

Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission
Pine Lake View Building, No. 09 Otek St. corner Benjamin R. Salvosa Drive, Rizal
Monument Baguio City
Telephone Nos.: (074) 661-9105
Email: prcbaguio.regionalbac@gmail.com



SECTION VII. TECHNICAL SPECIFICATIONS

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WAYNE B. CRISPIN
Vice-Chairman

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Provisional Member

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Member

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Member

JASON ROMMEL L. LOPEZ
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Item	Specification	Statement of Compliance
I. SCOPE OF SERVICES AND REQUIREMENTS		
A. Security Agency		
1	The security service requirement of the Professional Regulation Commission-Cordillera Administrative Region (PRC-CAR) 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 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 PRC-CAR's officials, employees, visitors and transacting public, the Security Agency 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 Agency shall provide the PRC-CAR 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-CAR, 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;	



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	5.2.	Logbooks at 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; and	
	5.7.	One (1) nightstick per security guard on duty.	
	5.8.	Provision and installation of CCTV cameras to be properly distributed and installed in all office spaces, with complete accessories and equipment, including moulding of cable wires. Minimum requirements: Sixteen (16) units bullet-type CCTV camera, two (2) units Digital Video Recorder with a total of eight (8) terabyte hard drive, power-over Ethernet (PoE). The service includes reinstallation in case of transfer to new office space or location should there be new contract of lease of office space during the implementation of the contract of security service.	
6		The Security Agency shall be liable and answerable to the PRC-CAR for damages or losses within its premises and for such actions which directly prejudice the integrity, efficiency, and effectiveness of the PRC-CAR, 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	1.	The Security Agency shall provide five (5) security guards to be posted at PRC-CAR at Pine Lake View Building, No. 09 Otek Street corner Benjamin R. Salvosa Drive, Rizal Monument, Baguio City, or in its official business address as may be determined during the course of procurement of office space.	



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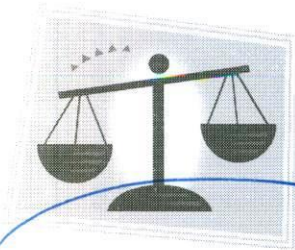
The three (3) security guards shall render on a twenty-four- (24) hour and daily basis, divided into three (3) shifts or eight (8) hours per shift, unless otherwise approved by PRC-CAR in meritorious cases. The other two (2) security guards shall be stationed at the public and transaction areas during office hours.

Additional guards and overtime services may be deployed upon request of the PRC-CAR in case of security emergencies or as the exigency of the service so requires, of which shall be billed separately subject to existing budget, accounting and auditing requirements. The Monthly Detail Schedule with respect to the deployment of guards shall be subject to the approval by PRC-CAR.

B. Security Personnel

The Security Agency shall provide three (3) Security Guards to be deployed in accordance with the following Schedule of Requirements:

Item No.	Description	Total Quantity	Delivered, Weeks/Months
1.0	The Security Agency shall provide Security Guards	5	Upon Notice to Proceed
2.0	The Security Agency shall ensure, on its account, all equipment necessary for the performance of its obligations under the contract, including the following:		Upon Notice to Proceed
2.1	Firearms (.38 cal. Revolver or 12-gauge shotguns) with	One (1) unit per Security Guard	Upon Notice to Proceed



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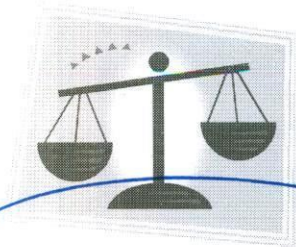
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		one basic load, at the rate of one (1) unit per security guard on duty or as determined by the peace and order and security conditions in the area of assignment, if on duty;	on Duty		
	2.2	Logbooks on the station;		Upon Notice to Proceed	
	2.3	One (1) raincoat per security guard on duty;	One (1) per Security Guard on Duty	Upon Notice to Proceed	
	2.5	One (1) teargas per security guard on duty;	One (1) per Security Guard on Duty	Upon Notice to Proceed	
	2.5	One (1) heavy duty flashlight per security guard on duty;*	One (1) per Security Guard on Duty	Upon Notice to Proceed	
	2.6	One (1) first aid kit for each security guard on duty; and	One (1) per Security Guard on Duty	Upon Notice to Proceed	
	2.7	One (1) nightstick per security guard on duty.	One (1) per Security Guard on Duty	Upon Notice to Proceed	
	2.8	Provision and installation of CCTV cameras to be properly distributed and installed in all office spaces,			



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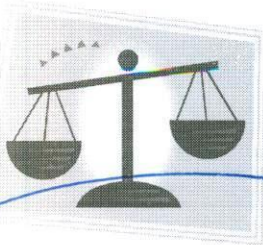
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		<p>with complete accessories and equipment, including moulding of cable wires.</p> <p>Minimum requirements: Sixteen (16) units bullet-type CCTV camera, two (2) units Digital Video Recorder with a total of eight (8) terabyte hard drive, power-over Ethernet (PoE).</p> <p>The service includes reinstallation in case of transfer to new office space or location should there be new contract of lease of office space during the implementation of the contract of security service.</p>		
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			



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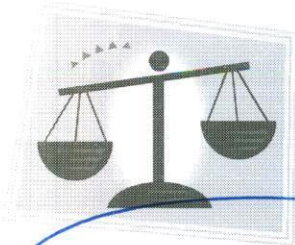
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	Security Agency shall have the following qualifications and requirements:	
	a. Completion of at least high school education;	
	b. At least one (1) year experience;	
	c. NBI, Police, Barangay and other relevant clearance by local and national authorities;	
	d. PNP-SAGSD license;	
	e. Neuro-psychiatric clearance, drug test and medical certificates;	
	f. Acceptable background and training in customer relations, crowd control, bombs and explosives, disaster management, investigation, fire-fighting and safety, and other related competencies;	
	g. Orientation on PRC-CAR functions, policies, operations, security regulations, subject to interview by the Commission prior to actual deployment; and	
	h. Not assigned to any private organizations or enterprises whose interest is in conflict or adverse to that of PRC-CAR such as but not limited to review centers and the like.	
C. Salaries and Benefits		
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.	
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, PhilHealth and Pag-IBIG) to the Commission, copy furnished PRC-CAR, in support of its claims for payment.	
D. Supervision and Administration		
1	There shall be no employer-employee	



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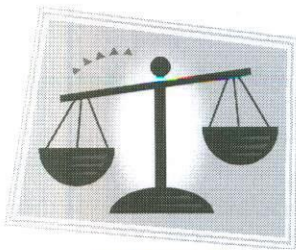
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	relationship between PRC-CAR and the Security Agency. It is expressly understood and agreed that the Security Guards shall, in no case, be considered as employees of PRC-CAR but shall remain as employees of the Security Agency. As such, the Security 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 PRC-CAR 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: a. Liaise between the Security Agency and PRC-CAR; b. Perform investigation and other related duties; and c. Perform administrative functions including report preparation, verification of Daily Time Records, preparation of duty/shift schedules, etc.	
4	PRC-CAR shall have the right to select, change or refuse any security guard assigned to it by the Security Agency. The Security Agency shall provide PRC-CAR 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 PRC-CAR or its authorized representative; Provided, that no Security Guard already assigned at PRC-CAR shall be removed, changed or transferred to any place of assignment without cause and sufficient notice to	



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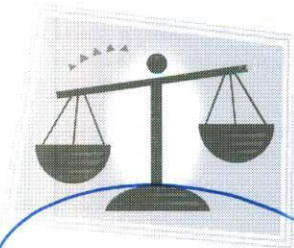
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	PRC-CAR.	
6	The Security Agency shall give prior notice to PRC-CAR of any personnel movements and secure the concurrence of PRC-CAR of such replacements prior to actual deployment.	
7	The Security Agency shall likewise agree to perform its contractual obligations in coordination with the Office of the Regional Director through the Chief Administrative 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 PRC-CAR through the Regional Director such weekly and monthly Incident Reports and other reports as may be required from time to time by PRC-CAR.	
10	The Security Agency shall update/renew and submit to PRC-CAR its Mayor's Permit, license/s, 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.	
II. CONTRACT PERIOD		
The Security Services shall cover October 1, 2021 to September 30, 2024.		
III. PAYMENT ARRANGEMENT		
Payment shall be made in Philippine peso. Billing to be supported with complete documentary requirements and shall be done on a monthly basis.		



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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

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