



## TECHNICAL SUPPORT OFFICE

Unit 2506 Raffles Corporate Center,  
F. Ortigas Jr. Road, Ortigas Center,  
Pasig City, Philippines 1605

**NPM No. 28-2008**

22 September 2008

**COL. NARCISO S. DAQUIOAG (RET.)**

*President*

**N.S.D. DETECTIVE AND SECURITY SERVICES, INC.**  
160 Katipunan Avenue, St. Ignatius Village, Quezon City

**Re : Sample Forms**

Dear Sir:

We respond to your letter, dated 25 June 2008, requesting for clarification on whether the Standard Form Good No.13.a (SF-Good-13a) and Standard Form Good No.13b (SF-Good-13b) on the "List of All Ongoing Government and Private Contracts, Including Contracts Awarded But Not Yet Started" and the "Statement of all Government and Private Contracts Completed which are Similar in Nature," respectively, need to be notarized. Incidentally, you are also seeking assistance for the Professional Regulation Commission (PRC) – Bids and Awards Committee (BAC) to reconsider said document as "PASS."

In your letter you state, that, your office participated in the Bidding of PRC for security services for the year 2008. However, during the opening of bids, your office has been disqualified since the "List of All Ongoing Government and Private Contracts, Including Contracts Awarded but Not Yet Started" and the "Statement of all Government and Private contracts completed which are Similar in Nature," you have submitted have not been notarized. This, you claim, is despite the fact that during the pre-bid conference, as well as, in the supplemental/bid bulletin issued, PRC stressed that no changes shall be undertaken in the attached forms in their bidding documents.

At the outset, please be informed that SF-Good-13a and SF-Good-13b are sample forms that procuring entities may use as guide for purposes of determining the eligibility of prospective bidders who may want to participate in a public bidding. The format and/or the text of said forms may be modified or revised at the discretion of the procuring entity, provided, that the intent for securing said documents are achieved nonetheless.

Likewise, we wish to inform you, that, neither the provisions<sup>1</sup> of the Implementing Rules and Regulations Part A (IRR-A) of Republic Act No. 9184 (R.A. 9184) and Volume II of the Generic Procurement Manuals (GPMs) on the Manual of Procedures for the Procurement of Goods and Services<sup>2</sup> mandates the notarization of aforesaid documents.

<sup>1</sup> Section 23.6.1.g.1 of the IRR-A of R.A. 9184

<sup>2</sup> Volume II of the GPMs – Manual of Procedures for the Procurement of Goods and Services (As harmonized with Asian Development Bank, Japan Bank for International Cooperation and World Bank) as approved and adopted by the Government Procurement Policy Board (GPPB) through Resolution No. 13-2006, dated 14

Notwithstanding the foregoing, it may be noted that under Section 23.8 of the IRR-A of R.A. 9184 and Item 13.5 of the Instructions to Bidders of the Philippine Bidding Documents (PBDs) for the Procurement of Goods<sup>3</sup>, the prospective bidder or its duly authorized representative shall certify under oath that each of the documents submitted in satisfaction of the eligibility requirements is: (1) an authentic and original copy, or a true and faithful reproduction or copy of the original; (2) complete; and, (3) that all statements and information provided therein are true and correct. A sample of this is contained in SF-Good-19, entitled "Certificate of Authenticity."

Hence, once the Certificate of Authenticity is duly notarized, SF-Good-13a and SF-Good-13b need not be further notarized.

We trust that this clarifies matters. Should you have additional questions, please do not hesitate to contact us.

Very truly yours,

  
**RUBY U. ALVAREZ**  
*Executive Director III*

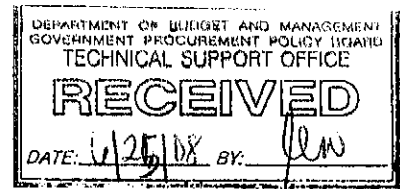
Copy Furnished:

**BIDS AND AWARDS COMMITTEE**  
*Professional Regulation Commission*  
P. Paredes, Sampaloc, Manila

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June 2006, dated 26 December 2006.

<sup>3</sup> PBDs for the Procurement of Goods (As harmonized with Asian Development Bank, Japan Bank for International Cooperation and World Bank), as approved and adopted by the GPPB through Resolution No. 10-2005, dated 26 May 2005



**N.S.D. DETECTIVE & SECURITY SERVICES, INC.**

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25 June 2008

**To the CHAIRMAN**

Government Procurement Policy Board  
Unit 2506 Raffles Corporate Center,  
F. Ortigas Jr, Ortigas, Pasig

**Dear Mr. CHAIRMAN:**

Greetings.

This letter is in connection with the Bidding of Professional Regulation Commission (PRC) for security services for the year 2008 last 23<sup>rd</sup> of the month year 2008.

The NSD Detective & Security Services, Inc. joined the said bidding and is duly required to submit all document based on the given Instructions to Bidders (ITR) and/or Terms of References (TOR).

The PRC-BAC used the GPPB Form GOOD-13a and 13b as Annex "H" and Annex "H1" and as one (1) of the requirements under Eligibility (Pls. see attached). Noticeably the said form has been signed by vice PRC-BAC Vice Chairman Teofilo Gaius Sison and other two (2) BAC Members.

During the Pre-bid Conference, it was clearly noted that no changes shall be done with the said item since all bidders did not questioned the said items. As to the attached Bid Bulletin No. 1 of PRC-BAC dated June 16, 2008.

During the actual Bidding, the PRC-BAC chaired by BAC Vice Chairman Aristogerson T. Gesmundo declared that our Agency has been disqualified due to the said document has not been notarized. Please see attached document – NOTICE OF INELIGIBILITY.

The normal reaction of our team, off course, is to counter the decision of the BAC, while it is clear to the eyes of all bidders that our Agency just followed the required document as all the other required documents by the BAC.

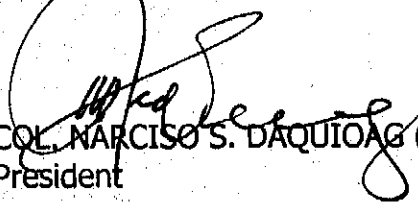
It is unfair to us that the PRC-BAC denied that the said document is not their "form" and even claimed that it is the form of GPPB and yet they required all bidders to use other GPPB Form only to be declared "failure" by a non-notarized GPPB Form.

With this juncture, we helplessly seek your help to clear this matter to us and to the PRC-BAC the use of all GPPB Form especially the GPPB Form GOOD-13a and 13b and further reconsider our document as "PASS" following the resumption of opening of all Bids.

We look forward to your immediate response with this matter.

Thank you very much.

Very Truly Yours,

  
COL. NARCISO S. DAQUIOAG (Ret)  
President

