

PHILIPPINE BIDDING DOCUMENTS

for the

Service Agreement for Security Services for the SEC Headquarters and Extension Offices for FY 2024

Public Bidding No. 2024-038

**Sixth Edition
July 2020**

Preface

These Philippine Bidding Documents (PBDs) for the procurement of Goods through Competitive Bidding have been prepared by the Government of the Philippines for use by any branch, constitutional commission or office, agency, department, bureau, office, or instrumentality of the Government of the Philippines, National Government Agencies, including Government-Owned and/or Controlled Corporations, Government Financing Institutions, State Universities and Colleges, and Local Government Unit. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract or Framework Agreement, as the case may be; (ii) the eligibility requirements of Bidders; (iii) the expected contract or Framework Agreement duration, the estimated quantity in the case of procurement of goods, delivery schedule and/or time frame; and (iv) the obligations, duties, and/or functions of the winning bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Goods to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the “*name of the Procuring Entity*” and “*address for bid submission*,” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.

- d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.
- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.
- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

Bid – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

Bidder – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

Bidding Documents – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

Consulting Services – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

CDA - Cooperative Development Authority.

Contract – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

DDP – Refers to the quoted price of the Goods, which means “delivered duty paid.”

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

Foreign-funded Procurement or Foreign-Assisted Project– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

Framework Agreement – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

GFI – Government Financial Institution.

GOCC – Government-owned and/or –controlled corporation.

Goods – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national

buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

Procurement Project – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

Supplier – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

UN – United Nations.

Section I. Invitation to Bid

Notes on the Invitation to Bid

The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 21.2 of the 2016 revised IRR of RA No. 9184.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

- a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;
- b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;
- c. The deadline for the submission and receipt of bids; and
- d. Any important bid evaluation criteria (*e.g.*, the application of a margin of preference in bid evaluation).

The IB should be incorporated in the Bidding Documents. The information contained in the IB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.

**INVITATION TO BID FOR THE
SERVICE AGREEMENT FOR SECURITY SERVICES FOR THE SEC
HEADQUARTERS AND EXTENSION OFFICES FOR FY 2024**

1. The **Securities and Exchange Commission (SEC)**, through the **FY 2024 Annual Operating Budget of SEC** intends to apply the sum of **Fifty-Four Million Pesos (Php 54,000,000.00)** being the ABC to payments under the contract for the Procurement Project under **Public Bidding No. 2024-038**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The SEC now invites bids for the above Procurement Project. Delivery of the Goods is required in FY 2024 as specified in Section VI (Schedule of Requirements) of this Bidding Document. Bidders should have completed, within five (5) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information from the SEC-BAC Secretariat and inspect the Bidding Documents at the address given below from 8:00 a.m. to 5:00 p.m.
5. A complete set of Bidding Documents may be acquired by interested Bidders on 06 September 2024 from the given address and websites below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Php 50,000.00. The Procuring Entity shall allow the bidder to present its proof of payment for the fees which will be presented in person or through electronic means.
6. It may be downloaded free of charge from the Philippines Government Electronic Procurement System (PhilGEPS) and SEC websites, provided that the bidders shall pay the applicable fee for the Bidding Document not later than the submission of their bids.

The prospective bidders are advised to send an email at jamroa@sec.gov.ph to request for the Payment Assessment Form (PAF), which shall be used for the payment of the abovementioned applicable fee.

Payments should be done over the counter at any Landbank branch nationwide or online through eSPAYSEC.

For over the counter payment at LandBank:

- Print 2 copies of PAF:
 - 1 Client Copy
 - 1 LandBank Copy
- Accomplish the onColl Payment slip per fund account as indicated on the breakdown summary.
- Use the correct Fund Account and Account No. and provide the below information:
 - Reference Number 1 - PAF No.
 - Reference Number 2 - Name of Payor appearing on the PAF
- Present OnColl Payment Slip, together with the PAF, to the LandBank Teller

For online payment:

- Access eSPAYSEC through the link below, enter PAF Reference Number, select your payment:
<https://www.sec.gov.ph/sec-paymentportal>
- Enter PAF Reference Number
- Select preferred payment option:
 - Debit/Credit Card
 - Paymaya Wallet/GCash
- Enter email address and verification code
- Click proceed to payment

7. The SEC will hold a Pre-Bid Conference on **13 September 2024 (Friday), 3:00 p.m.** at The SEC Headquarters, 7907 Makati Ave., Salcedo Village, Bel-Air, Makati City and through video conferencing or webcasting via Zoom application.
8. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **27 September 2024 (Friday), 11:00 a.m.** Late bids shall not be accepted.
9. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
10. Bid opening shall be on **27 September 2024 (Friday), 11:15 a.m.** at The SEC Headquarters, 7907 Makati Ave., Salcedo Village, Bel-Air, Makati City. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
11. The SEC reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

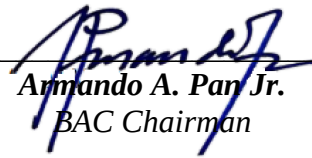
12. For further information, please refer to:

*Procurement Unit
7/F The SEC Headquarters, 7907 Makati Ave.
Salcedo Village, Bel-Air, Makati City 1209
Telephone Number: 8818-5330
Electronic Mail: jamroa@sec.gov.ph*

13. You may visit the following websites:

<https://www.sec.gov.ph>
<https://www.philgeps.gov.ph>

05 September 2024



Armando A. Pan Jr.
BAC Chairman

Section II. Instructions to Bidders

Notes on the Instructions to Bidders

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.

1. Scope of Bid

The Securities and Exchange Commission wishes to receive Bids for the **Service Agreement for the Security Services for the SEC Headquarters and Extension Offices for FY 2024**, under **Public Bidding No. 2024-038**.

The Procurement Project (referred to herein as “Project”) is composed of one (1) lot, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for FY 2024 in the amount of **Fifty-Four Million Pesos (Php 54,000,000.00)**.

2.2. The source of funding is **FY 2024 Annual Operating Budget of SEC**.

3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

5. Eligible Bidders

5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

5.2. Foreign ownership limited to those allowed under the rules may participate in this Project.

- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to at least fifty percent (50%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

7. Subcontracts

The Procuring Entity has prescribed that subcontracting is not allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and at its physical address at The SEC Headquarters, 7907 Makati Ave., Salcedo Village, Bel-Air, Makati City and through videoconferencing/webcasting as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within five (5) years prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May

2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
 - a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;
 - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
 - iv. The price of other (incidental) services, if any, listed in the **BDS**.
 - b. For Goods offered from abroad:
 - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
 - ii. The price of other (incidental) services, if any, as listed in the **BDS**.

13. Bid and Payment Currencies

- 13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.
- 13.2. Payment of the contract price shall be made in Philippine Pesos.

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration¹ or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid for 120 calendar days from the date of the opening of bids. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

16. Deadline for Submission of Bids

- 16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

17. Opening and Preliminary Examination of Bids

- 17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

¹ In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

- 17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

18. Domestic Preference

- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case may be. In this case, the Bid Security as required by **ITB** Clause 14 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as one Project having several items that shall be awarded as one contract.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

- 20.2. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

21. Signing of the Contract

- 21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

Section III. Bid Data Sheet

Notes on the Bid Data Sheet

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

- a. Information that specifies and complements provisions of the ITB must be incorporated.
- b. Amendments and/or supplements, if any, to provisions of the ITB as necessitated by the circumstances of the specific procurement, must also be incorporated.

Bid Data Sheet

ITB Clause	
5.3	For this purpose, contracts similar to the Project shall be referred to any contract for the Security Services, which must be completed within five (5) years before the deadline for the submission and receipt of bids.
7.1	<i>No further instructions</i>
12	The price of the Goods shall be quoted DDP Makati, NCR or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: a. The amount of not less than Php 1,080,000 [two percent (2%) of ABC], if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than Php 2,700,000 [five percent (5%) of ABC], if bid security is in Surety Bond.
19.3	<i>No further instructions</i>
20.2	In addition to the requirement under clause 20.2 of the Instruction to Bidders, the following shall also be required: 1. Philippine National Police License to Operate (LTO) as Security Agency/Service Provider, or if LTO is in process for renewal, proof of application supported by certified true copy of Official Receipt for the payment of applicable fee/s; and 2. Certified of accreditation from PNP SOSIA, as proof of ownership of security training institution or contract from other PNP SOSIA accredited security training institutions where guards are sent for training; 3. Certificate of Membership with Philippine Association of Detective and Protective Agency Operators (PADPAO) Part of the post-qualification process is ocular inspection of the office/s of the bidder.
21.2	<i>No further instructions</i>

Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing performance of the Supplier, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, which may be needed, shall be introduced only through the Special Conditions of Contract.

1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

2. Advance Payment and Terms of Payment

2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.

4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section VII (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

5. Warranty

- 5.1 In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.
- 5.2 The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

Section V. Special Conditions of Contract

Notes on the Special Conditions of Contract

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC found in Section IV.

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Goods purchased. In preparing this Section, the following aspects should be checked:

- a. Information that complements provisions of the GCC must be incorporated.
- b. Amendments and/or supplements to provisions of the GCC as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of the GCC should be incorporated herein.

Special Conditions of Contract

GCC Clause	
1	Delivery and Documents – For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows: Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements). For purposes of this Clause the Procuring Entity’s Representative at the Project Site is AD Pedro Alfonso DC. Regulto Jr. Incidental Services – The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements. The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.
	Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure. The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.

	Intellectual Property Rights – The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.
2.2	The Service Provider shall support its billings with SEC approved daily time records (original/certified true copy) as proof of services rendered to the client. Should SEC subsequently require for other documents, the same shall be communicated either orally or in writing and shall not preclude the collection of any outstanding invoices prior to the delivery of the Client's request. Furthermore, overtime/extra services under Item VI.
4	The inspections and tests will be conducted to check the conformity to the Project specifications.

Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Lot No.	Description	Qty	Unit	Total ABC (Php)	Delivery Sites	Delivery Schedule/ Project Duration
1	Security Services for The SEC Headquarters and Extension Offices	1	Lot	₱ 54,000,000.00	SEC Head Office • The SEC Headquarters - 7907 Makati Avenue, Salcedo Village, Brgy. Bel-Air, Makati City • SEC Building – EDSA cor Ortigas Ave, Mandaluyong City SEC Extension Offices • Bacolod – Unit 10 & 11 Redkey Building cor. Hernaez & Jocson St., Brgy. Taculing, Bacolod City • Baguio – 3F Newtown Square, Navy Base Road, Baguio City • Butuan - Gov. Jose C. Aquino Sr. Building • Cagayan De Oro – SEC Bldg. cor 14th and Tomasaco De Lara Sts., Cagayan de Oro City • Cebu – 12F AppleOne-Equicom Tower, Mindanao Avenue cor. Biliran Road. Cebu Business Park, Cebu City • Davao – SDC Bldg., Purok 13, Maa Road, Brgy. Maa, Davao City • Iloilo – SEC Bldg., Gen Hughes St., Iloilo City • Koronadal – To be disclosed • Legazpi – 2F RDC Primeland Bldg., 1 Landco Business Park, Brgy. Capantawan, Legazpi City • Tacloban - 2nd Floor, NEDA Building, NEDA Regional Office VIII, Candahug, Palo, Leyte 6501 • Tarlac – 2F Legislative Bldg., Tarlac City • Zamboanga – SEC Bldg., San Jose Panigayan St., Zamboanga City	The contract of service shall commence immediately upon receipt of approved Notice to Proceed (NTP) for a period of one (1) year

I hereby certify to comply and deliver the above requirements immediately upon receipt of the Notice to Proceed.

Company Name: _____
Authorized Representative
Signature: _____
Printed Name: _____
Date: _____

Section VII. Technical Specifications

Notes for Preparing the Technical Specifications

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their Bids. In the context of Competitive Bidding, the specifications (*e.g.* production/delivery schedule, manpower requirements, and after-sales service/parts, descriptions of the lots or items) must be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of transparency, equity, efficiency, fairness, and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post-qualification facilitated. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in the Contract.

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications.

Sample Clause: Equivalency of Standards and Codes

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words “*or at least equivalent.*” References to brand names cannot be used when the funding source is the GOP.

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

Bidders are also required, as part of the technical specifications, to complete their statement of compliance demonstrating how the items comply with the specification.

In case of Renewal of Regular and Recurring Services, the Procuring Entity must indicate here the technical requirements for the service provider, which must include the set criteria in the conduct of its performance evaluation.

TECHNICAL SPECIFICATIONS

I. BACKGROUND AND RATIONALE

The Securities and Exchange Commission (SEC) or the Commission is the national government regulatory agency charged with supervision over the corporate sector, the capital market participants, and the securities and investment instruments market, and the protection of the investing public.

As a public office, the SEC is frequented by the general public transacting official business on matters pertaining to company registration and other related concerns. It is therefore imperative that the building premises are maintained safe and secured at all times. The SEC Headquarters is located at 7907 Makati Avenue, Salcedo Village, Brgy. Bel-Air, Makati City.

The SEC is inviting interested parties to bid for the provision of security services from reputable security agencies, to render security services on a 24-hour daily basis, including Saturdays, Sundays and Holidays.

II. AREAS OF RESPONSIBILITY

The service to be performed by the bidder shall essentially consist of furnishing licensed and uniformed security guards with communication equipment, firearms, and ammunition to secure all SEC assets, but not limited to, The SEC Headquarters (SEC HQ) at Makati, SEC Building at Mandaluyong, all Extension Offices (EOs), all the properties and facilities within SEC premises, personnel, occupants and general transacting public. The services shall include provision of equipment/communications and special protective devices and equipment.

III. PERIOD OF CONTRACT

The contract of service shall commence immediately from the receipt of approved Notice to Proceed up to one (1) year.

Before the end of every quarter, SEC shall conduct an assessment or evaluation on the performance of the Service Provider based on the set of performance criteria prescribed under Section VII. Technical Specifications. At the end of the contract, the Procuring Entity shall get the average of all quarterly performance evaluations determine the overall performance of the Service Provider.

IV. TERMS OF PAYMENT

Payment to Service Provider shall be made on a semi-monthly or monthly basis upon submission of claim for payment supported by:

- A.** A certification by the Management Services Department – General Services Division (MSD-GSD) that the services for which payment is being claimed have been rendered or delivered in accordance with the terms of this contract and have been duly accepted;

- B.** Certified true copy of daily time record of all Security Guards; and
- C.** A certification from the Service Provider that it has fully paid all wages of Security Guards for the preceding month in accordance with the provisions of the Minimum Wage Law, the new Labor Code, and other pertinent laws and decrees. Individual Security Guards shall sign on the certification issued, or copies of remittances in relation thereof.
- D.** Separate Billing for the payment of the preventive maintenance, repair and additional installation services of equipment (labor only), provided the total cost shall not exceed the estimated budget for contingencies (see bid price Schedule). Spare parts and unit replacement cost shall be shouldered by the Service Provider.

V. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Funding Source is the Retained Income through the Revised Corporation Code (RCC) in the amount of **Fifty-Four Million Pesos (PhP 54,000,000.00)**.

VI. PROPOSAL INSTRUCTIONS

For the given scope of work in this Contract as awarded, all bid prices are considered fixed prices, and therefore not subject to price escalation during contract implementation, except under extraordinary circumstances and upon prior approval of the GPPB in accordance with Section 61 of R.A. 9184 and its Revised IRR.

- A.** All bid prices for the duration of the Contract shall be fixed and shall not be adjusted during the contract implementation except for the following:
 - 1. Increase in minimum daily wage pursuant to law or new wage order issued after date of bidding;
 - 2. Increase in taxes; and
 - 3. If during the term of the contract the SEC sees the need for an increase or decrease in the number of security guards, the resulting cost of said increase or decrease, and services rendered in excess of the contract price such as, but not limited to, overtime services, extra services, and services rendered in the exigency of the service, and those made pursuant to the COVID-19 response and recovery intervention policy of SEC maybe charged against the contract, provided that the same shall not exceed 10% of the approved contract price.
- B.** The Financial Proposal shall contain breakdown of all costs, necessary for the execution of the contract;

- C. Procuring Entity shall expressly provide, under *Section VII. Technical Specifications* which shall form part of the contract that the service provider shall maintain a very satisfactory level of performance throughout the term of the contract based on the prescribed set of performance criteria.

VII. MINIMUM STANDARDS FOR THE SERVICE CONTRACT

A. Years of Experience

The Service Provider should have at least five (5) years of experience with a minimum number of 100 licensed Security Guards. (to be supported by License to Operate issued by PNP-SAGSD).

B. Liquidity

The Service Provider should have the ability to pay at least two (2) months all the salaries and wages of all guards employed from its own funds.

C. Organizational Set-up

The Service Provider should present an organizational chart indicating names of key officials and number of personnel and the reporting and functional relationships among various players within the Service Provider with additional presentation of its relations to the MSD-GSD in the implementation of the contract.

VIII. REQUIREMENTS FOR THE IMPLEMENTATION OF CONTRACT

A. Agency Requirements

1. Availability for deployment of all guards complying with the SEC minimum qualification standards, excluding Detachment Commander.
2. Availability of at least ten (10) on-call reliever guards at the SEC HQ and at least one (1) on-call reliever guard at each SEC Extension Offices complying with SEC minimum qualification standards.
3. The Service Provider shall provide Detachment Commanders who shall supervise and manage the implementation of the Security Plan in compliance to the security requirements of the SEC. Remunerations and other benefits of the Detachment Commander shall be shouldered by the Service Provider.

B. Schedule of Requirements

1. Summary Manning Hour Requirements and Deployment of Security Guards

	Location	Total Manning Hour/Day	
		(Mon-Fri)	(Sat,Sun,Holiday)
1	SEC HEADQUARTERS (MAKATI and MANDALUYONG)	828	456
2	SEC HEADQUARTERS (Peak Period Augmentation)	24	-
3	SEC-BAGUIO EXTENSION OFFICE	24	24
4	SEC-TARLAC EXTENSION OFFICE	10	-
5	SEC-LEGAZPI EXTENSION OFFICE	24	24
6	SEC-ILOILO EXTENSION OFFICE	24	24
7	SEC-CAGAYAN DE ORO EXTENSION OFFICE	24	24
8	SEC-ZAMBOANGA EXTENSION OFFICE	36	24
9	SEC-CEBU EXTENSION OFFICE	84	72
10	SEC-DAVAO EXTENSION OFFICE	60	48

11	SEC-BACOLOD EXTENSION OFFICE	36	36
12	SEC-TACLOBAN EXTENSION OFFICE	24	24
13	SEC-BUTUAN EXTENSION OFFICE	24	24
14	SEC-KORONADAL EXTENSION OFFICE	24	24
	TOTAL	1246	804

Breakdown:

Note: TA – Type A Uniform
SSU – Special Set of Uniform (Barong)

a) SEC Headquarters Makati and Mandaluyong

(Posting and Manning Hour on 2 shifts/12 Hours Duty)

Monday to Friday

	Posting Area	Day Shift		Night Shift	
		No. of Guards	Manning Hours/day	No. of Guards	Manning Hours/day
1	B2 Receptionist (SSU)	1	12	1	12
2	B2 Parking Area (TA)	1	12	-	-
3	B1 Executive Elevator/Parking Area (TA)	1	12	-	-
4	B1 Receptionist (SSU)	1	12	1	12
5	Basement 1 Ramp (TA)	1	12	1	12
6	Valero St. Parking Entrance (TA)	2	24	1	12
7	Makati Ave. and Valero St. Perimeter Roving (TA)	-	-	1	12
8	GF Makati Ave. Entrance	4	48	1	12
9	GF SecECenter Receptionist (SSU - Event Guard)	1	12	-	-
10	GF Valero St. Back Entrance (TA)	1	12	1	12
11	GF Receptionist/GF - 6F Roving (SSU/TA)	1	12	1	12

12	GF Main Elevator Monitoring (TA)	1	12	-	-
13	GF Service Elevator Monitoring (TA)	1	12	-	-
14	2F Office Receptionist (SSU)	1	12	-	-
15	3F Office Receptionist (SSU)	1	12	-	-
16	4F Office Receptionist (SSU)	1	12	-	-
17	4F Office Receptionist Assist (SSU)	1	12	-	-
18	5F Office Receptionist(SSU)	1	12	-	-
19	5F Office Receptionist Assist (SSU)	1	12	-	-
20	6F Office Receptionist (SSU)	1	12	-	-
21	7F Office Receptionist/7F–12F Roving (SSU/TA)	1	12	1	12
22	8F Office Receptionist (SSU)	1	12	-	-
23	9F Office Receptionist (SSU)	1	12	-	-
24	10F Office Receptionist (SSU)	1	12	-	-
25	11F Office Receptionist (SSU)	1	12	-	-
26	12F Office Receptionist (SSU)	1	12	-	-
27	Commissioner's Floor Office Receptionist (SSU)	2	24	1	12
28	14F Office Receptionist/14F-RD Roving (SSU/TA)	1	12	1	12
29	15F Office Receptionist (SSU)	2	24	1	12
30	16F Office Receptionist (SSU)	1	12	-	-
31	17F Office Receptionist (SSU)	1	12	-	-
32	18F Office Receptionist (SSU)	1	12	-	-
33	19F Roofdeck Access (TA)	1	12	-	-
34	CCTV Operator (SSU)	1	12	1	12
35	Fire Exit Roving (TA)	2	24	-	-

36	SIC (SSU)	1	12	1	12
37	SIC Assist (SSU)	1	12	-	-
38	Detachment Commander (SSU)	1	12	-	-
39	SEC Building at Mandaluyong (TA)	3	36	3	36
40	Fraser Ramp Entrance (TA)	1	12	1	12
41	Fraser Valero St. Entrance (TA)	1	12	1	12
42	Robinson's Galleria (TA)	1	12	-	-
Total		50	600	19	228
Total manning hour per day		828			

Saturday, Sunday and Holiday

	Posting Area	Day Shift		Night Shift	
		No. of Guards	Manning Hours/day	No. of Guards	Manning Hours/day
1	B2 Receptionist (SSU)	1	12	1	12
2	B1 Receptionist (SSU)	1	12	1	12
3	Basement 1 Ramp (TA)	1	12	1	12
4	Valero St. Parking Entrance (TA)	1	12	1	12
5	Makati Ave. and Valero St. Perimeter Roving (TA)	1	12	1	12
6	GF Makati Ave. Entrance	1	12	1	12
7	GF Valero St. Back Entrance (TA)	1	12	1	12
8	GF Receptionist/GF - 6F Roving (SSU/TA)	1	12	1	12
9	7F Office Receptionist/7F-12F Roving (SSU/TA)	1	12	1	12
10	14F Office Receptionist/14F-RD Roving (SSU)	1	12	1	12
11	Commissioner's Floor Office Receptionist (SSU)	1	12	1	12
12	15F Office Receptionist (SSU)	1	12	1	12
13	CCTV Operator (SSU)	1	12	1	12
14	SIC (SSU)	1	12	1	12
15	SEC Building at Mandaluyong (TA)	3	36	3	36
16	Fraser Ramp Entrance (TA)	1	12	1	12
17	Fraser Valero St. Entrance (TA)	1	12	1	12
Total		19	240	19	240

Total manning hour per day	456
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Peak Period Augmentation (1 year)

	Posting Area	Day Shift	
		No. of Guards	Manning Hours per day
1	SEC Headquarters in Makati (SSU) or SEC Building in Mandaluyong (TA)	2	24
Total manning hour per day		24	

b) SEC-Baguio Extension Office

(Proposed Posting and Manning Hour on 2 shifts/12 Hours Duty)

Monday to Sunday

	Posting Area	No. of Guards		Manning Hours/day
		1st shift	2nd Shift	
1	Reception Desk	1	1	24
Total manning hour per day				24

c) SEC-Tarlac Extension Office

(Proposed Posting and Manning Hour on 1 shift/10 Hours Duty)

Monday to Friday

	Posting Area	No. of Guards			Manning Hours/day
		1 st shift	2 nd Shift	3 rd Shift	
1	Reception Desk	1	-	-	10
Total manning hour per day					10

d) SEC-Legazpi Extension Office

(Proposed Posting and Manning Hour on 2 shifts/12 Hours Duty)

Monday to Sunday

	Posting Area	No. of Guards		Manning Hours/day
		1 st shift	2 nd Shift	
1	Reception Desk	1	1	24
Total manning hour per day				24

e) SEC-Iloilo Extension Office

(Proposed Posting and Manning Hour on 2 shifts/12 Hours Duty)

Monday to Sunday

	Posting Area	No. of Guards		Manning Hours/day
		1 st shift	2 nd Shift	
1	Reception Desk	1	1	24
Total manning hour per day				24

f) SEC-Cagayan De Oro Extension Office

(Proposed Posting and Manning Hour on 2 shifts/12 Hours Duty)

Monday to Sunday

	Posting Area	No. of Guards		Manning Hours/day
		1 st shift	2 nd Shift	

1	Reception Desk	1	1	24
Total manning hour per day				24

g) SEC-Zamboanga Extension Office

Monday to Friday

(Proposed Posting and Manning Hour on 2 shifts/12 Hour Duty and 1 shift/12 Hour Duty)

	Posting Area	No. of Guards		Manning Hours/day
		1 st shift	2 nd Shift	
1	3 rd Floor Reception Desk	1	1	24
2	Ground Floor Staircase	1	-	12
Total manning hour per day				36

Saturday, Sunday and Holiday

(Proposed Posting and Manning Hour on 2 shifts/24 Hours Duty)

	Posting Area	No. of Guards		Manning Hours/day
		1 st shift	2 nd Shift	
1	Ground Floor Staircase	1	1	24
Total manning hour per day				24

h) SEC-Cebu Extension Office

(Proposed Posting and Manning Hour on 2 shifts/12 Hours Duty)

Monday to Friday

	Posting Area	No. of Guards		Manning Hours/day
		1 st shift	2 nd Shift	
1	SEC Building Roving	1	1	24
2	SEC Building Main Entrance	1	1	24
3	AppleOne 12F Reception Desk	1	1	24
4	AppleOne 12F Reception Desk Assist	1	-	12
Total manning hour per day				84

Saturday, Sunday and Holiday

	Posting Area	No. of Guards		Manning Hours/day
		1 st shift	2 nd Shift	
1	SEC Building Roving	1	1	24
2	SEC Building Main Entrance	1	1	24
3	AppleOne 12F Reception Desk	1	1	24
4	AppleOne 12F Reception Desk Assist	-	-	-
Total manning hour per day				72

i) SEC-Davao Extension Office

Monday to Friday

(Proposed Posting and Manning Hour on 2 shifts/12 Hours Duty)

	Posting Area	No. of Guards		Manning Hours/day
		1 st shift	2 nd Shift	
1	Main Entrance	1	1	24
2	Reception Desk	1	-	12

3	Old SEC Building	1	1	24
Total manning hour per day				60

Saturday, Sunday and Holiday

(Proposed Posting and Manning Hour on 2 shifts/12 Hours Duty)

	Posting Area	No. of Guards		Manning Hours/day
		1 st shift	2 nd Shift	
1	Main Entrance	1	1	24
2	Old SEC Building	1	1	24
Total manning hour per day				48

j) SEC-Bacolod Extension Office

(Proposed Posting and Manning Hour on 3 shifts/8 Hours Duty)

Monday to Sunday

	Posting Area	No. of Guards		Manning Hours/day
		1 st shift	2 nd Shift	
1	Reception Desk	1	1	24
2	Office Extension (Start: Nov 2024)	1	-	12
Total manning hour per day				36

k) SEC-Tacloban Extension Office

(Proposed Posting and Manning Hour on 2 shifts/12 Hours Duty)

Monday to Sunday

	Posting Area	No. of Guards		Manning Hours/day
		Day shift	Night shift	
1	Main Entrance	1	1	24
Total manning hour per day				24

l) SEC-Butuan Extension Office

(Proposed Posting and Manning Hour on 2 shifts/12 Hours Duty)

Monday to Sunday

	Posting Area	No. of Guards		Manning Hours/day
		Day shift	Night shift	

1	2F Reception Desk (In front of RM6)	1	1	24
Total manning hour per day				24

m) SEC-Koronadal Extension Office

(Proposed Posting and Manning Hour on 2 shifts/12 Hours Duty)

Monday to Sunday

	Posting Area	No. of Guards		Manning Hours/day
		Day shift	Night shift	
1	Main Entrance	1	1	24
Total manning hour per day				24

- The Service Provider shall provide a minimum of ten (10) on-call relievers/replacements in case of absences of any assigned Security Guard to ensure continuous and uninterrupted service.
- The Service Provider shall provide the SEC a complete and final list of its regular and reliever/on-call security guards and other personnel assigned to work in the Project Sites with the following data elements:
 - a) Name;
 - b) Age which should not be more than 56 years old;
 - c) Birthdate;
 - d) Highest educational attainment;
 - e) At least two (2) security or related services training attended which should indicate title, date taken and training provider;
 - f) Number of years as security guard;
 - g) Number of months with or have worked for the prospective bidder as security guard;
 - h) SSS number;
 - i) TIN number;
 - j) Test results within six (6) months from the bidding for:
 - (1) Neuro-Psychiatric test
 - (2) Drug Test
 - (3) X-ray
 - (4) Physical & Medical Examination

(5) Covid-19 Vaccination Records

- Deployment of at least one (1) female guard at the Ground Floor of SEC Headquarters in Makati to undertake body search for females.
- The SEC reserves the right to request for an increase in the number of Security Guards assigned to the Project Sites or transfer any Security Guard's assignment if the exigency of work requires, and decrease the number of Security Guards in case of non-availability of funds; or if the guards are not needed anymore as justified by the Procuring Entity. The Service Provider shall be given three (3) to five (5) working days to comply with the changes in the deployment.
- The Service Provider, together with its employees, agree to abide with the performing and security requirement of the Procuring Entity in general and in the offices where the Security Guards are assigned at all times and comply promptly with directives, instructions and rules and regulations of the Procuring Entity.
- The Security Services shall be under the management of the MSD-GSD of the SEC. Before they assume work at the beginning of the Contract, an orientation of the Scope of Responsibility, Rules and Regulations of the SEC, and related matters shall be conducted by the MSD-GSD and the Service Provider.
- No Security Guard shall assume his/her post without going through this general orientation and specific instruction in certain offices through the MSD-GSD for SEC Headquarters and Administrative Officers for Extension Offices if so required.
- Security Guard found unfit to render shift work duty shall be replaced immediately by the Service Provider.
- The Service Provider shall provide a refresher course to the Security Guards at least every six (6) months to keep them updated and reminded of their duties and responsibilities.
- Security Guards assigned to restricted office areas where highly accountable assets and document are kept, shall perform their duties under the supervision of officials designated by the Procuring Entity.
- Security Guards shall coordinate with the MSD-GSD / Administrative Officer (AO) / Building Administrator (BA) of offices where they are assigned. All security guards on-duty is expected to:

- a) Monitor and record movement of all office materials, supplies and items within the building or area of assignment. Whenever any of these is brought out or in the building, the Security Guard shall demand a Property Pass duly signed by the MSD-GSD/AO/BA, or by his/her duly authorized representative;

Property Pass - Transfer of properties from one building to another or Entry of new properties to the building.

- b) The Security Guard assigned at the gates shall inspect thoroughly all vehicles, including motorcycles, tricycles, and bicycles coming in and out of the premises of the Procuring Entity and conduct necessary under chassis inspection.
- c) Strictly adhere to the implementation of Building entry and exit protocols as prescribed by the Procuring Entity:
 - (1) A “No Mask, No Entry” policy is imposed;
 - (2) During pandemic (amid Covid-19) the guards on duty shall ensure that health protocols as provided in the “Workplace Guidelines for DOH: A Hand book” which shall be discussed in detail during the orientation for the deployed guards, shall be strictly observed;
 - (3) Screen in a very courteous and polite manner all visitors and guests, require them to register in the Visitor’s Log Book, issue Visitor’s Pass/ID and check if they have fire arms or deadly weapon which shall be deposited with the guard on duty with proper acknowledgement receipt; Likewise, a Visitor’s Slip also be issued to be countersigned by the person/official visited;
 - (4) Inspect bags/packages and search individuals as necessary; and
 - (5) Perform all other duties and responsibilities which may be assigned from time to time by the SEC.
- d) Any Security Guard on duty shall position himself or herself outside the building and /or office proper making sure that he or she has good view of all properties, except when there is a duly authorized special arrangement with the concerned Head of Office through its MSD-GSD / AO / BA.
- e) The Roving Security Guard shall see to it that the premises of the Procuring Entity are protected. Any movement out of the ordinary and presence of suspicious characters should be reported immediately.
- f) The Service Provider shall give a written notice to the office concerned whenever any Security Guard is to be removed or replaced.

- g) The Service Provider shall assume full responsibility for any claim for any compensation on injuries from accidents in connection with the performance of Security Guards' duties assigned to the Project Sites and shall free the Procuring Entity from any legal suit in connection therewith under the terms and conditions of this contract, otherwise the Procuring Entity assume responsibility.
- h) The Service Provider shall provide lockers with functional lock mechanism for each security guard assigned at the SEC Headquarters at Makati and SEC Building at Mandaluyong. The lockers shall be installed at the Designated Security Office.

2. Minimum Qualifications for Individual Security Guards

Security Guards to be assigned by the Service Provider must possess the following qualification:

- a) Filipino Citizen;
- b) Of good moral character, cleared by law enforcement or police agencies and without previous record of any conviction of a criminal offense involving moral turpitude;
- c) At least high school graduate;
- d) At least two (2) years of experience as security guard and preferably with training on Basic Life Support (BLS);
- e) Attended at least two (2) training on security services or emergency response related courses;
- f) Not an apprentice;
- g) Not less than twenty-two (22) years old and not more than fifty-six (56) years old except for the Supervisor;
- h) At least 5'4" in height medium-heavy built for male guards; 5'2" for female guards;
- i) Male or Female, except for the Roving Guards who should be all male;
- j) Physically and medically fit based on Physical and Medical and X-ray Examination;
- k) Mentally fit based on Neuro-Psychiatric Test;
- l) Not an illegal substance or illicit drug user or addict based on negative drug test result; and

m) Preferably non-smoker and shall not smoke during duty hours

3. Screening and Acceptance of Security Guards to be Assigned by the Service Provider

- Security Guard, including reliever, shall be screened by the MSD-GSD or his/her duly authorized representative. The following documents shall be submitted by the Service provider for this purpose:
 - a) Physical and Medical certificate;
 - b) NBI clearance;
 - c) Copy of diploma of highest educational attainment;
 - d) Copy of birth certificate;
 - e) 2 x 2 picture (2 pcs);
 - f) Presentation of Original copy and Certified True Copy of SSS membership card;
 - g) Presentation of Original copy and Certified True Copy of neuropsychiatric test result and evaluation;
 - h) Presentation of Original Copy and Certified True Copy of the drug test result within thirty (30) days from hiring (for verification) or Drug Test Center where the security guard took drug testing. Verification of test result will be done by DOH through the DOH Integrated Drug Test Operation and Management Information System;
 - i) Copy of Certificates of Training Attended;
 - j) Copy of Neuro-Psychiatric exam results within six (6) months from hiring.

C. Recruitment and Selection Criteria for Security Guards

1. The Service Provider shall present an acceptable documented recruitment process showing selection criteria for new guards by the company for the past three (3) years.
2. The Service Provider shall see to it that all Security Guards are screened and declared physically and mentally fit before he or she is hired and not a dependent of any liquor or other intoxicating substances or prohibited drugs.
3. The Service Provider shall not assign or allow Security Guards in the Procuring Entity's Project Sites who are not acceptable to the S.
4. The Service Provider shall faithfully comply with all laws, rules and regulations pertaining to the employment of labor, such as but not limited to the Labor Code of the Philippines as amended, the Social Security Services Laws, Employer's Liability Act, Workmen's Compensation Act and Medicare Act. The Service Provider agrees to bind itself with this Contract agreement and free the Procuring Entity from any and all liabilities arising from the implementation of the Contract Agreement.
5. In case of loss of any equipment, materials or supplies due to theft or negligence, the Service Provider shall be responsible for its replacement after being subjected to investigation and due process. The Service Provider shall institute mechanisms to protect the property of the SEC by both internal staff and external entities in coordination with MSD-GSD.

D. Accepted Security Guards' Uniform and Equipment (No Cost to SEC)

The Service Provider shall provide all Security Guards with proper/prescribed uniform (Type A and Special Set of Uniform/SSU) with name tag, which should be worn at all times when on duty and equip each on-duty Security Guard with the following equipment at no cost to SEC. Non-compliance to these requirements shall be grounds for appropriate administrative sanctions, penalties, immediately relief and replacement.

Uniform Set:

1. Type A and SSU
2. Licensed Service Firearms
 - at least 9 mm with twelve (12) live ammunition each
 - 12 GA shotgun with nine (9) live ammunition) (SEC HQ only)
3. Communication Equipment
 - Base Communication Unit (SEC HQ only)
 - Radio Repeater (SEC HQ only)

- Handheld Radio, 200-300Mhz with extra battery pack and battery charger
- 4. Night stick
- 5. Whistle
- 6. Holster Belt
- 7. First Aid Kit with 70% solution alcohol in spray bottles or hand sanitizer
- 8. Rechargeable Flashlight (rechargeable batteries provided);
- 9. Hand cuffs

Equipment Set:

1. CCTV System (Digital Video Recorder, Cameras and Monitor)
2. Metal Detector
3. Megaphone
4. Gas Mask
5. Rechargeable Spotlight
6. Fire Coat
7. Raincoats and rubber boots
8. Traffic Vest
9. Blue Hardhat
10. Go Bag (Available to fit Night Stick, Rechargeable Flashlights, Hardhat, etc.)
11. Big Utility Umbrellas (Black)
12. Underchassis Inspection Mirror (SEC HQ only)
13. Lockers with locking mechanism for each guard (SEC HQ only)
14. Bundy Clock (SEC HQ only)
15. Desktop Computer and Printer (SEC HQ only)

Breakdown per Office:

1. SEC HEADQUARTERS

Item	Description	Total
1	Service Firearms	

	40 units of at least 9 mm with twelve (12) live ammunition each 1 unit of 12 GA shotgun with nine (9) live ammunition	41
2	CCTV System, with Digital Video Recorder (DVR), wireless viewing ready 1 set for SEC Headquarters in Makati 1 set for SEC Building in Mandaluyong - At least 3 Month Footage Retention	2 sets
3	CCTV Cameras, High Resolution 40 units for SEC Headquarters in Makati 4 units for SEC Building in Mandaluyong	44
4	CCTV Monitor, screen size at least 45” 3 units for SEC Headquarters in Makati 1 unit for SEC Building in Mandaluyong	4
5	Base Communication Unit Radio Repeater Handheld Radio, 200-300Mhz with extra battery pack and battery charger	1 1 70
6	Metal Detector 8 units for SEC Headquarters in Makati 2 units for SEC Building in Mandaluyong	10
7	Megaphone	25
8	Gas Mask	25
9	Rechargeable Spotlight	25
10	Fire Coat	25
11	Big Utility Umbrellas (Black)	10
13	Night Stick	60
14	Rain Coat and Rubber Boots	60 pairs

15	Whistle	60
16	First Aid Kit	60
17	Traffic Vest	10
18	Desktop Computer and Printer	1 set
19	Rechargeable Flashlights	60
20	Hardhat	60
21	Go Bag (Available to fit Night Stick, Rechargeable Flashlights, Hardhat, etc.)	60
23	Underchassis Inspection Mirror	3
24	Bundy Clock	3
25	Lockers with locking mechanism for each guard	1 lot

2. SEC HEAD OFFICE - Peak Period Augmentation

Item No.	Description	Total
1	Service Firearm (At least 9 mm with twelve (12) live ammunition each)	4
2	Handheld Radio, 200-300Mhz with extra battery pack and battery charger	4
3	Night Stick	4
4	Whistle	4
5	First Aid Kit	4
6	Rechargeable Flashlights	4
7	Hardhat	4
8	Go Bag (Available to fit Night Stick, Rechargeable Flashlights, Hardhat, etc.)	4

3. SEC-Baguio Extension Office

Item No.	Description	Total
1	Service Firearm (At least 9 mm with twelve live ammunition)	1
2	CCTV System, with Digital Video Recorder (DVR), wireless viewing	1 set

	ready, at least 3 Month Footage Retention	
3	CCTV Camera, High resolution	3
4	CCTV Monitor, screen size at least 32"	1
5	Metal Detector	1
6	Megaphone	1
7	Gas Mask	1
8	Rechargeable Spotlight	1
9	Fire Coat	1
10	Big Utility Umbrellas (Black)	1
11	Night Stick	1
12	Whistle	1
13	First Aid Kit	1
14	Rechargeable Flashlights	1
15	Hardhat	1
16	Go Bag (Available to fit Night Stick, Rechargeable Flashlights, Hardhat, etc.)	1

4. SEC-Tarlac Extension Office

Item No.	Description	Total
1	Service Firearm (At least 9 mm with twelve live ammunition)	1
2	CCTV System, with Digital Video Recorder (DVR), wireless viewing ready, at least 3 Month Footage Retention	1 set
3	CCTV Camera, high resolution	2
4	CCTV Monitor, screen size at least 32"	1
5	Metal Detector	1
6	Gas Mask	1
7	Fire Coat	1
8	Big Utility Umbrellas (Black)	1

9	Night Stick	1
10	Whistle	1
11	First Aid Kit	1
12	Rechargeable Flashlights	1
13	Hardhat	1
14	Go Bag (Available to fit Night Stick, Rechargeable Flashlights, Hardhat, etc.)	1

5. SEC-Legazpi Extension Office

Item No.	Description	Total
1	Service Firearm (At least 9 mm with twelve live ammunition)	1
2	CCTV System, with Digital Video Recorder (DVR), wireless viewing ready, at least 3 Month Footage Retention	1 set
3	CCTV Camera, high resolution	2
4	CCTV Monitor, screen size at least 32"	1
5	Metal Detector	1
6	Megaphone	1
7	Gas Mask	1
8	Rechargeable Spotlight	1
9	Fire Coat	1
10	Big Utility Umbrellas (Black)	1
12	Night Stick	1
13	Whistle	1
14	First Aid Kit	1
15	Rechargeable Flashlights	1
16	Hardhat	1
17	Go Bag (Available to fit Night Stick, Rechargeable Flashlights, Hardhat, etc.)	1

6. SEC-Iloilo Extension Office

Item No.	Description	Total
1	Service Firearm (At least 9 mm with twelve live ammunition)	1
2	CCTV System, with Digital Video Recorder (DVR), wireless viewing ready, at least 3 Month Footage Retention	1 set
3	CCTV Camera, high resolution	4
4	CCTV Monitor, screen size at least 32"	1
5	Metal Detector	1
6	Megaphone	1
7	Gas Mask	1
8	Rechargeable Spotlight	1
9	Fire Coat	1
10	Big Utility Umbrellas (Black)	1
11	Digital Camera	1
12	Night Stick	1
13	Whistle	1
14	First Aid Kit	1
15	Rechargeable Flashlights	1
16	Hardhat	1
17	Go Bag (Available to fit Night Stick, Rechargeable Flashlights, Hardhat, etc.)	1

7. SEC-Cagayan De Oro Extension Office

Item No.	Description	Total
1	Service Firearm (At least 9 mm with twelve live ammunition)	1
2	CCTV System, with Digital Video Recorder (DVR), wireless viewing ready, at least 3 Month Footage Retention	1 set
3	CCTV Camera, high resolution	3
4	CCTV Monitor, screen size at least 32"	1

5	Metal Detector	1
6	Megaphone	1
7	Gas Mask	1
8	Rechargeable Spotlight	1
9	Fire Coat	1
10	Big Utility Umbrellas (Black)	1
11	Night Stick	1
12	Whistle	1
13	First Aid Kit	1
14	Rechargeable Flashlights	1
15	Hardhat	1
16	Go Bag (Available to fit Night Stick, Rechargeable Flashlights, Hardhat, etc.)	1

8. SEC-Zamboanga Extension Office

Item No.	Description	Total
1	Service Firearm (At least 9 mm with twelve live ammunition)	2
2	CCTV System, with Digital Video Recorder (DVR), wireless viewing ready, at least 3 Month Footage Retention	1 set
3	CCTV Camera, high resolution	2
4	CCTV Monitor, screen size at least 32"	1
5	Metal Detector	1
6	Megaphone	1
7	Gas Mask	1
8	Rechargeable Spotlight	1
9	Fire Coat	1
10	Big Utility Umbrellas (Black)	1
11	Night Stick	2

12	Whistle	2
13	First Aid Kit	2
14	Rechargeable Flashlights	2
15	Hardhat	2
16	Go Bag (Available to fit Night Stick, Rechargeable Flashlights, Hardhat, etc.)	2

9. SEC-Cebu Extension Office

Item No.	Description	Total
1	Service Firearm (At least 9 mm with twelve live ammunition)	4
2	CCTV System, with Digital Video Recorder (DVR), wireless viewing ready 1 set at least 3 Month Footage Retention for Old Building 1 set at least 3 Month Footage Retention for AppleOne	2 sets
3	CCTV Camera, high resolution 2 units for Old Building 8 units for AppleOne	10
4	CCTV Monitor, screen size at least 32" 1 unit for Old Building 1 unit for AppleOne	2
5	Handheld Radio, 200-300Mhz with extra battery pack and battery charger	4
6	Metal Detector	2
7	Megaphone	2
8	Gas Mask	4
9	Rechargeable Spotlight	4
10	Fire Coat	4
11	Big Utility Umbrellas (Black)	2

12	Night Stick	4
13	Whistle	4
14	First Aid Kit	4
15	Rechargeable Flashlights	4
16	Hardhat	4
17	Go Bag (Available to fit Night Stick, Rechargeable Flashlights, Hardhat, etc.)	4

10. SEC-Davao Extension Office

Item No.	Description	Total
1	Service Firearm (At least 9 mm with twelve live ammunition)	3
2	CCTV System, with Digital Video Recorder (DVR), wireless viewing ready, at least 3 Month Footage Retention	1 set
3	CCTV Camera, high resolution (Service Provider=8, DAVEO=1)	9
4	CCTV Monitor, screen size at least 32"	1
5	Handheld Radio, 200-300Mhz with extra battery pack and battery charger	2
6	Metal Detector	1
7	Megaphone	2
8	Gas Mask	3
9	Rechargeable Spotlight	3
10	Fire Coat	3
11	Big Utility Umbrellas (Black)	2
12	Night Stick	3
13	Whistle	3
14	First Aid Kit	3
15	Rechargeable Flashlights	3
16	Hardhat	3

17	Go Bag (Available to fit Night Stick, Rechargeable Flashlights, Hardhat, etc.)	3
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11. SEC-Bacolod Extension Office

Item No.	Description	Total
1	Service Firearm (At least 9 mm with twelve live ammunition)	2
2	CCTV System, with Digital Video Recorder (DVR), wireless viewing ready, at least 3 Month Footage Retention	1 set
3	CCTV Camera, High resolution	5
4	CCTV Monitor, screen size at least 32"	1
5	Metal Detector	2
6	Megaphone	2
7	Gas Mask	2
8	Rechargeable Spotlight	2
9	Fire Coat	2
10	Big Utility Umbrellas (Black)	2
11	Night Stick	2
12	Whistle	2
13	First Aid Kit	2
14	Rechargeable Flashlights	2
15	Hardhat	2
16	Go Bag (Available to fit Night Stick, Rechargeable Flashlights, Hardhat, etc.)	2

12. SEC-Tacloban Extension Office

Item No.	Description	Total
1	Service Firearm (At least 9 mm with twelve live ammunition)	1
2	CCTV System, with Digital Video Recorder (DVR), wireless viewing ready, at least 3 Month Footage Retention	1 set

3	CCTV Camera, high resolution	4
4	CCTV Monitor, screen size at least 32"	1
5	Metal Detector	1
6	Gas Mask	1
7	Fire Coat	1
8	Big Utility Umbrellas (Black)	1
9	Night Stick	1
10	Whistle	1
11	First Aid Kit	1
12	Rechargeable Flashlights	1
13	Hardhat	1
14	Go Bag (Available to fit Night Stick, Rechargeable Flashlights, Hardhat, etc.)	1

13. SEC-Butuan Extension Office

Item No.	Description	Total
1	Service Firearm (At least 9 mm with twelve live ammunition)	1
2	CCTV System, with Digital Video Recorder (DVR), wireless viewing ready, at least 3 Month Footage Retention	1 set
3	CCTV Camera, high resolution	2
4	CCTV Monitor, screen size at least 32"	1
5	Metal Detector	1
6	Gas Mask	1
7	Fire Coat	1
8	Big Utility Umbrellas (Black)	1
9	Night Stick	1
10	Whistle	1
11	First Aid Kit	1
12	Rechargeable Flashlights	1
13	Hardhat	1
14	Go Bag (Available to fit Night Stick, Rechargeable Flashlights, Hardhat, etc.)	1

14. SEC-Koronadal Extension Office

Item No.	Description	Total
1	Service Firearm (At least 9 mm with twelve live ammunition)	1
2	CCTV System, with Digital Video Recorder (DVR), wireless viewing ready, at least 3 Month Footage Retention	1 set
3	CCTV Camera, high resolution	2

4	CCTV Monitor, screen size at least 32"	1
5	Metal Detector	1
6	Gas Mask	1
7	Fire Coat	1
8	Big Utility Umbrellas (Black)	1
9	Night Stick	1
10	Whistle	1
11	First Aid Kit	1
12	Rechargeable Flashlights	1
13	Hardhat	1
14	Go Bag (Available to fit Night Stick, Rechargeable Flashlights, Hardhat, etc.)	1

A. Security Plan

A comprehensive Security Plan shall be submitted within 10 calendar days from the receipt of the Notice of Award for approval. The said plan shall be reviewed for approval by the MSD-GSD after the bidding. Should there be any revisions in the said plan, it shall be returned to the winning bidder for finalization.

The Security Plan should indicate at least the following:

1. Ocular inspection report of the SEC premises conducted and certified by MSD-GSD.
2. General and specific security procedures/SOPs at least for the following at buildings and grounds areas:
 - a) Entrance Control
 - (1) Personnel and Visitor/Pedestrian control
 - (2) Material and property movement control;
 - (3) Traffic and vehicle control;
 - (4) Visitors management approaches
 - b) Fixed Posts
 - (1) Roving patrol
 - (2) Public complaints management
 - (3) Escort duties or Officials security specifically for the Chairperson, Commissioners, and Director
 - (4) Lost and Found
 - (5) Flying flags
 - (6) Building rules and regulations compliance, etc.
3. Various risks/ disaster/ emergency security procedures/ threat management in coordination with Procuring Entity for at least the following:
 - a) Intruders;
 - b) Fire protection;
 - c) Bomb threats;
 - d) Bio-terrorisms threats;
 - e) Robbery/theft/burglary;
 - f) Civil disturbance/rallies;

- g) Hostage crisis;
- h) Brownouts and other utilities, breakdown or failure;
- i) Injuries and illnesses;
- j) Earthquakes, typhoon/flood and other catastrophes, calamities or tragedies; and
- k) Response to pandemic/epidemic

IX. CONTRACT MANAGEMENT AND IMPLEMENTATION

1. Detachment Commander and Security Officers to be assigned at the SEC HQ, together with its Operations Manager/Area Coordinator shall be required to submit the following reports relative to deployment of security personnel:
 - a) Staffing and rotation plan:
 - (1) Day shift for building and roving area
 - (2) Night shift for building and roving area
 - b) Replacement scheme / reliever system for absent or disciplined guards
2. The Service Provider shall report to the MSD-GSD regarding contract implementation. Work coordination, instructions, directives, incident reports, letter communications and memoranda shall be coursed through the aforementioned office. Incident reporting, monitoring conducted by Security Officers, other report formats, checklists and forms to be used for daily and monthly reporting shall also be coordinated with the GSD.
3. Guards shall be required to have their daily time records monitored through the Bundy card system stationed at the Designated Security Office on in front of a CCTV Camera. Each daily time record shall be monitored and certified by the MSD-GSD. The Bundy Clock shall be provided by the Service Provider.
4. Security plans, requirements and processes will be coordinated by the MSD-GSD through the designated Security Officer in charge of the Service Provider.
5. Relievers for the SEC HQ and SEC Extension Offices shall be cleared first with the MSD-GSD and EO Director's Office, respectively, prior to assignment at the SEC detachment.
6. Security log book, daily time records and shifting work schedule must be submitted properly organized and properly categorize by the Service Provider for proper

monitoring and administration of security procedures and processes.

X. PERFORMANCE EVALUATION

1. The performance of the security service provider shall be evaluated on a quarterly basis. A written notice shall be issued to the service provider to inform them of the result of performance evaluation.
2. The inspections and tests that will be conducted are:
 - a) MSD-GSD have the right to inspect the Security Guards in their post to determine compliance with the physical conditions required of a Security Guard.
 - b) The inspection shall put emphasis to whether the Security Guard is under the influence of liquor or other intoxicating substances or prohibited drugs.
 - c) The Service Provider shall immediately relieve and replace any Security Guard found to be under the influence of liquor, other intoxicating substances or prohibited drugs, or doing illegal and unethical standards. Reports on the same shall be grounds for suspension or debarment of such person by the Service Provider at the SEC.
 - d) Security Guards will in no way live or even sleep in the Procuring Entity's premises unless otherwise authorized.
 - e) No particular security guard assigned to the SEC shall be compelled to render two (2) consecutive shifts (24-hour duty) at any given time.
3. The MSD-GSD shall conduct and assessment or evaluation of the Service Provider after the end of each contract year and after the end of every quarter wherein the criteria will be based on the following to wit:
 - a) The assessment or evaluation methods to be employed shall be: service level monitoring, certification and visual inspection;
 - b) Based on the assessment, the SEC may pre-terminate the contract for failure of the Service Provider to perform its obligations thereon following the procedure prescribed under the Guidelines on Termination of Contracts under Resolution No. 018-2004 dated 22, December, 2004 issued by the Government Procurement Policy (GPPB);

- c) The Service Provider shall maintain a very satisfactory level of performance throughout the term of the contract based on the following criteria. The Service Provider shall maintain at least 85%, the minimum score for very satisfactory rating:

Performance Criteria and Weight:

	Criteria	Weight
A.	Quality of service delivered/provided	40
B.	Time Management	10
C.	Management & Suitability of Personnel	15
D.	Contract Administration and Management	15
E.	Provision of regular progress report	10
F.	Attentiveness and Presence of mind of guards on duty	5
G.	Compliance with SEC Instructions and Policies	5
	Total	100%

4. Examples of Performance Measures:

- Immediate response (within 24 hours) relative to security incidents
- Appropriate issuance and control of visitors, walk-in product promoters, alms solicitors and employees' relative
- Updated and accurate submission of incident reports by guards to security supervisors and at the GSD.
- Manner of conducting, presenting, handling and preparing investigation reports and evidences for possible filing of criminal charges and apprehend violators
- Gate and building guard post are always manned, monitored, supervised and checked by the Service Provider's guard supervisors
- Immediate reporting, documentation and submission of incident report
- Presentation of incident reports were clear, accurate and complete
- Appropriate and immediate notification of building rule violations to supervisor, and administrative officer (AO) or at GSD.
- Appropriate and immediate notification of incidents and building violations to GSD

and AO

- Submission of complete and accurate written report by close of next business day of incident and building violations
- Immediate reporting and actions on any lost or found items to supervisor
- Snappy, alert and sequential method of raising and lowering the Philippine Flag in accordance to standards
- Immediate reporting of frayed and worn out flags to GSD
- Roving guards and supervisors respond to emergencies before guards on fixed posts
- Immediate reporting of emergency situation
- Immediate notification of action taken during emergencies
- Emergency Procedures are followed
- Reports within 2 hours of emergency situations
- Complete and accurate property movements
- Timely conduct of guards training
- No complaints of guards regarding underpayment and late payment of salaries
- Guards are well dressed and clean
- Guards with complete tools and supplies
- No theft reported
- Excellent traffic control
- Communication systems always working
- CCTV always in good working condition
- All required incident reports prepared, accurately done and forwarded on time (within 24 hs)
- Supervisors properly inspect all guards and posts
- Good pedestrian traffic control
- Provides victim comfort while waiting professional assistance
- Dispatch vehicle always available when
- Erring guards are reprimanded or punished properly & re trained if necessary

- Deployed guards are trained
- Immediate replacements for absent or suspended or fired guards
- Guards in fixed posts assists in occupant’s emergency plans in times of emergencies and untoward incidents
- Property pass procedures are followed strictly
- Visitors and personnel are properly and courteously scrutinized in cases of property losses
- Other performance measures to secure the area and property of the Procuring Entity.

I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualifications, the same shall give rise to automatic disqualification of our bid.

AUTHORIZED REPRESENTATIVE

Signature	:	_____
Company Name	:	_____
Printed Name	:	_____
Position	:	_____
Date	:	_____

Section VIII. Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

- a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or
- b. Any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary “pass/fail” criterion pursuant to Section 30 of the 2016 revised IRR of RA No. 9184.

Note: For editable copies of the documents below, you may download the files from the following link: <https://www.sec.gov.ph/procurement/prescribed-templates/#gsc.tab=0>

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

- ☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) **in accordance with Section 8.5.2 of the IRR;**

Technical Documents

- ☐ (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- ☐ (c) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- ☐ (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission **or** Original copy of Notarized Bid Securing Declaration; **and**
- ☐ (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- ☐ (f) Original duly signed Omnibus Sworn Statement (OSS) **and** if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- ☐ (g) The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC) **or** A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class “B” Documents

- ☐ (h) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence **or** duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

II. FINANCIAL COMPONENT ENVELOPE

- ☐ (i) Original of duly signed and accomplished Financial Bid Form; **and**
- ☐ (j) Original of duly signed and accomplished Price Schedule(s).

Other documentary requirements under RA No. 9184 (as applicable)

- ☐ (k) [For foreign bidders claiming by reason of their country’s extension of reciprocal rights to Filipinos] Certification from the relevant government office of their country stating that Filipinos are allowed to participate in

- government procurement activities for the same item or product.
- ☐ (l) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

