



Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission
80 Diamond Street, Jonston Subdivision, San Jose Road,
Baliwasan, Zamboanga City
Telephone No. 062-955-45-95



SHARO B. LO
Chairman

NORA A. STASON
Vice Chairperson

JORGE S. DUTERTE
Member

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SECRETARIAT:

CRISTINA V. RIVERA
Secretary

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Member

GLADYS CLAIRE R. ENOT
Member

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 Regional Government Center, Pagadian City and satellite office in Zamboanga 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 Regional Officials, employees, visitors, guest and transacting public the security service provider thru a detailed security plan shall enforce, within the PRC parking area and its front gate and its perimeter fence, the clearing of unauthorized vendors, nuisances and illegal terminals of public utility vehicles and the like.
3	The security service provider shall provide the Regional Office and extension office 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 Pagadian and Zamboanga offices, as well as to provide protection for its officials, employees, visitors, guests and transacting public.
4	<p>The Security Agency shall ensure, on its account, all equipment necessary for the performance of its obligations under the contract, including 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 One (1) unit of cellular phone for security communications for the supervisor if on duty;</p> <p>4.3 One Base Radio in the Regional Office and its Field Office one (1)Handled ICOM/VHF HH Radio for each security guard on duty with battery charges and packs, compatible with that used by PRC;</p> <p>4.4 One (1) metal detector for each shift on duty;</p> <p>4.6 One (1) digital camera on station;</p> <p>4.7 Logbooks on the station;</p> <p>4.8 One (1) raincoat per security guard on duty;</p> <p>4.9 One (1) teargas per security guard on duty;</p>



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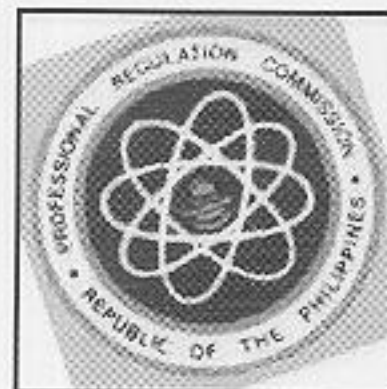
GLADYS CLAIRE R. ENOT
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	4.10 One (1) heavy duty flashlight 4900 lumens per security guard on duty
	4.11 Two (2) rechargeable emergency lamps on the station;
	4.12 One (1) first aid kit for each security guard on duty;
	4.13 One (1) nightstick per security guard on duty; and
	4.14 One (1) electronic watchman's clock/Metal Guard Tour Terminal or its equivalent with 25 station keys.
5	<p>The Security Agency shall likewise provide, on its account the following services and equipment:</p> <p>5.1 Closed-Circuit Television (CCTV) System with Thirty-three (33) high resolution and rotating smart IR (infrared) cameras. Two (2) 17-inch computer-based quadrant monitors and two (2) DVD recorder with 84 hours continuous storage capacity for the Regional Office. The control center must be located in the PRC guard house in order to aid security guards on duty particularly during the night to monitor the premises and two (2) satellite channels installed at the Office of the Regional Director. All of which are to be used during the daily operations of the Office. The Bidder shall also provide technical assistance and training of PRC personnel who will operate the same.</p> <p>5.2 Training and information materials for Regional officials and employees on safety, security, and incident/crisis management.</p> <p>5.3 Twenty-four (24) hour monitoring and daily inspection of detachments at the PRC Regional Office.</p> <p>5.4 Copy of the recorded video images for the whole week in a Compact Disc to the Office of the Regional Director on a weekly basis.</p>
6	The Security Agency shall be liable and answerable to the Regional Office for damages or losses within its premises and for such actions which directly prejudice the integrity, efficiency, and effectiveness of the Regional Office, its operation, and its officials and employees, caused by or due to the negligence and/or misdemeanor or 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;
7	The services to be provided by the Security Agency shall be on a twenty-four (24) hour a day basis, divided into three (3) shifts or eight (8) hours per shift, unless otherwise approved by the Regional Office in meritorious cases, depending on the security situation. The Security Agency shall deploy four (4) guards in the Regional Office, and four (4) in the Field Office. On weekends and holidays, three (3) security guards on a shifting basis, shall be posted at the Regional Office and Field Office. The Monthly Detail Schedule with respect to the deployment of guards shall be subject to the approval by the Regional Director.



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QUALIFICATIONS OF SECURITY GUARDS

1	The Security Service Provider shall provide eight (8) Security Guards, two (2) of which will function as Security Officers (SO) 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 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 Officers/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;</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 40 years of age with waist 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 Regional Office prior to actual deployment;</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;
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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 Quarterly reports of remittances (SSS, Phil. Health and Pag-Ibig) **for the deployed guards to the Regional Office** in support of its claims 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 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 Security Agency shall assign two (2) Security Officers/Shift-In-Charge who shall have at least 3-5 years experience in security management in the Regional and Satellite Office who shall exercise the following:

3.1 Supervise and direct security services in the Region/Satellite Office;

3.2 Regularly inspect and monitor performance of Security Guards on duty;

3.3 Liaise between the 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 functions including report preparation, verification of Daily Time Records, preparation of duty/shift schedules, etc.

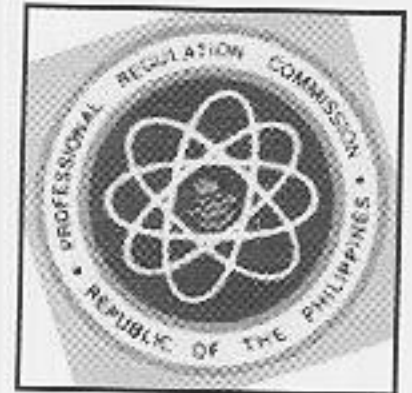
4

The Security Agency shall **reshuffle the Security guards every six (6) months** to avoid fraternization with Regional/Satellite Offices' official and employees and the transacting public and shall ensure that the replacements have same qualifications.



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5	The Regional Office 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 Regional Office 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 & Neuro-Psychiatric Clearance to be summited 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, 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 Regional Office 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 Regional Office;
7	The Security Agency shall give prior notice to the Regional Director of any personnel movements and secure the concurrence of the Regional Office 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 Regional Office officials and employees, until after proper investigation and resolution of the case have been made by the Regional office and other authorities concerned.
8	Concerns and complaints referred to by the Regional Office to the Security Agency shall be acted upon by the latter within twenty-four (24) hours to the satisfaction of the Regional Office; 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 Regional Director 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 commandant must wear polo barong or bush jacket while on duty. 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 Regional Director such weekly and monthly Incident reports and other reports as may be required from time to time by the Regional Office;



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12	The Security Agency shall update/renew and submit to the Regional Office its performance security, mayor's permit, license, and such other bid 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.

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.
2. 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.
3. 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) (iii).

ACKNOWLEDGMENT AND COMPLIANCE WITH THE OF TERMS OF REFERENCE FOR THE PROVISION OF SECURITY SERVICES (2018)

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



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OFFICIAL BID FORM FINANCIAL

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Secretary

GUILBERT J. CATUBAY
Member

GLADYS CLAIRE R. ENOT
Member

Date: _____

Invitation to Bid No: _____

To: **PROFESSIONAL REGULATION COMMISSION**

#80 Diamond Street Johnston Subdivision, San Jose Road Baliwasan Zamboanga City

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers ____ [insert numbers], the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply/deliver SECURITY SERVICES (2018) in conformity with the said Bidding Documents for the sum of Total Bid Price:

Breakdown of Cost of Security Services per Guard per Month

Days worked per week 7 days No. of days/year (12 hours work / day)

PARTICULARS

DAILY WAGE:

Php

SCHEDULE 1: AMOUNT PAID DIRECTLY TO GUARD

Average Pay/Monthly Rate Php

Night Differential Pay

13th Month Pay

Five (5) Days Incentive Pay

Uniform Allowance (R.A.
7641)

COLA

Overtime

TOTAL AMOUNT Php

SCHEDULE 2: AMOUNT TO GOVERNMENT IN FAVOR OF GUARD

Retirement Benefit (R.A.
7641) Php

SSS Premium

Philhealth Contribution
(MC 027-2013)

State Insurance Fund

Pag-Ibig Premium

A. TOTAL AMOUNT
TO GUARD &
GOV'T. Php

SCHEDULE 3: AGENCY FEE

Administrative Overhead
and Margin (10% of 3.1) Php



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SCHEDULE 4: TAXES PAID TO GOVERNMENT (12% VALUE ADDED TAX)

4.1 VAT Php

TOTAL AMOUNT per
GUARD Php

TOTAL BID price (inclusive of all taxes):

(In Words)

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in BDS provision for ITB Clause 18.2 and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of
agent

Amount and Currency

Purpose of Commission or
gratuity

(if none, state "None")

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the lowest or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements as per ITB Clause 5 of the Bidding Documents.

Dated this _____ day of _____, 2018

Authorized Representative: _____
(Signature Over Printed Name)

In the capacity of: _____

Duly Authorized to Sign Bid for and on behalf of:

Name of the Company: _____

Address: _____

Tel. /Fax No(s): _____