



Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission
Iloilo Regional Office
2nd Flr. Gaisano ICC Mall, San Rafael, Mandurriao Iloilo City
Tel. No.: (033) 329-2730
Fax: (033) 329-2410



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MARY ANN D. DEGALA
Vice Chairperson

SHERIEL E. LOFOY
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Provisional Member

SECRETARIAT:

LOID L. MAMON
Secretary

MARY GRACE L. CATALAN
Member

CHERRIE ANN D. AGOT
Member

Section VII. Technical Specifications

Item	Specification	Statement of Compliance
1	Security Services to be assigned at PRC Iloilo Regional Office (Three Guards) and Offsite Service Center – Robinsons Bacolod (One Guard)	
	The security service requirement of the Professional Regulation Commission, Iloilo Regional Office (PRC-Iloilo) shall be for the purpose of maintaining law and order within its premises at 2 nd Floor Gaisano ICC Mall, San Rafael, Mandurriao, Iloilo City and Offsite Service Center (OSC) – Robinsons Bacolod, Bacolod 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 PRC Iloilo Regional Office and OSC – Robinsons Bacolod 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 the like.	
3	The Security Agency have at least three (3) years of experience in providing security services to public or private entities.	
4	The security service provider shall provide PRC Iloilo Regional Office and OSC – Robinsons Bacolod 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 Iloilo Regional Office and OSC – Robinsons Bacolod, as well as to provide protection for its officials, employees, visitors, guests 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) 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; Firearms license Registration Certificate issued by the Firearms Explosive Office – Camp Crame or Certification from the Regional Civil Security Unit (RCSU) VI	



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Item	Specification	Statement of Compliance
	5.2 One (1) unit of cellular phone for security guard on duty;	
	5.3 One (1) metal detector for each shift on duty;	
	5.4 Logbooks on the station;	
	5.5 One (1) raincoat per security guard on duty;	
	5.6 One (1) teargas for security guard on duty;	
	5.7 One (1) heavy duty flashlight per security guard on duty;	
	5.8 One (1) rechargeable emergency lamp on the station;	
	5.9 One (1) first aid kit for each security guard on duty;	
	5.10 One (1) nightstick per security guard on duty; and	
6	The Security Agency shall likewise provide, on its account the following services and equipment:	
	6.1 Closed-Circuit Television (CCTV) System with nine (9) high resolution and rotating smart IR (infrared) cameras. One (1) at least 19-inch computer-based quadrant monitors and one (1) DVD recorder with 84 hours continuous storage capacity for the office. The control center must be located in the office of the Regional Director. The Bidder shall also provide technical assistance and training of PRC personnel who will operate the same.	
7	The Security Agency shall be liable and answerable to PRC-Iloilo for damages or losses within its premises and for such actions which directly prejudice the integrity, efficiency, and effectiveness of PRC Iloilo Regional Office and OSC-Rob Bacolod, 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;	



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8	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 three (3) guards at PRC Iloilo Regional Office and one (1) guard at OSC-Robinsons Bacolod. On weekends and holidays, three (3) security officers on a shifting basis, shall be posted. The Monthly Detail Schedule with respect to the deployment of guards shall be subject to the approval by the Regional Director.	
QUALIFICATIONS OF SECURITY GUARDS		
1	The Security Service Provider shall provide four (4) Security Guards to be deployed in accordance with the Schedule of Requirements 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 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 (1) 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, drug test and medical certificates;	
	3.5 With at least three (3) days training in customer relations, crowd control, bombs and explosives, disaster management, investigation, fire-fighting and safety, and other related competencies;	
	3.6 Security guards must not be less than five feet and five inches (5'5") in height and with age not less than 22 years but not more than 40 years old with waste line of not more than 35 inches;	



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	3.7 Orientation on PRC functions, policies, operations, security regulation, and will be subject to screening by the Regional Director prior to actual deployment;	
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;	
2	The Security Agency shall pay each of the Security Guards the monthly salaries and other fringe benefits, service incentive leave, rest days, overtime pay, 13 th month pay, contributions and remittances of SSS, PhilHealth, and PAG-IBIG 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 PRC-Iloilo 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 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 PRC Iloilo Regional Office and OSC-Robinsons Bacolod 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) Head Security Guard who shall have at least three (3) years experience in security management who shall exercise the following:	
	3.1 Supervise and direct security services in the Regional Office;	



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	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 Regional Director 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 PRC Iloilo Regional Office 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 Director or its authorized representative; Provided, that no Security Guard already assigned in PRC-Iloilo shall be removed, changed or transferred to any place of assignment without cause and sufficient notice to the Regional Director;	
6	The Security Agency shall give prior notice to the Regional Director of any personnel movements and secure the concurrence of the Regional Director of such replacements prior to actual deployment. The Security Agency shall not withdraw or replace any security guard involved in any violation of PRC Iloilo Regional Office 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 PRC-Iloilo and other authorities concerned.	
7	Concerns and complaints referred to by PRC Iloilo Regional Office to the Security Agency shall be acted upon by the latter within twenty-four (24) hours to the satisfaction of the Regional Director; 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;	



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8	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;	
9	The Security Agency shall require its Security Guards to wear prescribed uniform while on duty. Security Guards shall use log book in order to properly maintain a record of attendance;	
10	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 PRC-Iloilo;	
11	Certificate of Good Standing from the Regional Civil Security Unit (RCSU) VI	
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.	
14	The Security Agency must be compliant with Department Order No. 174 or Department Order 18-A of the Department of Labor and Employment (Certificate of Registration from DOLE).	

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

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