



Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission
Tuguegarao Regional Office

3 Dalan Na Pappabalo, Regional Government Center, Carig Sur Tuguegarao City
Tel. Nos.: 304-0701, 304-3703



Section VII. Technical Specifications

Item	Specification
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 the #3 Dalan Na Pappabalo, Regional Government Center, Carig Sur, Tuguegarao 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 Commission/Regional Officials, employees, visitors, guests 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 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 PRC Tuguegarao 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 (9 mm. caliber and/or 12-gauge shotgun) 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 Closed-Circuit Television (CCTV) System with Ten (10) high resolution cameras.</p> <p>One (1) 17-inch computer – based quadrant monitor and two (2) DVD recorders with 72 hours continuous storage capacity. The control center must be located in the PRC guard house in order to aid security guards on duty particularly during the night to monitor the premises and Ten (10) satellite channel installed at the Office of the Regional Director, Confidential Printing Room, Finance and Administrative Division, Cashier Section, Licensure and Registration Division, Regulation Division, Lobby, Main Entrance, Stairs First-floor and Stairs Second-floor;</p> <p>All of which are to be used during the daily operation of the Regional Office. The Bidder shall also provide technical assistance and training of PRC personnel who will operate the same.</p>

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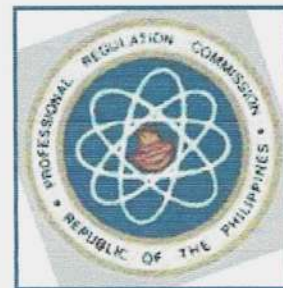
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	4.3 One (1) unit of cellular phone for security communications;
	4.4 One (1) metal detector for each shift on duty in the Regional Office;
	4.5 One (1) digital camera on station;
	4.6 Logbooks on the station;
	4.7 One (1) raincoat per security guard on duty;
	4.8 One (1) teargas per security guard on duty;
	4.9 One (1) heavy duty flashlight per security guard on duty;
	4.10 Two (2) rechargeable emergency lamps on the station;
	4.11 One (1) first aid kit for each security guard on duty;
	4.12 One (1) nightstick per security guard on duty; and
5	5.1 Training and information materials for PRC officials and employees on safety, security, and incident/crisis management.
	5.2 Twenty-four (24) hour monitoring and daily inspection within the premises of PRC RO2.
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 four (4) guards in the Regional Office. On weekends and holidays, three (3) security guards on a shifting basis, shall be posted at the Regional office. 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 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 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:



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	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 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 within the last Three (3) months;
	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 (guards must have attended the said trainings within the last six (6) months. Training certificates must be submitted on or prior to the deployment date;
	3.6 Security guards must not be less than five and five (5'5") inches in height and not less than 22 years but not more than 55 years of age with waste 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.

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 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

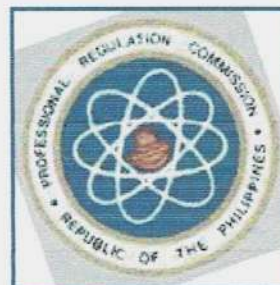
1	There shall be no employer-employee relationship between the Commission and the Security Agency. It is expressly understood and agreed that the Security Officers/Guards shall, in no case, be considered as employees of the Commission but shall remain as employees of the Security Agency. As such, the 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.
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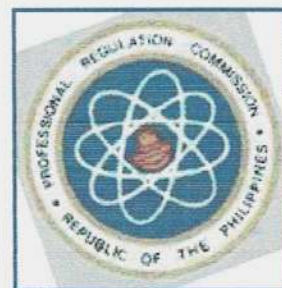
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2	The Security Agency shall further warrant that the Commission shall, in no case, be held answerable, accountable or responsible for any accident, injury or death which may be suffered by any of its security guards in the course of the performance of their duties as such.
3	The 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 complete with current and valid clearance from PNP, NBI and DOH accredited Medical Health Clinics for Drug Testing and Neuro-Psychiatric Clearance to be submitted on or prior to deployment.
4	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;
5	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.
6	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;
7	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;
8	The Security Agency shall require its Security Guards to wear prescribed uniform while on duty;
9	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 the Regional Director;
10	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;



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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.
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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 4.

The PRC RO2 shall conduct a yearly assessment or evaluation on the performance of the security agency based on the above set of criteria, (as per Section 5.4 of GPBB Resolution No. 24-2007 dated September 28, 2007) the details of which are, as follows:

I. PERFORMANCE CRITERIA

Particulars	Rating
1. QUALITY PERFORMANCE DELIVERED	40%
a. Implementation of a control system in the workplace and security jurisdiction for the safety and security to life and property.	20%
b. Responsiveness to client's needs and to complaints and/or incident reports	10%
c. Availability of firearms and communication devices	5%
d. Courtesy and decorum	5%
2. MANAGEMENT AND SUITABILITY OF PERSONNEL	25%
a. Supervision and accountability	8%
b. Qualification of assigned guards, training for physical fitness or martial arts	7%
c. Physical Appearance (uniforms and other paraphernalia)	5%
d. Change and/or replacement of assigned guards	5%
3. CONTRACT ADMINISTRATION AND MANAGEMENT	25%
a. Assignment of guards at designated area/s	10%
b. Implementation of PRC RO2 rules and regulations and compliance to other obligations per contract	8%
c. Compliance to labor laws and social insurance regulations	7%
4. TIME MANAGEMENT	5%
a. Tasks which are important and urgent	3%
b. Tasks which are either important or urgent, but not both	1%

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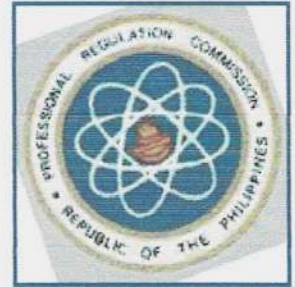
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c. Tasks which are neither important nor urgent, but routine	1%
5. PROVISION OF REGULAR PROGRESS REPORTS	5%
a. Exception/Incident Report	2%
b. Monthly Deployment Report ²	2%
c. Other Reports that may be required by the PRC RO2	1%
TOTAL	100%

II. COMMITTEE ON PERFORMANCE EVALUATION

The PRC RO2 Regional Director shall create a Committee on Performance Evaluation (COPE) for Security Services composed of a Chairperson, a Vice-Chairperson and three members. The Chairperson and Vice-Chairperson-designate shall come from the Finance and Administration Division. The three members shall be responsible personnel who shall come from the Office of the Regional Director (ORD), Licensure and Registration Division (LRD) and Regulation Division (RD).

The COPE shall evaluate the performance of the Security Agency for the immediate preceeding eleven (11) months under contract by adopting the above Performance Criteria.

The average of the five (5) ratings of the COPE should not be less than 80% to qualify for the extension of the contract for another year. The result of the performance evaluation is non-appealable.

Based on its assessment, the procuring entity may pre-terminate the contract for failure by the service provider/contractor to perform its obligations thereon following the procedure prescribed under the Guidelines on Termination of Contracts issued by the Government Procurement Policy Board (GPPB under Resolution No. 018-2004 dated 22 December 2004.

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

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