



REPUBLIC OF THE PHILIPPINES
PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE
Tanggapang Pampanguluhan sa Operasyong Pangkomunikasyon
Malacañang, Manila

INVITATION TO BID
(BIDDING No: 2019-PCOO-I-002)

FOR

Procurement of Security Services

1. The Presidential Communications Operations Office (PCOO) through the General Appropriations Act of 2019 intends to apply the sum of **FOUR MILLION TWO HUNDRED FORTY-EIGHT THOUSAND PESOS (PHP4,248,000.00)**, being the Approved Budget for the Contract (ABC) to payments of the Contract for the Procurement of Security Services. **Bids received in excess of the ABC shall be automatically rejected at bid opening.**
 2. The PCOO-BAC now invites Philippine Government Electronic Procurement System (PHILGEPS) - registered suppliers to bid for the Procurement of the manpower requirements of Ten (10) persons to render security services as well as materials, tools and equipment necessary, appropriate and incidental to the performance of the job. Bidders should have completed, within **Three (3) years** prior to the deadline of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders (ITB).
 3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184, otherwise known as the "Government Procurement Reform Act."
- Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183.
4. Interested bidders may obtain further information from PCOO-BAC Secretariat and inspect the Bidding Documents at the address given below, during office hours (between 8:00 a.m. to 5:00 p.m.) and from Monday-Friday only, excluding holidays.

5. A complete set of Bidding Documents may be acquired by interested Bidders on **26 February 2019** until the deadline of the submission of bids, from the address below and upon payment of an applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **FIVE THOUSAND PESOS ONLY (PHP 5,000.00)**.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of Presidential Communications Operations Office (PCOO), provided, that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

6. The PCOO-BAC will hold a Pre-Bid Conference on **07 March 2019 at 10:00 A.M.** at the Conference Room, 4/F New Executive Building, Malacañang Complex, Manila, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat at the address below on or before **20 March 2019 at 10:00 A.M.** All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 18**.

Bid opening shall be on **20 March 2019 at 10:01 A.M.** at the Conference Room, 4th Floor, New Executive Building, Malacañang Complex, Manila. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below. **Late bids shall not be accepted.**

8. A. Bidders are requested to organize and submit their bids as follows:
- (a) The "legal & technical" documents and "financial" documents shall be placed in ring binders, with all sections therein separated by dividers with properly labeled tabs;
 - (b) The "legal & technical" documents ring binder, shall be placed in the first (1st) envelope, while the "financial" documents ring binder, shall be placed in the second (2nd) envelope;
 - (c) In view of the requirement to submit one [1] original set and three [3] sets of copies – each bidder will submit a total of eight [8] sealed envelopes, placed inside a properly sealed & labeled box.

B. The Bidder must also comply with the following minimum requirements:

A. MINIMUM QUALIFICATIONS OF SECURITY GUARDS:

Aside from the valid license issued by the PNP/SAGSD/PADPAO, the security officers/guards must possess the following minimum qualifications:

- 1. Must be a Filipino citizen;
- 2. Must have completed at least Forty (40) units of college education, for security guards; if an ex-military (AFP or PNP), with rank of sergeant, for security officer;

3. Physically and mentally fit; (submission of latest medical certificate and psychological test results is required);
4. Height: at least 5'4"; Weight: at least 63 kg;
5. Must have passed neuropsychiatric and drug tests conducted by any Phil. government accredited hospital/center. Expenses for the said tests shall be at the expense of the bidder/ service contractor.
6. Must have no derogatory record;
7. Must be trained in handling firearms with appropriate certificates and/or licenses;
8. Must have undergone basic in-service training from accredited schools for security guards; security supervisory training for security officer (submission of certified true copies of appropriate certificates and/or licenses);
9. Must submit, upon effectivity of the Contract, clearances from the NBI, Police, Barangay and Court, which should be valid as of the date of opening of bid and subject to renewal, if the same should expire during contract implementation.
10. Prior to their deployment, Security Guards to be assigned to the PCOO must secure Security Clearances as may be allowed by the rules (e.g. PSG clearance, PNP clearance, etc.)

In addition to the foregoing, the Service Contractor shall submit summary profile of security supervisor/s, officers and guards, which must be attested by Service Contractor's authorized signatory.

B. OTHER REQUIREMENTS:

Item	Specifications
1. Scope of Work	Performing and/or conducting security and protection services for PCOO personnel, property and events; office rules, regulation and policy enforcement; disaster preparedness and mitigation management; and investigation and intelligence administration in all areas covered by this contract. All activities/events shall be recorded in detail in the designated Record Books.
2. Organizational set-up	
3. Years of Existence	
4. Financial Stability	
5. No. of Resources	The Service Contractor must provide the following information: (a) No. of Licensed Firearms (b) No. and Kind of Communication Devices (c) No. of Licensed Guards
6. Assignment of Personnel	a. The Service Contractor shall at all times provide the required number of well-trained security supervisors and security guard. Such personnel shall be efficient, dependable, honest, of good moral character, well – groomed and courteous.

	<p>b. The number of personnel provided should be fully utilized as stated in the manpower composition. If the Service Contractor wishes to provide additional manpower, this should not be charged to the PCOO.</p> <p>c. At no instance shall a guard be permitted to render service beyond a period of twelve (12) hours continuously. A violation of this condition shall be considered sufficient ground to terminate the contract.</p> <p>d. The Service Contractor shall make available, at its own expense, such number of relievers as may be necessary, who are ready to take over the duty schedules of those regularly assigned guards who either report late or are absent for the day.</p> <p>e. The Administrative Services shall monitor the performance of all security personnel on detail within the premises of the New Executive Building, and Bunk House and decide not only on any and all questions which may arise as to the quality and acceptability of the service rendered, but also on the capability, competence and readiness to perform their duties. The performance evaluation which shall be conducted on a quarterly basis shall be based on the performance criteria provided in Annex 5 of the Technical Specifications.</p> <p>f. The Service Contractor shall provide, for its own account, proper uniforms to its personnel assigned in the New Executive Building, and Bunk House and complete identification cards shall be worn at all times of their tour duty.</p> <p>g. The PCOO reserves the right to demand the immediate replacement of any personnel by the Service Contractor who may be found incompetent and dishonest, or whose continued employment may be deemed prejudicial to the interest of the PCOO. All replacements/deployments to be made by the Service Contractor shall have prior approval of the PCOO.</p> <p>h. The Service Contractor and its security personnel shall comply with all safety and security regulations of the PCOO.</p>
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	<p>i. The Service Contractor should report to the authorized representative of the PCOO any untoward incident, complete with supporting documents and photo evidence, within 24 hours of occurrence.</p>
7.Schedule/Program of Services	<p>a. The Service Contractor shall provide the required personnel seven (7) days a week including holidays.</p> <p>b. The work shift, time schedule, numbers and names of workers shall be agreed upon through internal arrangement between the PCOO and Service Contractor. The Service Contractor shall observe the Shifting and Deployment Schedule specified in the Schedule of Requirement.</p> <p>c. The Service Contractor shall submit a schedule/program of services for approval and with proper coordination with PCOO.</p> <p>d. Schedule/program of services may be altered by PCOO without prior notice.</p>

C. MINIMUM SECURITY EQUIPMENT REQUIRED BY PCOO:

The Service Contractor shall provide on its own account all materials, tools, and equipment necessary, appropriate and incidental to the performance of the job. Unless otherwise specified by the PCOO, the following supplies, materials, tools and equipment with the specified brand will be utilized:

KIND	NUMBER
12 ga shotgun, semi-automatic, pump action	2 pieces
Ammunition 12ga. Shotgun, OO buckshot	16 rounds
Handheld Radio/Transceiver with base/repeater	4 units
Chargers	4 pieces
Uniform (which includes) <ul style="list-style-type: none"> • Handcuffs • Teargas • Heavy duty flashlight • Whistle • Tickler • Ballpen • First Aid Kit 	10 sets
Office Supplies <ul style="list-style-type: none"> • A4 bond paper • Logbook 	60 reams 18 pieces
Rain Coats	3 pieces

Rain Boots	3 pairs
Pro Baton	2 pieces
Digital Camera, 8G memory	1 piece

Firearms should be in good condition, covered with license by PNP, with complete load of ammunition. No "Paltik" revolvers should be issued to the security guards.

All other materials as per Service Contractor's specifications will be subject to approval of the PCOO.

- i. The maintenance, repair, loss and replacement of tools and equipment necessary and incidental to the performance of obligations herein required shall be for the account of the Service Contractor.
- ii. Delivery of the required supplies, materials, tools and equipment will be done at the contract area on the first day of the posting of security guards on each assignment to be inspected by the authorized representative of the PCOO.
- iii. The Service Contractor shall also provide, as purchased by the PCOO, additional equipment to be used by the security personnel during the contract period. The equipment shall remain in the custody of PCOO after the contract expires.

KIND	NO.
Megaphones	3 pieces
Hand-held metal detectors	3 pieces

9. The PCOO-BAC reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its RIRR, without thereby incurring any liability to the affected bidder or bidders.
10. For further information, please refer to:

Atty. MARK WAYNE E. EUBANK
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Presidential Communications Operations Office
Basement Level, New Executive Building
Malacañang Complex, Manila
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