



**TECHNICAL SPECIFICATIONS FOR THE BIDDING ON THE  
PROCUREMENT OF SECURITY SERVICES FOR NINE (9)  
SECURITY GUARDS FOR THE PERIOD COVERED JANUARY  
TO DECEMBER 2018**

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

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

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

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

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

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

Postal Address: Barangay Paraiso, City of Koronadal, 9506

Email Address: [fad@src.pshs.edu.ph](mailto:fad@src.pshs.edu.ph)

## SECURITY MANPOWER SERVICES TERMS OF REFERENCE FOR 2018

### I. INTRODUCTION

PSHS-SRC is inviting interested parties to bid for the provision of security manpower services from reputable security agencies, to render security services for 24-hour daily basis, including Saturdays, Sundays and holidays, to secure the PSHS-SRC premises in Brgy. Paraiso, City of Koronadal, South Cotabato, including all the properties within PSHS-SRC premises, all occupants and general public transacting business thereat.

### II. SCOPE OF SERVICES/REQUIREMENTS

#### Security Agency

1. The Security Agency must be duly licensed, registered, and a member of PADPAO with proper operating permits and other statutory requirements. It must have been engaged in the business for at least three (3) years and the clients being served for the last three (3) years is at least three (3) procuring entities.
2. The proof of paid remittances for the following concerned government agencies: SSS, PHILHEALTH and PAG-IBIG will be in the form of a certification issued by the said agencies.
3. The Security Agency must possess the necessary equipment in the conduct of security services specifically intended for educational institutions.
4. The Security Agency will provide a minimum of Nine (9) security guards, eight (8) male and one (1) female on an 8-hour working schedule daily at three (3) working shifts.
5. The Security Agency will provide consistent and quality service through the qualified, licensed, bonded, and uniformed, highly trained and armed security guards, and one (1) Chief Security or Head Guard, who shall guard and protect the personnel, students, properties and premises of PSHS-SRC, twenty-four (24) hours daily including Saturdays, Sundays and Holidays. Security guards shall be posted and distributed in accordance with PSHS-SRC schedule of posting of guards.
6. The Security Agency shall secure the entrance and exit within PSHS-SRC premises of all persons or vehicles, and things/materials brought in and out of said premises including the conduct of reasonable check on persons and properties as normally done in public or private establishments and places for purposes of ensuring safety and security against unauthorized persons, vehicles, and/or things or materials.
7. The Security Agency shall station appropriate number of security guards at designated strategic points within the PSHS-SRC premises as well as roving guards especially at night time and on weekends to ensure that no trespassing or other illegal activities are considered within the premises of PSHS-SRC.

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8. The Security Agency shall immediately make the necessary reports of any incident to PSHS-SRC management/or to other concerned authorities for purposes of police and other official investigations.
9. The security guards assigned shall be provided with proper agency uniforms and visible identification badges. They must also be duly licensed.
10. The security guards shall be equipped with original, branded and duly licensed firearms and ammunitions necessary in the course of their security enforcement and maintenance of peace and order at the premises of PSHS-SRC buildings and its immediate vicinity.
11. The Security Agency shall provide one (1) unit Base Radio and four (4) units handheld radios as communication equipment of deployed security guards and metal detectors (see Annex A)
12. The Security Agency shall provide one (1) motorcycle and one (1) bicycle to be used in connection with its security services (Annex A). Gasoline and maintenance for the said units shall be shouldered by the security agency.
13. The Security Agency can offer free services in favor of the procuring entity. Such as: back and forth transportation of VIP and other services such as during major school activities and close-in security of VIP and PSHS-SRC personnel when needed.

#### **Security Personnel**

1. The assigned security guards must have previous experience of at least two (2) years and with adequate knowledge in communicating in English. He/she must be reliable, honest and courteous.
2. The security guards must be at least high school graduate, physically fit, not less than 21 nor more than 50 years old, standard requirement in height is at least 5'4" for male and 5'2" for female, and weight of that medium built. However, for those security guards who are currently deployed in PSHS-SRC with very satisfactory performance in the evaluation, the age requirement may be waived, subject to approval of the procuring entity.
3. The security guards must be screened and cleared by the National Bureau of Investigation (NBI), Bureau of Prisons, Police Department, Fiscal's and Clerk of Court of the city or province of his residence.
4. The security guards must undergo and pass the required psycho-neuro examination and drug test conducted by a reputable Philippine National Police (PNP) and National Bureau of Investigation (NBI) accredited testing agency, results of which must be provided to the procuring entity.
5. The security guards must have undergone training on security system and fire fighting supported by a certificate for the last two (2) years.
6. The security guards must be ready to perform other tasks as may be required by PSHS-SRC management, related to security, safety and protection such as registering visitors, inspection

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of bags or cargo (in & out), inspection of vehicles, escorting VIPs and other administrative functions.

### III. PROPOSED POSTING OF GUARDS

#### GUARD POSTING

POST	TIME OF DUTY	MAN-HOUR	
		Weekdays	Weekends & Holidays
Head Guard	0700H-1600H	8	8
Main Gate	0700H-1500H	8	8
	1500H-1100H	8	8
	1100H-0700H	8	8
Back Gate	0700H-1500H	8	8
	1500H-1100H	8	8
	1100H-0700H	8	8
Roving Guard	0700H-1500H	8	8
	1500H-1100H	8	8
	1100H-0700H	8	8

ANNEX "A"

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

1. 1 unit 12 GA shotgun with ammunitions
2. 3 units patented 9mm caliber with ammunitions
3. 1 unit metal detector
4. 1 unit base radio
5. 4 units handheld radio (Set with base radio)
  - 1 – for Head Guard
  - 1 – Front Gate
  - 1 – Back Gate
  - 1 – Roving Guard
6. 1 pc unit cellular phone with charger
7. 3 units rechargeable emergency lantern
8. 1 unit rechargeable flashlight, halogen lamp
9. 10 sets rubber boots
10. 10 sets rain coats
11. 3 cans tear gas
12. 3 pieces umbrella (heavy duty)
13. 2 pieces reflectorized traffic vest
14. 14 pieces office supplies (logbooks, ball pens, etc. for the duration of the contract)
15. 1 unit megaphone
16. 1 unit bicycle for roving guard
17. 1 unit motorcycle

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ANNEX "B"

SET OF MINIMUM REQUIREMENTS

**Security Services**

1. Stability

(a) Years of Experience

at least three (3) years

(b) Liquidity of the Contractor

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

2. Resources

(a) No. and Kind of Equipment

actual number of equipment

(b) No. of Clients Served

at least three (3) client

3. Security Plan

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

4. Other Factors

(a) Recruitment and Selection Criteria

at least high school graduate

at least 21 years old and not more than 50 years old

health certificate

psychological-neuro examination certificate

Police and NBI Clearance

with two (2) years experience

drug test with proof of certificate from government accredited granting office

(b) Completeness of Uniforms and Other Paraphernalia

standard company uniform



**PHILIPPINE ASSOCIATION OF DETECTIVE AND PROTECTIVE AGENCY OPERATORS (PADPAO), INC.**

No. 13, 3rd Avenue, Brgy. Bagong Lipunan ng Crame, Cubao, Quezon City

Tel. No.: 722-4002 Fax No.: 722-4003

Email address: padpao\_inc@yahoo.com.ph

Website: www.padpaophils.org

**Revised Cost Distribution Per Month  
REGION XII – Central Mindanao/Wage Order No. RB XII – 19  
General Santos City, Koronadal and  
Provinces of South Cotabato and Sarangani  
Effective October 9, 2016**

Days worked per week No. of days/year	7 days		7 days	
	8 hrs work/day		12 hrs work/day	
<b>Amount to Guard</b>				
New Daily Wage ( DW)	P	295.00	P	295.00
Ave Pay/ Month (DW x no. of days per yr/12)		9,673.54		9,673.54
Night Differential Pay (Ave. Pay/mo. X 10% x 1/3) x 1/2)		322.45		483.66
13th Month pay (DW x 365 /12/12)		747.74		747.74
5 Days Incentive Pay ( DW x 5/12)		122.92		122.92
Uniform Allowance ( R.A 5487)		100.00		100.00
Overtime Pay		-		6,115.07
	P	10,966.65	P	17,242.95
<b>Amount to Gov't. In Favor of Guard</b>				
Retirement Benefit ( R.A. 7641)(DW X 22.5 / 12)	P	553.13	P	553.13
SSS Premium		736.70		1,178.70
Philhealth Contribution		112.50		112.50
State Insurance fund		10.00		30.00
Pag-Ibig Fund		100.00		100.00
	P	1,512.33	P	1,974.33
<b>A. TOTAL AMOUNT TO GUARD &amp; GOVT.</b>	P	12,478.98		19,217.28
<b>B. AGENCY FEE</b>				
Administrative Overhead		2,935.11		4,047.29
<b>C. VALUE ADDED TAX (Agency fee x 12%VAT-RMC-039-2007)</b>				
		359.41		486.68
<b>MINIMUM CONTRACT RATE</b>	P	<u>15,833.50</u>	P	<u>23,750.25</u>

Overtime Computation

Overtime / Days	
Rate per hour (285/6)	36.88
Regular Days (36.88 X 125% X 280 X 4)	54,951.20
Regular Holidays (36.88 X 250% X 12 X 4)	4,502.62
Special Days (36.88 X 168% X 52 X 4)	12,954.08
Special Days - Rest Days (36.88 X 195% X 3 X 4)	882.99
	<u>73,390.87</u>
Divided by	12
<b>Overtime Pay (4) hours/day</b>	<u>6,115.07</u>

**NOTE:**

- In compliance to the new salary Bracket coverage of SSS in accordance to their Memorandum Circular 2013-010 and Philhealth Circular No. 002/7 s-2013 effective January 1, 2014
- Total 10% Night differential pay should be paid to night shift guards amounting to P967.35  
8 hrs at P 322.45 x 3 = P 967.35  
12 hrs at P 483.66 x 2 = P 967.35

**COMMITTEE ON PADPAO RATE COMPUTATION**

**RAMON D. BERGADO**  
President

**ROGER M. PEDREZO**  
Treasurer

**MANUEL P. ESPEJO**  
Exec. Vice President

**CESAR B. POE**  
Vice President for P.S.O.

**GUSAR S. GERVASIO**  
Secretary

**HELEN C. AQUINO**  
Recorder