

PHILIPPINE BIDDING DOCUMENTS

Procurement of GOODS: Provision of Security Services FY2024

Government of the Republic of the Philippines

**Sixth Edition
July 2020**

Preface

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

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

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

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

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

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

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

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

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

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

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

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

CDA - Cooperative Development Authority.

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

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

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

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

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

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

GFI – Government Financial Institution.

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

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

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

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

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

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

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

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

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

UN – United Nations.

Section I. Invitation to Bid

Notes on the Invitation to Bid

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

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

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

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



Republic of the Philippines
Department of Science and Technology
PHILIPPINE SCIENCE HIGH SCHOOL MAIN CAMPUS
Senator Miriam Defensor-Santiago Avenue (Formerly Agham Road),
Diliman, Quezon City
(02) 88-1-PISAY or (02) 88-1-74729



INVITATION TO BID FOR *Provision of Security Services* **FY2024**

1. The ***Philippine Science High School – Main Campus***, through the GAA 2024 intends to apply the sum of ***Ten Million Seven Hundred Ninety Thousand Three Hundred Fifty Pesos & 79/100 only (Php10,790,350.79) to Lot 1 [PSHS-MC]*** and ***Three Million Three Hundred Eighty-One Thousand One Hundred Fifty-Eight Pesos & 42/100 only (Php3,381,158.42) to Lot 2 [PSHS-OED]*** being the ABC to payments under the contract for each lot. Bids received in excess of the ABC for each lot shall be automatically rejected at bid opening.
2. The ***Philippine Science High School – Main Campus*** now invites bids for the above Procurement Project. Delivery of the Goods is required by ***ten and half (10.5) months***. Bidders should have completed, within ***five (5) years*** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
 - a. Bidding is open to all interested bidders, whether local or foreign, subject to the conditions for eligibility provided in the 2016 revised IRR of RA No. 9184.
4. Prospective Bidders may obtain further information from ***Philippine Science High School – Main Campus*** and inspect the Bidding Documents at the address given below during ***8:00 a.m. to 5:00 p.m.***
5. A complete set of Bidding Documents may be acquired by interested Bidders on ***January 11, 2024 until before the opening of bids*** from the given address and website(s) below ***and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Php15,000.00.*** The Procuring Entity shall allow the bidder to present its proof of payment for the fees ***be presented in person.***
6. The ***Philippine Science High School – Main Campus*** will hold a Pre-Bid Conference¹ on ***January 18, 2024 at 1:00 p.m. at Conference Room A, 2nd Floor Administration***

¹ May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.

Building, PSHS Main Campus, Agham Road, Diliman, Quezon City, which shall be open to prospective bidders.

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before ***January 30, 2024 at 10:30 a.m...*** Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on ***January 30, 2024 at 10:45 a.m.*** at ***Conference Room A, 2nd Floor Administration Building, PSHS Main Campus, Agham Road, Diliman, Quezon City.*** Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The ***Philippine Science High School – Main Campus*** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

Mr. Azlek Owen B. Tan
Head, BAC Secretariat
Philippine Science High School – Main Campus
Agham Road, Diliman, Quezon City
aobtan@pshs.edu.ph
Telefax No.: 88-1-PISAY or 88-1-74729 local 102
www.mc.pshs.edu.ph

12. You may visit the following websites:

For downloading of Bidding Documents: ***PSHS Main Campus Website***
<http://mc.pshs.edu.ph/goods-and-services/> and/or PhilGEPS Website

January 11, 2024

(Sgd) Ms. Jennifer C. Bermudez
Chairperson, BAC for Goods and Services

Section II. Instructions to Bidders

Notes on the Instructions to Bidders

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

1. Scope of Bid

The Procuring Entity, ***Philippine Science High School – Main Campus*** wishes to receive Bids for the ***Provision of Security Services FY2024***, with identification number ***24-01-004***.

[Note: The Project Identification Number is assigned by the Procuring Entity based on its own coding scheme and is not the same as the PhilGEPS reference number, which is generated after the posting of the bid opportunity on the PhilGEPS website.]

The Procurement Project (referred to herein as “Project”) is composed of ***Provision of Security Services FY2024***, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for ***FY2024*** in the amount of ***Php11,099,993.95 to Lot 1 [PSHS-MC]*** and ***Php3,851,607.64 to Lot 2 [PSHSS-OED]***.

2.2. The source of funding is:

- a. NGA, the General Appropriations Act or Special Appropriations.

3. Bidding Requirements

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

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

5. Eligible Bidders

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. Foreign ownership limited to those allowed under the rules may participate in this Project.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
 - a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

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

7. Subcontracts

- 7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

The Procuring Entity has prescribed that:

- a. Subcontracting is not allowed.
- 7.2. *[If Procuring Entity has determined that subcontracting is allowed during the bidding, state:]* The Bidder must submit together with its Bid the documentary requirements of the subcontractor(s) complying with the eligibility criteria stated in **ITB** Clause 5 in accordance with Section 23.4 of the 2016 revised IRR of RA No. 9184 pursuant to Section 23.1 thereof.
- 7.3. *[If subcontracting is allowed during the contract implementation stage, state:]* The Supplier may identify its subcontractor during the contract implementation stage. Subcontractors identified during the bidding may be changed during the implementation of this Contract. Subcontractors must submit the documentary requirements under Section 23.1 of the 2016 revised IRR of RA No. 9184 and comply with the eligibility criteria specified in **ITB** Clause 5 to the implementing or end-user unit.

- 7.4. Subcontracting of any portion of the Project does not relieve the Supplier of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address ***Conference Room B, 2nd Floor Administration Building, PSHS Main Campus, Agham Road, Diliman, Quezon City*** as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

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

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within *[state relevant period as provided in paragraph 2 of the IB]* prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.

- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Bid Prices

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

13. Bid and Payment Currencies

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

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration² or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until **May 29, 2024**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

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

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

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

16. Deadline for Submission of Bids

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

17. Opening and Preliminary Examination of Bids

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

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

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

² In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

18. Domestic Preference

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

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 14 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows:

Option 1 – One Project having several items that shall be awarded as one contract.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

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

21. Signing of the Contract

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

Section III. Bid Data Sheet

Notes on the Bid Data Sheet

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

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

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

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

Bid Data Sheet

ITB Clause	
5.3	For this purpose, contracts similar to the Project shall be: <ul style="list-style-type: none"> a. <i>Provision of Security Services.</i> b. completed within <i>five (5) years</i> prior to the deadline for the submission and receipt of bids.
7.1	“Subcontracting is not allowed.”
12	The price of the Goods shall be quoted DDP <i>Philippine Science High School – Main Campus</i> or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: <ul style="list-style-type: none"> a. The amount of not less than <i>Php283,430.18</i>, if bid security is in cash, cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than <i>Php708,575.46</i>, if bid security is in Surety Bond.
19.3	<i>Not Applicable.</i>
20.2	“No additional requirement.”
21.2	“No additional requirement.”

Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

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

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

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

1. Scope of Contract

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

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

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

2. Advance Payment and Terms of Payment

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

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

3. Performance Security

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

4. Inspection and Tests

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

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

5. Warranty

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

6. Liability of the Supplier

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

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

Section V. Special Conditions of Contract

Notes on the Special Conditions of Contract

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

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

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

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

Special Conditions of Contract

GCC Clause	
1	<p><i>[List here any additional requirements for the completion of this Contract. The following requirements and the corresponding provisions may be deleted, amended, or retained depending on its applicability to this Contract:]</i></p> <p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered <i>[indicate place of destination]</i>. In accordance with INCOTERMS.”</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered <i>[indicate place of destination]</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is <i>[indicate name(s)]</i>.</p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <p><i>Select appropriate requirements and delete the rest.</i></p> <ol style="list-style-type: none"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and

	<p>e. training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.</p> <p>f. <i>[Specify additional incidental service requirements, as needed.]</i></p> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p>Spare Parts –</p> <p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p> <p><i>Select appropriate requirements and delete the rest.</i></p> <ol style="list-style-type: none"> 1. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and 2. in the event of termination of production of the spare parts: <ol style="list-style-type: none"> i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested. <p>The spare parts and other components required are listed in Section VI (Schedule of Requirements) and the costs thereof are included in the contract price.</p> <p>The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of <i>[indicate here the time period specified. If not used indicate a time period of three times the warranty period]</i>.</p> <p>Spare parts or components shall be supplied as promptly as possible, but in any case, within <i>[insert appropriate time period]</i> months of placing the order.</p>
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	<p>Packaging –</p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity Name of the Supplier Contract Description Final Destination Gross weight Any special lifting instructions Any special handling instructions Any relevant HAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p>Transportation –</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>

	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p>Intellectual Property Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
	<p>Regular and Recurring Services –</p> <p><i>[In case of contracts for regular and recurring services, state:]</i> “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>
2.2	<p>The terms of payment shall be as follows:</p> <p>The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations.</p> <p>The supplier may submit a progress billing and corresponding request for progress payment for the delivered goods and/or services accomplished.</p> <p>The procuring entity shall deduct the following from the certified gross amounts to be paid to the supplier as progress payment:</p> <ul style="list-style-type: none"> • All progress payments shall first be charged against the advance payment until the latter has been fully exhausted, unless otherwise approved by the President. <p>Retention money in an amount equivalent to at least ten percent (10%) of every progress payment.</p>
4	<p>The inspections and tests that will be conducted are: <i>The Inspectorate Team with the TWG and/or End User unit shall have the right to inspect and/or to test</i></p>

	<i>the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual.</i>
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Section VI. Schedule of Requirements

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

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1.	Security Guards for PSHS-MC			
	25 Male & 2 Female Security Guards who are required to render services in three (3) shifts everyday including regular holidays and special (non-working) days, including Shifts-In-Charge for the 2nd and 3rd shifts. <u>Day Shift:</u> 6:00 AM – 2:00PM; 11 guards [8 male; 3 female] 2:00 PM – 10:00PM; 12 guards [12 male] <u>Night Shift:</u> 10:00PM – 6:00AM; 7 guards [7 male]	30	30	10.5 months
2.	Detachment Commander/ Security Officer			
	Male Security Officer who is required to render day shift services everyday including regular holidays and special (non-working) days. <i>(to be included on the PSHS-MC cost proposal)</i>	1	1	10.5 months
TOTAL SECURITY GUARDS INCLUDING DETACHMENT COMMANDER/SECURITY OFFICER FOR PSHS-MC: 31				
3.	Security Guards for PSHSS-OED			
	Male Security Guards who are required to render services in three (3) shifts everyday including regular holidays and special (non-working) days. <u>Day Shift:</u> 6:00 AM – 2:00PM; 4 guards 2:00 PM – 10:00PM; 3 guards <u>Night Shift:</u> 10:00PM – 6:00AM; 3 guards	10	10	10.5 months
TOTAL SECURITY GUARDS FOR PSHS-OED: 10				

4.	Equipment, Armament, Supplies for PSHS-MC & PSHS-OED			
	Provision of firearms, service vehicles, radios and other equipment needed to implement the contract, as specified in Technical Specifications/Terms of Reference	1 lot	1 lot	10.5 months

Section VII. Technical Specifications

Notes for Preparing the Technical Specifications

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

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

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

Sample Clause: Equivalency of Standards and Codes

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

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

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

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

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

Technical Specifications

Item	Specification	Statement of Compliance
		<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>
1	PROVISION OF SECURITY SERVICES FY2024	
	The duration of the contract shall be for a period of one (1) year and shall automatically terminate without need of further Notice from the PSHS-MC & PSHSS-OED upon the expiration thereof, unless otherwise extended upon the sole instance and discretion of the PSHS-MC & PSHSS-OED.	
	SECURITY PLAN OF THE PHILIPPINE SCIENCE HIGH SCHOOL	
	A. MISSION To conduct comprehensive security operations for the protection of Philippine Science High School – Main Campus and Philippine Science High School System – Office of the Executive Director officials, students, personnel, visitors and properties against assault, arson, mischief, pilferage, robbery, sabotage, terrorism and theft, including safety measures and response to prevent and minimize loss or damage from calamities, civil disturbance and outbreak of infectious diseases.	
	B. OBJECTIVE 1. To undertake security measures for total protection of PSHS-MC & PSHSS-OED officials, students, personnel and properties	

	<p>against theft, sabotage, arson, pilferage, robbery and other unlawful acts.</p> <ol style="list-style-type: none"> 2. To undertake other security operations such as traffic/crowd control and respond to emergencies (man-made or natural). 3. To undertake preventive measures that will deter unauthorized individuals from entering the PSHS-MC & PSHSS-OED and its premises. 4. To enforce existing PSHS-MC & PSHSS-OED security rules and regulations on personnel. 5. To perform other operations as deemed necessary by the PSHS-MC & PSHSS-OED management 	
	<p>C. CONCEPT OF IMPLEMENTATION</p> <p>I. PRE-DEPLOYMENT PHASE</p> <p>In coordination with the PSHS-MC & PSHSS-OED management and the outgoing security provider, the incoming security provider shall organize an advance team who will conduct a pre-deployment orientation onsite. At the expense of the winning bidder, the said advance team will render duties side by side with the personnel of the outgoing security provider two (2) days before the formal assumption.</p>	
	<p>II. SERVICE TAKE-OVER/DEPLOYMENT PHASE</p> <ol style="list-style-type: none"> 1. A minimum of eight (8) hours before expiration of the security contract of the outgoing Security Agency, the incoming security force listed in the manning detail order must attend a briefing to be conducted by the Finance and Administrative Division. Thereafter, they shall be posted alongside with the outgoing security guards to get acquainted with the new assignments. 2. With the consent of the officers of both parties, staff of the outgoing security provider shall pass through the security 	

	<p>searching and frisking procedures upon their departure from the PSHS-MC & PSHSS-OED premises. All office equipment, furniture, vehicles, and other items with significant value that are to be brought outside the PSHS-MC & PSHSS-OED premises shall be accompanied by Gate Pass issued by authorized PSHS-MC & PSHSS-OED Property Officer.</p> <p>3. Authorized representative of the outgoing Security Agency shall be required to make proper endorsement of accountability to the authorized representative of the incoming Security Agency in the presence of the authorized PSHS-MC & PSHSS-OED representative prior to their departure.</p> <p>4. A list of incoming security personnel who will assume duties at the PSHS-MC & PSHSS-OED together with their individual bio-data and licenses and mandatory clearances shall be submitted three (3) days in advance to the Finance & Administrative Division for scrutiny and approval.</p> <p>5. The actual takeover shall commence at 12:00 midnight, 16 February 2024 at the PSHS-MC & PSHSS-OED.</p> <p>6. During the actual takeover of duties, the security guards shall be accompanied and closely supervised by a Senior Official of the incoming Security Agency (agency).</p> <p>7. All incoming security personnel who will assume to take over duties shall report in proper uniform with head gears and paraphernalia, prescribed equipment and all necessary documents such as duty detail order, guard's license, copy of firearms license, and individual company ID.</p>	
	III. LOGISTICS	

	<ol style="list-style-type: none"> 1. The Security Agency will provide the security force with the minimum equipment required under the bidding rules such as firearms, VHF radios and other equipment deemed necessary in the effective implementation of security policies, rules and regulations of PSHS-MC & PSHSS-OED. 2. The Security Agency will also provide the daily time record (DTR), other logistical supplies such as logbooks, uniforms and paraphernalia. 	
	<p>IV. ADMINISTRATION</p> <ol style="list-style-type: none"> 1. Organizational Structure – Annex “A” 2. Schedule of Security Post, Personnel, Equipment, CCTV Surveillance Cameras and the provisions pertaining thereto – Annex “B” and Series 3. Operating Policies and Procedures – Annex “C” 4. Duration of the Contract – Annex “D” 5. Regular monthly meeting with the Finance & Administrative Division or as necessary; Quarterly re-orientation of duties and responsibilities with the Security Guards to address written and verbal feedback and observations as necessary. 6. Announced and unannounced visit/inspection will be conducted. <p>Annexes “A” to “D” hereof shall form part of the Technical Specifications.</p>	
	<p>V. ADDITIONAL WARRANTIES, UNDERTAKINGS AND REQUIREMENTS</p> <ol style="list-style-type: none"> 1. The Security Agency shall be a wholly-owned Filipino private security agency and holder of a regular license to operate issued by the Philippine National Police-Security Agencies and Group Supervision Division (PNP-SAGSD) 	

	<p>and in accordance with DOLE Department Order No. 174, Series of 2017 (D.O. No. 174-17).</p> <ol style="list-style-type: none"> 2. The Security Agency, within ten (10) years from the date of submission and receipt of bids, must have completed contracts with Educational Institutions equivalent to five (5) years. 3. The Security Agency shall provide PSHS-MC & PSHSS-OED with security services composed of qualified, efficient, competent, well-trained, courteous security guards. 4. The Security Agency shall ensure that the security officers and security guards are with complete and decent uniforms and identification patches (barong/polo barong for the security officers and long sleeve uniform for the security guards on Mondays, Wednesdays, Fridays and short sleeve the rest of the week). 5. Minimum height requirements: <ol style="list-style-type: none"> a. Male – 5’5” b. Female – 5’2” 6. Minimum age requirements: <ol style="list-style-type: none"> a. Detachment Commander – 35 years old b. Shift-In-Charge/ Security Guards – 25 years old 7. Educational attainment: <ol style="list-style-type: none"> a. Detachment Commander/ Shift-In-Charge – at least two (2) years of college studies b. Security Guards – at least high school graduate 8. Trainings attended & Licenses: <ol style="list-style-type: none"> a. Detachment Commander – security supervisory training course and license as security 	
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	<p>officer; drivers' license for four-wheeled vehicle</p> <p>b. Shift-In-Charge/ Security Guards – refresher training course and licensed as security guard</p> <p>9. Relevant Experience:</p> <p>a. Detachment Commander – minimum of five (5) years of experience with an Educational Institution as DC/OIC or Shift-In-Charge, minimum of three (3) years with the Security Agency</p> <p>b. Shift-In-Charge/ Security Guards – minimum of three (3) years of experience as security guard on government agencies, minimum of six (6) months with the Security Agency</p> <p>10. Upon execution of the contract and yearly thereafter, the Security Agency shall submit the following:</p> <p>a. Proof that the security personnel intended to be assigned had passed neuropsychiatric, physical examination, drug testing from DOH or PNP authorized testing centers.</p> <p>b. Annually update credentials of Security Guards assigned, which includes but not limited to NBI and/or Police clearance, licenses, training certificates.</p> <p>c. Sketch showing the residential address of the security personnel intended to be assigned, duly certified by Barangay concerned.</p> <p>11. Deployed security personnel, except detachment commanders, are prohibited from using their cellphones while on duty.</p> <p>12. Upon the execution of the contract, the Security Agency automatically, and</p>	
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	<p>without the need of any written or verbal agreement or conformity, warrants and undertakes to comply, at any and all times during the effectivity of the contract and for such applicable period thereafter, with all the statutory rights and benefits of each and every security personnel assigned to the PSHS-MC & PSHSS-OED, whether regular or temporary when allowed by PSHS-MC & PSHSS-OED, as may be provided under the provisions of Presidential Decree No. 442, as amended (Labor Code of the Philippines, any and all applicable issuances of DOLE including, among others, Department Order 18-A (series of 2011). Provided, that the warranties and undertakings of the Security Agency should be deemed to automatically include as minimum requirements the following:</p> <ol style="list-style-type: none"> a) Provisions on Safe and Healthful working conditions; b) Provisions on Labor Standards, such as but not limited to, Minimum Wage Rate, Service Incentive Leave, Rest Days, Overtime Pay, 13th Month Pay and Separation Pay, Retirement Benefits, Contributions and remittances of SSS, Philhealth and PAG-IBIG Fund, and other welfare benefits; <p>The Security Agency must provide certifications from the proper government agencies that the Agency is religiously paying the Social Security System, Pag-ibig Fund and Philhealth Insurance contributions as mandated by law, as well as income taxes (if applicable) of their security guards, as of the 3rd quarter of 2023 or the latest.</p> <ul style="list-style-type: none"> • Authenticated or Certified True Copy of DOLE 	
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	<p>Certificate of Registration and Certificate of Compliance with General Labor Standards, where the Agency principally operates.</p> <ul style="list-style-type: none"> • Certificate of pending or no pending labor standards violation case/s with the NLRC and DOLE. • Must warrant that its employees are paid not less than the minimum wage as provided by law. • Proof of payment of security guards' benefits (such as 13th month pay, five days service incentive). <p>c) Provisions on the right to self-organization, collective bargaining and peaceful concerted action; and</p> <p>d) Provisions on the right to security of tenure.</p> <p>13. The Security Agency undertakes to provide, upon demand by the PSHS-MC & PSHSS-OED, copies of the written employment contracts the Security Agency has entered into with the security personnel assigned or deployed, whether permanent or temporary, to the PSHS-MC & PSHSS-OED, to ensure the Security Agency and PSHS-MC & PSHSS-OED's compliance with all applicable laws.</p> <p>14. As a condition precedent to the effectivity of the contract, the Security Agency shall issue and post a Bond, as defined in Section 3(a) and required under Section 9(b)(v) of DO 18-A, Series of 2011 and as further provided under Article 108 of Presidential Decree No. 442, as amended, in favor of the PSHS-MC & PSHSS-OED on or before the contract effectivity date provided in the Notice To Proceed. The failure of the Contractor to comply with this requirement shall cause the contract to</p>	
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	<p>be ineffective without prejudice to the rights of the PSHS-MC & PSHSS-OED under the provisions contained in the Bidding Documents and all applicable laws and rules. The Bond herein required shall be effective during the contract period and/or for such longer period thereafter as may be provided by applicable laws, rules and regulations insofar as prescriptive periods involving employees' rights and benefits are concerned.</p> <p>15. The Security Agency warrants that the security personnel assigned to the PSHS-MC & PSHSS-OED are the Security Agency's Regular Employees and not employees of the PSHS-MC & PSHSS-OED.</p> <p>The Security Agency acknowledges that no authority has been conferred upon it by PSHS-MC & PSHS-OED to hire any person or persons in behalf of PSHS-MC & PSHS-OED, and it is understood that each person or persons employed or utilized by the Security Agency in carrying out the security services shall be paid by and considered as exclusive employee of the Security Agency and as such PSHS-MC & PSHS-OED shall not be responsible whatsoever for any claim or claims for personal injury, wages, damages, including death, caused to the Security Agency and/or its personnel themselves or third persons, where such injury or death arises out of, or in the course of the performance of the duties of the security personnel.</p> <p>16. The Security Agency shall directly remit monthly the employer's share and employees' contribution to the SSS, ECC, Philhealth and PAG-IBIG.</p> <p>17. The Security Agency shall pay the wages, salaries or compensation of the security personnel in accordance with the provisions of the Minimum Wage Law as follows:</p>	
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	<ul style="list-style-type: none"> • Not later than the 15th and 30th day of the month • Through ATM payroll account • Acknowledgement of the payroll sheet shall be done on PSHS premises • Pay slips should be provided per payroll period. <p>The payment shall be made, even if, for some reason or the other, the Security Agency fails to collect on time from PSHS-MC & PSHS-OED.</p> <p>18. The Security Agency and its corporate officers shall be solidarily liable to indemnify the PSHS-MC & PSHS-OED for any and all liabilities and damages, which may be incurred by the latter, pursuant to the contract for security services.</p>	
	<p>VI. OTHERS</p> <p>1. The winning bidder, during post-qualification, who requires cash deposits from its employees shall submit a notarized undertaking signed by its President, General Manager or any other position performing equivalent functions, that they shall comply with Section 8 of DOLE Department Order No. 150-16, Series of 2016 which states: “In the event that a SSC/PSA requires a cash deposit from its employees, the maximum amount shall not exceed the employee’s one (1) month basic salary. xxx xxx The FULL amount of cash deposited deducted shall be returned to the employee within ten (10) days from his/her separation from the service.”</p> <p>2. No other deductions from the salary of the security personnel shall be allowed, except those provided under Section 8 of DOLE Department Order no. 150-16. Deductions made by the security agency outside of those allowed by the aforementioned department order will be considered as a violation of the same and will be given due consideration by the</p>	

	<p>PSHS-MC & PSHSS-OED in the assessment of the security agency's performance in relation to the renewal of its contract.</p> <p>3. The security agency on its account shall provide additional services to the PSHS-MC & PSHS-OED the following administrative services free of charge:</p> <ul style="list-style-type: none"> a. The Security Agency shall conduct Safety and Risk Assessment of the area and update every six (6) months and provide recommendations in case there is a need to change the security system. b. Security personnel on duty shall inspect the personal belongings of janitorial personnel before and after rendering of duty by the latter. c. Nightly inspection of the guards on post by the designated agency inspectors; d. Investigate reports on security agency personnel irregularities in connection with their service/work, including investigation of reported losses. This task is handled by agency investigator duly accredited by the Philippine National Police - Civil Security Group; e. A bi-monthly Troop Inspection and Education (TIE) of the security guards to acquaint them on policies, rules and regulations of PSHS-MC & PSHS-OED; f. In service-training program and re-training of security personnel, especially on the four basic rules of gun handling, handling emergency situations like bomb threat, earthquake and fire among 	
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	<p>others, including first aid response; (must have certificate of basic first aid response training and emergency cases).</p> <p>g. In coordination with the law enforcement agencies a continuous intelligence networking by soliciting/gathering information within the areas to detect any criminals operating in the neighborhood of the Philippine Science High School;</p> <p>h. Regularly inspects and monitors the condition, location and status of fire extinguishers, fire hydrants, water supplies, hoses, fire exits, electrical control switches, gas tanks and alarm systems and reports defects to PSHS-MC;</p> <p>i. Maintain and monitor the CCTV camera system, including the necessary replacement of defective devices provided by the PSHS-MC & PSHSS-OED;</p> <p>j. Provide service vehicle, including driver, to PSHS-MC & PSHS-OED in the absence of the regular vehicles of the PSHS-MC & PSHS-OED, particularly during times of emergencies;</p> <p>k. Other security gadgets/equipment which the PSHS-MC & PSHS-OED may require to meet the growing needs.</p>	
	ANNEX “A” – ORGANIZATION STRUCTURE OF THE SECURITY FORCE	
	ANNEX “B” – SECURITY GUARDS ASSIGNMENTS / TOUR OF DUTY	
	ANNEX “B-1” – MINIMUM SECURITY REQUIREMENT FOR PSHS-MC & PSHS-OED	

	ANNEX “B-2” – PROVISIONS PERTAINING TO THE CCTV CAMERAS, MONITORS, AND RECORDINGS	
	ANNEX “C” – OPERATING POLICIES AND PROCEDURES	
	ANNEX “D” – DURATION OF THE CONTRACT	

Section VIII. Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

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

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

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

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

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

Technical Documents

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

Financial Documents

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

Class “B” Documents

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

Additional documentary requirement required by the Procuring Entity

- ☐ (i) Copy of Supplement Bid Bulletin/s (if any).

II. FINANCIAL COMPONENT ENVELOPE

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

Additional documentary requirement required by the Procuring Entity

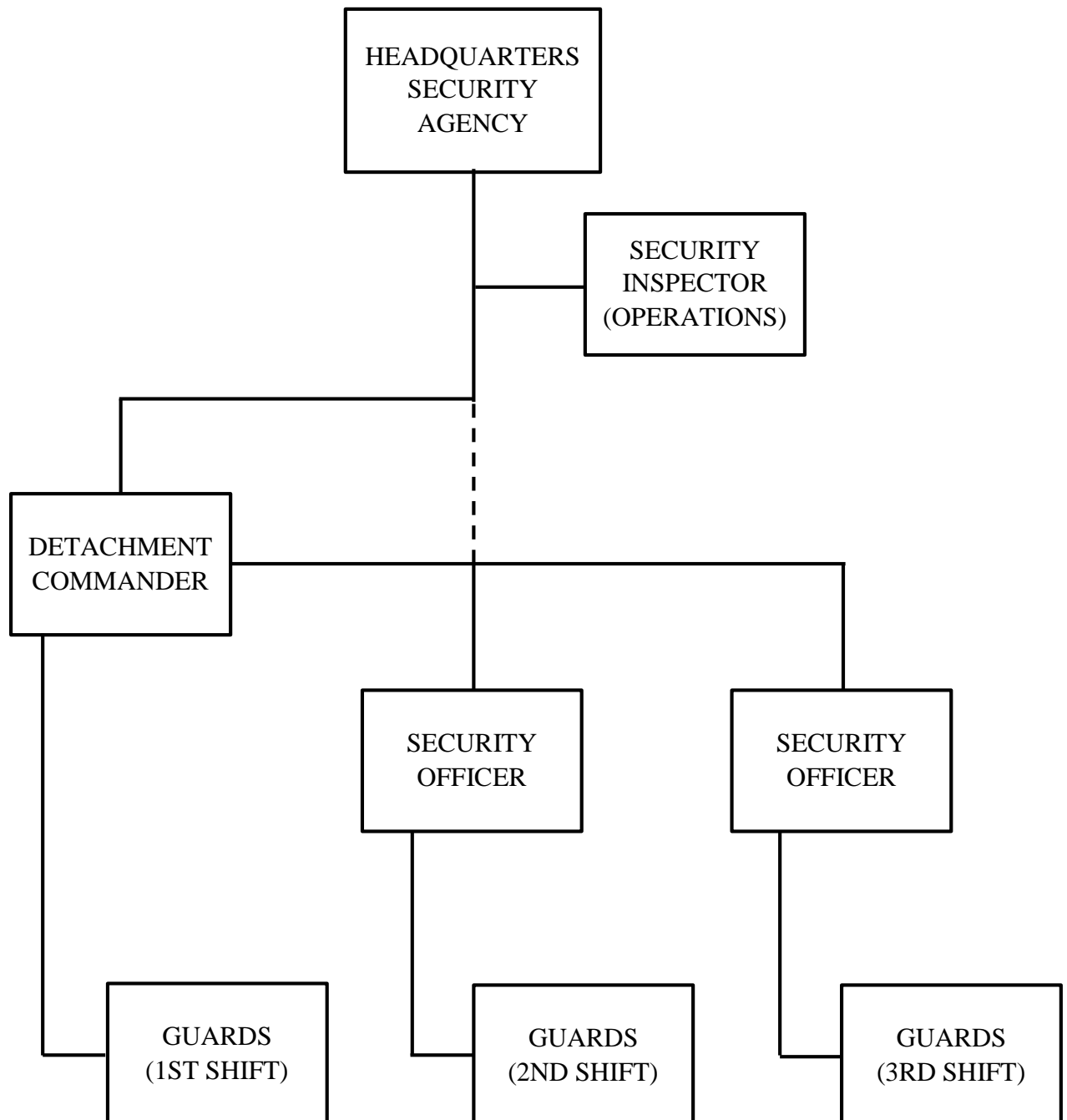
- ☐ (l) Detailed Cost Breakdown; **and**
- ☐ (m) Supply Estimates.

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

- ☐ (n) *[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.
- ☐ (o) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

ANNEX "A"

ORGANIZATIONAL STRUCTURE OF THE SECURITY FORCE



ANNEX "B"**SECURITY GUARDS ASSIGNMENTS / TOUR OF DUTY*****For PSHS-MC***

Posting Area	No. of Guards per Shift			Required Firearms	
	1st (6am- 2pm)	2nd (2pm- 10pm)	3rd (10pm -6am)	Shotgun	.38 Revolver
Information/ Lobby (Admin Bldg.)	1	1			
ASTB Bundy Clock	1	1			
Pedestrian Gate (Gate 1)	1	1			
Vehicular Entrance (Gate 1)	1	1	1		1
Vehicular Entrance (Gate 2)	1	1			1
Vehicular Exit (Gate 3)	1	1	1		1
Back Area (GRHM/ BRHA-2/ Animal House/ Maintenance Shop)	1	1	1		1
Back Area (BRHM, BRHA-1)	1	1	1		1
Multi-Purpose Gymnasium Area/Track and Field Oval	1	1	1		1
Construction Entrance/Exit (Gate 0)	1	1	1		1
Building Roving (ASTB & SHB) and CCTV Monitoring	1	1			
Detachment Commander/ Shifts-In-Charge	1	1	1	1	
Total	12	12	7	1	7

***must provide at least 1 security personnel with a valid driver's license for every shift.**

For PSHS-OED

Posting Area	No. of Guards per Shift			Required Firearms	
	1 st (6am - 2pm)	2 nd (2pm - 10pm)	3 rd (10pm - 6am)	Shotgun	.38 Revolver
Front Lobby Lobby/ Information	1				
Pedestrian/ Vehicular Entrance/ Front Gate	2	2	2		1
Back Area/ Admission Office	1	1	1		1
Total	4	3	3		2

ANNEX "B-1"**MINIMUM SECURITY EQUIPMENT REQUIREMENT FOR PSHS-MC & PSHS-OED**

	Materials, Supplies and Equipment	No. of Requirements	
		PSHS-MC	PSHS-OED
A.	COMMUNICATIONS EQUIPMENT		
	Base Radio with complete accessories	1 set	-
	Handheld portable radio	17 sets	5 sets
	Battery Charger for portable radio	17 sets	5 sets
	Cellular Phone with P500 monthly load allocation	1 unit	1 unit
B.	VEHICLES		
	Four-wheel service vehicle; <i>in good running condition with at least six (6) liters of fuel/day</i> – security agency shall provide immediate replacement of the vehicle assigned should there be defects observed on the assigned service vehicle within 12 hours after the defect was noticed.	1 unit	-
	Mountain Bike – security agency shall provide immediate replacement of the mountain bikes assigned should there be defects observed on the mountain bike within 12 hours after the defect was noticed.	4 units	-
	Motorcycle Service Vehicle; <i>in good running condition with at least three (3) liters of fuel/day</i> – security agency shall provide immediate replacement of the vehicle assigned should there be defects observed on the assigned service vehicle within 12 hours after the defect was noticed.	-	1 unit
C.	ARMAMENTS Operational, functional and well-maintained Firearms w/ valid license <i>in the name of the Security Agency</i> , with basic load of ammunition		
	Shotgun; 12 gauge	1 unit	-
	.38 Caliber Revolver or 9mm Handgun	7 units	2 units
D.	OTHER LOGISTICS		
	Computer with complete accessories & printer	1 set	1 set
	Watchman clock; program installed on the computer for printouts (MPG Back Area, BRHA-2 Back Area, GRHM, BRHA-1 Back Area, BRHM, SHB Back Lobby, Maintenance Workshop, ASTB, Admin. Bldg. & other areas)	15 stations (minimum)	2 stations
	Rechargeable high powered searchlight	6 units	2 units
	Megaphone; heavy duty	2 units	2 units
	Metal detector	2 units	2 units

	Under chassis inspection mirror	2 units	2 units
	Truncheon	10 units	5 units
	Shield	10 units	5 units
	Big utility umbrella; heavy duty	5 units	2 units
	Rain coats w/ rain boots	29 sets	5 sets

The Security Agency shall assure that the above-mentioned equipment assigned to PSHS-MC & PSHS-OED is in good condition and in the event that any equipment becomes defective, the Security Agency shall immediately replace it.

The Security Agency shall assure that the equipment shall be used exclusively for the service to PSHS-MC & PSHS-OED.

The PSHS-MC & PSHS-OED reserves the right to reject equipment provided by the security agency if said equipment is found defective. In such an event, the Security Agency shall immediately replace such equipment at no cost to PSHS-MC & PSHS-OED.

Distribution of hand held radios for PSHS-MC shall be the following: 12 - Security Posts, 1 - FAD Office; 1 - OCD; 1 - GSMU; 1 - Registrar's Office; 1 - Health Services Unit

ANNEX "B-2"

PROVISIONS PERTAINING TO THE CCTV CAMERAS, MONITORS AND RECORDINGS:

1. To provide utmost security and protection to the PSHS-MC & PSHSS-OED personnel and the public within its premises, the Security Agency must constantly monitor the CCTV cameras and is obliged to make a written report of any and all untoward incidents relating to the security and protection contemplated herein. The said written report shall be submitted to the PSHS-MC & PSHSS-OED's Finance & Administrative Division within 24 hours from the happening of the untoward incident.
2. Notwithstanding the foregoing provisions, the PSHS-MC & PSHSS-OED retains full control over the CCTV cameras and recordings and the authorized official of the PSHS-MC & PSHSS-OED may access and view the CCTV monitor/s at any time of the day and night.
3. The Security Agency shall neither delete nor tamper the video recordings of the CCTV and shall ensure that the footages remain authentic at all times. Moreover, insofar as the Security Agency and its security personnel are concerned, the footages of the CCTVs shall be considered as confidential and may not be reproduced without the expressed written consent of the PSHS-MC & PSHSS-OED or when so ordered to be reproduced by a competent governmental authority. Retention period of video recordings shall be for a period of at least one (1) month.
4. The concerned official of the Security Agency shall submit to the Finance & Administrative Division of the PSHS-MC & PSHSS-OED an authentic copy of all the recordings of the CCTV cameras as often as may be required by the PSHS-MC & PSHSS-OED.

ANNEX "C"

OPERATING POLICIES AND PROCEDURES

These operating policies and procedures of the Security Guards are hereunder discussed:

I. DUTIES AND RESPONSIBILITIES OF SECURITY GUARDS

FOR PSHS-MC

1. DETACHMENT COMMANDER (OFFICER-IN-CHARGE): 1 SG
7 DAYS, MON-SUN, 0600H-1800H (ROVING)
 - a. Has overall responsibility of the members of the security force in the PSHS-MC premises.
 - b. Provide leadership and direction for the Shift-In-Charge and Security Guards.
 - c. Responsible to the PSHS-MC management for the implementation of all rules and regulations relevant to security matters.
 - d. Monitors the implementation of the established Health Protocol of PSHS-MC, especially during times of pandemic or outbreak of infectious diseases
 - e. Monitor the performance and efficiency of guards and recommend the relief of misfits.
 - f. Serve as liaison between the PSHS-MC and the Security Agency.
 - g. Prepare and submit special reports of unusual incidents.
 - h. Submit and prepare guard detail order and monthly security report and conditions of secured properties.
 - i. Prepare and submit daily, weekly, and monthly reports which summarizes the following details, such as but not limited to:
 - visitors' log
 - employees' log
 - incident reports
 - j. Advise PSHS-MC officials concerned regarding measures to be undertaken to improve the security of the building premises.
 - k. Acts on reports/complaints filed against the security guards.
 - l. Conducts thorough investigation on incident reports and submits reports to the PSHS-MC authorized representative.
 - m. Conduct Troop Information and Education to all guards once a month or as the need arises.
 - n. Perform other duties as PSHS-MC and/or the security agency may direct.
2. SHIFT-IN-CHARGE (OFFICER-IN-CHARGE): 2 SG
7 DAYS, MON-SUN, 1400H-2200H (ROVING)
7 DAYS, MON-SUN, 2200H-0600H (ROVING)
 - a. Has overall responsibility of the members of the security force in the PSHS-MC premises.
 - b. Provide leadership and direction for the Shift-In-Charge and Security Guards.

- c. Responsible to the PSHS-MC management for the implementation of all rules and regulations relevant to security matters.
 - d. Monitors the implementation of the established Health Protocol of PSHS-MC, especially during times of pandemic or outbreak of infectious diseases
 - e. Monitor the performance and efficiency of guards and recommend the relief of misfits.
 - f. Serve as liaison between the PSHS-MC and the Security Agency.
 - g. Prepare and submit special reports of unusual incidents.
 - h. Submit and prepare guard detail order and monthly security report and conditions of secured properties.
 - i. Prepare and submit daily, weekly, and monthly reports which summarizes the following details, such as but not limited to:
 - visitors' log
 - employees' log
 - incident reports
 - j. Advise PSHS-MC officials concerned regarding measures to be undertaken to improve the security of the building premises.
 - k. Acts on reports/complaints filed against the security guards.
 - l. Conducts thorough investigation on incident reports and submits reports to the PSHS-MC authorized representative.
 - m. Conduct Troop Information and Education to all guards once a month or as the need arises.
 - n. Perform other duties as PSHS-MC and/or the security agency may direct.
3. MAIN ENTRANCE/EXIT (PEDESTRIAN) GUARD: 2 SG
 7 DAYS, MON-SUN, 0600H-1400H
 7 DAYS, MON-SUN, 1400H-2200H
- a. Greet with respect all visitors, guests, all PSHS-MC officers, staff and personnel.
 - b. Observe "No ID, No Entry" policy, maintain visitors' log book and issue visitors pass.
 - c. Inspect baggage/s (if any) before entry.
 - d. Require visitors and guests to deposit firearms and other deadly weapons before entering the premises; acknowledge receipt of these items for proper disposition.
 - e. Check at all items, materials and equipment being brought in and out of office; and allow none of these to leave the premises unless accompanied with necessary documents or authorized gate pass.
 - f. Screen guests and visitors going to the various offices of PSHS-MC; and call/inform the Secretary whether or not they will be entertained.
 - g. Observe the visitors/guests entering the office building during employees' break time (1200H-1300H).
 - h. Report any untoward incident during duty.
 - i. Submit daily activity report to Detachment Commander
 - j. Implements the established Health Protocol of PSHS-MC, especially during times of pandemic or outbreak of infectious diseases
 - k. Perform other duties as PSHS-MC and/or the security Agency may assign/direct.

4. GATE 0 CONSTRUCTION ENTRANCE GATE (VEHICLES): 3 SG
7 DAYS, MON-SUN, 0600H-1400H
7 DAYS, MON-SUN, 1400H-2200H
7 DAYS, MON-SUN, 2200H-0600H
 - a. Man the Entrance Gate at all times.
 - b. Greet with respect all visitors, guests and personnel; and salute all PSHS-MC officers.
 - c. Direct incoming vehicles to designated parking areas.
 - d. Thoroughly inspect all incoming vehicles; and ensure the smooth flow of traffic by clearing obstacles during entry.
 - e. Report any untoward incident during duty.
 - f. Submit daily activity report to Detachment Commander
 - g. Implements the established Health Protocol of PSHS-MC, especially during times of pandemic or outbreak of infectious diseases
 - h. Perform other duties as PSHS-MC and/or the security Agency may assign/direct.
5. GATE 1 (ENTRANCE GATE, VEHICLES): 3 SG
7 DAYS, MON-SUN, 0600H-1400H
7 DAYS, MON-SUN, 1400H-2200H
7 DAYS, MON-SUN, 2200H-0600H
 - a. Man the gate at all times.
 - b. Greet with respect all visitors, guests, personnel; and salute all PSHS-MC officers.
 - c. Direct all incoming vehicles to designated parking areas; and observe “No counter flowing” policy.
 - d. Monitor incoming deliveries and workers.
 - e. Conduct roving inspection to perimeter areas and extend necessary assistance for the welfare of other posts.
 - f. Report any untoward incident during duty.
 - g. Submit daily activity reports to the Detachment Commander.
 - h. Implements the established Health Protocol of PSHS-MC, especially during times of pandemic or outbreak of infectious diseases
 - i. Perform other duties as PSHS-MC and/or the security Agency may assign/direct.
6. GATE 2 (ENTRANCE GATE, VEHICLES): 2 SG
7 DAYS, MON-SUN, 0600H-1400H
7 DAYS, MON-SUN, 1400H-2200H
 - a. Man the gate at all times.
 - b. Greet with respect all visitors, guests, personnel; and salute all PSHS-MC officers.
 - c. Direct all incoming vehicles to designated parking areas; and observe “No counter flowing” policy.
 - d. Monitor incoming deliveries and workers.
 - e. Conduct roving inspection to perimeter areas and extend necessary assistance for the welfare of other posts.

- f. Report any untoward incident during duty.
 - g. Submit daily activity reports to the Detachment Commander.
 - h. Implements the established Health Protocol of PSHS-MC, especially during times of pandemic or outbreak of infectious diseases
 - i. Perform other duties as PSHS-MC and/or the security Agency may assign/direct.
7. GATE 3 EXIT GATE (VEHICLES): 3 SG
 7 DAYS, MON-SUN, 0600H-1400H
 7 DAYS, MON-SUN, 1400H-2200H
 7 DAYS, MON-SUN, 2200H-0600H
- a. Man the Exit Gate at all times; and observe “No counter flowing” policy.
 - b. Greet with respect all visitors, guests, personnel and salute all PSHS-MC officers.
 - c. Monitor employees’ and visitors’ designated parking area; and observe illegal parking and first-come-first-served basis for employees’ parking.
 - d. Thoroughly inspect all outgoing vehicles and see to it that properties being brought out are covered by proper documents.
 - e. Not allow PSHS-MC vehicles to leave the premises without necessary trip ticket and gate pass duly signed by the authorized signatory.
 - f. Maintain a logbook on the arrival and departure of PSHS-MC vehicles.
 - g. Thoroughly inspect the identification cards of exiting students and see to it that gate passes are signed by the respective authorized signatories.
 - h. Ensure the smooth flow of traffic by clearing all obstacles upon vehicles exit.
 - i. Report any untoward incident during duty.
 - j. Submit daily activity report to Detachment Commander
 - k. Perform other duties as PSHS-MC and/or the security Agency may assign/direct.
8. ADMIN INFORMATION LOBBY: 1 LG, 1 SG
 7 DAYS, MON-SUN, 0600H-1400H
 7 DAYS, MON-SUN, 1400H-2200H
- a. Enforce PSHS-MC rules and regulations.
 - b. Implements the established Health Protocol of PSHS-MC, especially during times of pandemic or outbreak of infectious diseases
 - c. Screen visitors with utmost courtesy and guide them to the office they desire to transact business. Also notify by phone the official or employee to be visited.
 - d. Issue a visitors pass in exchange of a current and valid government issued identification card.
 - e. Advise all visitors and employees to pin their ID while inside the building.
 - f. Prohibit individuals or groups from loitering in the lobbies or building entrances.
 - g. Prohibit vendors or solicitors from entering the office during office hours.
 - h. Inspect thoroughly using metal detector all bags, packages and attaché case hand- carried by visitors.
 - i. Maintain a logbook for visitors and a separate logbook for office personnel.

- j. Conduct inventory of movable equipment in the office.
 - k. Unplug electrically operated office equipment and appliances left by employees.
 - l. Be familiar with the fire alarm system as well as the location of fire-fighting apparatus.
 - m. Submit reports on any unusual incidents.
 - n. Perform other duties as PSHS-MC and/or the security agency may direct.
9. ASTB LOBBY (BUNDY CLOCK): 1 LG, 1 SG
 7 DAYS, MON-SUN, 0600H-1400H
 7 DAYS, MON-SUN, 1400H-2200H
- a. Enforce PSHS-MC rules and regulations.
 - b. Implements the established Health Protocol of PSHS-MC, especially during times of pandemic or outbreak of infectious diseases
 - c. Screen visitors with utmost courtesy and guide them to the office they desire to transact business. Also notify by phone the official or employee to be visited.
 - d. Issue a visitors pass in exchange of a current and valid government issued identification card.
 - e. Advise all visitors and employees to pin their ID while inside the building.
 - f. Prohibit individuals or groups from loitering in the lobbies or building entrances.
 - g. Prohibit vendors or solicitors from entering the office during office hours.
 - h. Inspect thoroughly using metal detector all bags, packages and attaché case hand- carried by visitors.
 - i. Maintain a logbook for visitors and a separate logbook for office personnel.
 - j. Conduct inventory of movable equipment in the office.
 - k. Unplug electrically operated office equipment and appliances left by employees.
 - l. Be familiar with the fire alarm system as well as the location of fire-fighting apparatus.
 - m. Submit reports on any unusual incidents.
 - n. Perform other duties as PSHS-MC and/or the security agency may direct.
10. BACK AREA (GRHM/BRHA-2/ANIMAL HOUSE/MAINTENANCE SHOP): 3 SG
 7 DAYS, MON-SUN, 0600H-1400H (ROVING)
 7 DAYS, MON-SUN, 1400H-2200H (ROVING)
 7 DAYS, MON-SUN, 2200H-0600H (ROVING)
- a. Operate and enforce the system of personnel identification.
 - b. Implements the established Health Protocol of PSHS-MC, especially during times of pandemic or outbreak of infectious diseases.
 - c. Observe and patrol designated perimeters, areas, structures and activities of security interest.
 - d. Apprehend persons attempting or gaining unauthorized access to restricted areas and those committing unlawful acts.

- e. Check depositories, rooms, or buildings of security interest any time, in addition to the normal working hours to determine that they are properly locked and are otherwise in order.
 - f. Enforce the established system control over the removal of property and material from the premises, as may be applicable.
 - g. Respond to protective alarm signals or other indicators of suspicious activities of lawless elements.
 - h. Submit reports of any unusual incidents.
 - i. Perform other duties as PSHS-MC and/or the security agency may direct.
11. BACK AREA (BRHM/BRHA-1/MRF): 3 SG
 7 DAYS, MON-SUN, 0600H-1400H (ROVING)
 7 DAYS, MON-SUN, 1400H-2200H (ROVING)
 7 DAYS, MON-SUN, 2200H-0600H (ROVING)
- a. Operate and enforce the system of personnel identification.
 - b. Implements the established Health Protocol of PSHS-MC, especially during times of pandemic or outbreak of infectious diseases.
 - c. Observe and patrol designated perimeters, areas, structures and activities of security interest.
 - d. Apprehend persons attempting or gaining unauthorized access to restricted areas and those committing unlawful acts.
 - e. Check depositories, rooms, or buildings of security interest any time, in addition to the normal working hours to determine that they are properly locked and are otherwise in order.
 - f. Enforce the established system control over the removal of property and material from the premises, as may be applicable.
 - g. Respond to protective alarm signals or other indicators of suspicious activities of lawless elements.
 - h. Submit reports of any unusual incidents.
 - i. Perform other duties as PSHS-MC and/or the security agency may direct.
12. MULTI-PURPOSE GYMNASIUM AREA/ TRACK & FIELD OVAL: 1 LG, 1 SG
 7 DAYS, MON-SUN, 0600H-1400H (ROVING)
 7 DAYS, MON-SUN, 1400H-2200H (ROVING)
- a. Operate and enforce the system of personnel identification.
 - b. Implements the established Health Protocol of PSHS-MC, especially during times of pandemic or outbreak of infectious diseases.
 - c. Observe and patrol designated perimeters, areas, structures and activities of security interest.
 - d. Apprehend persons attempting or gaining unauthorized access to restricted areas and those committing unlawful acts.
 - e. Check depositories, rooms, or buildings of security interest any time, in addition to the normal working hours to determine that they are properly locked and are otherwise in order.
 - f. Enforce the established system control over the removal of property and material from the premises, as may be applicable.

- g. Respond to protective alarm signals or other indicators of suspicious activities of lawless elements.
 - h. Submit reports of any unusual incidents.
 - i. Perform other duties as PSHS-MC and/or the security agency may direct.
13. SHB/ ASTB/ CCTV MONITORING: 2SG
 7 DAYS, MON-SUN, 0600H-1400H (ROVING)
 7 DAYS, MON-SUN, 1400H-2200H (ROVING)
- a. All roving guards must politely guide, check and observe situations of visitor/s within the area of responsibility.
 - b. Implements the established Health Protocol of PSHS-MC, especially during times of pandemic or outbreak of infectious diseases
 - c. Guide visitors to their office destination.
 - d. Facilitates delivery of parcels to a common pick-up area/counter.
 - e. Check and prevent unauthorized persons from loitering in the corridors or entering offices without official business or transactions.
 - f. Check all office equipment and appliances before or after office hours. See to it these office equipment and appliances are in proper places, and then close/lock all offices after determining that everything is secured.
 - g. See to it that all lights are switched off and all electrically operated equipment and appliances are unplugged when occupants of an office are all gone.
 - h. Impose all existing PSHS-MC security rules and regulations.
 - i. Be familiar with the location of the fire alarm system and fire-fighting equipment.
 - j. Be alert at all times.
 - k. Submit reports on any unusual incidents.
 - l. Conduct regular on the spot search of vehicles and belongings as necessary
 - m. Knowledgeable in the inspection of fire extinguishers and monitoring of the CCTV system.
 - n. Perform other duties as PSHS-MC and/or security agency may direct

FOR PSHSS-OED

1. ADMIN. INFORMATION LOBBY: 1 LG
 5 DAYS, MON-FRI, 0600H-2200H
- a. Enforce PSHSS-OED rules and regulations.
 - b. Implements the established Health Protocol of PSHSS-OED, especially during times of pandemic or outbreak of infectious diseases
 - c. Screen visitors with utmost courtesy and guide them to the office they desire to transact business. Also notify by phone the official or employee to be visited.
 - d. Issue a visitors pass in exchange of a current and valid government issued identification card.
 - e. Advise all visitors and employees to pin their ID while inside the building.
 - f. Prohibit individuals or groups from loitering in the lobbies or building entrances.
 - g. Prohibit vendors or solicitors from entering the office during office hours.

- h. Inspect thoroughly using metal detector all bags, packages and attaché case hand- carried by visitors.
 - i. Maintain a logbook for visitors and a separate logbook for office personnel.
 - j. Unplug electrically operated office equipment and appliances left by employees.
 - k. Be familiar with the fire alarm system as well as the location of fire-fighting apparatus.
 - l. Submit reports on any unusual incidents.
 - m. Perform other duties as PSHSS-OED and/or the security agency may direct.
2. PEDESTRIAN/VEHICLE ENTRANCE/EXIT GATES: 6 SG
 7 DAYS, MON-SUN, 0600H-1400H
 7 DAYS, MON-SUN, 1400H-2200H
 7 DAYS, MON-SUN, 2200H-0600H
- a. Greet with respect all visitors, guests, all PSHSS-OED officers, staff and personnel.
 - b. Observe “No ID, No Entry” policy, maintain visitors’ log book and issue visitors pass.
 - c. Inspect baggage/s (if any) before entry.
 - d. Require visitors and guests to deposit firearms and other deadly weapons before entering the premises; acknowledge receipt of these items for proper disposition.
 - e. Check at all items, materials and equipment being brought in and out of office; and allow none of these to leave the premises unless accompanied with necessary documents or authorized gate pass.
 - f. Screen guests and visitors going to the various offices of the PSHSS-OED; and call/inform the Secretary whether or not they will be entertained.
 - g. Observe the visitors/guests entering the office building during employees’ break time (1200H-1300H).
 - h. Conduct roving inspection by designated security guard (2200H-0600H).
 - j. Report any untoward incident during duty.
 - k. Submit daily activity report to Detachment Commander
 - l. Implements the established Health Protocol of PSHSS-OED, especially during times of pandemic or outbreak of infectious diseases
 - m. Perform other duties as PSHSS-OED and/or the security Agency may assign/direct.
3. BACK AREA/ ADMISSIONS OFFICE: 3SG
 7 DAYS, MON-SUN, 0600H-1400H (ROVING)
 7 DAYS, MON-SUN, 1400H-2200H (ROVING)
 7 DAYS, MON-SUN, 2200H-0600H (ROVING)
- a. Operate and enforce the system of personnel identification.
 - b. Implements the established Health Protocol of PSHSS-OED, especially during times of pandemic or outbreak of infectious diseases.
 - c. Observe and patrol designated perimeters, areas, structures and activities of security interest.
 - d. Apprehend persons attempting or gaining unauthorized access to restricted areas and those committing unlawful acts.

- e. Check depositories, rooms, or buildings of security interest any time, in addition to the normal working hours to determine that they are properly locked and are otherwise in order.
- f. Enforce the established system control over the removal of property and material from the premises, as may be applicable.
- g. Respond to protective alarm signals or other indicators of suspicious activities of lawless elements.
- h. Submit reports of any unusual incidents.
- i. Perform other duties as PSHSS-OED and/or the security agency may direct.

II. PREMISES/BUILDING SECURITY ACCESS SYSTEM

Secure all main entry/exit doors and gates during and after office hours in order to prevent entry of people carrying deadly weapons, explosive, toxic chemicals, contraband items, prohibited drugs and other harmful materials to prevent pilferage and any property destruction.

A. Check entry of packages, boxes, equipment, firearms and other deadly weapons, etc., to prevent destruction or loss of lives and properties (e.g., bombs).

For hand-carried items:

The guards shall:

- 1. Monitor by using metal detectors and frisk visitors for deadly weapons, explosives, contraband items, prohibited drugs and other harmful substances.
- 2. Inspect all bags and parcels to ensure that no deadly paraphernalia is brought inside the premises.
- 3. Inspect the surroundings for suspicious objects which do not belong to the ground.
- 4. Require individuals possessing firearms to leave/deposit the firearm to the security guard after issuing a deposit slip.
- 5. Turn over to the nearest police station individuals who are found possessing, unauthorized by law, deadly or other harmful materials and/properties.
- 6. Call the recipient of the delivery boxes to confirm whether or not he/she is expecting delivery boxes/properties.

For vehicles of visitors, clients and employees:

- 1. Maintain a record of departure and arrival of vehicles within client premises. The record will indicate the plate number, time-in and out, the name of the driver and company.
- 2. All vehicles entering the premises will be subject to thorough inspections. The guard will require the vehicle owners to open its compartment for inspection if there are illegal contraband items onboard, and if there is such, initiate arrest.
- 3. Direct the inward and outward flow of traffic and apply existing parking regulations.
- 4. Visitors who refuse to subject his vehicle for inspection shall be denied entry.

5. The guards at the entrance gates must be equipped with the under-chassis mirror for inspection under the vehicle.

B. Record entry of packages (except food items), boxes, equipment, firearms and deadly weapons.

The guard shall:

1. Maintain a record of the visitor's logbook within its post. The logbook will indicate the name of the visitors, company/residence address, purpose of visit, signature and time in/out.
2. Verify with the recipient of delivered boxes if he is expecting any delivery. Facilitate the delivery of parcels to a common area/counter once a day at a fixed time.

C. Safekeeping of the deadly weapons

1. Individuals found in possession of deadly weapons will be subject for investigation. If he is authorized by law, the owner will deposit the firearms/weapons to the guard and the duty guard will issue a deposit slip indicating the name of the owner, model/type/caliber of firearm, date & time in/out. When the owner needs to leave the premises, he/she must surrender the deposit slip to the guard to retrieve his weapons/firearms.
2. Individuals in possession of deadly weapons who are found unauthorized by law will be apprehended and turned over to the nearest police station.

D. Check exit of package, boxes, equipment, firearms, and deadly weapons.

Hand-carried PSHS-MC & PSHS-OED property brought out of the premises shall be accompanied with a property pass slip signed by the authorized PSHS-MC & PSHS-OED property officer.

1. Guards shall deny the pull-out of the PSHS-MC & PSHS-OED property that is not covered by pass slip.
2. Guards must inspect and ensure that the property/ies being brought out are indicated in the property slip or gate pass. They will record the name/kind of the equipment including the serial number, person responsible, time and date. Sealed boxes brought outside the complex will be required for inspection.

E. Exiting vehicle

The gate guard will require the owner of every vehicle intending to leave the area to open its trunk compartment. If PSHS-MC & PSHS-OED property is found on board, pass slip or gate pass shall be required.

III. MAINTAIN A LIST OF PSHS-MC & PSHS-OED OFFICIALS WHO ARE AUTHORIZED TO ISSUE GATE PASS

- a. The security office will be provided with a list of PSHS-MC & PSHS-OED officials who are authorized to sign the property pass. The list shall contain the

signature of the authorized representative for comparison with the submitted gate pass of the concerned party.

- b. If the gate pass is found suspicious, the guard shall verify with the signatory if he issued such gate pass to the specified person.

IV. CHECK ENTRY OF INDIVIDUALS FOR PROPER IDENTIFICATION

- a. PSHS-MC & PSHS-OED employees who are issued PSHS-MC & PSHS-OED ID cards upon employment shall wear them at all times.
- b. Employees who do not have their ID cards must be advised to secure PSHS-MC & PSHS-OED ID at the HRMU.
- c. Strict implementation of “NO ID. NO ENTRY” system on all gates and entrances of PSHS-MC & PSHS-OED for security purposes shall be imposed.
- d. Visitors are required to present/show valid identification, such as school or office ID, voters ID, etc. before signing in on the logbook. Then they are required to leave their personal ID in exchange for a Visitor’s pass which they will wear while inside the premises.
- e. Direct/guide lost visitors and other non-organic personnel who transacted business within the premises.
- f. All guards at the entrance and exit areas shall maintain a logbook or log sheets for visitors. Logbooks must be kept in the security office, and shall be made available when asked for verification purposes.

V. CHECK ENTRY OF VISITORS WITH VEHICLES

- a. A control on the number of vehicles entering will be implemented to avoid congestion. The guard shall require the owner or driver of the vehicle to leave any valid ID to the guard at the entrance gate. The guard at the gate shall require the owner or driver of the vehicle to present any valid ID for record purposes. The guard shall record the driver’s name, type of vehicle, plate number of the vehicle and time of entry.
- b. The guard at the parking area shall direct the visitors where to park his/her vehicle.
- c. The guard on duty must properly control and direct the entrance of any vehicle into the designated parking areas. Loading and unloading operations shall be supervised by the guards to ensure that only authorized materials are being loaded or unloaded inside the premises.
- d. The guard shall direct the inward and outward flow of traffic and employ existing parking regulations. He must also direct traffic at the parking area to avoid congestion.

VI. PREVENT ENTRY OF VENDORS

- a. No vendor shall be allowed to enter unless he/she is bearing authorization issued by the Campus Director so as not to disturb students and employees during class hours.
- b. Entry of vendors shall be for the specific sanctioned school activities only.
- c. The guard shall record the time in and out of the vendor.
- d. Guard shall inspect the vendors' personal belongings for contraband items, weapons and other materials that are dangerous to individuals.

VII. CHECK ENTRY OF PRIVATE CONTRACTORS FOR PROPER ID, DECORUM AND AUTHORIZATION

- a. Monitor the entry of contractor's personnel working inside the PSHS-MC & PSHS-OED premises.
- b. Require the contractor's personnel to present his authority, i.e., request for repair in order for the guards to verify the veracity of the request by conforming with the issuing official.
- c. When contractual repairs are being undertaken, employees of the contractor must be accompanied at all times by the client representative while performing the repairs. These workers must be wearing safety gadgets for their safety and well-being.
- d. Personal belongings of these contractor employees shall be inspected when entering and departing the area.

VIII. RECORD THE ENTRY OF VISITORS, VENDORS, SERVICEMEN, ETC.

- a. Upon entry at the premises, the guard shall require them to sign/log in the visitor's logbook indicating the name, address, purpose, time in and out, and their individual signature.
- b. The guard will issue a gate Pass/ID for visitors for proper identification in exchange of their valid ID.
- c. Guide visitors to his/her destination.

IX. MONITOR THE WHEREABOUTS OF PERSONS TO WHOM VISITOR PASS WAS ISSUED AND THE RETURN OF ISSUED VISITOR PASS

- a. The visitor's tag and the pass slip and/or written authority are to be returned to the issuing guard at the time the visitors leave the PSHS-MC & PSHS-OED premises.

- b. To ensure that the visitors go directly to their official destination, the guard who issued the said gate pass shall communicate by giving the description of the visitor to his/her fellow guards to assist the visitor if it passes their area of responsibility

X. REGULARLY CHECK PERSONS INSIDE THE PREMISES FOR PROPER ID AND DECORUM

- a. Direct/Guide lost visitors and other non-organic personnel who transacted business with PSHS-MC & PSHS-OED.

XI. EMERGENCY PLAN

This security and emergency plan are the procedures to be followed by the Security Guards during disaster whether natural or man-made calamity.

A. FIRE

Fire will develop when the three elements are present, known as the “Triangle of Fire” namely: fuel, heat and air. If one is absent the fire cannot exist. Fire also has three classifications: they are classified under class A, B and C. In the Philippines, classes A, B or C are common causes of fire. Class A is made of light materials such as papers, wood, and the like. Class B is composed of flammable liquid such as alcohol, gasoline, etc. Lastly, Class C is caused by electrical circuits.

Because of these classifications, manufacturers of fire extinguishers created three types of fire extinguishers.

1. In case of fire, the responding guard shall first determine the cause of fire. After determining, he shall use a fire extinguisher intended for that classification of fire. In using a fire extinguisher, the guard shall remember the “PASS” which means P – pull the pin, A – aim the nozzle, S – squeeze and S – sweep to the base of the fire until it is totally covered.
2. If the fire cannot be stopped, the guard shall immediately push the alarm button. Any guard who hears this alarm shall immediately initiate the following:
 - a. Call the nearest Fire department.
 - b. Secure all entrances and exit doors and allow no one to enter the building except those authorized.
 - c. All emergency exits shall be opened.
 - d. Identify and prepare a safe place for evacuation and for temporary use by the victims.
 - e. Observe any suspicious looking individual who could be a possible arson suspect.
 - f. Record the event of fire from time to time, e.g., color of smoke, speed of fire, location and the origin of fire. This will help fire investigators in locating possible evidence.

3. After the fire is contained and the building is declared safe by firemen, guards will allow no one to enter the gutted building except those authorized.

B. BOMB THREATS

Bomb threats are usually received through telephone. Experts say that 99% of which are hoax and only 1% is positive. In this kind of situation, precautionary measures shall be immediately initiated.

In case of bomb threat, the following shall be done by the security guards assigned at PSHS-MC & PSHS-OED.

1. To avoid panic among the employees inside the building, security guards shall use coded messages in their radio communication.
2. Security Officer shall standby near the telephones to receive calls and take note of the following when another call is received. Encourage the caller to talk and if possible, ask the caller for the location of the bomb.
 - a. The gender of the caller.
 - b. Determine whether it is a serious or prank call
 - c. Take note of the background noise heard on the phone.
 - d. Other matters that will lead to identify/locate the caller.
3. Coordinate with the local law enforcement authorities, call the bomb disposal units and inform the fire department.
4. Tighten security measures by implementing luggage control and body frisking.
5. Cordon the area that is being identified by the caller and as much as possible know the location of the bomb.
6. Execute an immediate search of the area if there is still enough time.
7. If the bomb is found, do not touch it, cordon the area. There may be tiny wires that may trigger the bomb to explode.
8. Evacuate people in the nearby places that may be reached by the explosion.
9. If the bomb squad expert already defused the bomb, execute a search for the second time to clear the area allowing nobody to enter the place.

C. TYPHOONS

Typhoons can be monitored through news reports. This kind of calamity may cause loss of properties and even lives. Security personnel must follow these instructions:

1. Observe the surroundings and detect possible danger from fall branches or any object placed on a higher ground.

2. If the area is flooded, check if the water reaches the electrical outlets, if so; inform the maintenance section to switch-off the power line.
3. Prepare all emergency lights for possible power cut-off.
4. Locate safe places for evacuation in case the situation worsens.
5. Monitor radio news reports to be up-dated of the situation.
6. After the typhoon, request maintenance personnel to inspect all electrical lines especially plugs in the lower level for possible danger.

D. EARTHQUAKE

Earthquakes are natural hazards and cannot be predicted. Our priority concern here is to set in place procedures of how we can help mitigate or prevent damages to a minimum level:

1. During earthquakes one must remain calm and avoid panic.
2. When one is inside the building, he/she shall avoid using the elevator because chances are there might be power failures and he might be trapped inside.
3. Stay away from electrical cable and wires because this might erupt and can cause electrical shocks.
4. If necessary, stay under the table or anything that shall give your head ample protection from falling debris.
5. Guard on post must immediately assist to the best of his ability to protect and evacuate to a safer area the concerned VIPs and employees of PSHS-MC & PSHS-OED.
6. Send immediately those employees hurt in the course of the quake to the nearest hospital.
7. Search for other persons left in the building after evacuation and report all damages in properties and injured persons to the Incident Commander.

In case of an earthquake, security guards are expected to act as first responders; therefore, they must have undergone the basic course in basic life support or first aid.

E. THEFT/ROBBERY

1. Upon receiving a complaint for loss of properties, the supervisor shall immediately proceed to the scene of the crime for possible preservation and recovery of traces of evidence.

2. If possible, take a photograph of the scene, but do not touch anything.
3. List down personnel present during the discovery of the loss.
4. Conduct initial inquiry to the informant and other personnel that may have knowledge about the case.
5. Summon assistance from the security agency investigators if the need arises.
6. Blot the incident with the nearest police station that has jurisdiction of the place.
7. Prepare Incident Report and submit the same to the Security Officer for proper coordination, conduct investigation of the case and submit progress reports.

In case of disagreement or controversy regarding the restitution of any property lost, damaged or destroyed during the term of the Contract, PSHS MC and/or PSHS-OED shall create an Investigation Committee composed of two (2) officials from the PSHS-MC and/or PSHS-OED, and one (1) from the Security Agency, whose decision shall be final unless otherwise reversed by the Head of the Procuring Entity.

Immediately after it has been determined that the Security Agency, through its security personnel, is at fault, the Security Agency shall immediately pay PSHS-MC and/or PSHS-OED the cost of the lost items, otherwise, PSHS-MC and/or PSHS-OED shall withhold such amount from the Security Agency's billings

F. PICKET/STRIKE

In the event of any projected strike or work stoppage in the office, the following course of action is highly recommended:

Pre-strike procedure:

1. The Detachment Commander/Shift-in-Charge of the security agency are enjoined to exert their utmost effort to distract any possible plans that striking group/union contemplates to undertake.
2. Gather information, demands and complaints of employees' union against the management. Collect possible issues, points of the compromise advanced by management, the attitude of the labor and management and the number of sympathizers of the striking group.
3. Determine whether the impending strike is purely a result of a legitimate labor dispute or merely a front to create commotion and discontent.
4. Conduct a reconnaissance of the whole area to be covered by the security personnel, plan probable troop disposition, and screen personnel to be utilized for duty in case the strike is staged.

On-going Strike:

1. Notify the management or its authorized representatives.
2. Keep in contact with the management for further instructions.
3. Request for additional security guards to enforce perimeter guards to prevent possible looting, sabotage and vandalism.
4. Coordinate with management regarding the need for detail of policemen at the strike area to maintain peace and order.

G. HOSTAGE TAKING SITUATION

Hostage taking situation is a complicated case, so we normally course the handling of the case to an expert of the PNP or other law enforcement agency with expertise in this kind of situation. However, the guards in the area of responsibility facing this kind of situation can help by doing the following:

1. Guards shall immediately notify PSHS-MC & PSHS-OED management and at the same time the nearest PNP unit of the hostage situation for immediate help.
2. Guards must keep the line of communication open for the hostage taker and if necessary, the hostage victim in order to determine the motive and purpose of the hostage taker.
3. Guards must avoid being reckless and avoid any confrontational approach with the suspect.
4. Guards on duty shall not allow other people to intervene, it might worsen the situation. Wait for the arrival of the PNP personnel and other government authorities who are experts in crisis management for hostage taking.
5. Guards must coordinate with the PNP personnel and Crisis Management Team for any information that was gathered.

H. COUP DE' ETAT

This situation is of national security concern. The security force in the area must not cooperate with the rebel group. The guard must immediately inform the PSHS-MC & PSHS-OED management as well as his agency of the situation they have encountered.

Since this is a priority concern, at the direction of the Director or his duly authorized representative, all security personnel shall implement the special course of action by evacuating PSHS-MC & PSHS-OED personnel to safer areas. Immediately, sound the alarm and call for an emergency situation, through the use of radio communication. The guard shall immediately relay the message of concern to his supervisors.

TRAFFIC PLAN FOR NORMAL AND EMERGENCY SITUATION

1. For normal situations, the rules and regulations on pedestrian and vehicle traffic shall be strictly implemented such as car pass/sticker, speed limit, designated parking and no parking areas, overnight parking. To prevent parking spaces to deplete, owners of vehicles who intend to park their vehicles overnight must secure approval from the Campus Director.
2. For emergency situations, like a demonstration or rally being held within the premises or premises of PSHS-MC & PSHS-OED, security personnel shall initiate action that will preempt a condition of chaos or mob rule. In the event PSHS-MC & PSHS-OED management will request for additional security personnel, the Security Agency will immediately dispatch the number of security guards requested to control the crowd, especially those who shall force their way to enter in order to sow chaos and disorderly conduct.
3. During emergency situations, all stay-in off-duty security guards shall be utilized to help stop on-going disturbance.
4. In time of emergency, all security personnel and augmentation force shall be under the supervision of the Detachment Commander. All actions of the guards must be cleared by the Detachment Commander from the Campus Director or from his duly authorized representative.
5. Refuse entry to drivers who ignore and not follow the traffic rules and regulations in the agency premises.

ANNEX "D"

DURATION OF THE CONTRACT

The duration of the contract to be bid shall be from *February 16, 2024 to December 31, 2024*, subject to performance evaluation before the end of each contract year based on the set of PSHS-MC & PSHS-OED 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 PSHS-MC & PSHS-OED Performance Criteria:

PERFORMANCE CRITERIA (GPPB Resolution No. 24-2007, Sec. 5.4 of Annex A)

1. Quality of Service Delivered (40%)	
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, communication devices and/or motor vehicles	5%
d) Courtesy and decorum	5%
2. Management and Suitability of Personnel (25%)	
a) Supervision and accountability	8%
b) Qualification of assigned guards, training for physical fitness and martial arts	7%
c) Physical Appearance (uniforms and other paraphernalia)	5%
d) Change and/or replacement of assigned guards	5%
3. Contract Administration and Management (25%)	
a) Assignment of guards at designated area/s	10%
b) Implementation of PSHS-MC & PSHS-OED rules and regulations and compliance to other obligations per contract	8%
c) Compliance to labor laws and social insurance regulations	7%
4. Time Management (5%)	
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%
5. Provision of Regular Progress Reports (5%)	
a) Exception/Incident Report	2%
b) Monthly Deployment Report	2%
c) Other Reports that may be required by the Administrative and Finance Division	1%

PERFORMANCE EVALUATION

The PSHS-MC & PSHS OED shall evaluate the performance of the Service Provider/Contractor for the preceding ten (10) months under contract by adopting the above Performance Criteria. The total average of the ratings should not be less than 80% to qualify for the next contract year. The result of the performance evaluation is non appealable.

Annex “E”

Statement of All Ongoing Government and Private Contracts

Name of Contract	a. Owner's Name		Nature of Work	Bidder's Role		a. Amount of Award	a. Date Awarded
	b. Address	c. Telephone Nos.		Description	%	b. Amount of Completion	b. Contract Effectivity
						c. Contract Duration	c. Date Completed
Government:							
Private:							

Annex “F”

Statement of Single Largest Completed Contract

Name of Contract	a. Owner's Name		Nature of Work	Bidder's Role		a. Amount of Award	a. Date Awarded
	b. Address	c. Telephone Nos.		Description	%	b. Amount of Completion	b. Contract Effectivity
						c. Contract Duration	c. Date Completed
Government:							
Private:							

Annex “G”

Bid Securing Declaration

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

X-----X

BID SECURING DECLARATION **Project Identification No.: [Insert number]**

To: PHILIPPINE SCIENCE HIGH SCHOOL – MAIN CAMPUS
Agham Road, Diliman, Quezon City

I/We³, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
 - (a) Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - (b) I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
 - (c) I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

³ Select one and delete the other. Adopt the same instruction for similar terms throughout the document.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of [month] [year] at [place of execution].

[Insert NAME OF BIDDER'S AUTHORIZED
REPRESENTATIVE]
[Insert Signatory's Legal Capacity]
Affiant

SUBSCRIBED AND SWORN to before me this ____ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ____ at _____.

Witness my hand and seal this ____ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ [date issued], [place issued]

IBP No. _____ [date issued], [place issued]

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

Annex “H”

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. ***Select one, delete the other:***

If a sole proprietorship: I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. ***Select one, delete the other:***

If a sole proprietorship: As the owner and sole proprietor, or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached duly notarized Special Power of Attorney;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary’s Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable;)]*;

3. *[Name of Bidder]* is not “blacklisted” or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. ***Select one, delete the rest:***

If a sole proprietorship: The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:
- a) Carefully examine all of the Bidding Documents;
 - b) Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to**

deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of ____, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS
AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant

SUBSCRIBED AND SWORN to before me this ____ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ____ at _____.

Witness my hand and seal this ____ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. _____ [date issued], [place issued]
IBP No. _____ [date issued], [place issued]

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

Annex “I”

Bid Form for the Procurement of Goods

Date: _____
Project Identification⁴ No.: _____

To: *PHILIPPINE SCIENCE HIGH SCHOOL – MAIN CAMPUS*
Agham Road, Diliman, Quezon City

Gentlemen and/or Ladies:

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said PBD for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules.

If our Bid is accepted, we undertake:

- a. To deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. To provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. To abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of the period.

[Insert this paragraph if Foreign-Assisted Project with the Development Partner: Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address Amount and Purpose of agent Currency Commission or gratuity

(if none, state “None”)/

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

⁴ If ADB, JICA and WB funded projects, use IFB.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached *[state the written authority]*.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

Annex “J”

Price Schedule

For Goods Offered from Abroad

Name of Bidder _____ Project ID⁵ No. _____ Page _____ of _____

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place (specify border point or place of destination)	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

⁵ If ADB, JICA and WB funded projects, use IFB.

For Goods Offered from Within the Philippines

Name of Bidder _____. Invitation to Bid⁶ Number __. Page of ____.

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and Insurance and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

⁶ If ADB, JICA and WB funded projects, use IFB.

ANNEX “K”

DETAILED COST BREAKDOWN

For PSHS-MC

ITEM	PARTICULARS	1ST SHIFT (0600H - 1400H)		2ND SHIFT (1400H - 2200H)		3RD SHIFT (2200H - 0600H)	
A	ESTIMATED EQUIVALENT MONTHLY RATE						
	Ordinary Working Days (<i>DW x 295 x 100%</i>)						
	Regular Holidays (<i>DW x 12 x 200%</i>)						
	Special Non-Working Days (<i>DW x 6 x 130%</i>)						
	Rest Days (<i>DW x 52 x 130%</i>)						
	<i>Annual Total</i>						
	<i>Equivalent Monthly Rate</i>						
B	NIGHT SHIFT DIFFERENTIAL						
	Ordinary Working Days						
	Regular Holidays						
	Special Non-Working Days						
	Rest Days						
	<i>Annual Total</i>						
	<i>Equivalent Monthly Rate</i>						
C	13th Month Pay (<i>DW x 365 /12/12</i>)						
D	5 Days Incentive Pay (<i>DW+COLA x 5/12</i>)						
E	Uniform Allowance (<i>RA 5487</i>)						
	SUB-TOTAL						
F	AMOUNT TO GOVERNMENT IN FAVOR OF THE GUARD						
	Retirement Benefits (<i>RA 7641</i>) (<i>DW x 22.5/12</i>)						
	SSS Premium (<i>Employer Share</i>)						
	State Insurance (<i>ECC</i>)						
	Worker's Investment and Savings Program (WISP)						
	PAG-IBIG Fund (<i>Employer Share</i>)						
	PHILHEALTH Contribution (<i>Employer Share</i>)						
	SUB-TOTAL						
G	TOTAL AMOUNT TO GUARD & GOVERNMENT						
	REQUIRED SECURITY GUARDS	Male 9	Female 3	Male 11	Female 0	Male 6	Female 0
H	EQUIPMENT/SUPPLIES						
I	AGENCY FEE (Administrative Cost and Profit Margin)						
J	Value Added Tax (Agency Fee x 12%; VAT-RMC-039-2007)						
	MINIMUM CONTRACT RATE (Monthly Billing)	MALE			FEMALE		
	COST FOR 12 MONTHS						
	TOTAL CONTRACT COST						

Note:

R.A. 11917 Section 9. Administrative Fee of PSAs. — The minimum administrative fee that may be charged by PSAs to its clients shall not be less than twenty percent (20%) of the total contract cost, subject to adjustment by the Department of Labor and Employment: Provided, that additional fees shall be charged for the acquisition and maintenance of extraneous tools and equipment used for security operation by the agency or required by the clients and for the continuous deployment of PSPs in hazardous conditions.

R.A. 11917 IRR, Book XI, Rule 72, Section 372. Administrative Fee of PSAs. — The minimum administrative fee that may be charged by PSAs to its clients shall not be less than twenty percent (20%) of the total contract cost, subject to adjustment by the Department of Labor and Employment: Provided, that additional fees shall be charged for the acquisition and maintenance of extraneous tools and equipment used for security operation by the agency or required by the clients and for the continuous deployment of PSPs in hazardous conditions.

For PSHSS-OED

ITEM	PARTICULARS	1ST SHIFT (0600H - 1400H)		2ND SHIFT (1400H - 2200H)		3RD SHIFT (2200H - 0600H)	
A	ESTIMATED EQUIVALENT MONTHLY RATE						
	Ordinary Working Days (<i>DW x 295 x 100%</i>)						
	Regular Holidays (<i>DW x 12 x 200%</i>)						
	Special Non-Working Days (<i>DW x 6 x 130%</i>)						
	Rest Days (<i>DW x 52 x 130%</i>)						
	<i>Annual Total</i>						
	<i>Equivalent Monthly Rate</i>						
B	NIGHT SHIFT DIFFERENTIAL						
	Ordinary Working Days						
	Regular Holidays						
	Special Non-Working Days						
	Rest Days						
	<i>Annual Total</i>						
	<i>Equivalent Monthly Rate</i>						
C	13th Month Pay (<i>DW x 365 /12/12</i>)						
D	5 Days Incentive Pay (<i>DW+COLA x 5/12</i>)						
E	Uniform Allowance (<i>RA 5487</i>)						
	SUB-TOTAL						
F	AMOUNT TO GOVERNMENT IN FAVOR OF THE GUARD						
	Retirement Benefits (<i>RA 7641</i>) (<i>DW x 22.5/12</i>)						
	SSS Premium (<i>Employer Share</i>)						
	State Insurance (<i>ECC</i>)						
	Worker's Investment and Savings Program (WISP)						
	PAG-IBIG Fund (<i>Employer Share</i>)						
	PHILHEALTH Contribution (<i>Employer Share</i>)						
	SUB-TOTAL						
G	TOTAL AMOUNT TO GUARD & GOVERNMENT						
	REQUIRED SECURITY GUARDS	<i>Male</i> 3	<i>Female</i> 1	<i>Male</i> 3	<i>Female</i> 0	<i>Male</i> 3	<i>Female</i> 0
H	EQUIPMENT/SUPPLIES						
I	AGENCY FEE (Administrative Cost and Profit Margin)						
J	Value Added Tax (Agency Fee x 12%; VAT-RMC-039-2007)						
	MINIMUM CONTRACT RATE (Monthly Billing)	<i>MALE</i>		<i>FEMALE</i>			
	COST FOR 12 MONTHS						
	TOTAL CONTRACT COST						

Note:

R.A. 11917 Section 9. Administrative Fee of PSAs. — The minimum administrative fee that may be charged by PSAs to its clients shall not be less than twenty percent (20%) of the total contract cost, subject to adjustment by the Department of Labor and Employment: Provided, that additional fees shall be charged for the acquisition and maintenance of extraneous tools and equipment used for security operation by the agency or required by the clients and for the continuous deployment of PSPs in hazardous conditions.

R.A. 11917 IRR, Book XI, Rule 72, Section 372. Administrative Fee of PSAs. — The minimum administrative fee that may be charged by PSAs to its clients shall not be less than twenty percent (20%) of the total contract cost, subject to adjustment by the Department of Labor and Employment: Provided, that additional fees shall be charged for the acquisition and maintenance of extraneous tools and equipment used for security operation by the agency or required by the clients and for the continuous deployment of PSPs in hazardous conditions.

ANNEX “L”

SUPPLIES ESTIMATES

For PSHS-MC

ITEMS	QUANTITY	ESTIMATED MONTHLY RATE	TOTAL MONTHLY COST
COMMUNICATIONS EQUIPMENT			
Base Radio complete accessories	1		
Handheld portable radio, complete w/ portable charger	17		
Cellular Phone with load allocation	1		
VEHICLES			
Four-wheel service vehicle; in good running condition with at least six (6) liters of fuel/day – security agency shall provide immediate replacement of the vehicle assigned should there be defects observed on the assigned service vehicle within 12 hours after the defect was noticed.	1		
Mountain Bike	4		
ARMAMENTS (Licensed): <i>with basic load of ammunition</i>			
Shotgun; 12 gauge	1		
.38 Caliber Revolver or 9mm Handgun	7		
OTHER LOGISTICS			
Computer with complete accessories & printer	1		
Watchman clock; program installed on the computer for printouts (MPG, GRHA, GRHM, BRHA, BRHM, SHB (2), Dreamerst, ASTB, Admin. Bldg. & other areas)	15		
Rechargeable high powered search light	6		
Megaphone; heavy duty	2		
Metal detector	2		
Under chassis inspection mirror	2		
Truncheon	10		
Shield	10		
Big utility umbrella; heavy duty	5		
Rain coats w/ rain boots	28		
TOTAL MONTHLY COST			-
TOTAL YEARLY COST			-
TOTAL MONTHLY COST PER GUARD			-

For PSHSS-OED

ITEMS	QUANTITY	ESTIMATED MONTHLY RATE	TOTAL MONTHLY COST
COMMUNICATIONS EQUIPMENT			
Base Radio complete accessories	1		
Handheld portable radio	5		
Battery Charger for portable radio	5		
Extra Rechargeable radio battery	5		
Cellular Phone with P500 monthly load allocation	0		
VEHICLES			
Motorcycle; in good running condition with at least three (3) liters of fuel/day – security agency shall provide immediate replacement of the vehicle assigned should there be defects observed on the assigned service vehicle within 12 hours after the defect was noticed.	1		
Mountain Bike	0		
ARMAMENTS (Licensed): with basic load ofammunition			
Shotgun; 12 gauge			
.38 Caliber Revolver	2		
OTHER LOGISTICS			
Computer with complete accessories & printer	1		
Watchman clock; program installed on the computer for printouts	2		
Rechargeable flashlight	4		
Rechargeable high powered search light	2		
Megaphone; heavy duty	2		
Metal detector	2		
Under chassis inspection mirror	2		
Truncheon	5		
Shield	5		
Big utility umbrella; heavy duty	2		
Rain coats w/ rain boots	5		
TOTAL MONTHLY COST			
TOTAL YEARLY COST			
TOTAL MONTHLY COST PER GUARD			

