

## ***Section VII. Technical Specifications***

**Specifications and Details as follows:**

<b>Item</b>	<b>Specification</b>	<b>Statement of Compliance</b>
<b>Annex 1</b>	<b>MINIMUM QUALIFICATIONS OF SECURITY GUARDS</b>	
<b>Annex 2</b>	<b>MINIMUM SECURITY EQUIPMENT REQUIRED BY PCOO</b>	
<b>Annex 3</b>	<b>SECURITY GUARDS ASSIGNMENTS/ TOUR OF DUTIES</b>	
<b>Annex 4</b>	<b>OTHER REQUIREMENTS</b>	
<b>Annex 5</b>	<b>PCOO PERFORMANCE CRITERIA</b>	
Nothing follows		

### **ANNEX 1**

#### **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.

## ANNEX 2

### MINIMUM SECURITY EQUIPMENT REQUIRED BY PCOO

1. 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"> <li>• Handcuffs</li> <li>• Teargas</li> <li>• Heavy duty flashlight</li> <li>• Whistle</li> <li>• Tickler</li> <li>• Ballpen</li> <li>• First Aid Kit</li> </ul>	10 sets
Office Supplies <ul style="list-style-type: none"> <li>• A4 bond paper</li> <li>• Logbook</li> </ul>	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.

2. 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.

3. 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.
4. 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

### ANNEX 3

#### SECURITY GUARDS ASSIGNMENTS / TOUR OF DUTIES

The number of personnel that must be fielded in the following PCOO premises shall be ten (10) security guards:

#### NEW EXECUTIVE BUILDING- MAIN BUILDING

Item Number	Place of Assignment	No. of Guards/Shifting		Total	Delivery of Service
1	Main Gate	1	1 <sup>st</sup> shift (8AM-5PM)	3	A period of 12 months or less, depending on the final directive under the forthcoming enacted GAA and/or the relevant DBM directive.
		1	2 <sup>nd</sup> shift (4PM-1AM)		
		1	3 <sup>rd</sup> shift (12AM-9AM)		
2	Swing Shift	1	6AM-6PM	1	

## OSEC

Item No.	Place of Assignment	No. of Guards/Shifting		Total	Delivery of Service
1	Main Door	1	1 <sup>st</sup> shift	2	A period of 12 months or less, depending on the final directive under the forthcoming enacted GAA and/or the relevant DBM directive.
		1	2 <sup>nd</sup> shift		
2	Back Door	1	6AM-6PM	1	

## BUNKHOUSE

Item No.	Place of Assignment	No. of Guards/Shifting		Total	Delivery
1	Main Door	1	1 <sup>st</sup> shift	3	A period of 12 months or less, depending on the final directive under the forthcoming enacted GAA and/or the relevant DBM directive.
		1	2 <sup>nd</sup> shift		
		1	3 <sup>rd</sup> shift		

## ANNEX 4

### 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.
<b>2. Organizational set-up</b>	The Service Contractor shall submit its Organizational Set-up to include the names of the holder of the position for the years 2017, 2018 and 2019.
<b>1. Years of Existence</b>	The Service Contractor must be in the industry of providing security services for at least three (3) years.
<b>1. Financial Stability</b>	<p>The Company's retained earnings for 2017-2018 should be positive. The liquidity ratio for CY 2017-2018 should be at least 2:1.</p> <p>Formula for liquidity ratio: Current Assets/Current Liability</p>
<b>1. No. of Resources</b>	<p>The Service Contractor must provide the following information:</p> <p>(a) No. of Licensed Firearms</p> <p>(b) No. and Kind of Communication Devices</p> <p>(c) No. of Licensed Guards</p>
<b>6. Assignment of Personnel</b>	<p>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> <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</p>

	<p>duties. The performance evaluation which shall be conducted on a quarterly basis shall be based on the performance criteria provided in <b>Annex 5 of the Technical Specifications</b>.</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> <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>
<b>7. Schedule/Program of Services</b>	<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>

## PCOO PERFORMANCE CRITERIA

The Service Provider/Contractor should maintain a satisfactory level of performance throughout the term of the contract based on the following set of Performance Criteria:

### I. PERFORMANCE CRITERIA (as per GPBB Resolution No. 24-2007, Sec. 5.4 of Annex A)

<b>1. Quality of Service Delivered</b>	<b>(40%)</b>
a. Implementation of a control system in the workplace and security jurisdiction for the safety and security to life and property.	20%
b. Responsiveness to clients' needs and to complaints and/or incident reports.	10%
c. Availability of firearms and communication devices	5%
d. Courtesy and decorum	5%
<b>2. Management and Suitability of Personnel</b>	<b>(25%)</b>
a. Supervision and accountability	8%
b. Qualification of assigned guards and training for physical fitness	7%
c. Physical Appearance (uniforms and other paraphernalia)	5%
d. Change and/or replacement of assigned guards	5%
<b>3. Contract Administration and Management</b>	<b>(25%)</b>
a. Assignment of guards at designated area/s	10%
b. Implementation of PCOO rules and regulations and compliance to other obligations per contract	8%
c. Compliance to labor laws and social insurance regulations	7%
<b>4. Time Management</b>	<b>(5%)</b>
a. Tasks which are important and urgent	3%
b. Tasks which are either important or urgent, but not both	1%
c. Tasks which are neither important nor urgent, but routine	1%
<b>5. Provision of Regular Progress Reports</b>	<b>(5%)</b>
a. Exception/Incident Report	2%
b. Monthly Deployment Report	2%
c. Other Reports that may be required by the Administration Department	1%