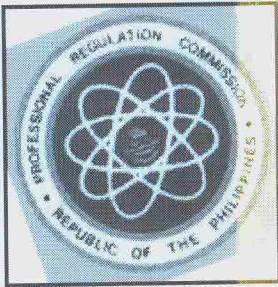




# Bids and Awards Committee

Republic of the Philippines  
Professional Regulation Commission  
P. Paredes St., Sampaloc, Metro Manila  
Facsimile: 310-0037 / email: prcbac2013@gmail.com



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## Section VII. Technical Specifications

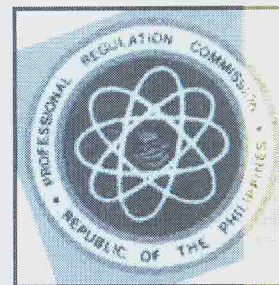
Item	Specifications
THE SERVICES REQUIREMENT	
1	The security service requirement of the Professional Regulation Commission shall be for the purpose of maintaining law and order within its premises at P. Paredes Street, Sampaloc, Manila. The security service requirement is needed for the protection and 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's 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 Commission with qualified and trained Security Guards and Security Officers, at all times, to maintain security and safeguard the buildings, offices and properties within the premises of the PRC Central office, 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 Central Office and one (1) Handheld ICOM/VHF HH Radio for each security guard on duty with battery chargers and packs, compatible with that used by PRC;</p> <p>4.4 Two (2) metal detectors for each shift on duty in the Central Office;</p> <p>4.5 One (1) digital camera on station;</p> <p>4.6 Visitor's Logbooks on the station;</p> <p>4.7 One (1) raincoat per security guard on duty;</p> <p>4.8 One (1) teargas per security guard on duty;</p>





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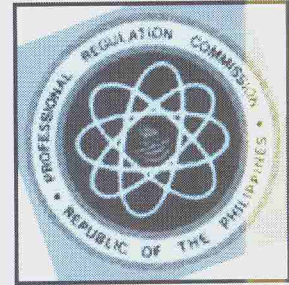
	4.9 One (1) heavy duty flashlight 4900 lumens per security guard on duty;
	4.10 One (1) Sandbox / pipe/ or safety vault
	4.11 Two (2) rechargeable emergency lamps on the station;
	4.12 One (1) first aid kit for each security guard on duty;
	4.13 One (1) nightstick per security guard on duty; and
	4.14 One (1) electronic watchman's clock/Metal Guard Tour Terminal or its equivalent with Twenty Five (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 Forty-Eight (48) unit high resolution, 1280*720 720P.01 lux up to 20m DC 12V 300 ma Turbo HD TVI camera 720P 2.8mm board Lens True day/night smart IR IP66. (Equivalent to 1 Megapixel)</p> <p>5.2 Twelve (12) units 24-inch and three (3) units 48-inch computer –based wall mounted LED TV monitors with Resolution of not less than 1920 x 1080.</p> <p>5.3 Three (3) units DVR recorders with 5TB storage capacity. *One (1) DVR per 16 channels. *DVR recorders must be of the following minimum specifications: 16 channel H.264 2 SATA 110/220V VGA, HDMI 1920x1080 (FULL HD 1080P) WD1, 720P real time, 1080P non real time Manual, Motion, Sensor, Schedule USB, Network audio input/output: RCA 1ch in 1ch out.</p> <p>5.4 Six (6) Units IP CAMERA must be of the following specifications: 2 megapixel progressive scan CMOS, 1920x1080, auto/manual gain control, H.264/H.264B/H.264H/MJPEG, 1080P resolution, 3D noise reduction, RJ-45, IPv4/IPv6, ONVIF, PSIA, CGI, DC12V, PoE(802.3af), max 20 users, support smartphones.</p> <p>5.5 To monitor the premises of the PRC, the main control center will be located in the General Services Division's office and Five (5) satellite channels shall also be installed in the PRC guard house, Office of Assistant Commissioner, Offices of the Commissioners and at the Chairman's Office.  All of which are to be used during the daily operation of the Commission. The Bidder shall also provide technical assistance and training of PRC personnel who will operate the same.</p> <p>5.6 Training and information materials for Commission officials and employees on safety, security, and incident/crisis management.</p> <p>5.7 Twenty-four (24) hour monitoring and daily inspection of detachments in the PRC Central Office.</p>





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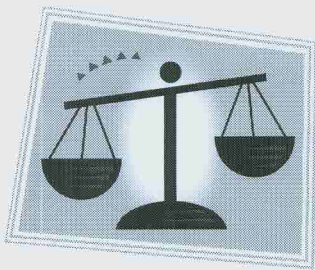
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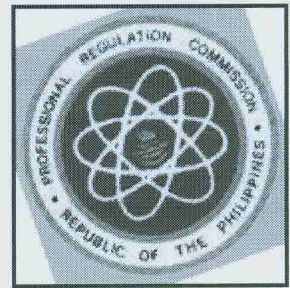
	5.8 One Canine (K-9) service at PRC Central Office, as security situation requires, or as required by the Commission.
6	The Security Agency shall be liable and answerable to the Commission for damages or losses within its premises and for such actions which directly prejudice the integrity, efficiency, and effectiveness of the Commission, its 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	<p>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 Commission in meritorious cases, depending on the security situation. The Security Agency shall deploy Eighteen (18) guards, three (3) security officers on a shifting basis.</p> <p>On weekends and holidays, eleven (11) security guards and three (3) security officers on a shifting basis.</p> <p>The Monthly Detail Schedule with respect to the deployment of guards shall be subject to the approval by the Commission. The Commandant shall perform as a roving guard.</p>
QUALIFICATIONS OF SECURITY GUARDS	
1	The Security Service Provider shall provide for Eighteen (18) Security Guards with three (3) Security Officer (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 (1) 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 (guard must have attended the said trainings within the last Six (6) months. Training certificates must be submitted on or prior to the deployment date);</p>





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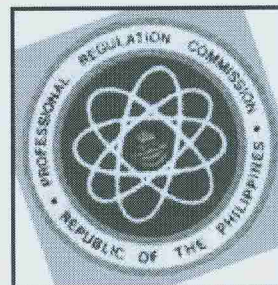
	3.6 Security guards must not be less than five feet and five inches (5'5") in height (Male), five feet and two inches (5'2") (Female) and not less than 22 years but not more than 40 years of age with waist line of not more than 35 inches;
	3.7 Orientation on PRC functions, policies, operations, security regulation, and will be subject to screening 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.
<b>SALARIES AND BENEFITS OF SECURITY GUARDS</b>	
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 report of remittances (SSS, Phil. Health and Pag-Ibig) to the Commission in support of its claims for payout.
<b>SUPERVISION AND ADMINISTRATION</b>	
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 three (3) 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 the Security Agency and the Commission;





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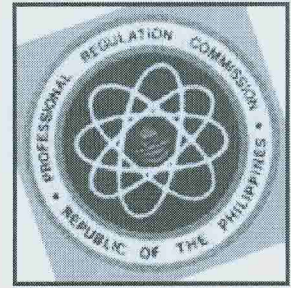
	3.4 Perform investigation and other related duties;
	3.5 Technical assistance in operating the CCTV systems; and
	3.6 Perform administrative functions including report preparation, verification of Daily Time Records, preparation of duty/shift schedules, etc.
4	The Security Agency shall replace one third (1/3) of the security guards every six (6) months to avoid fraternization with Commission officials and 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 <b>complete with current and valid Clearance from PNP, NBI and DOH accredited Medical Health Clinics for Drug Testing &amp; Neuro-Psychiatric Clearance to be summited on or prior to deployment.</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 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;
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 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.
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 commandant must wear polo barong or bush jacket while on duty. Security Guards shall use bundy clocks in order to





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	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 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.
14	<p>Additional Set of Technical Parameters:</p> <p>a. Stability</p> <p>a.1. Years of Experience : at least ____ years in the business.</p> <p>a.2. Liquidity of the contractor : at least Php. _____ (current assets minus inventory stocks or supplies inventory, as applicable, minus current liability, based on the Contractor's Balance Sheet as of _____)</p> <p>a.3. 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.</p> <p>b. Resources</p> <p>b.1. Number and Kind of Equipment and Supplies: with minimum number and kind of equipment and supplies as specified under Section VI. Schedule of Requirements.</p> <p>b.2. Number of Guards: with at least ____ Security Guards</p> <p>b.3. Number of Supervisors: with at least ____ Supervisors</p> <p>Security Plan – 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 Post-Qualification.</p>

### ACKNOWLEDGMENT AND COMPLIANCE WITH THE TERMS OF REFERENCE FOR THE PROVISION OF SECURITY SERVICES FOR CY 2019

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