

SECTION VII. TECHNICAL SPECIFICATIONS

Item	Specification	Statement of Compliance
THE SERVICES REQUIREMENT		
1	The security service requirement of the Professional Regulation Commission – Cordillera Administrative Region shall be for the purpose of maintaining security and safety within its premises. 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 and transacting public the security service provider through a security plan shall enforce the clearing of fixers, unauthorized vendors, nuisances and the like.	
3	The Security Agency shall have at least three (3) years of experience in providing security services to public or private entities.	
4	The security service provider shall provide the Commission with qualified and trained Security Guards to, at all times, maintain security and safeguard the offices, records and properties within the premises of the PRC Cordillera Administrative Region, as well as to provide protection for its officials, employees, visitors and transacting public.	
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 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;	
	5.2 Logbooks on the station;	
	5.3 One (1) raincoat per security guard on duty;	
	5.4 One (1) teargas per security guard on duty;	
	5.5 One (1) heavy duty flashlight per security guard on duty;	
	5.6 One (1) first-aid kit for each security guard on duty;	
	5.7 One (1) nightstick per security guard on duty; and	
	5.8 Provide and install a minimum of Six (6) CCTV cameras with complete accessories and equipment. Minimum requirements: CCTV – Dome Type Digital Video Recorder – 4 Terabyte Hard Drive Power-over Ethernet (PoE)	

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 Security Agency shall provide five (5) guards in the Regional Office. The services to be provided 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 and two (2) roving guards during day time on weekdays.</p> <p>On weekends and holidays, three (3) security guards on a shifting basis divided into three (3) shifts or eight (8) hours per shift, shall be posted at the Regional Office. Additional guards may be deployed upon request of the Commission in case of security emergencies or as the exigency of the service so requires. The Monthly Detail Schedule with the respect to the deployment of guards shall be subject to the approval by the Commission.</p>	
QUALIFICATIONS OF SECURITY GUARDS		
1	The Security Agency shall provide five (5) 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 request and payment shall be made, subject to the availability of funds;	
3	The Security Guards to be deployed by the Security Agency shall have the following qualifications and requirements:	
	3.1 Completion of at least high school and one year experience in the case of Security Guards;	
	3.2 NBI, Police, Barangay and other relevant clearance by local and national authorities;	
	3.3 PNP-SAGSD license;	
	3.4 Neuro-psychiatric clearance, drug test and medical certificates;	
	3.5 Acceptable background and training in customer relations, crowd control, bombs and explosives, disaster management, investigation, fire-fighting and safety, and other related competencies;	
	3.6 Orientation on PRC functions, policies, operations, security regulations, subject to interview by the Commission prior to actual deployment;	
	3.7 Not assigned to any private organizations or enterprises whose interest is in conflict or adverse to that of PRC such as but not limited to review centers and the like;	
SALARIES AND BENEFITS OF SECURITY GUARDS		
1	The Security Agency, as the principal employer, must warrant that it is fully knowledgeable of and compliant with 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) to the Commission through the Regional Office in support of its claims for payment.	
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 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 designate a security guard who shall perform the following:	
	3.1 Liaise between the Security Agency and the Commission;	
	3.2 Perform investigation and other related duties; and	
	3.3 Perform administrative functions including report preparation, verification of Daily Time Records, preparation of duty/shift schedules, etc.	
4	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;	
5	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 Regional Office shall be removed, changed or transferred to any place of assignment without cause and sufficient notice to the Regional Office;	
6	The Security Agency shall give prior notice to the Regional Office of any personnel movements and secure the concurrence of the Regional Office of such replacements prior to actual deployment.	
7	The Security Agency shall likewise agree to perform its contractual obligations in coordination with the Office of the Regional Director through the Designated Security Officer who 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. Security Guards shall use biometrics finger scanner in order to properly maintain a record of attendance;	

9	The Security Agency and/or its detachments shall submit directly to the Commission Chairman through the Regional Director such weekly and monthly Incident reports and other reports as may be required from time to time by the Commission;	
10	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;	
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. Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered.
2. Statements of "Comply" or "Not Comply" 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.
3. A statement that is not supported by evidence or is subsequently found to be contradicted by evidence presented will render the Bid under evaluation liable for rejection.
4. 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 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 PROCUREMENT OF PRC- CORDILLERA ADMINISTRATIVE REGION (PRC
CAR) SECURITY SERVICES FOR THE YEAR 2019 - 2021

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





