




Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission
Cagayan de Oro Regional Office X
Skypark, Limketkai Center, Cagayan de Oro City
Cellphone No.: 0995-227-8672 Email: prc.cdobac2018@gmail.com




Section VII. Technical Specifications


Item	Specification
	THE SERVICES REQUIREMENT
1	The security service requirement of the Professional Regulation Commission shall be for the purpose of maintaining law and order within its premises at the Skypark, Limketkai Center, Cagayan de Oro City, Robinsons Place, Iligan City and Robinsons Place, Valencia City. The security service requirement is needed for the protection and guarding of its properties from theft, robbery, arson, destruction or damage as well as protecting its officials, employees, visitors, guests and the transacting public from assault, harassment, threat or intimidation through enforcement and implementation of plans, policies, rules and regulations relative to the maintenance of security and safety.
2	In the course of protecting the Commission/Regional Officials, employees, visitors, guests and transacting public the security service provider thru a detailed security plan shall enforce, within the perimeter, the clearing of unauthorized vendors , nuisances and civil disturbances.
3	The security service provider shall provide the Regional Office with qualified and trained Security Guards and Security Officers to, at all times, maintain security and safeguard the offices and properties within the premises of the PRC Cagayan de Oro Regional Office X and its Offsite Service Centers (Iligan and Valencia Cities), as well as to provide protection for its officials, employees, visitors, guests and transacting public.
4	The Security Agency must have a local office in Cagayan de Oro City, to immediately address the queries, issues and concerns of the Procuring Entity.
5	The Security Agency shall ensure, on its account, all equipment necessary for the performance of its obligations under the contract, including the following:
5.1 Station: PRC CAGAYAN DE ORO REGIONAL OFFICE X	
	a) One (1) unit Cellular phone for security communications;
	b) Four (4) units Communication Radios;
	c) Two (2) units Umbrellas;
	d) One (1) unit Logbook on each station;
	e) Three (3) units Metal detectors;
	f) Seven (7) units Baton sticks;
	g) Three (3) units Heavy duty flashlights;
	h) Seven (7) units Handcuffs;
	i) Seven (7) units First aid kits;
	j) Five (5) units Teargas;
	k) Five (5) units Firearms (9 mm. caliber) with one basic load, at the rate


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	of one (1) unit per security guard on duty or as determined by the peace and order and security conditions in the area of assignment, if on duty; and
	l) Indoor Closed-Circuit Television (CCTV) System with Twelve (12) high resolution cameras. <i>Inclusions:</i> <ul style="list-style-type: none">• Digital Video Recorder – 1 unit, 12 channel, 2 units;• Wires; and• 4 Power Supply 20A
5.2 Station: PRC ILIGAN CITY OFFSITE SERVICE CENTER	
	a) One (1) unit Umbrella;
	b) One (1) unit Logbook on the station;
	c) One (1) unit Metal detector;
	d) One (1) unit Baton stick;
	e) One (1) unit Heavy duty flashlight;
	f) One (1) unit Handcuff;
	g) One (1) unit First aid kit;
	h) One (1) unit Teargas; and
	i) One (1) unit Firearm (9 mm. caliber) with one basic load.
5.3 Station: PRC VALENCIA CITY OFFSITE SERVICE CENTER	
	a) One (1) unit Umbrella;
	b) One (1) unit Logbook on the station;
	c) One (1) unit Metal detector;
	d) One (1) unit Baton stick;
	e) One (1) unit Heavy duty flashlight;
	f) One (1) unit Handcuff;
	g) One (1) unit First aid kit;
	h) One (1) unit Teargas; and
	i) One (1) unit Firearm (9 mm. caliber) with one basic load.
6	6.1 Training and information materials for PRC officials and employees on safety, security, and incident/crisis management. 6.2 Twenty-four (24) hour monitoring and daily inspection within the premises of PRC Cagayan de Oro Regional Office X.
7	The Security Agency shall be liable and answerable to the Commission for damages or losses within its premises and for such actions which directly prejudice the integrity, efficiency, and effectiveness of the Commission, its operation, and its officials and employees, caused by or due to the negligence and/or misdemeanor of the Security Agency personnel but not for any loss, damage or harm due to any fortuitous event, force majeure or causes beyond the control of the Security Agency personnel.




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The services to be provided by the Security Agency shall be divided according to the following schedule, unless otherwise approved by the Commission in meritorious cases, depending on the security situation:

I. PRC Cagayan de Oro Regional Office X (7 Security Guards)
a) Client's Area

No. of SGs	Shift	Time	Days	Required Duty Hours
2	Night	3pm to 11pm	Monday to Sunday	8 (240)
		11pm to 7am	Monday to Sunday	8 (240)
1	Day	7am to 3pm	Monday to Sunday	8 (240)
2	Day	7am to 7pm	Monday to Friday	12 (240)

b) Admin Area

No. of SGs	Shift	Time	Days	Required Duty Hours
2	Day	7am to 7pm	Monday to Friday	12 (240)

II. PRC Iligan City Offsite Service Center

No. of SGs	Shift	Time	Days	Required Duty Hours
1	Day	9am to 6pm	Monday to Friday	9 (180)

III. PRC Valencia City Offsite Service Center

No. of SGs	Shift	Time	Days	Required Duty Hours
1	Day	9am to 6pm	Monday to Friday	9 (180)

Guards shall render at least One Hundred Twenty (120) Hours and Ninety (90) Hours for PRC Cagayan de Oro Regional Office X and Offsite Service Centers, respectively, every 15th and 30th. The Security Agency shall deploy five (5) guards at the Client Area and two (2) at the Admin Area in PRC CDO Regional Office X, one (1) at PRC Iligan City OSC and one (1) at PRC Valencia City OSC. On weekends and holidays, three (3) security guards on a shifting basis, shall be posted at the PRC CDO Regional Office X. The Monthly Detail Schedule with respect to the deployment of guards shall be subject to the approval by the Regional Director.

Deployment of security guards to their respective posts shall commence on the first working day of the contract. In consideration to the ongoing procurement process of PRC Cagayan de Oro Regional Office X – Admin Area (Office Space), deployment of assigned two (2) security guards shall




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	commence upon the start of the contract of the same.
QUALIFICATIONS OF SECURITY GUARDS	
1	The Security Service Provider shall provide nine (9) Security Guards to be deployed in accordance with the Schedule of Requirements in Section VI hereof.
2	The Security Guards shall perform security, and whenever necessary, investigation and escort services, subject to the terms and conditions stipulated herein, and provided that in the event additional guards may be needed, a supplemental contract shall be executed, subject to the availability of funds.
3	<p>The Security Guards to be deployed by the Security Agency shall have the following qualifications and requirements:</p> <p>3.1 College education and experience of at least three (3) years in the case of Security Officers or Shift-in-Charge and completion of at least high school and one year experience in the case of Security Guards;</p> <p>3.2 NBI, Police, Barangay and other relevant clearance by local and national authorities;</p> <p>3.3 PNP-SAGSD license;</p> <p>3.4 Neuro-psychiatric, drug test and medical certificates within the last Three (3) months;</p> <p>3.5 Sufficient background and training in customer relations, crowd control, bombs and explosives, disaster management, investigation, fire-fighting and safety, and other related competencies;</p> <p>3.6 Security guards must not be less than five and five (5'5") inches in height and not less than 22 years but not more than 60 years of age with waste line of not more than 35 inches;</p> <p>3.7 Orientation on PRC functions, policies, operations, security regulation, and will be subject to screening by the Commission prior to actual deployment; and</p> <p>3.8 The Security Officer must either be a Certified Security Management Specialist. Certified Security Professional or Certified Protection Professional.</p>
SALARIES AND BENEFITS OF SECURITY GUARDS	
1	Security Agency, as the principal employer, must warrant that it is fully knowledgeable of the pertinent provisions of the Labor Code as it pertains to the minimum wage and provisions of the SAGSD-PADPAO current Wage Orders to ensure the adequacy of the compensation of its guards.
2	The Security Agency shall pay each of the Security Guards the monthly salaries and other fringe benefits in accordance with the Labor Code of the Philippines and SAGSD-PADPAO rates, other pertinent laws, decrees, letters of instructions and other existing orders governing private security employment. The Security Agency shall submit duly notarized Monthly or




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	Quarterly reports of remittances (SSS, Phil. Health and Pag-Ibig) to the Commission in support of its claims for payout.
3	The Security Agency shall be entitled to an adjustment of the stipulated Contract price in the event that the minimum wage is increased or such similar situation pursuant to law subject to renegotiation to be made with the Commission. The Security Agency shall submit letter with attached legal documents to support the wage adjustment to the Commission. It shall be understood that the Commission will not be held liable for unpaid wages if the Security Agency fails to pay the security guards.
4	<p>In the event that we are facing a state of public health emergency due to COVID 19 and following the 'New Normal', the Security Agency shall provide personal protective equipment (PPE) to all assigned security guards in compliance to health and safety protocol implemented by PRC. The PPE shall include the following:</p> <ol style="list-style-type: none">1. Surgical/Face masks;2. Faceshields (Direct splash protection);3. Surgical gloves; and4. Other items and equipment may be required. <p>Likewise, the Security Agency shall check time to time the health conditions of the guards before reporting for duty and shall submit daily health monitoring report. As such, if the guards have symptoms he/she must not report for duty, seek for medical consultation and immediately inform the office. Thereafter, the security guard must submit a medical certificate/clearance by a registered physician notifying that he/she is in good condition to report.</p>
SUPERVISION AND ADMINISTRATION	
1	There shall be no employer-employee relationship between the Commission and the Security Agency. It is expressly understood and agreed that the Security Officers/Guards shall, in no case, be considered as employees of the Commission but shall remain as employees of the Security Agency. As such, the Security Agency shall warrant faithful compliance with all the laws, rules and regulations pertaining to employment in the private sector, which are now existing or may thereafter be enacted, including but not limited to the minimum wage, social security, compensation and medical requirements.
2	The Security Agency shall further warrant that the Commission shall, in no case, be held answerable, accountable or responsible for any accident, injury or death which may be suffered by any of its security guards in the course of the performance of their duties as such.
3	The Commission shall have the right to select, change or refuse any security guard assigned to it by the Security Agency. The Security Agency shall provide the Commission with copies of the 201 files of all security guards including the security officers complete with current and valid clearance from PNP, NBI and DOH accredited Medical Health Clinics for Drug Testing and Neuro-Psychiatric Clearance to be submitted on or prior to deployment.




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4	The Security Agency as employer shall retain and exercise the sole, exclusive and absolute right to suspend, lay-off, terminate and/or impose disciplinary measures; direct and control its personnel; and to assign, rotate or reassign security guards, subject to the approval of a Duty Detail/Schedule by the Commission or its authorized representative; Provided, that no Security Guard already assigned in the Commission shall be removed, changed or transferred to any place of assignment without cause and sufficient notice to the Commission.
5	The Security Agency shall give prior notice to the Commission of any personnel movements and secure the concurrence of the Commission of such replacements prior to actual deployment. The Security Agency shall not withdraw or replace any security guard involved in any violation of Commission policies, rules and regulations or involved in any administrative case against commission officials and employees, until after proper investigation and resolution of the case have been made by the Commission and other authorities concerned.
6	Concerns and complaints referred to by the Commission to the Security Agency shall be acted upon by the latter within twenty-four (24) hours to the satisfaction of the Commission. The Security Agency shall not provide security service to private organizations or enterprises whose interest is in conflict or adverse to that of PRC such as but not limited to Review Center, Review Schools and the like.
7	The Security Agency shall likewise agree to perform its contractual obligations in coordination with the Office of the Regional Director which shall exercise overall responsibility for the coordinated enforcement of security and incident/crisis and emergency plans, policies, rules, and procedures.
8	The Security Agency shall require its Security Guards to wear prescribed uniform while on duty.
9	The Security Agency and/or its detachments shall submit directly to the Regional Director such weekly and monthly Incident reports and other reports as may be required from time to time by the Regional Director.
10	The Security Agency shall update/renew and submit to the Commission its performance security, mayor's permit, license, and such other bid documents which may expire during the contract period.
11	The Security Agency shall submit a certificate of attendance of each replacement guard as proof of their attendance in a seminar or orientation on the performance of their duties.

1. Compliance with the statements 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.




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- 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 4.

The PRC CDO Regional Office X shall conduct a yearly assessment or evaluation on the performance of the security agency based on the above set of criteria, (as per Section 5.4 of GPPB Resolution No. 24-2007 dated September 28, 2007) the details of which are, as follows:

I. PERFORMANCE CRITERIA

Particulars	Rating
1. QUALITY PERFORMANCE DELIVERED	40%
a. Implementation of a control system in the workplace and areas of jurisdiction for the security and safety of lives and properties;	20%
b. Responsiveness to client's needs and complaints and/or incident reports;	10%
c. Availability of firearms and communication devices; and	5%
d. Courtesy and decorum.	5%
2. MANAGEMENT AND SUITABILITY OF PERSONNEL	25%
a. Supervision and accountability;	8%
b. Qualification of assigned guards, training for physical fitness or martial arts;	7%
c. Physical Appearance (uniforms and other paraphernalia); and	5%
d. Change and/or replacement of assigned guards.	5%
3. CONTRACT ADMINISTRATION AND MANAGEMENT	25%
a. Assignment of guards at designated area/s;	10%
b. Implementation of PRC CDO RO-X rules and regulations and compliance to other obligations per contract; and	8%
c. Compliance to labor laws and social insurance regulations.	7%
4. TIME MANAGEMENT	5%
a. Tasks which are important and urgent;	3%
b. Tasks which are either important or urgent, but not both; and	1%
c. Tasks which are neither important nor urgent, but routine.	1%
5. PROVISION OF REGULAR PROGRESS REPORTS	5%
a. Exception/Incident Report;	2%
b. Monthly Deployment Report; and	2%
c. Other Reports that may be required by the PRC CDO Regional Office X.	1%
TOTAL	100%



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II. COMMITTEE ON PERFORMANCE EVALUATION

The PRC CDO Regional Office X Regional Director shall create a Committee that will evaluate the performance of the security guards and its management for the immediate preceding eleven (11) months under contract by adopting the above Performance Criteria stipulated above.

The rating should not be less than 80% to qualify for the extension of the contract for another year. The result of the performance evaluation is non-appealable.

Based on its assessment, the procuring entity may pre-terminate the contract for failure by the service provider/contractor to perform its obligations thereon following the procedure prescribed under the Guidelines on Termination of Contracts issued by the Government Procurement Policy Board (GPPB under Resolution No. 018-2004 dated 22 December 2004).

III. MANNER OF PAYMENT


Payment shall be made every fifteenth (15th) day and at the end of each month for security services rendered per billing submitted by the Security Agency shall be supported by a properly accomplished payroll showing the gross amount earned, deductions and the net amounts payable to the Security Guards and properly signed daily time records. The number of Security Guards considered for billing purposes shall not exceed those listed in the duly approved guard deployment roster covering the billing period.

ACKNOWLEDGMENT AND COMPLIANCE WITH THE OF TERMS OF REFERENCE FOR THE PROVISION OF MULTI-YEAR SECURITY SERVICES FOR PRC CAGAYAN DE ORO REGIONAL OFFICE X AND ITS OFFSITE SERVICE CENTERS

SIGNATURE OVER PRINTED NAME
OF AUTHORIZED REPRESENTATIVE,
DESIGNATION AND PRINTED NAME OF COMPANY



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