



## PROCUREMENT OF SECURITY SERVICES

### REQUIRED DOCUMENTS IN THE PROPOSALS

- I. Eligibility and Technical Components
  - A. Eligibility Documents
    1. Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or any proof of registration;
    2. Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
    3. Tax Clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR); showing that it has no tax liability as per Res. No. 21-2013;
    4. Statement of all its ongoing and completed government and private contracts within the period of 3 years, including contracts awarded but not yet started, if any. The statement shall include, for each contract, the following:
      - (a) name of the contract;
      - (b) date of the contract;
      - (c) kinds of Goods;
      - (d) amount of contract and value of outstanding contracts;
      - (e) date of delivery; and
      - (f) end user's acceptance or official receipt(s) issued for the contracts similar in nature, if completed.
    5. Audited financial statements, stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions, for the preceding calendar year, which should not be earlier than two (2) years from bid submission;
    6. NFCC computation; and
    7. PhilGEPS registration.