



Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission –Cebu Regional Office
HVG Arcade, Subangdaku, Mandaue City
Tel. No.: 253-5330
prc.cebusecretariat@gmail.com / ro7@prc.gov.ph



ATTY. ROSELYN M. SORIA
Chairman

GERDEL M. BORDADORA
Vice-Chairperson

GINA T. EMPERADO
Member

CIRILA J. PATAK
Member

MEDA P. PENERA
Member

SECRETARIAT:

CORINNE B. LACERNA
Secretary

NICELLE JEDD M. AVILA
Member

SANVIE L. SENO
Member

Section VII. Technical Specifications

Item	Specification
	THE SERVICES REQUIREMENT
1	The security service requirement of the Professional Regulation Commission Cebu Regional Office shall be for the purpose of maintaining law and order within its premises at HVG Arcade, Subangdaku, Mandaue City and its Service Centers in Robinsons Galleria Cebu, Robinsons Place Dumaguete and Tagbilaran, Bohol. 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 within the immediate premises.
3	The security service provider shall provide the Cebu regional 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 Cebu Regional office and its Service Centers, as well as to provide protection for its officials, employees, visitors, guests and transacting public.
4	The Security Agency shall ensure, on its account, all equipment necessary for the performance of its obligations under the contract, including the following:
	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;
	4.2 One Base Radio in the Regional 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;
	4.3 One (1) metal detector for each shift on duty in the Regional Office;
	4.4 One (1) security camera on station;
	4.5 Logbooks on the station;
	4.6 One (1) raincoat per security guard on duty;
	4.7 One (1) teargas per security guard on duty;



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	4.8 One (1) heavy duty flashlight 4900 lumens per security guard on duty;
	4.9 One (1) first aid kit for each security guard on duty;
	4.10 One (1) nightstick per security guard on duty; and
5	The Security Agency shall likewise provide, on its account the following services and equipment:
	5.1 Closed-Circuit Television (CCTV) System with eight (8) high definition / resolution and rotating smart IR (infrared) cameras. Online CCTV Cameras for the Service Centers at least one (1) per offsite office One (1) 21-inch computer –based quadrant monitor and one (1) DVD recorder with 168 hours continuous storage capacity for the Regional Office. Its control center must be located in the PRC Cebu Director’s Office. All of which are to be used during the daily operation of the Commission. The Bidder shall provide the installation as well as technical assistance and training of PRC personnel who will operate the same.
	5.2 Training and information materials for Commission officials and employees on safety, security, and incident/crisis management, such as but not limited to: crowd control, customer relations, disaster management, bomb and explosives, investigation, firefighting, etc. Trainings must be done here in Cebu.
	5.3 Twenty-four (24) hour monitoring and daily inspection of detachments in the PRC Cebu Regional Office and its Service Centers.
	5.4 Copy of the recorded video images for the whole week in a Compact Disc to the Chief of the Administrative Division on a weekly basis.
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	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 five (5) guards in the Regional Office and one (1) guard for Robinsons Galleria Cebu and one (1) guard for PRC Dumaguete Service Centers and two (2) guards for PRC-Bohol. On weekends and holidays, four (4) security guards and one (1) security officer on a shifting basis, shall be posted at the Regional office. No deployment of guards in the service centers / satellite offices during weekends and holidays, except when the situation will call for the same upon the instruction of the Regional Director. The Monthly Detail Schedule with respect to the



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	deployment of guards shall be subject to the approval by the Commission. The Commandant shall perform as a roving guard.
QUALIFICATIONS OF SECURITY GUARDS	
1	The Security Service Provider shall provide eight (8) Security Guards with one (1) 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	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 Guards;
	3.2 Latest NBI, Police, Barangay and other relevant clearance by local and national authorities (not more than 3 months upon assumption of duty);
	3.3 PNP-SAGSD license;
	3.4 Neuro-psychiatric, drug test and medical certificates (taken not more than one (1) month prior to reporting for duty);
	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. Certificates of Trainings must be issued in Cebu;
	3.6 Security guards must be well-built and not less than 22 years but not more than 50 years of age;
	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.
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) to the Commission 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 one (1) Security Officer/Shift-In-Charge who shall have at least 3-5 years' experience in security management in the Regional Office who shall exercise the following:
	3.1 Supervise and direct security services in the regional office and its service centers;
	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 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;



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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 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;
11	The Security Agency and/or its detachments shall submit directly to the Regional Director / Officer-in-Charge 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 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 and those mentioned in items 3 to 3.8.



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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 (2022)

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