



Regional Bids and Awards Committee

P. Paredes St., Sampaloc, Metro Manila
Tel. Fax: 53101047
Email: ncr.bac@prc.gov.ph

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RONALD G. WATSON
Vice-Chairman


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Member

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Section VII. Technical Specifications

| Item no. | THE SERVICE REQUIREMENT | Statement of Compliance Statements of “Comply” or “Not Comply” |
|----------|---|--|
| 1 | <p>The security service requirement of the Professional Regulation Commission-NCR (PRC-NCR) shall be for the purpose of maintaining the law and order within its premises at Five PRC Offsite Offices (Robinson Manila, Robinson Galleria, Ayala Muntinlupa, Robinson Las Piñas and Robinson Novaliches.</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 | 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 PRC Offsite Offices entrance. | |
| 3 | The security service provider shall provide the Commission with qualified and trained Security Guards and Security Officers to, at all times, maintain security and safeguard the buildings, offices and properties within the premises of the PRC NCR Offsite office, as well as to provide protection for its officials, employees, visitors, guest and transacting public. | |
| 4 | 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: | |
| | 4.1 Firearms (.38 cal. Revolver, 9mm handgun and/or 12-gauge shotgun) 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 condition in the area of assignment, if on duty; | |
| | 4.2 One (1) unit of cellular phone for security communications to the Security officer/ Shift-In-Charge on duty; | |
| | 4.3 One (1) unit Base Radio in the Central Office and One (1) unit Handheld ICOM/ VHF HH Radio for each security guard on duty; | |
| | 4.4 Two (2) units of metal detectors for each shift on duty; | |
| | 4.5 One (1) unit of digital camera on station; | |




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| | 4.6 Adequate quantities of Visitor’s Logbook on station; | |
| | 4.7 One (1)set of raincoat per security guard on duty; | |
| | 4.8 One (1) piece of Tear gas per security guard on duty; | |
| | 4.9 One (1) unit of Heavy duty flashlight 49000 lumens per security guard on duty; | |
| | 4.10 One (1) set of sandbox and safety vault; | |
| | 4.11 two (2) units of rechargeable emergency lamps on the station; | |
| | 4.12 One (1) set/ kit of first aid kit for each security guard on duty; | |
| 5 | The Security Agency shall likewise provide, on its account the following services and equipment: | |
| | 5.1 Training and information materials for Commission officials and employees on safety, security and incident/ crisis management; | |
| | 5.2 Twenty-four (24) hour monitoring and daily inspection of detachment in the PRC Offsite Office; | |
| | 5.3 One Canine (k-9) service at PRC Central Office, 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 or due to negligence and/ or misdemeanor of the Security Agency and its 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. | |
| 7 | <p>The services to be provided by the Security Agency for PRC NCR Offsite Office shall be on an eight (8) hours a day basis. The Security Agency shall deploy five (5) security officers on a daily basis per day.</p> <p>The Security Agency shall deploy <u>one (1))</u> guard, on an eight (8) hours day shift, from Monday to Friday only, unless otherwise approved by the Commission in meritorious cases, depending on the security situation</p> <p>The Monthly Detail Schedule with respect to the deployment of guards shall be subject to the approval by the Commission.</p> | |
| QUALIFICATION OF SECURITY GUARDS | | |
| 1 | The Security Service provider shall provide for five (5) Security Guards with one (1) Security Officer (SO) and one (1) alternatives/ relievers 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 | |



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| | provided that in the event additional guards may be 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 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 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 not be less than five feet and five inches (5'5") in height for male and five feet and two inches for female, not less than 22 years nor more than 40 years of age, and with waist line of not more than 35 inches; | |
| | 3.7 Orientation on PRC functions, policies, operations, security regulation, and will be subject to screening g by the Commission prior to actual deployment; | |
| | 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 provisions 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 tis 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 duly notarized Monthly report of remittances (SSS, Phil Health and Pag-ibig) to the Commission in support of its | |




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| | claim for payout. | |
| 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 case, be held answerable, accountable or responsible for any accident, injury or death which may ne 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 Officers/ Shift-In-Charge who shall have at least 3-5 years' experience in security management in the Central Office who shall exercise the following: | |
| | 3.1 Supervise and direct security services in the Central Office: | |
| | 3.2 Regularly inspect and monitor performance of Security Guards on duty; | |
| | 3.3 Liaise between Security Agency and the Commission; | |
| | 3.4 Perform investigation and other related duties; | |
| | 3.5 Technical assistance in operating the CCTV systems; and | |
| | 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 one (1) Security Officer or Shift-In-Charge and one third (1/3) of the Security Guards every six (6) months to avoid fraternization with Commission officials, employees and the transacting public, and shall ensure that the replacements have same qualifications. | |
| 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 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. | |
| 6 | The Security Agency as employer shall retain and exercise the sole, exclusive and absolute right to suspend, lay-off | |



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| | terminate and/ or impose disciplinary measures; direct and control its personnel; and to assign, rotate or reassign security guards, subject to the approval of 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; | |
| 7 | 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 the Commission's policies, rules and regulations or involved in any administrative case against the commission 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 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; | |
| 9 | The Security Agency shall likewise agree to perform its contractual obligations in coordination with the office of the Commission Chairman 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 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 Commission Chairperson such weekly and monthly incident reports and other reports as may be required from time to time by the Commission; | |
| 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 | |



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| | attendance in a seminar or orientation on the performance of their duties. | |
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| ADDITIONAL SET OF TECHNICAL PARAMETERS | | |
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| 1. | Additional Set of Technical Parameters with corresponding weight percentage value: 1.1. Stability = 25% 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 good and efficient office set-up, personnel, office tools and equipment. Bidder shall submit a company profile including an organizational chart. 1.2. Resources = 25% 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 <u>3 security officers</u> 5% = (d) No. of Licensed Guards: at least <u>30 guards</u> 1.3. Security Plan = 25% Must be tailored to the service requirements 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. 1.4. Other Factors = 25% 15% = (a) Recruitment and Selection Criteria 10% = (b) Completeness of Uniforms and Other Paraphernalia | |
| 2. | Bidders shall submit a list of its previous clients from January 2011 up to December 2020 using the official form of the BAC. | |

- th 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.
- 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).



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Professional Regulation Commission
National Capital Region

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ACKNOWLEDGMENT AND COMPLIANCE WITH THE TERMS OF REFERENCE FOR THE PROVISION OF SECURITY SERVICES IN PRC NCR OFFICES FOR CY 2022

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