omnibus Sworn Statement

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REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### AFFIDAVIT

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, do hereby depose and state that:

1. **Select one, delete the other:**

*If a sole proprietorship:* I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

*If a partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

*If a sole proprietorship:* As the owner and sole proprietor, or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached duly notarized *Special Power of Attorney*;

*If a partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable;)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

*If a sole proprietorship:* The owner or sole proprietor is not 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;

*If a partnership or cooperative:* None of the officers and members of *[Name of Bidder]* 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;

*If a corporation or joint venture:* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* 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;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a) Carefully examining all of the Bidding Documents;
  - b) Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* 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 government in relation to any procurement project or activity.

10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Bidder's Representative/Authorized  
Signatory

**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon with no. \_\_\_\_\_ issued on \_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_ day of *[month]* *[year]*.

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_  
Notary Public for \_\_\_\_\_ until \_\_\_\_\_  
Roll of Attorneys No. \_\_\_\_\_  
PTR No. \_\_\_\_\_ *[date issued]*, *[place issued]*  
IBP No. \_\_\_\_\_ *[date issued]*, *[place issued]*  
MCLE Compliance No. \_\_\_\_\_

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_

## Bank Guarantee Form for Advance Payment

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To: *[name and address of PROCURING ENTITY]*  
*[name of Contract]*

Gentlemen and/or Ladies:

In accordance with the payment provision included in the Special Conditions of Contract, *[name and address of Supplier]* (hereinafter called the "Supplier") shall deposit with the PROCURING ENTITY a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract in an amount of *[amount of guarantee in figures and words]*.

We, the *[bank or financial institution]*, as instructed by the Supplier, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the PROCURING ENTITY on its first demand without whatsoever right of objection on our part and without its first claim to the Supplier, in the amount not exceeding *[amount of guarantee in figures and words]*.

We further agree that no change or addition to or other modification of the terms of the Contract to be performed thereunder or of any of the Contract documents which may be made between the PROCURING ENTITY and the Supplier, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall remain valid and in full effect from the date of the advance payment received by the Supplier under the Contract until *[date]*.

Yours truly,

Signature and seal of the Guarantors

---

*[name of bank or financial institution]*

---

*[address]*

---

*[date]*

## BID SECURING DECLARATION FORM

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REPUBLIC OF THE PHILIPPINES)  
CITY OF \_\_\_\_\_) S.S.

### BID SECURING DECLARATION Project Identification No.: *[Insert number]*

To: *[Insert name and address of the Procuring Entity]*

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
  - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
  - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this \_\_\_\_ day of *[month]* *[year]* at *[place of execution]*.

*[Insert NAME OF BIDDER OR ITS  
AUTHORIZED REPRESENTATIVE]  
[Insert signatory's legal capacity]  
Affiant*



**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ issued on \_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of *[month]* *[year]*.

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_\_\_ *[date issued]*, *[place issued]*

IBP No. \_\_\_\_\_ *[date issued]*, *[place issued]*

MCLE Compliance No. \_\_\_\_\_

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of \_\_\_\_\_

**STATEMENT OF ALL ON-GOING GOVERNMENT AND PRIVATE CONTRACTS**

**Kindly supply the required information in the spaces provided.**

Name of Bidder \_\_\_\_\_ . Invitation to Bid Number . Page \_\_\_\_\_ of \_\_\_\_\_

Name of the Contract	Date of the Contract	Contract Period	Owner's Name and Address	Contact Person and Contact Details (Tel./Cell No. and/or Email Address)	Kinds of Goods	Date of Delivery (Please indicate estimated date of delivery)	Amount of Contract	Value of Outstanding Contracts
Government Contracts:								
Private Contracts:								
Total								

\_\_\_\_\_  
*[Signature of the Authorized Rep.] [in the capacity of] (Please indicate position of Authorized Rep.)]*

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_  
 (Please indicate name of company)

**NOTE:**

*The aforesaid statement should include those contracts awarded but not yet started.*

*Further, bidders should indicate "None" or "No On-going Government and/or Private Contracts" if they do not have any on-ongoing government and/or private contracts in the corresponding rows and/or column, including contracts awarded but not yet started, whether similar or not similar in nature and complexity to the contract to be bid.*

## STATEMENT OF THE SINGLE LARGEST COMPLETED CONTRACT

**Kindly supply the required information in the spaces provided.**

Name of Bidder \_\_\_\_\_ . Invitation to Bid Number . Page \_\_\_\_ of \_\_\_\_\_ .

Name of the Contract	Date of the Contract	Contract Period	Owner's Name and Address	Contact Person and Contact Details (Tel./Cell No. and/or Email Address)	Kinds of Goods	Amount of Contract adjusted by the bidder to current prices using PSA's consumer price index, if necessary for purposes of meeting the SLCC requirement;	Date of Delivery (Please indicate actual date of delivery)

\_\_\_\_\_  
*[Signature of the Authorized Rep.] [in the capacity of] (Please indicate position of Authorized Rep.)]*

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_  
*(Please indicate name of company)*

**NOTE:**

***Bidders shall submit and attach a copy of the end-user's acceptance or official receipt(s) or sales invoice.***

## NFCC COMPUTATION

**Kindly supply the required information in the spaces provided.**

Name of Bidder \_\_\_\_\_ . ITBNo. **CB23-05-005CEB**.

Page of \_\_\_\_\_.

**Approved Budget for the Contract ABC:**

**Sixteen Million Sixty-Seven Thousand Six Hundred Eighty and 92/100 Pesos  
(Php 16,067,680.92)VAT Exclusive, Zero-Rated Transaction**

DETAILS	AMOUNT
Current Assets	
Minus	
Current Liabilities	
Difference of Current Assets and Current Liabilities	
Multiplied by	
K	15
Total (Product)	
Minus	
Total value of all outstanding contracts, including those awarded but not yet started	
Total NFCC Computation	

\_\_\_\_\_  
*[Signature of the Authorized Rep.]  
of Authorized Rep.]*

\_\_\_\_\_  
*[in the capacity of] (Please indicate position*

*Duly authorized to sign Bid for and on behalf of \_\_\_\_\_  
(Please indicate name of company)*

**DIAGRAM FOR THE SEALING AND MARKING OF BIDS**



