

# **TECHNICAL SPECIFICATIONS FOR THE BIDDING ON THE PROCUREMENT OF SECURITYMANPOWER SERVICES FOR TWELVE (12) SECURITY GUARDS FOR THE PERIOD JANUARY – DECEMBER CY 2018**

Under Section 5 (h) of R.A. 9184, as reiterated in Section 5 (r) of its Implementing Rules and Regulations (IRR), procurement of general support services, including non-personal or contractual services, such as security and janitorial services, falls under the definition of goods. Thus, for purposes of bidding in the procurement of security manpower services of the Philippine Science High School – Central Mindanao Campus, the winning bid shall be determined by the Lowest Calculated and Responsive Bid (LCRB).

In order, however, to achieve proper and efficient procurement of PSHS-CMC requirements for security manpower services, the Bids and Awards Committee (BAC) shall also take into consideration, aside from cost, other factors in determining the winning bid, such as, but not limited to, contracts with other clients, standards of internal governance, adequacy of resources, levels of training, and adherence to labor and other social legislation.

The minimum requirements prescribed in Annex “B” of this Terms of Reference shall be used as basis in evaluating the technical proposal of the bidder. Compliance of the bidder to the said minimum requirements shall be determined using a “pass-fail system”, provided, however, that the BAC may require additional documents or materials as part of the bidder’s technical proposal to substantiate the bidder’s compliance to the set of parameters in Annex “B”.

The Approved Budget for the Contract (ABC) shall be in the amount corresponding to the contract amount for the period January – December, 2018. The contract cost shall be fixed and the same as the ABC and shall not be adjusted during the contract implementation except for increase in minimum daily wage pursuant to law or new wage order issued after date of bidding, increase in taxes, and if during the term of the contract, PSHS-CMC sees the need for an increase or decrease in the number of security guards, provided, however, that the ABC for the relevant year is not exceeded.

The Financial Proposal shall contain a breakdown of all costs, including cost of supplies and equipment, necessary for the execution of the contract. The winning bidder is expected by PSHS-CMC to maintain a satisfactory level of performance throughout the term of the contract based on the performance criteria which shall include, among others, (i) quality of service delivered; (ii) time management; (iii) management and suitability of personnel; (iv) contract administration and management; and (v) provision of regular progress reports on the status of PSHS-CMC’s premises in terms of security services in accordance with the security plan. Said satisfactory level of performance shall be assessed PSHS-CMC before the end of each year.

Based on the assessment, PSHS-CMC may pre-terminate the contract of the security service contractor for its failure to perform its obligations thereon.

# **SECURITY MANPOWER SERVICES TERMS OF REFERENCE FOR JANUARY TO DECEMBER CY 2018**

## **I. INTRODUCTION**

PSHS-CMC is inviting interested parties to bid for the provision of security manpower services from reputable security agencies, to render security services for 24-hour daily basis, including Saturdays, Sundays and holidays, to secure the PSHS-CMC premises in Brgy.Nangka, Balo-i, Lanao del Norte including all the properties within PSHS-CMC premises, all occupants and general public transacting business threat.

## **II. SCOPE OF SERVICES/REQUIREMENTS**

### **Security Agency**

1. The Security Agency must be duly licensed, registered, and a member of PADPAO with proper operating permits and other statutory requirements. It must have been engaged in the business for at least three (3) years and the clients being served for the last three (3) years is at least three (3) procuring entities.
2. The proof of paid remittances for the following concerned government agencies: SSS, PHILHEALTH and PAG-IBIG will be in the form of a certification issued by the said agencies.
3. The Security Agency must possess the necessary equipment in the conduct of security services specifically intended for educational institutions.
4. The Security Agency will provide a minimum of Twelve (12) security guards, ten (10) male and two (2) female to be rotated on an 8-hour working schedule daily at three (3) working shifts.
5. The Security Agency will provide consistent and quality service through the qualified, licensed, bonded, and uniformed, highly trained and armed security guards, who shall guard and protect the properties and premises of PSHS-CMC, twenty-four (24) hours daily including Saturdays, Sundays and Holidays. Security guards shall be posted and distributed in accordance with PSHS-CMC schedule of posting of guards.
6. The Security Agency shall secure the entrance and exit within PSHS-CMC premises of all persons or vehicles, and things/materials brought in and out of said premises including the conduct of reasonable check on persons and properties as normally done in public or private establishments and places for purposes of ensuring safety and security against unauthorized persons, vehicles, and/or things or materials.
7. The Security Agency shall station appropriate number of security guards at designated strategic points within the PSHS-CMC premises as well as roving guards especially at night time and on weekends to ensure that no trespassing or other illegal activities are considered within the premises of PSHS-CMC.

8. The Security Agency shall immediately make the necessary reports of any incident to PSHS-CMC management/or to other concerned authorities for purposes of police and other official investigations.
9. The security guards assigned shall be provided with proper agency uniforms and visible identification badges. They must also be duly licensed.
10. The Security Agency must deploy 12 Security Guards who are not related within the third degree of consanguinity or affinity to any other Security Guards.
11. The security guards shall be equipped with original, branded and duly licensed firearms and ammunitions necessary in the course of their security enforcement and maintenance of peace and order at the premises of PSHS-CMC buildings and its immediate vicinity.
12. The Security Agency shall provide the equipment's as stipulated in Annex A
13. The Security Agency can offer free services in favor of the procuring entity.
14. Other provisions that the procuring entity may require within the contract period.

### **Security Personnel**

1. The assigned security guards must have previous experience of at least two (2) years and with adequate knowledge in communicating in English. He/she must be reliable, honest and courteous.
2. The security guards must be at least high school graduate, physically fit, **not less than 25 nor more than 45 years old**, standard requirement in height is **at least 5'4" for male and 5'2" for female, and weight of that medium built.**
3. The security guards must be screened and cleared by the National Bureau of Investigation (NBI), and Police Clearance.
4. The security guards must undergo and pass the required medical examination and drug test conducted by a reputable Philippine National Police (PNP) and National Bureau of Investigation (NBI) accredited testing agency.
5. The security guards have undergone training on security system supported by a security guard license.
6. The security guards must be ready to perform other tasks as may be required by PSHS-CMC management, related to security, safety and protection such as registering visitors, inspection of bags or cargo (in & out), inspection of vehicles, escorting VIPs and other administrative functions.
7. The Security Guard must not be related to any co-workers deployed by the Security Agency or to any existing Security Personnel of PSHS-CMC within the third degree of consanguinity or affinity.

### **III. PROPOSED POSTING OF GUARDS**

**GUARD POSTING**

POST	TIME OF DUTY	MAN-HOUR	
		Weekdays	Weekends & Holidays
Main Gate	0700H-1500H	8	8
	1500H-1100H	8	8
	1100H-0700H	8	8
Back Gate	0700H-1500H	8	8
	1500H-1100H	8	8
	1100H-0700H	8	8
Administration Building	0700H-1500H	8	8
	1500H-1100H	8	8
	1100H-0700H	8	8
Academic Building/Roving Guard	0700H-1500H	8	8
	1500H-1100H	8	8
	1100H-0700H	8	8

**IV. APPROVED BUDGET FOR THE CONTRACT (ABC)**

ITEM NO.	DESCRIPTION				TOTAL PRICE
	No. of Days Work per week 7 days	No. of Days per Year 393.50 days	No. of Hours Work per Day 8 Hours	Daily Wage (DW) 316.00	
	Amount Directly to Guard				
	Average Pay per month (DW x No. of Days per Year / 12)				10,362.17
	Night Differential Pay (Ave. Pay/mo. X 10% x 1/3)				345.41
	13th Month Pay (DW x 365 / 12 / 12)				800.97
	5 days Incentive Pay (DW + COLA x 5 / 12)				131.67
	Uniform Allowance (R.A. 5487)				100.00
<b>A.</b>	<b>TOTAL AMOUNT DIRECTLY TO GUARD</b>				<b>11,740.22</b>
	Amount to Government in favor of Guard				
	Retirement Benefit (R.A. 7641)				592.50
	SSS Premium				773.50
	Phil health Contribution				125.00
	State Insurance Fund				10.00
	PAG-IBIG Fund				100.00
<b>B</b>	<b>TOTAL AMOUNT TO GOVERNMENT IN FAVOR OF GUARD</b>				<b>1,601.00</b>
<b>C</b>	<b>TOTAL AMOUNT TO GUARD &amp; GOVERNMENT (A + B)</b>				<b>13,341.22</b>

<b>D</b>	<b>AGENCY FEE (ADMINISTRATIVE OVERHEAD)</b>	<b>2,668.24</b>
<b>E</b>	<b>VALUE ADDED TAX (Agency Fee x 12% VAT - RMC-039-2007)</b>	<b>320.19</b>
<b>F</b>	<b>TOTAL MINIMUM CONTRACT RATE FOR 8 HOURS (C + D + E)</b>	<b>16,329.65</b>
	<b>APPROVED BUDGET FOR THE CONTRACT</b>	<b>2,351,469.60</b>

Total Contract Rate for 8 Hours x 12 months x 12guards required = ABC

## ANNEX "A"

### ***LIST OF EQUIPMENT TO BE SUPPLIED BY THE SECURITY AGENCY***

1. 1 unit 12 GA shotgun with ammunitions
2. 3 units patented 38 caliber revolver with ammunitions
3. 1 unit metal detector
4. 1 unit base radio
5. 4 units handheld radio
  - 1- Detachment Commander
  - 1 – Back of Academic Building/Roving Guard
  - 1- Front Gate
  - 1- Back Gate
6. 1 unit cellular phone with charger and load
7. 4 units rechargeable emergency lantern
8. 4 units rechargeable flashlight, halogen lamp
9. 12 sets rubber boots (1 for each guard)
10. 12 sets rain coats(1 for each guard)
11. 4 cans tear gas
12. 4 pieces umbrella (heavy duty)
13. 4 pieces reflectorized traffic vest
14. 12 pieces office supplies (logbook, ballpens, etc. for the duration of the contract)
15. 1 unit megaphone
16. 1 unit bicycle
17. 1 unit motorcycle
18. 1 unit Under chassis Mirror
19. Other equipment that PSHS-CMC may require

## ANNEX "B"

### **SET OF MINIMUM REQUIREMENTS**

#### **Security Services**

##### **1. Stability**

##### **(a) Years of Experience**

at least three (3) years

##### **(b) Liquidity of the Contractor**

Net Financial Contracting Capacity (NFCC) at least equal to ABC

##### **(c) Organizational Set-up**

#### **2. Resources**

##### **(a) No. of Licensed Firearms**

See Annex A

(b) No. of Clients Served

at least three (3) clients

(c) No. and Kind of Communication Devices

(d) No and kind of motor powered vehicles

(e) No. of licensed guards

3. Security Plan

based on personnel deployment for twenty-four (24) hours in three (3) shifts basis

4. Other Factors

(a) Recruitment and Selection Criteria

- at least high school graduate
- at least 25 years old and not more than 45 years old
- health certificate
- Police and NBI Clearance
- with two (2) years experience
- drug test with proof of certificate from government accredited granting office
- security guard license

(b) Completeness of Uniforms and Other Paraphernalia

standard company uniform