



**BIDS AND AWARDS  
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## ***Section VII. Technical Specifications***

### **Notes for Preparing the Technical Specifications**

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their Bids. In the context of Competitive Bidding, the specifications (e.g. production/delivery schedule, manpower requirements, and after-sales service/parts, descriptions of the lots or items) must be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of transparency, equity, efficiency, fairness, and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post-qualification facilitated. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in the Contract.

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications.

#### **Sample Clause: Equivalency of Standards and Codes**

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words "*or at least equivalent.*" References to brand names cannot be used when the funding source is the GOP.

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the







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
  
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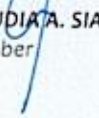
  
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Procuring Entity during contract execution.

Bidders are also required, as part of the technical specifications, to complete their statement of compliance demonstrating how the items comply with the specification.

## Technical Specifications

Item No	THE SERVICE REQUIREMENT
1	<p>The security service requirement of the Professional Regulation Commission Regional Office XI (PRC - RO XI) Davao City shall be for the purpose of maintaining the law and order within its premises at PRC-RO XI Offices and Offsite Service Centers- Robinsons Place Tagum.</p> <p>The security service requirement is needed for the protection and guarding of its properties from theft, robbery, arson, destruction or damage as well as protection of 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.</p>
2	<p>The security service provider shall provide and enforce a detailed security plan for clearing of unauthorized vendors, illegal terminals of public utility, vehicles (PUVs) and other nuisances within the entrance, front gate and perimeter fence of PRC-RO XI.</p>
3	<p>The security service provider shall provide the PRC-RO XI with qualified and trained Security Guards and Security Officers to, at all times, maintain security and safeguard the building, offices and properties within the premises of the PRC-RO XI, as well as to provide protection for its officials and employees, visitors, guest and transacting public.</p>
4	<p>The Security Agency shall ensure, on its account, all equipment necessary for the performance of its obligation under the contract, including but not limited to the following:</p> <p>4.1 Firearms (.38 cal. Revolver and/or 12-gauge shotguns)) with one basic load, at the rate 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;</p> <p>4.2 Three (3) unit of cellular phone for security communications to the Security Officer if on duty;</p> <p>4.3 Three (3) units Handheld ICOM/VHF HH Radio for each security guard on duty with battery chargers and packs, compatible with the use of the PRC-RO XI;</p> <p>4.4 Two (2) units of metal detector per shift;</p> <p>4.5 One (1) unit of digital camera on station;</p>





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	4.6 Adequate quantities of logbooks on station;
	4.7 One (1) set of raincoat per security guard;
	4.8 One (1) piece of Pepper Spray per security guard;
	4.9 One (1) Unit of Heavy duty flashlight 49000 lumens per security guard on duty;
	4.10 One (1) set of sandbox safety vault;
	4.11 Two (2) units of rechargeable emergency lamps on the station;
	4.12 One (1) First Aid set/kit for each security guard on duty;
	4.13 One (1) piece night stick per security guard on duty; and
	4.14 One electronic watchman's clock/Metal Guard or Tour Terminal or its equivalent of # station keys.
5	The Security Agency shall likewise provide, on its account the following services and equipment:
	5.1 Circuit Television (CCTV) System with sixteen (16) high resolution infrared cameras including five (5) audio capable units;
	5.2 Two (2) 17-inch computer-based quadrant monitors
	5.3 Two (2) units DVR recorders with 84-hour continuous storage capacity for the PRC-RO XI.
	-Two (2) units of (1TB) External Hard drive as back up storage per DVR recorders
	5.4 To monitor the premises of the PRC, the main control center must be located at the Office of the Regional Director and/or Administrative Office.
	All of which are to be used during the daily operation of the PRC-RO XI. The bidder shall also provide technical assistance and training of PRC personnel who will operate the same;
	5.5 Training and information materials for Commission Officials and employees on safety, security and incident/crisis management;
	5.6 Twenty-four (24) hour monitoring and daily inspection of detachment in the PRC-RO XI Office;
	5.7 One (1) Canine (K-9) service at PRC-RO XI, as security situation requires, or as required by the commission.
6	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 operations, its officials and employees, caused by the negligence and/or misdemeanor of the Security Agency and its personnel but not for any damage or harm due to any fortuitous event, force majeure or causes beyond the





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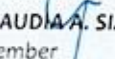
  
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control of the Security Agency personnel.

7 The services to be provided by the Security Agency for PRC-RO XI shall be on twenty-four (24) hours physical security services, divided into three (3) guards in three (3) shifts of eight (8) hours per shift from Monday to Sunday and three (3) guards in a 10-hour duty from Monday to Friday, unless otherwise approved by the PRC-RO XI in meritorious cases, depending on the security situation;

For PRC-Offsite Service Center at Robinsons Place Tagum shall deploy one (1) guard on an ten (10) hours shift, from Monday to Friday only, unless otherwise approved by the PRC-RO XI in meritorious cases, depending on the security situation.

The Semi-Monthly Detail Schedule with respect to the deployment of guards shall be subject to the approval by the PRC-RO XI.

**QUALIFICATION OF SECURITY GUARDS**

1 The Security Service provider shall provide for six (6) Security Guards with 1 Security Officer and alternatives/relievers, as the need arises, to be deployed in accordance with the Schedule of Requirements in Section VI hereof;

2 The Security Officers/Guards shall perform security, and whenever necessary, investigation and security services, subject to the terms and conditions stipulated herein, and provided that in the event additional guards maybe needed, a supplemental contract shall be executed, subject to the availability of funds;

3 The Security Officers/Guards to be deployed by the Security Agency shall have the following qualifications and requirements:

3.1 College graduate and experience of at least three (3) years in case of Security Officers and at least high school graduate and one year experience in the case of the Security Guard;

3.2 NBI, Police, Barangay and other relevant clearance/s by local and national authorities;

3.3 PNP-SAGSD License;

3.4 Neuro-psychiatric, drug test and medical certificates **within the last Three (3) months;**

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 (**guards must have attended the said trainings within the last six (6) months. Training certificates must be submitted on or prior to the deployment date;**

3.6 Security Guards must be physically and mentally fit duly certified by a physician, as provided for under 3.4;

3.7 Orientation on PRC functions, policies, operations, security regulation, will be subject to screening by the Commission prior to actual deployment;

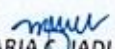






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3.8 The Security Officer must either be a Certified Security Management Specialist, Certified Security Professional or Certified Protection Professional.

**SALARIES AND BENEFITS OF SECURITY GUARDS**

- |   |  |
|---|--|
| 1 | Security Agency, as the principal employer, must warrant that it is fully knowledgeable of the pertinent provision of the Labor Code as it pertains to 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, letter of instruction and other existing orders governing private security employment. The Security Agency shall submit Monthly Report of Remittances (SSS, Phil Health and Pag-ibig) to Commission in the support of its claim for payout. |

**SUPERVISION AND ADMINISTRATION**

- |   |   |
|---|---|
| 1 | There shall be no employer-employee relationships between the Commission and the Security Agency. It is expressly understood and agreed that the Security Officers/Guard 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 performance of their duties as such.  |
| 3 | The Security Agency shall assign one (1) Security Officer who shall have at least three (3) years experience in security management and shall exercise the following:<br><br>3.1 Supervise and direct security services in the PRC-RO XI Office;<br><br>3.2 Regularly inspect and monitor performance of Security Guards on duty;<br><br>3.3 Liaise between Security Agency and the Commission;<br><br>3.4 Perform investigation and other related duties;<br><br>3.5 Technical assistance in operating the CCTV system; and<br><br>3.6 Perform administrative function including report preparation, verification of Daily Time Records, preparation of duty/shift schedules, etc. |
| 4 | The Security Agency shall replace the Security Officer and Security Guards every six (6) months to avoid fraternization with Commission officials, employees and the transacting public and shall ensure that the replacement have same qualifications unless otherwise waived by the Commission for its  |

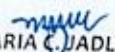




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	very satisfactory performance.
5.	The Commission shall have the right to select, change or refuse any security guard assigned to it by the Security Agency. The Security Agency shall provide the Commission with copies of the 201 files of all security guards including the security officers complete with <b>current and valid clearances from PNP, NBI and DOH accredited Medical Health Clinics for Drug Testing and Neuro-psychiatric Clearance to be submitted on or prior to deployment, in relation to Sections 3.4 and 3.6;</b>
6	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 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;
7	The Security Agency shall give prior notice to the PRC-RO XI 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 the Commission's policies, rules and regulations or involved in any administrative case against the PRC officials and/or employees, until proper investigation and resolution of the case have been made by the Commission and other authorities concerned;
8	Concerns and complaints referred to by the PRC-RO XI 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 submit a notarized certification that they will not provide security guards/officers to PRC-RO XI who had been assigned 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;
9	The Security Agency shall likewise agree to perform its contractual obligations in coordination with the office of the Regional Director or Chief Finance and Administrative Division, as his/her representative, which shall exercise overall responsibility for the coordinated enforcement of security and incident/crisis and emergency plans, policies, rules, and procedures;
10	The Security Agency shall require its Security Guards to wear prescribed uniform while on duty. The Security Officers or Shift-In-Charge must wear polo barong or bush jacket while on duty. Security Officers/Shift-In-Charge and Security Guards shall use bundy clocks/biometric in order to properly maintain a record of attendance and to use the electronic Watchman's clock for night shift duty;
11	The Security Agency and or its detachments shall submit directly to the Regional Director or Chief Finance and Administrative Division, as his/her representative, such weekly and monthly incident reports and other reports as may be required from time to time by the Regional Director;





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12	The Security Agency shall update/renew and submit to the Commission its mayor's permit, license and other pertinent documents which may expire during the contract period;
13	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.

**ADDITIONAL SET OF TECHNICAL PARAMETERS**

1	<p>Additional Set of Technical Parameters with corresponding weight percentage value:</p> <p><b>1.1 Stability=25%</b> 15% = (a) Years of Experience: at least Five (5) years in business. 5% = (b) Liquidity of the contractor: NFCC 5% = (c) Organizational Set-up: with food and efficient office set-up, personnel, office tools and equipment. Bidder shall submit a company profile including an organizational chart.</p> <p><b>1.2 Resources=25%</b> 10% = (a) Number of Licensed Firearms 5% = (b) Number and kind of Communication Devices - with minimum number as specified under Section VI. Schedule of Requirements. 5% = (c) Number of Supervisors: at least 10 security officers 5% = (d) No. of Licensed Guards: at least 50 security guards</p> <p><b>1.3 Security Plan=25%</b> Must be tailored to the service requirement of the PRC. The Security Plan must state/enumerate the specific methodology to be executed by the Contractor and will be submitted during the Opening of Bids.</p> <p><b>1.4 Other Factors = 25%</b> 15% = (a) Recruitment and Selection Criteria 10% = (b) Completeness of Uniforms and Other Paraphernalia</p>
2	Bidders shall submit a list of its previous clients from January 2018 up to December 2021 using the official form of the BAC.

1. Compliance with these statements must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test date etc., as appropriate.





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2. A statement that is not supported by evidence or is subsequently found out to be contradicted by the evidence presented will render the Bid under evaluation and/or rejection.
3. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during the 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 provision of ITB Clause 3.1 (a) (ii) and/or GCC Clause 2.1 (a) (ii).

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**ACKNOWLEDGEMENT AND COMPLIANCE  
WITH THE TERMS OF REFERENCE FOR THE  
PROVISION OF SECURITY SERVICES FOR PRC REGIONAL OFFICE XI  
FOR JANUARY 2022-DECEMBER 2024**

\_\_\_\_\_  
SIGNATURE OVER PRINTED NAME  
OF AUTHORIZED REPRESENTATIVE  
DESIGNATION AND PRINTED NAME OF THE COMPANY