



Republic of the Philippines
Department of Health
CENTRAL OFFICE BIDS AND AWARDS COMMITTEE

BID BULLETIN NO. 2

14 December 2023

**PROCUREMENT OF SECURITY SERVICES
IB No. 2024-092**

This Bid Bulletin is being issued to announce the new schedule of Submission and Opening of Bids, to respond to the query of the prospective bidder during the Pre-Bidding Conference, and to amend or modify the bidding documents posted in the PhilGEPS and DOH websites for the above-mentioned project. This Bid Bulletin shall form an integral part of the bidding document. Listed below are the corresponding modifications/ changes:

1. New schedule of the Activity:

Activity	From	To	Venue
Submission and Opening of Bids	19 December 2023; 1:00 PM	22 December 2023; 9:00 AM	COBAC Conference Room., Ground Floor, Bldg. No. 6, Department of Health, San Lazaro Compound, Sta. Cruz, Manila and through video conferencing via Cisco WebEx

2. Clarification on the query of one of the prospective bidders during the Pre-Bidding Conference

Query	Response	
	From	To
Is the CCTV operator included in the 80 security guards?	The CCTV operator is included in the 80 security guards.	CCTV Technician is excluded in the 80 security guards. CCTVs will be supervised by the Detachment Commander

3. Response to the clarification of Advanced Remote Managed Security Services, Inc.

Query	Response
1. Compliance to Section VII. Technical Specifications Please confirm if do we need to submit an evidence document in complying the Technical Specification or we just need to state "Comply or not Comply" on each requirement? Kindly take note that most of the documentation	Yes, submission of evidence or proof is a must.

Query	Response
needed in the technical specifications can be part of the post qualification documents.	
<p>2. Price Schedule</p> <p>May we ask if the price schedule is Manual or Excel Calculation?</p>	The computation is in Excel.
<p>3. List of guards to be submitted data elements</p> <p>May we know if this requirement can be submitted once the project is awarded? Kindly take note that we cannot just provide details of our personnel in public bidding as compliance to RA No 10173 - Data Privacy Act. Also, DOLE has a strict mandate that Security Provider/Agency cannot issue guards contract /hire guards without client contract or assigned deployment</p>	The required documents must be submitted for verification purposes.
<p>4. License to operate a communication system</p> <p>To provide more clarity and specificity into the compliance coupled with the several types of communication licenses, can “any” NTC Radio License permit be acceptable?</p>	Any form of license issued by the NTC that will grant you to operate a communication network is acceptable.
<p>5. Firearms Requirement</p> <p>Can the required number of firearms be revised or reconsidered based from the number of actual manpower per shift stated in the bid requirement? Considering that firearms are typically handover from one shift to another. If our assumptions are correct, below are the projected firearms allocation suggestions: Morning shift: 5 shotguns & 46 pistols Evening shift: 5 shotguns & 24 pistols</p> <p>Hence, the maximum pistol required in consideration with the handover factor should be no more than 5 shotguns and 46 pistols. We would greatly appreciate as well if we can be provided with the breakdown of equipment/ firearm per post as this would greatly rationalize the actual requirement per pistols and other equipment.</p>	The End-User Unit decided to stick with the number of firearms required.
<p>6. CCTV Requirement</p> <p>May we ask if how many CCTV equipment ang peripherals shall be installed and managed to properly allocate cost?</p>	CCTVs were already installed; the End-User Unit only requires a CCTV Technician.
7. Request for at least 2 weeks extension	Refer to the above schedule.

Query	Response
May we request an extension of the submission of bids given the complex requirements of the bid. This would also allow to properly design the CCTV locations and equipment versus the actual operational security requirement.	

4. Section V. Special Conditions of Contract

GCC Clause	From	To
1	xxx	<p>To add:</p> <p><i>REGULAR AND RECURRING SERVICES – [IN CASE OF CONTRACTS FOR REGULAR AND RECURRING SERVICES, STATE: “THE CONTRACT FOR REGULAR AND RECURRING SERVICES SHALL BE SUBJECT TO A RENEWAL WHEREBY THE PERFORMANCE EVALUATION OF THE SERVICE PROVIDER SHALL BE CONDUCTED IN ACCORDANCE WITH SECTION VII. TECHNICAL SPECIFICATIONS.”]</i></p>

5. Section VI. Schedule of Requirements

Particular	From	To
Delivery Schedule/ Project Duration	The contract of service shall commence immediately upon receipt of the approved Notice to Proceed (NTP) until Twelve (12) months.	The contract of service shall commence immediately upon receipt of the approved Notice to Proceed (NTP) for a period of Twelve (12) months.

6. Terms of Reference (TOR)

Refer to the revised TOR

7. Section VII. Technical Specifications

Particular	From	To
d) Equipment to be Provided During Contract Implementation (On loan)	2. Communications Equipment – The Service Provider shall provide a base unit, radio repeater, and at least fifty-seven (57)	2. Communications Equipment – The Service Provider shall provide a digital radio repeater system complete with

	<p>handheld transceivers duly registered by the National Telecommunication Commission to the prospective bidder if owned or to the communication service provider of an enfranchised and authorized public trunk radio system if subscribed by the Bidder. The Service Provider shall allow the Procuring Entity to use its frequency during the contract period and provide five (5) handheld transceivers for their counterparts in the Procuring Entity, namely the Chief of the General Services Division and the Head of the Security Section and the designated Security Inspectors.</p>	<p>variloop antenna, surge protector, and at least fifty-seven (57) uhf403-480mhz digital portable radios duly registered by the National Telecommunication Commission to the prospective bidder if owned or to the communication service provider of an enfranchised and authorized public trunk radio system if subscribed by the Bidder. The Service Provider shall allow the Procuring Entity to use its frequency during the contract period and provide five (5) digital portable radios for their counterparts in the Procuring Entity, namely the Chief of the General Services Division and the Head of the Security Section and the designated Security Inspectors.</p>
	<p>8. One (1) unit of PoE Fingerprint/RFID Access Control at the PCC</p>	<p>8. One (1) unit of PoE Fingerprint/RFID Access Control for the Security Guards assigned at the PCC</p>
<p>e)Equipment to be provided during the Contract Implementation and shall Remain with the Procuring Entity</p>	<p>7. Ten (10) pcs Gang Chair 1. Material: Chrome plated steel 2. Color: Stainless Steel 3. 5 seaters 4. L2960 x W680 x H800 mm</p> <p>10. Eight (8) pcs 12 Doors Steel Tin Cabinet 1. Dimension: 900mmW x 350mmD x 1800mmHt</p>	<p>7. Ten (10) pcs Gang Chair 1. Material: Chrome plated steel 2. Color: Stainless Steel 3. At least 5 seaters 4. L2960 x W680 x H800 mm</p> <p>10. Eight (8) pcs 12 Doors Steel Tin Cabinet with keys 1. Dimension: 900mmW x 350mmD x 1800mmHt</p>

	<p>11. Two (2) pcs 4 Doors Steel Tin Cabinet</p> <p>1. Dimension: 900mmW x 420mmD x 1800mmHt</p>	<p>11. Two (2) pcs 4 Doors Steel Tin Cabinet with keys</p> <p>1. Dimension: 900mmW x 420mmD x 1800mmHt</p>
<p>II. Additional Requirements in Technical Specifications, arranged, numbered, and tabbed as enumerated below:</p>	<p>7. List of firearms indicating license number, the status of license whether temporary or not, and license expiry and photocopies of license cards issued by the Firearms and Explosive Unit of the Philippine National Police and firearms must be readily available anytime for inspection by the designated inspectors of the Procuring Entity;</p>	<p>7. List of firearms indicating license number, the status of license whether temporary or not, and license expiry and photocopies of license cards signed and issued by the Firearms and Explosive Unit of the Philippine National Police and firearms must be readily available anytime for inspection by the designated inspectors of the Procuring Entity;</p>
	<p>10. License to operate a communication system composed of a base unit, radio repeater and at least fifty-seven (57) handheld transceivers issued by the National Telecommunication Commission (NTC) or a Current subscription/service contract with a Communication Service Provider (CSP) that is duly enfranchised and authorized public trunk radio system pursuant to NTC Memorandum Circular No. 04-05-2003 in compliance to the requirement in Section VI. The communication Service Provider must duly register with NTC;</p>	<p>10. License to operate a communication system composed of a digital radio repeater system complete with variloop antenna, surge protector, and at least fifty-seven (57) uhf403-480mhz digital portable radios issued by the National Telecommunication Commission (NTC) or a Current subscription/service contract with a Communication Service Provider (CSP) that is duly enfranchised and authorized public trunk radio system pursuant to NTC Memorandum Circular No. 04-05-2003 in compliance to the requirement in Section VI. The communication Service Provider must duly register</p>

		with NTC;
	16. Certification that the bidder will provide the complete equipment with supporting documents/proof such as brochure/product insert, etc.;	16. Certification that the bidder will provide the complete equipment compliant to the requirements with supporting documents/proof such as brochure/product insert, etc.;

8. Section VIII. Checklist of Technical and Financial Documents

Particular	From	To
<u>III.</u> Additional Requirements To Be attached in Technical Specifications Form:	7. List of firearms indicating license number, the status of license whether temporary or not, and license expiry and photocopies of license cards issued by the Firearms and Explosive Unit of the Philippine National Police and firearms must be readily available anytime for inspection by the designated inspectors of the Procuring Entity;	7. List of firearms indicating license number, the status of license whether temporary or not, and license expiry and photocopies of license cards signed and issued by the Firearms and Explosive Unit of the Philippine National Police and firearms must be readily available anytime for inspection by the designated inspectors of the Procuring Entity;
	10. License to operate a communication system composed of a base unit, radio repeater and at least fifty-seven (57) handheld transceivers issued by the National Telecommunication Commission (NTC) or a Current subscription/service contract with a Communication Service Provider (CSP) that is duly enfranchised and authorized public trunk	10. License to operate a communication system composed of a digital radio repeater system complete with variloop antenna, surge protector, and at least fifty-seven (57) uhf403-480mhz digital portable radios issued by the National Telecommunication Commission (NTC) or a Current subscription/service contract with a Communication Service Provider (CSP) that is duly enfranchised and

	radio system pursuant to NTC Memorandum Circular No. 04-05-2003 in compliance to the requirement in Section VI. The communication Service Provider must duly register with NTC;	authorized public trunk radio system pursuant to NTC Memorandum Circular No. 04-05-2003 in compliance to the requirement in Section VI. The communication Service Provider must duly register with NTC;
	16. Certification that the bidder will provide the complete equipment with supporting documents/proof such as brochure/product insert, etc.;	16. Certification that the bidder will provide the complete equipment compliant to the requirements with supporting documents/proof such as brochure/product insert, etc.;

9. Price Schedule Forms using the forms attached in Annex A

Refer to the revised Price Schedule Forms

Attached are the revised **Schedule of Requirements, TOR, Technical Specifications Checklist of Technical and Financial Documents, and Price Schedule Forms as Annex A**, for your reference.

All other provisions of the bidding documents which are not affected shall remain in force and in effect.

For guidance and information of all concerned.

Sgd.

MARIA ROSARIO S. VERGEIRE, MD, MPH, CESO II
Undersecretary of Health
COBAC-G Chairperson

Section VI. Schedule of Requirements

The delivery schedule expressed as calendar days stipulates hereafter a delivery date which is the date of delivery to the project site.

Lot No.	Description	Qty.	Unit	Total ABC (PhP)	Delivery Site	Delivery Schedule/ Project Duration
1	Security Services	1	Lot	49,418,941.61	1. All the buildings in the DOH San Lazaro Compound, Sta. Cruz, Manila including the DOH-CO Warehouse 2. Quirino Warehouse, Project 4, Quezon City and 3. Philippine Cancer Center, Quezon City	The contract of service shall commence immediately upon receipt of the approved Notice to Proceed (NTP) for a period of Twelve (12) months.

***Please include the attached Terms of Reference with signature of the authorized representative as part of the submission of the bid proposal.**

 Signature over Printed Name
[date of signing]

In the capacity of:
 Duly authorized to sign bid for and on behalf of:

[title or other appropriate designation]
[Name of Company]
[Complete office address]
[Contact No.]
[Fax No.]
[Email Address]

TERMS OF REFERENCE

I. BACKGROUND AND RATIONALE

The Department of Health (DOH), as the principal health agency in the Philippines, is responsible for ensuring access to basic public health services for all Filipinos by providing quality health care and regulating providers of health goods and services.

As a public office, the DOH compound is frequented by the general public transacting official business on matters pertaining to health and other related concerns. It is therefore imperative that building premises are maintained safe and secured at all times. The Department of Health – Central Office is located at San Lazaro Compound, Rizal Avenue, Sta. Cruz, Manila.

The Department of Health 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

All DOH – Central Office assets but not limited to all the buildings in the DOH compound in Sta. Cruz, Manila including the DOH-CO Warehouse, Quirino Warehouse, and Philippine Cancer Center in Quezon City, and all the properties and facilities within the compound and occupants and the general public transacting business thereat.

III. PERIOD OF CONTRACT

The contract of service shall commence immediately upon receipt of the approved Notice to Proceed for a period of Twelve (12) Months.

Before the end of the contract, the Procuring Entity shall conduct an assessment or evaluation of the performance of the Service Provider based on the set of performance criteria prescribed under Section VII. Technical Specifications Extension of the contract shall be based on performance evaluation and obtaining at least a satisfactory rating and compliance to performance criteria requirements and submission of proofs of payment of taxes and other remuneration, such as SSS, PhilHealth, and Pag-ibig Fund.

IV. TERMS OF PAYMENT

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

- (a) A certification by the General Services Division (GSD) that the services for which payment is being claimed have been rendered or delivered under the terms of this contract and have been duly accepted;
- (b) Certified true copy of payroll of Security Guards; and
- (c) A certification from the Service Provider that it has fully paid all wages of Security Guards for the preceding month under the provisions of the Minimum Wage Law, the new Labor Code, and other pertinent laws and decrees.

V. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Funding Source is the Government of the Philippines (GOP) through the General Appropriations Act of CY 2024 in the amount of **Forty-Nine Million Four Hundred Eighteen Thousand Nine Hundred Forty-One and 61/100**.

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.

1. Contract of service is renewable based on performance evaluation obtaining at least a satisfactory performance rating and submission of updated documentary requirements and performance security and the duration for each renewal contract shall not exceed one (1) year; however, the total combined period covering the original contract, renewal contract/s, and contract extension/s, if applicable, shall not exceed three (3) years.
2. 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:
 - 2.1 Increase in minimum daily wage pursuant to law or new wage order issued after the date of bidding;
 - 2.2 Increase in taxes; and
 - 2.3 If during the term of the contract, the DOH sees the need for an increase or decrease in the number of security guards, the resulting cost of said increase or decrease, provided that the ABC for the relevant year is not exceeded.
3. The Financial Proposal shall contain a breakdown of all costs, including the cost of supplies and equipment, necessary for the execution of the contract;
4. Procuring Entity shall expressly provide, under *Section VII. Technical Specifications* shall form part of the contract that the service provider shall maintain at least a 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 300 licensed Security Guards.

B. Liquidity

The Service Provider should have the ability to pay at least two (2) months' salaries and wages of eighty (80) security guards employed from its funds, i.e., twice 1/13 of the ABC or approximately Php 7 million.

C. Organizational Set-up

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

VIII. REQUIREMENTS FOR THE IMPLEMENTATION OF CONTRACT

A. Agency Requirements

- Availability for the deployment of at least eighty (80) guards complying with the DOH minimum qualification standards, excluding Detachment Commander
- Availability of at least ten (10) on-call reliever guards complying with DOH minimum qualification standards
- The Service Provider shall provide a Detachment Commander who shall supervise and manage the implementation of the Security Plan in compliance with the security requirements of the Procuring Entity.
- The Service Provider shall provide a close-circuit television (CCTV) technician with training on CCTV security Surveillance Installation and Management who will see to it that the CCTV surveillance System of the Procuring Entity is properly maintained. **Remunerations and other benefits of the Detachment Commander and CCTV technician shall be shouldered by the Service Provider.**

B. Schedule of Requirements

(1) Deployment of Security Guards

The Service Provider shall provide the following personnel / Security Guards:

SCHEDULE	PLACE OF ASSIGNMENT	NO. OF GUARDS
I. DAY SHIFT (7:00am – 7:00pm) Monday – Saturday	DOH – Central Office, Sta. Cruz, Manila	15
II. DAY SHIFT (7:00am – 7:00pm) Monday – Sunday	DOH – Central Office, Sta. Cruz, Manila (29 guards)	36
	Quirino Warehouse, Quezon City (1 guard)	
	Philippine Cancer Center, Quezon City (6 guards)	
III. NIGHT SHIFT (7:00pm – 7:00am) Monday – Sunday	DOH – Central Office, Sta. Cruz, Manila (23 guards)	29
	Quirino Warehouse, Quezon City (1 guard)	
	Philippine Cancer Center, Quezon City (5 guards)	
TOTAL NO. OF GUARDS		80

- a. 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.
- b. The Service Provider must provide the Procuring Entity a complete and final list of its regular and reliever/on-call security guards and other personnel assigned to work in the Project Site with the following data elements:
 1. Name;
 2. Age which should not be more than sixty (60) years old;
 3. Birthdate;
 4. Highest educational attainment;
 5. At least two (2) years of experience as a security guard and preferably with training in Basic Life Support (BLS);
 6. Number of years as a security guard;
 7. Number of months with or have worked for the prospective bidder as a security guard;
 8. SSS number;
 9. TIN number;
 10. Pag-ibig; and

11. Philhealth.
 12. Test results within six (6) months from the bidding for:
 - a. Neuro-Psychiatric test
 - b. Drug Test
 - c. X-ray
 - d. Physical & Medical Examination
- c. Deployment of at least one (1) female guard at the Main Gate to undertake a body search for females.
 - d. The Procuring Entity reserves the right to request for an increase in the number of Security Guards assigned to the Project Sites or transfer any Security Guards 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.
 - e. The Service Provider, together with its employees, agree to abide with the performing and security requirements 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.
 - f. The Security Services shall be under the management of the Chief, General Services Division, Administrative Service of the Procuring Entity. Before they assume work at the beginning of the Contract, an orientation of the Scope of Responsibility, Rules, and Regulations of the DOH, and related matters shall be conducted by the Chief, General Services Division.
 - g. No Security Guard shall assume his/her post without going through this general orientation and specific instruction in certain offices through the Administrative Officer if so required.
 - h. Security Guard found unfit to render shift work duty shall be replaced immediately by the Service Provider.
 - i. The Service Provider shall provide a refresher course to the Security Guards every three (3) months to keep them updated and reminded of their duties and responsibilities.
 - j. Security Guards assigned to restricted office areas where highly accountable assets and documents are kept, shall perform their duties under the supervision of officials designated by the Procuring Entity.

k. Security Guards shall coordinate with the Administrative Officer (AO) / Building Administrator (BA) of the offices where they are assigned. All security guards on duty are expected to:

1. Monitor and record the movement of all office materials, supplies, and materials within the building or area of assignment. Whenever any equipment is brought out of the building, the Security Guard shall demand a *Building/Gate Pass* duly signed by the AO/BA, or by his/her duly authorized representative;

Gate Pass - whenever the transfer will be from one building to another DOH office outside the DOH Central Office compound.

Building Pass - if the transfer will be from one building to another building inside the DOH compound shall be referred.

2. 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.
3. Strictly adhere to the implementation of Building entry and exit protocols as prescribed by the Procuring Entity:
 - a. A “No ID, No Entry” policy is imposed;
 - b. During a pandemic the guards on duty shall ensure that health protocols as provided in the “*Workplace Guidelines for DOH: A Handbook*” which shall be discussed in detail during the orientation for the deployed guards, shall be strictly observed;
 - c. 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/QR Code, and check if they have firearms or deadly weapons which shall be deposited with the guard on duty with proper acknowledgment receipt; Likewise, a Visitor’s Slip also be issued to be countersigned by the person/official visited;
 - d. Inspect bags/packages and search individuals as necessary; and
 - e. Perform all other duties and responsibilities which may be assigned from time to time by the Procuring Entity.
4. Any Security Guard on duty shall position himself or herself outside the building and /or office properly making sure that he or she has a good view of all properties, except when there is a duly authorized special arrangement with the concerned Head of Office through its AO / BA.
5. The Roving Security Guard shall see to it that the premises of the Procuring Entity are protected. Any movement out of the ordinary and the presence of suspicious characters should be reported immediately.

6. The Service Provider shall give written notice to the Chief of the General Services Division whenever any Security Guard is to be removed or replaced.
7. 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 assumes responsibility.
8. The Service Provider shall provide **a functional lock mechanism for the lockers of each security guard assigned at DOH – Central Office. The locker room shall be installed with a proper ventilation system.**

(2) Minimum Qualifications for Individual Security Guards

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

- a) Filipino Citizen;
- b) Of good moral character, cleared by law enforcement or police agencies and without a 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 a security guard and preferably with training in Basic Life Support (BLS);
- e) Attended at least two (2) training on security services-related courses;
- f) Not an apprentice;
- g) Not less than twenty-two (22) years old and not more than sixty (60) years old except for the Supervisor;
- h) At most 10% only from the total number of Security Guards including relievers age ranging from 56 to 60 years old is allowed;
- i) At least 5'4" in height medium-heavy built for male guards; at least 5'2" for female guards;
- j) Male or Female, except for the Roving Guards who should be all male;
- k) Physically and medically fit based on Physical and Medical and X-ray Examination;
- l) Mentally fit based on Neuro-Psychiatric Test;
- m) Not an illegal substance or illicit drug user based on negative drug test results; and
- n) 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 Guards, including relievers, shall be screened by a committee headed by Chief of the General Services Division, Administrative Service, subject to the approval of

AS Director. The following documents shall be submitted by the Security Guard 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 pictures (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 results 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. Price Schedule

The following PRICE SCHEDULE is to be used for comparing the BID Price of each bidder. The computation of ABC is based on one (1) month computation of Labor Cost, Administrative Cost/Overhead of not less than 20% of total contract cost, and Value Added Tax multiplied by 12 months plus the cost of the Equipment (one-time delivery). See template (3 pages):

D. Recruitment and Selection Criteria for Security Guards

- a. 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.
- b. 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 dependent on any liquor or other intoxicating substances or prohibited drugs.
- c. The Service Provider shall not assign or allow Security Guards in the Procuring Entity's Project Sites who are not acceptable to the Procuring Entity.
- d. 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.

- e. 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 Department of Health by both internal staff and external entities in coordination with the Administrative Service.

E. Accepted Security Guards' Uniform and Paraphernalia

Security Guards shall be provided by the Service Provider with proper/prescribed uniform (Type A and Type B) with a name tag, which should be worn at all times when on duty.

Each Security Guard shall have the following minimum tools:

1. Whistle;
2. Night stick;
3. Rechargeable Flashlight (rechargeable batteries provided);
4. First Aid Kit with 70% solution alcohol in spray bottles or hand sanitizer
5. One (1) licensed side arm;
6. One (1) pair of handcuffs;
7. One (1) unit side arm holster belt; and
8. Raincoats and rubber boots.

F. Equipment to be Provided During the Contract Implementation (On loan)

1. The Service Provider shall provide at least fifty-eight (58) 9mm caliber pistols and five (5) 12-gauge shotguns (5 to 6 shots), to be placed on the service provider's detachment or issued to a guard with pre-determined security risk assignment. The firearms must be in good working condition with updated licenses. The Certified True Copy of updated licenses of firearms shall be submitted within ten (10) calendar days from receipt of the Notice of Award for approval and shall be subject to review by the General Services Division, Administrative Service.
2. Communications Equipment – The Service Provider shall provide a digital radio repeater system complete with variloop antenna, surge protector, and at least fifty-seven (57) uhf 403-480mhz digital portable radios duly registered by the National Telecommunication Commission to the prospective bidder if owned or to the communication service provider of an enfranchised and authorized public trunk radio system if subscribed by the Bidder. The Service Provider shall allow the Procuring Entity to use its frequency during the contract period and provide five (5) digital portable radios for their counterparts in the Procuring Entity, namely the Chief of the General Services Division and the Head of the Security Unit, and the designated Security Inspectors.

3. The Service Provider shall provide at least one (1) serviceable AUV or MPV of not more than five (5) years old to serve as a dispatch vehicle. Copy of OR/CR shall be presented, in no case, the vehicle is not yet available an Undertaking that the Service Provider shall provide the required motor vehicle during contract implementation.
4. The Service Provider shall provide five (5) mountain bikes to be used by the roving guards on duty.
5. Twelve (12) units of metal detectors for use in the DOH compound including Quirino Warehouse, and Philippine Cancer Center.
6. Two (2) units of Computer set and printer for the Service Provider Security Office
7. One (1) unit of Photocopier (provided with consumables)
8. One (1) unit of PoE Fingerprint/RFID Access Control **for the Security Guards assigned at PCC**
9. Two (2) units of Rechargeable high-powered floodlights are to be installed near Gate 1 perimeter fence and at Gate 3
10. Three (3) units of Megaphone with rechargeable battery
11. Two (2) units of under-chassis inspection mirror
12. Six (6) pcs of Stop and Go signage
13. Fifty-five (55) units of Big Utility Umbrellas
14. One hundred (100) pairs of rubber boots
15. One hundred (100) pieces of raincoats
16. One (1) unit of a digital camera for documentation purposes

G. Equipment to be provided during the Contract Implementation and shall Remain with the Procuring Entity

1. Five (5) Units Bridge Tripod Turnstile
 - Full Automatic Tripod Turnstile with CE Certificate
 - Stainless steel 304 Pedestrian Gate
 - Dimension: Width 280mm, Length 1200mm, Height 980mm
 - Pole Length: 510mm
 - Pole Maximum Force: 3kg

- Working Movement: 12V/20W DC Motor
 - Working Environment: Outdoor
 - Suitable Temperature: 40°C – 80°C
 - Emergency measure: Pole falling when power off
 - Gate opening time: 0.2s
 - Standard input interface: Relay switch signal
 - With 1 (one) year warranty and installation
2. Five (5) Units Aide 2Door Access Controller
- User capacity: 20,000 pcs
 - Event Log: 100,000 can be saved permanently
 - Communication standard: TCP/IP
 - Support database: Access and SQL
 - With 1 (one) year warranty
3. Five (5) Dual Frequency Card Reader
- 26 Bit Weigand Outdoor Reader
 - ABS Casing
 - With 1 (one) year warranty
4. Three Thousand (3000) pcs Proximity Card without print
- 125khz proximity card
 - Contactless smart card
 - With 1 (one) year warranty
5. Twenty-Two (22) pcs Customized Reception Counter for Security Guard Post
- Main Table: 160000 L x 600mm D x 1100mm Ht
 - Color: Black
 - Top : 25mm thick board
 - Cabinet carcass in 18mm thick E1 board
 - Sidings in 2mm PVC edge band Machine Pressed
 - Cabinet in 3 drawers with lock and key
6. Thirty-One (31) pcs Office Chair
- Material: Mesh
 - Color: Black
 - With Armrest
 - Adjustable Gaslift
 - Chrome and finish starbase
 - With castor wheel
7. Ten (10) pcs Gang Chair
- Material: Chrome plated steel
 - Color: Stainless Steel

- **At least** 5 seaters
 - L2960 x W680 x H800 mm
8. One (1) unit PoE Fingerprint/RFID Access Control
- Scan Area 22mmx18mm
 - Fingerprint Capacity 2,000
 - Fingerprints Display: Yes
 - Workcode: 6 digit Work Code
 - Operating Voltage: DC 12V
 - Identification Time: 0.5 Sec
9. Six (6) pcs Wooden Guard Podium
- Material: MFC
 - Dimension: 500mmW x 400mmD x 1100mmHt
10. Eight (8) pcs 12 Doors Steel Tin Cabinet **with keys**
- Dimension: 900mmW x 350mmD x 1800mmHt
11. Two (2) pcs 4 Doors Steel Tin Cabinet **with keys**
- Dimension: 900mmW x 420mmD x 1800mmHt

H. 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 General Services Division, Administrative Service 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 DOH premises conducted and certified by the Administrative Service.
2. General and specific security procedures/SOPs at least for the following at buildings and grounds areas:
 - 2.1 Entrance Control
 - 2.1.a Personnel and Visitor/Pedestrian control;
 - 2.1.b. Material and property movement control;
 - 2.1.c Traffic and vehicle control;
 - 2.1.d Visitors management approaches

- 2.2 Fixed Posts
 - 2.3 Roving patrol
 - 2.4 Public Complaints Management
 - 2.5 Escort duties or Official security specifically for the Office of the Secretary, and locations of various Undersecretaries and Assistant Secretaries (Buildings 1, 2, 3, 4, 9, 14, 19, etc.)
 - 2.6 Lost and Found
 - 2.7 Flying flags
 - 2.8 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:
- 3.1 Intruders
 - 3.2 Fire protection;
 - 3.3 Bomb threats;
 - 3.4 Bio-terrorism threats;
 - 3.5 Robbery/theft/burglary;
 - 3.6 Civil disturbance/rallies;
 - 3.7 Hostage crisis;
 - 3.8 Brownouts and other utilities, breakdown or failure;
 - 3.9. Injuries and illnesses;
 - 3.10 Earthquakes, typhoon/floods, and other catastrophes, calamities, or tragedies; and
 - 3.11 Response to pandemic/epidemic

I. Additional Documents to be submitted with the Technical Proposal

- 1. Sworn Statement using the prescribed form;
- 2. Valid and current License to Operate (LTO) as a Security Agency issued by the Philippine National Police (PNP);
- 3. Valid and Current Certificate of Membership with PADPAO and has no derogatory record;
- 4. Notice of Results issued by the DOLE Inspector indicating compliant with the General Labor Standard and Occupational Safety and Health Standard (DOLE Department Order No. 183);
- 5. Certificate of no pending cases in DOLE and NLRC;

6. Proposed organizational set-up indicating names of key officials and number of personnel and the reporting and functional relationships among various players within the Service Provider with an additional presentation of its relationship with GSD-AS, DOH in the implementation of the contract;
7. List of firearms indicating license number, the status of license whether temporary or not, and license expiry and photocopies of license cards **signed and** issued by the Firearms and Explosive Office of the Philippine National Police and firearms must be readily available anytime for inspection by the designated inspectors of the Procuring Entity;
8. List of eighty (80) security guards to be deployed upon award of the contract including two (2) shift supervisors. The detachment commander and cctv technician are also included in the list of guards to be submitted but the remunerations and other benefits shall be shouldered by the agency presented with the following data elements in a table:
 - a) Name;
 - b) Age which should not be more than sixty (60) years old;
 - c) Birthdate;
 - d) Highest educational attainment;
 - e) Attended at least two (2) training on security services-related courses which should indicate title, the date taken, and training provider;
 - f) Number of years as a security guard and License No.;
 - g) NTC Restricted Radiotelephone Operator's Certificate No.;
 - h) Number of months with or have worked for the prospective bidder as a security guard;
 - i) SSS number;
 - j) TIN number;
 - k) Pag-ibig; and
 - l) Philhealth.
9. List of at least ten (10) Regular Relievers and On-call Security Guards indicating the following data elements in a table:
 - a) Name;
 - b) Age which should not be more than sixty (60) years old;
 - c) Birthdate;
 - d) Highest educational attainment;
 - e) Attended at least two (2) training on security services-related courses and BLS training which should indicate title, the date taken, and training provider;
 - f) Number of years as a security guard and License No.;
 - g) NTC Restricted Radiotelephone Operator's Certificate No.;
 - h) Number of months with or have worked for the prospective bidder as a security guard;

- i) SSS number; and
 - j) TIN number;
 - k) Pag-ibig; and
 - l) Philhealth.
10. License to operate a communication system composed of **a digital radio repeater system complete with variloop antenna, surge protector**, and at least fifty-seven (57) **uhf403-480mhz digital portable radios** issued by the National Telecommunication Commission (NTC) or a Current subscription/service contract with a Communication Service Provider (CSP) that is duly enfranchised and authorized public trunk radio system pursuant to NTC Memorandum Circular No. 04-05-2003 in compliance to the requirement in Section VI. The Communication Service Provider must duly register with NTC;
 11. Evidence of ownership/rental in the form of proof of purchase and/or registration with the LTO or Rental agreement of at least one (1) serviceable AUV or MPV of not more than five (5) years old to serve as dispatch vehicle;
 12. Sworn statement to provide five (5) mountain bikes when awarded the contract;
 13. Security Plan Proposal;
 14. Sample of documented personnel recruitment or hiring process including selection criteria for the recruitment of new guards by the company for the last three (3) years;
 15. Picture of a typical male and female guard in Type A and Type B uniforms. These must be custom-fit with complete paraphernalia including a narrative description of the uniform and paraphernalia;
 16. Certification that the bidder will provide the complete equipment **compliant to the requirements** with supporting documents/proof such as brochure/product insert, etc.;
 17. Certification from the General Services Division that an ocular inspection was conducted by the bidder.

IX. CONTRACT MANAGEMENT AND IMPLEMENTATION

1. The Detachment Commander and Security Officers to be assigned to the Department of Health, together with its Operations Manager shall be required to submit the following reports relative to the deployment of security personnel:
 - (a) Staffing and rotation plan:
 - Day shift for building and roving area
 - 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 Administrative Service 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 Administrative Service.
3. Guards shall be required to have their daily time records monitored through the **Fingerprint/RFID Access Control** stationed at the Service Provider (Security Office) office. Each daily time record shall be monitored and certified by the General Services Division, Administrative Service office.
4. Security plans, requirements, and processes will be coordinated by the General Services Division office through the designated Security Officer in charge of the Service Provider.
5. Relievers shall be cleared first with the Transport and Security Management Section prior to assignment at the Department of Health detachment.
6. Security log book, daily time records, and shifting work schedule must be submitted to the General Services Division for proper monitoring and administration of security procedures and processes.
7. In the case of a dispute between the Procuring Entity and the Service Provider, the dispute shall be resolved in accordance with Republic Act 9285 (RA 9285), otherwise known as the “Alternative Dispute Resolution Act of 2004”.

X. PERFORMANCE EVALUATION

1. The performance of the security service provider shall be evaluated on a monthly basis.
2. The inspections and tests that will be conducted are:
 - a) The Procuring Entity’s offices, Director IV, the Chief of the General Services Division, and the Head of Transport and Security Management Section (TSMS) and Designate Inspectors of General Service Division have the right to inspect the Security Guards in their post at any time to determine compliance with the physical conditions required of a Security Guard.
 - b) The inspection shall put emphasis on 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. Reports of the Security Guard under the influence of liquor, other intoxicating substances, or prohibited drugs shall be grounds for suspension or debarment of such person by the Service Provider in the Procuring Entity.
 - d) In no way that the guards inhabit or even sleep on the Procuring Entity’s premises.
 - e) No particular security guard assigned to the Procuring Entity shall be compelled to render two (2) consecutive shifts (24-hour duty) at any given time.
3. The General Services Division, Administrative Service in cooperation with the Administrative Officer of each office shall conduct an assessment or evaluation of the Service Provider before the end of each year or a month before the end of the annual contract wherein the criteria will be based on the following to wit:
- i. The assessment or evaluation methods to be employed shall be service level monitoring, certification, and visual inspection;
 - ii. Based on the assessment, the DOH 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 the Government Procurement Policy (GPPB) Resolution No. 07-2019 dated 08 March 2019.
 - iii. The Service Provider shall attain at least a satisfactory rating equivalent to 80 points of performance throughout the term of the contract based on the mandatory performance criteria provided under GPPB Resolution No 06-2022 dated September 12, 2022.**

3.1 Performance Criteria and Weight:

	Criteria	Weight	
I	Conformity to Technical Requirements	25	
II	Timeliness in the Delivery of Services	25	
III	Behavior of Personnel (Courteous, Professional, and Knowledgeable)	20	
IV	Response to Complaints	20	
V	Compliance with set office policies for such services	10	
	Total	100	

4. Performance Measures subject to the approval of AS Director:

- 4.1 Immediate response (within 24 hours) relative to security incidents
- 4.2 Appropriate issuance and control of visitors, walk-in product promoters, alms solicitors, and employees relative
- 4.3 Updated and accurate submission of incident reports by guards to security supervisors and at the General Services Division's office.
- 4.4 Manner of conducting, presenting, handling, and preparing investigation reports and evidence for possible filing of criminal charges and apprehending violators
- 4.5 Gate and building guard posts are always manned, monitored, supervised, and checked by the Service Provider's guard supervisors
- 4.6 Immediate reporting, documentation, and submission of incident report
- 4.7 Presentation of incident reports should be clear, accurate, and complete
- 4.8 Appropriate and immediate notification of building rule violations to supervisor, and administrative officer (AO).
- 4.9 Appropriate and immediate notification of incidents and building violations to GSD and AO
- 4.10 Submission of a complete and accurate written report by close of next business day of incident and building violations
- 4.11 Immediate reporting and actions on any lost or found items to the supervisor
- 4.12 Snappy, alert, and sequential method of raising and lowering the Philippine Flag in accordance with standards
- 4.13 Immediate reporting of frayed and worn-out flags to GSD
- 4.14 Roving guards and supervisors respond to emergencies before guards on fixed posts

- 4.15 Immediate reporting of emergency situation
- 4.16 Immediate notification of action taken during emergencies
- 4.17 Emergency Procedures are followed
- 4.18 Reports within 2 hours of emergency situations
- 4.19 Complete and accurate property movements
- 4.20 Timely conduct of guard training
- 4.21 No complaints from guards regarding underpayment and late payment of salaries
- 4.22 Guards are well-dressed and clean
- 4.23 Guards with complete tools and supplies
- 4.24 No theft reported
- 4.25 Excellent traffic control
- 4.26 Communication systems always working
- 4.27 CCTV must always be in good working condition
- 4.28 All required incident reports prepared, accurately done, and forwarded on time (within 24 hours)
- 4.29 Supervisors properly inspect all guards and posts
- 4.30 Good pedestrian traffic control

- 4.31 Provides victim comfort while waiting for professional assistance
- 4.32 Dispatch vehicle always available when needed
- 4.33 Erring guards are reprimanded or punished properly & re-trained if necessary
- 4.34 Deployed guards are trained
- 4.35 Immediate replacements for absent or suspended or fired guards
- 4.36 Guards in fixed posts assists in occupant's emergency plans in times of emergencies and untoward incidents
- 4.37 Property pass procedures are followed strictly
- 4.38 Visitors and personnel are properly and courteously scrutinized in cases of property loses
- 4.39 Other performance measures to secure the area and property of the Procuring Entity.

Signature over Printed Name

[date of signing]

In the capacity of:

Duly authorized to sign bid for and on behalf of:

[title or other appropriate designation]

[Name of Company]

[Complete office address]

[Contact No.]

[Fax No.]

[Email Address]

Technical Specifications

Item	Specification	Statement of Compliance
		<p><i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p> <p>REGULAR AND RECURRING SERVICES – [IN CASE OF CONTRACTS FOR REGULAR AND RECURRING SERVICES, STATE: “THE CONTRACT FOR REGULAR AND RECURRING SERVICES SHALL BE SUBJECT TO A RENEWAL WHEREBY THE PERFORMANCE EVALUATION OF THE SERVICE PROVIDER SHALL BE CONDUCTED IN ACCORDANCE WITH SECTION VII. TECHNICAL SPECIFICATIONS.”]</p>

Technical Specifications

Republic of the Philippines Department of Health			
TECHNICAL SPECIFICATIONS			
Lot No. 1	Security Services	Qty./Unit	1 Lot
ABC: PhP49,418,941.61			
PURCHASER'S SPECIFICATION		STATEMENT OF COMPLIANCE	
I. 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 300 licensed Security Guards.			
B. Organizational Set-up The Service Provider should present an organizational chart indicating names of key officials and the number of personnel and the reporting and functional relationships among various players within the Service Provider with an additional presentation of its relations to the GSD-AS, DOH in the implementation of the contract.			
1) REQUIREMENTS FOR THE IMPLEMENTATION OF CONTRACT A. Agency Requirements <ul style="list-style-type: none"> • Availability for the deployment of at least eighty (80) guards complying with the DOH minimum qualification standards, excluding Detachment Commander • Availability of at least ten (10) on-call reliever guards complying with DOH minimum qualification standards • The Service Provider shall provide a Detachment Commander who shall supervise and manage the 			

Republic of the Philippines
Department of Health

TECHNICAL SPECIFICATIONS

Lot No. 1	Security Services	Qty./Unit	1 Lot
ABC: PhP49,418,941.61			
PURCHASER'S SPECIFICATION		STATEMENT OF COMPLIANCE	
<p>implementation of the Security Plan in compliance with the security requirements of the Procuring Entity.</p> <ul style="list-style-type: none"> • The Service Provider shall provide a close-circuit television (CCTV) technician with training on CCTV security Surveillance Installation and Management who will see to it that the CCTV surveillance System of the Procuring Entity is properly maintained. <u>Remunerations and other benefits of the Detachment Commander and CCTV technician shall be shouldered by the Service Provider.</u> 			
<p>a) Minimum Qualifications for Individual Security Guards</p> <p>Security Guards to be assigned by the Service Provider must possess the following qualification:</p> <ul style="list-style-type: none"> a) Filipino Citizen; b) Of good moral character, cleared by law enforcement or police agencies and without a 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 a security guard and preferably with training in Basic Life Support (BLS); e) Attended at least two (2) training on security services-related courses; f) Not an apprentice; g) Not less than twenty-two (22) years 			

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Department of Health

TECHNICAL SPECIFICATIONS

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PURCHASER'S SPECIFICATION		STATEMENT OF COMPLIANCE	
<p>old and not more than sixty (60) years old except for the Supervisor;</p> <p>h) At most 10% only from the total number of Security Guards including relievers age ranging from 56-60 years old is allowed.</p> <p>i) At least 5'4" in height medium-heavy built for male guards; at least 5'2" for female guards;</p> <p>j) Male or Female, except for the Roving Guards who should be all male;</p> <p>k) Physically and medically fit based on Physical and Medical and X-ray Examination;</p> <p>l) Mentally fit based on Neuro-Psychiatric Test;</p> <p>m) Not an illegal substance or illicit drug user or addict based on negative drug test result; and</p> <p>n) Preferably non-smoker and shall not smoke during duty hours.</p>			
<p>b) Screening and Acceptance of Security Guards to be Assigned by the Service Provider</p> <p>Security Guard, including reliever, shall be screened by the Chief of the General Services Division, Administrative Service, or Team Head of the Security Unit subject to the approval of the AS Director. The following documents shall be submitted by the Security Guard for this purpose:</p> <p>a) Physical and Medical certificate;</p> <p>b) NBI clearance;</p> <p>c) Copy of diploma of highest educational</p>			

Republic of the Philippines
Department of Health

TECHNICAL SPECIFICATIONS

Lot No. 1	Security Services	Qty./Unit	1 Lot
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PURCHASER'S SPECIFICATION		STATEMENT OF COMPLIANCE	
<p>attainment;</p> <p>d) Copy of birth certificate;</p> <p>e) 2 x 2 picture (2 pcs);</p> <p>f) Presentation of Original copy and Certified True Copy of SSS membership card;</p> <p>g) Presentation of Original copy and Certified True Copy of neuropsychiatric test result and evaluation;</p> <p>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;</p> <p>i) Copy of Certificates of Training Attended;</p> <p>j) Copy of Neuro-Psychiatric exam results within six (6) months from hiring.</p>			
<p>c) Accepted Security Guards' Uniform and Paraphernalia</p> <p>Security Guards shall be provided by the Service Provider with proper/prescribed uniform (Type A and Type B) with a name tag, which should be worn at all times when on duty.</p>			
<p>d) Equipment to be Provided During Contract Implementation (On loan)</p> <p>1. The Service Provider shall provide at least fifty-eight (58) 9mm caliber pistols and</p>			

Republic of the Philippines
Department of Health

TECHNICAL SPECIFICATIONS

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PURCHASER'S SPECIFICATION		STATEMENT OF COMPLIANCE	
<p>five (5) 12-gauge shotguns (5 to 6 shots), to be placed on the service provider's detachment or issued to a guard with pre-determined security risk assignment. The firearms must be in good working condition with updated licenses. The Certified True Copy of updated licenses of firearms shall be submitted within ten (10) calendar days from receipt of the Notice of Award for approval and shall be subject to review by the General Services Division, Administrative Service.</p> <p>2. Communications Equipment – The Service Provider shall provide a digital radio repeater system complete with variloop antenna, surge protector, and at least fifty-seven (57) uhf403-480mhz digital portable radios duly registered by the National Telecommunication Commission to the prospective bidder if owned or to the communication service provider of an enfranchised and authorized public trunk radio system if subscribed by the Bidder. The Service Provider shall allow the Procuring Entity to use its frequency during the contract period and provide five (5) digital portable radios for their counterparts in the Procuring Entity, namely the Chief of the General Services Division and the Head of the Security Section and the designated Security Inspectors.</p> <p>3. The Service Provider shall provide at least one serviceable (1) AUV or MPV of not</p>			

Republic of the Philippines
Department of Health

TECHNICAL SPECIFICATIONS

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PURCHASER'S SPECIFICATION		STATEMENT OF COMPLIANCE	
<p>more than five (5) years old to serve as a dispatch vehicle. Copy of OR/CR shall be presented, in no case, the vehicle is not yet available an Undertaking that the Service Provider shall provide the required motor vehicle during contract implementation.</p> <p>4. The Service Provider shall provide five (5) mountain bikes to be used by the roving guards on duty.</p> <p>5. Twelve (12) units of metal detectors for use in the DOH compound including Quirino Warehouse, and Philippine Cancer Center.</p> <p>6. Two (2) units of Computer set and printer for the Service Provider Security Office.</p> <p>7. One (1) unit of Photocopier (provided with consumables).</p> <p>8. One (1) unit of PoE Fingerprint/RFID Access Control for the Security Guards assigned at the PCC</p> <p>9. Two (2) units of Rechargeable high-powered floodlights to be installed near Gate 1 perimeter fence and at Gate 3.</p> <p>10. Three (3) units of Megaphone with rechargeable batteries.</p> <p>11. Two (2) units of under-chassis inspection mirror.</p>			

Republic of the Philippines
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TECHNICAL SPECIFICATIONS

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PURCHASER'S SPECIFICATION		STATEMENT OF COMPLIANCE	
<p>12. Six (6) pcs of Stop and Go signage.</p> <p>13. Fifty-Five (55) units of big utility umbrellas</p> <p>14. One hundred (100) pairs of rubber boots</p> <p>15. One hundred (100) pieces of raincoats</p> <p>16. One (1) unit of a digital camera for documentation purposes</p>			
<p>e)Equipment to be provided during the Contract Implementation and shall Remain with the Procuring Entity</p> <p>1. Five (5) Units Bridge Tripod Turnstile</p> <ol style="list-style-type: none"> 1. Full Automatic Tripod Turnstile with CE Certificate 2. Stainless steel 304 Pedestrian Gate 3. Dimension: Width 280mm, Length 1200mm, Height 980mm 4. Pole Length: 510mm 5. Pole Maximum Force: 3kg 6. Working Movement: 12V/20W DC Motor 7. Working Environment: Outdoor 8. Suitable Temperature: 40°C – 80°C 9. Emergency measure: Pole falling when power off 10. Gate opening time: 0.2s 11. Standard input interface: Relay switch signal 12. With 1 (one) year warranty and 			

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Department of Health

TECHNICAL SPECIFICATIONS

Lot No. 1	Security Services	Qty./Unit	1 Lot
ABC: PhP49,418,941.61			
PURCHASER'S SPECIFICATION		STATEMENT OF COMPLIANCE	
<p style="text-align: center;">installation</p> <p>2. Five (5) Units Aide 2Door Access Controller</p> <ol style="list-style-type: none"> 1. User capacity: 20,000 pcs 2. Event Log: 100,000 can be saved permanently 3. Communication standard: TCP/IP 4. Support database: Access and SQL 5. With 1 (one) year warranty <p>3. Five (5) Dual Frequency Card Reader</p> <ol style="list-style-type: none"> 1. 26 Bit Weigand Outdoor Reader 2. ABS Casing 3. With 1 (one) year warranty <p>4. Three Thousand (3000) pcs Proximity Card without print</p> <ol style="list-style-type: none"> 1. 125khz proximity card 2. Contactless smart card 3. With 1 (one) year warranty <p>5. Twenty-Two (22) pcs Customized Reception Counter for Security Guard Post</p> <ol style="list-style-type: none"> 1. Main Table: 160000 L x 600mm D x 1100mm Ht 2. Color: Black 3. Top : 25mm thick board 4. Cabinet carcass in 18mm thick E1 board 5. Sidings in 2mm PVC edge band Machine Pressed 6. Cabinet in 3 drawers with lock and key 			

Republic of the Philippines
Department of Health

TECHNICAL SPECIFICATIONS

Lot No. 1	Security Services	Qty./Unit	1 Lot
ABC: PhP49,418,941.61			
PURCHASER'S SPECIFICATION		STATEMENT OF COMPLIANCE	
<p>6. Thirty-One (31) pcs Office Chair</p> <ol style="list-style-type: none"> 1. Material: Mesh 2. Color: Black 3. With Armrest 4. Adjustable Gaslift 5. Chrome and finish starbase 6. With castor wheel <p>7. Ten (10) pcs Gang Chair</p> <ol style="list-style-type: none"> 1. Material: Chrome plated steel 2. Color: Stainless Steel 3. At least 5 seaters 4. L2960 x W680 x H800 mm <p>8. One (1) unit PoE Fingerprint/RFID Access Control</p> <ol style="list-style-type: none"> 1. Scan Area 22mmx18mm 2. Fingerprint Capacity 2,000 3. Fingerprints Display: Yes 4. Workcode: 6 digit Work Code 5. Operating Voltage: DC 12V 6. Identification Time: 0.5 Sec <p>9. Six (6) pcs Wooden Guard Podium</p> <ol style="list-style-type: none"> 1. Material: MFC 2. Dimension: 500mmW x 400mmD x 1100mmHt <p>10. Eight (8) pcs 12 Doors Steel Tin Cabinet with keys</p> <ol style="list-style-type: none"> 1. Dimension: 900mmW x 350mmD x 1800mmHt <p>11. Two (2) pcs 4 Doors Steel Tin Cabinet with keys</p> <ol style="list-style-type: none"> 1. Dimension: 900mmW x 420mmD 			

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TECHNICAL SPECIFICATIONS

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PURCHASER'S SPECIFICATION		STATEMENT OF COMPLIANCE	
x 1800mmHt			
<p>f) Security Plan</p> <p>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 General Services Division, Administrative Service after the bidding. Should there be any revisions in the said plan, it shall be returned to the winning bidder for finalization.</p> <p>The Security Plan should indicate at least the following:</p> <ol style="list-style-type: none"> 1. Ocular inspection report of the DOH premises conducted and certified by the Administrative Service. 2. General and specific security procedures/SOPs at least for the following at buildings and grounds areas: <ol style="list-style-type: none"> 2.1 Entrance Control <ol style="list-style-type: none"> 2.1.a Personnel and Visitor/Pedestrian control 2.1.b. Material and property movement control; 2.1.c Traffic and vehicle control; 2.1.d Visitors management approaches 2.2 Fixed Posts 2.3 Roving patrol 			

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TECHNICAL SPECIFICATIONS

Lot No. 1	Security Services	Qty./Unit	1 Lot
ABC: PhP49,418,941.61			
PURCHASER'S SPECIFICATION		STATEMENT OF COMPLIANCE	
<p>2.4 Public complaints management</p> <p>2.5 Escort duties of Officials security specifically for the Office of the Secretary, and locations of various Undersecretaries and Assistant Secretaries (Buildings 1, 2, 3, 4, 9, 14, 19, etc.)</p> <p>2.6 Lost and Found</p> <p>2.7 Flying flags</p> <p>2.8 Building rules and regulations compliance, etc.</p> <p>3. Various risks/ disaster/ emergency security procedures/ threat management in coordination with Procuring Entity for at least the following:</p> <p>3.1 Intruders</p> <p>3.2 Fire protection;</p> <p>3.3 Bomb threats;</p> <p>3.4 Bio-terrorisms threats;</p> <p>3.5 Robbery/theft/burglary;</p> <p>3.6 Civil disturbance/rallies;</p> <p>3.7 Hostage crisis;</p> <p>3.8 Brownouts and other utilities, breakdown or failure;</p> <p>3.9. Injuries and illnesses;</p> <p>3.10 Earthquakes, typhoon/flood and other catastrophes, calamities or tragedies; and</p> <p>3.11 Response to pandemic/epidemic</p>			

II. Additional Requirements in Technical Specifications, arranged, numbered, and

Republic of the Philippines
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TECHNICAL SPECIFICATIONS

Lot No. 1	Security Services	Qty./Unit	1 Lot
ABC: PhP49,418,941.61			
PURCHASER'S SPECIFICATION		STATEMENT OF COMPLIANCE	
<p><u>tabbed as enumerated below:</u></p> <ol style="list-style-type: none">1. Sworn Statement using the <u>prescribed form</u>;2. Valid and current License to Operate (LTO) as Security Agency issued by the Philippine National Police (PNP);3. Valid and Current Certificate of Membership with PADPAO and has no derogatory record;4. Notice of Results issued by the DOLE Inspector indicating compliant with the General Labor Standard and Occupational Safety and Health Standard (DOLE Department Order No. 183);5. Certificate of no pending cases in DOLE and NLRC;6. Proposed organizational set-up indicating names of key officials and number of personnel and the reporting and functional relationships among various players within the Service Provider with an additional presentation of its relationship with GSD-AS, DOH in the implementation of the contract;7. List of firearms indicating license number, the status of license whether temporary or not, and license expiry and photocopies of license cards signed and issued by the Firearms and Explosive Unit of the Philippine National Police and firearms must be readily available anytime for inspection by the designated inspectors of the Procuring Entity;8. List of eighty (80) security guards to be deployed upon award of the contract including two (2) shift supervisors. The detachment commander is also included in the list of guards to be submitted but the remunerations and other benefits shall be shouldered by the agency presented with the following data elements in a table:<ol style="list-style-type: none">a) Name;b) Age which should not be more than sixty (60) years old;c) Birthdate;d) Highest educational attainment;			

Republic of the Philippines
Department of Health

TECHNICAL SPECIFICATIONS

Lot No. 1	Security Services	Qty./Unit	1 Lot
ABC: PhP49,418,941.61			
PURCHASER'S SPECIFICATION		STATEMENT OF COMPLIANCE	
<p>e) Attended at least two (2) training on security services-related courses and BLS training which should indicate title, date taken, and training provider;</p> <p>f) Number of years as security guard and License No.;</p> <p>g) NTC Restricted Radiotelephone Operator's Certificate No.</p> <p>h) Number of months with or have worked for the prospective bidder as security guard;</p> <p>i) SSS number;</p> <p>j) TIN number;</p> <p>k) Pag-ibig; and</p> <p>l) Philhealth.</p> <p>9. List of at least ten (10) Regular Relievers and On-call Security Guards indicating the following data elements in a table:</p> <p>a) Name;</p> <p>b) Age which should not be more than sixty (60) years old;</p> <p>c) Birthdate;</p> <p>d) Highest educational attainment;</p> <p>e) Attended at least two (2) training on security services-related courses and BLS training which should indicate title, date taken, and training provider;</p> <p>f) Number of years as security guard and License No.;</p> <p>g) NTC Restricted Radiotelephone Operator's Certificate No.;</p> <p>h) Number of months with or have worked for the prospective bidder as security guard;</p> <p>i) SSS number;</p> <p>j) TIN number;</p> <p>k) Pag-ibig; and</p> <p>l) Philhealth.</p> <p>10. License to operate a communication system composed of a digital radio repeater system complete with variloop antenna, surge protector, and at least fifty-seven (57) uhf403-480mhz digital portable radios issued by the National Telecommunication Commission (NTC) or a Current subscription/service contract with a Communication Service Provider (CSP) that is duly enfranchised and authorized public trunk radio system pursuant to NTC Memorandum Circular No. 04-05-2003 in compliance to the requirement in Section VI. The communication Service Provider must duly register with NTC;</p>			

Republic of the Philippines
Department of Health

TECHNICAL SPECIFICATIONS

Lot No. 1	Security Services	Qty./Unit	1 Lot
ABC: PhP49,418,941.61			
PURCHASER'S SPECIFICATION		STATEMENT OF COMPLIANCE	
<p>11. Evidence of ownership/rental in the form of proof of purchase and/or registration with the LTO or Rental agreement of at least one serviceable (1) AUV or MPV of not more than five (5) years old to serve as dispatch vehicle;</p> <p>12. Sworn statement to provide five (5) mountain bikes when awarded the contract;</p> <p>13. Security Plan Proposal;</p> <p>14. Sample of documented personnel recruitment or hiring process including selection criteria for the recruitment of new guards by the company for the last three (3) years;</p> <p>15. Picture of a typical male and female guard in Type A and Type B uniforms. These must be custom-fit with complete paraphernalia including narrative description of the uniform and paraphernalia;</p> <p>16. Certification that the bidder will provide the complete equipment compliant to the requirements with supporting documents/proof such as brochure/product insert, etc.;</p> <p>17. Certification from the General Services Division that an ocular inspection was conducted by the bidder.</p>			

Signature over Printed Name
[date of signing]

In the capacity of:
Duly authorized to sign bid for and on behalf of:

[title or other appropriate designation]
[Name of Company]
[Complete office address]
[Contact No.]
[Fax No.]
[Email Address]

Checklist of Technical and Financial Documents Arranged numbered and tabbed as it appears below:

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 2016 Revised IRR of RA No. 9184;

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 *equivalent to at least fifty percent (50%) of the ABC*, 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 Schedule of Requirements and 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" Document

- (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.

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

- (i) *[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.
- (j) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

II. FINANCIAL COMPONENT ENVELOPE

- (a) Original of duly signed and accomplished Financial Bid Form; **and**
- (b) Original of duly signed and accomplished Price Schedule Forms for the following:
- (i) Price Schedule Forms using the forms attached in Annex A; and,
 - (ii) Price Schedule Form using the Price Schedule in **GPPB Resolution No. 16-2020**

III. ADDITIONAL DOCUMENTARY REQUIREMENTS TO BE ATTACHED IN THE TECHNICAL SPECIFICATIONS FORM:

1. Sworn Statement using the prescribed form;
2. Valid and current License to Operate (LTO) as Security Agency issued by the Philippine National Police (PNP);

- 3. Valid and Current Certificate of Membership with PADPAO and has no derogatory record;
- 4. Notice of Results issued by the DOLE Inspector indicating compliant with the General Labor Standard and Occupational Safety and Health Standard (DOLE Department Order No. 183);
- 5. Certificate of no pending cases in DOLE and NLRC;
- 6. Proposed organizational set-up 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 relationship with GSD-AS, DOH in the implementation of the contract;
- 7. List of firearms indicating license number, the status of license whether temporary or not, and license expiry and photocopies of license cards **signed and** issued by the Firearms and Explosive Unit of the Philippine National Police and firearms must be readily available for inspection by the designated inspectors of the Procuring Entity;
- 8. List of eighty (80) security guards to be deployed upon award of the contract including two (2) shift supervisors. The detachment commander is also included in the list of guards to be submitted but the remunerations and other benefits shall be shouldered by the agency presented with the following data elements in a table:
 - a) Name;
 - b) Age which should not be more than sixty (60) years old;
 - c) Birthdate;
 - d) Highest educational attainment;
 - e) Attended at least two (2) training on security services-related courses which should indicate title, the date taken, and training provider;
 - f) Number of years as a security guard and License No.;
 - g) NTC Restricted Radiotelephone Operator's Certificate No.;
 - h) Number of months with or have worked for the prospective bidder as a security guard;
 - i) SSS number;
 - j) TIN number;
 - k) Pag-ibig; and
 - l) Philhealth.
- 9. List of at least ten (10) Regular Relievers and On-call Security Guards indicating the following data elements in a table:

- a) Name;
 - b) Age which should not be more than sixty (60) years old;
 - c) Birthdate;
 - d) Highest educational attainment;
 - e) Attended at least two (2) training on security services-related courses and BLS training which should indicate title, the date taken, and training provider;
 - f) Number of years as a security guard and License No.;
 - g) NTC Restricted Radiotelephone Operator's Certificate No.;
 - h) Number of months with or have worked for the prospective bidder as a security guard;
 - i) SSS number; and
 - j) TIN number;
 - k) Pag-ibig; and
 - l) Philhealth.
- 10. License to operate a communication system composed of **a digital radio repeater system complete with variloop antenna, surge protector**, and at least fifty-seven (57) **uhf403-480mhz digital portable radios** issued by the National Telecommunication Commission (NTC) or a Current subscription/service contract with a Communication Service Provider (CSP) that is duly enfranchised and authorized public trunk radio system pursuant to NTC Memorandum Circular No. 04-05-2003 in compliance to the requirement in Section VI. The Communication Service Provider must duly register with NTC;
 - 11. Evidence of ownership/rental in the form of proof of purchase and/or registration with the LTO or Rental agreement of at least one serviceable (1) AUV or MPV of not more than five (5) years old to serve as dispatch vehicle;
 - 12. Sworn statement to provide five (5) mountain when awarded the contract;
 - 13. Security Plan Proposal;
 - 14. Sample of documented personnel recruitment or hiring process including selection criteria for the recruitment of new guards by the company for the last three (3) years;
 - 15. Picture of a typical male and female guard in Type A and Type B uniform. These must be custom-fit with complete paraphernalia including narrative description of the uniform and paraphernalia; and

- 16. Certification that the bidder will provide the complete equipment **compliant to the requirements** with supporting documents/proof such as brochure/product insert, etc.;
- 17. Certification from the General Services Division that an ocular inspection was conducted by the bidder.

Price Schedule

Schedule 1: Amount Paid Directly to Security Guard

Cost Item	Quantity Per Shift			Procuring Entity				Service Provider/Contractor			
	7AM - 7PM Day Shift (Mon - Sun)	7AM - 7PM Day Shift (Mon - Sat)	7PM - 7AM Night Shift (Mon - Sun)	Monthly Rate per Guard per Shift in Pesos			Total Price in Pesos [(2) x (5)] + [(3) x (6)] + [(4) x (7)] x 12 months	Monthly Rate per Guard per Shift in Pesos			Total Price in Pesos [(2) x (9)] + [(3) x (10)] + [(4) x (11)] x 12 months
				7AM - 7PM Day Shift (Mon - Sun)	7AM - 7PM Day Shift (Mon - Sat)	7PM - 7AM Night Shift (Mon - Sun)		7AM-7PM Day Shift (Mon-Sun)	7AM-7PM Day Shift (Mon-Sat)	7PM-7AM Night Shift (Mon-Sun)	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
A.	No. of Guards	36	15	29							
1.1	Basic Salary										
1.2	Overtime Pay/month										
1.3	Night Shift Pay										
1.4	13 th Month Pay										
1.5	5-days Incentive Pay										
1.6	Uniform Allowance										
1.7	Sub-Total A (1)										

Schedule 2: Amount Paid to Government in Favor of Security Guard

Cost Item	Quantity Per Shift			Procuring Entity				Service Provider/Contractor			
				Monthly Rate per Guard per Shift in Pesos			Total Price in Pesos [(2) x (5)] + [(3) x (6)] + [(4) x (7)] x 12 months	Monthly Rate per Guard per Shift in Pesos			Total Price in Pesos [(2) x (9)] + [(3) x (10)] + [(4) x (11)] x 12 months
	7AM - 7PM Day Shift (Mon - Sun)	7AM - 7PM Day Shift (Mon - Sat)	7PM - 7AM Night Shift (Mon - Sun)	7AM - 7PM Day Shift (Mon - Sun)	7AM-7PM Day Shift (Mon-Sat)	7PM-7AM Night Shift (Mon-Sun)					
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
B. No. of Guards	36	15	29								
2.1 SSS Premium											
2.2 SSS Mandatory Workers Investment and Savings Program											
2.3 PhilHealth											
2.4 State Insurance											
2.5 Pag-ibig											
2.6 Retirement Pay											
2.7 Sub-Total (2)											
Sub Total B (1 + 2)											

C & D OTHER COSTS

Cost Item		Total A & B	Percentage	Total Price in Pesos
C.	Other Cost			
1.	Equipment (one-time delivery)			
2.	Overhead Expenses			
3.	Profit			
	Sub Total (C)			
D.	Taxes (12%)			
TOTAL (A+B+C+D)		(In figures) PhP		
		(In words)		