



REPUBLIC OF THE PHILIPPINES
Department of Budget and Management
Malacañang, Manila

BIDS AND AWARDS COMMITTEE

INVITATION FOR NEGOTIATED PROCUREMENT

Provision of Security Manpower Services for FYs 2013-2014

1. In view of the two (2) failed public biddings for the Provision of Security Manpower Services for FYs 2013-2014, the Department of Budget and Management (DBM) Bids and Awards Committee (BAC) invites interested bidders to participate in the negotiation in accordance with Section 53.1 of the Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184, otherwise known as the "Government Procurement Reform Act."

For more details on this project, please refer to attached Schedule of Requirements (Annex A), Deployment of DBM Security Guards (Annex B) and Technical Specifications (Annex C).

2. All interested bidders are invited to attend the meeting on January 9, 2013, 1:30 p.m. at Usec. EVG Conference Room, 2nd Floor, Boncodin Hall, General Solano St., San Miguel Manila, or call the DBM-BAC Secretariat at 735-4902/490-1000 loc. 5602 from 9:00 a.m. to 4:00 p.m.
3. The DBM reserves the right to accept or reject any offer, to annul the negotiation process, and to reject all offers at any time prior to contract award, without thereby incurring any liability to affected firms/entities.

(Sgd.) JANET B. ABUEL
Chairperson

Section VI. Schedule of Requirements

Item	Description/Model	Quantity	Total
	The Contractor shall provide the following tools and equipment, subject to random inspection of authorized DBM official/representative:		
1	Portable Walk-through Metal Detector	1 unit	1 unit
2	Service Firearms a) Thirteen (13) units of licensed cal. 38 with twelve (12) live ammunitions each b) Five (5) units of licensed 12 GA shotgun with nine (9) live ammunitions each	13 units 5 units	18 units
3	VHF portable handheld radio, 200-300 MHz with extra battery pack and battery charger	18 units	18 units
4	Traffic vest and gloves	4 units	4 units
5	Handheld Metal Detector	4 units	4 units
6	Under vehicle search mirror	2 units	2 units
7	Megaphone	2 units	2 units
8	Camera	3 units	3 units
9	Flashlights with batteries	18 units	18 units
10	Tear Gas	18 units	18 units
11	Night Stick	18 units	18 units
12	Riot Shield/Truncheon and helmet	18 units	18 units
13	Handcuffs	18 units	18 units
14	Medical kit	18 sets	18 sets
15	Raincoat	18 sets	18 sets
16	Rain boots	18 pairs	18 pairs
17	Umbrella	18 units	18 units
18	Whistle	18 pcs	18 pcs
19	Padlocks	3 pcs	3 pcs

Attached as Annex A is the Deployment of DBM Security Guards for FY 2013.

I hereby certify to comply and deliver Items 1 to 19 requirements upon commencement of the contract.

Name of Company/Bidder

Signature Over Printed Name of Representative

Date

Annex B

DEPLOYMENT OF DBM SECURITY GUARDS FOR CY 2013			
Location/Station	No. of Hours	Tour of Duty	No. of Guards for 2013
AREA 1			
Area 1.A	24 hrs.	8 hrs/shift/daily (6am-2pm; 2pm-10pm; 10pm-6am)	3
Area 1.B	12 hrs	12 hours duty (6am to 6pm) Mon. to Fri.	1
Area 1.C	24 hrs.	8 hrs/shift/daily (6am-2pm; 2pm-10pm; 10pm-6am)	3
AREA 2			
Area 2.A	24 hrs.	8 hrs/shift/daily (6am-2pm; 2pm-10pm; 10pm-6am)	6
Area 2.B	12 hrs	12 hours duty (6am to 6pm) Mon. to Sat.	1
AREA 3			
Area 3.A	24 hrs.	8 hrs/shift/daily (6am-2pm; 2pm-10pm; 10pm-6am)	3
Area 3.B	12 hrs	12 hours duty (6am to 6pm) Mon. to Fri.	1
Area 3.C	24 hrs.	8 hrs/shift/daily (6am-2pm; 2pm-10pm; 10pm-6am)	3
AREA 4			
Area 4.A	24 hrs.	8 hrs/shift/daily (6am-2pm; 2pm-10pm; 10pm-6am)	3
Area 4.B	24 hrs.	8 hrs/shift/daily (6am-2pm; 2pm-10pm; 10pm-6am)	3
Area 4.C	24 hrs.	8 hrs/shift/daily (6am-2pm; 2pm-10pm; 10pm-6am)	3
Area 4.D	12 hrs	12 hours (6am to 6pm) daily	1
AREA 5			
Area 5.A	24 hrs.	8 hrs/shift/daily (6am-2pm; 2pm-10pm; 10pm-6am)	3
Area 5.B	12 hrs.	12 hours duty (6am to 6pm) Mon. to Sat.	1
Total			35

Section VII. Technical Specifications

Bidders must state either “Comply” or “Not Comply” or any equivalent term in the column “Statement of Compliance” against each of the individual parameters of each “Specification”.

Item	Specifications	BIDDER'S STATEMENT OF COMPLIANCE
I	PERFORMANCE CRITERIA	
	<p>The Contractor shall maintain a satisfactory level of performance throughout the term of the contract based on the following set of performance criteria:</p> <ul style="list-style-type: none"> a) Quality of service delivered; b) Time management; c) Management and suitability of personnel; d) Contract administration and management; e) Provision of regular progress report; f) Attentiveness and presence of mind of guards on duty; and g) Compliance with DBM instructions and policies. <p>The criteria above shall be used to assess quarterly the level of performance of the Security Agency and its Security Personnel as basis of continuity of the Contract.</p>	
II	TECHNICAL EVALUATION PARAMETERS	
	<p>1) Stability</p> <ul style="list-style-type: none"> a) Years of experience – At least 6 years in the business b) Liquidity of the Contractor – At least 5 Million (Current Assets minus stocks minus current liabilities based on Balance Sheet as of December 31, 2011) c) Organizational Set-up – with good office set-up, personnel and office tools and equipment 	
	<p>2) Resources</p> <ul style="list-style-type: none"> a) Number and Kind of Equipment and Supplies – with the minimum number and kind of equipment and supplies as specified in Section VI. Schedule of Requirements b) Number of Guards – with at least 50 Security Guards c) Number of Supervisors – with at least 5 Supervisors 	
	<p>3) Security Plan – Tailored fit for DBM in accordance with the minimum requirements below. Statements/enumerate the specific methodology to execute the Plan.</p>	
	<p>4) Other Factors</p> <ul style="list-style-type: none"> a) Recruitment and Selection Criteria – Training conducted for 	

	<p>the Security Guards before deployment, educational and age requirements and others</p> <p>b) Completeness of Uniforms and other Paraphernalia – as prescribed under R.A. No. 5487 and its IRR.</p>	
III	<p>BRIEF SCOPE OF WORK</p> <p>The Contractor shall provide security services by deploying adequately trained and well disciplined security personnel to safeguard the DBM building and other properties from theft, pilferage or damage and ensure safety and security of the employees, visitors, guests or any persons within the DBM premises.</p>	
IV	SECURITY PLAN	
A	GENERAL SECURITY PROTOCOLS	
A.1	Provide complete continuous security measures on round the clock basis on all days throughout the year, including Saturdays, Sundays and holidays, in accordance with the deployment schedule. Security personnel shall not be allowed to leave the place of duty under any circumstance until and unless properly relieved. The security posts shall not be left unmanned at any time.	
A.2	Maintain records of security-related activities and relevant inward and outward movements of personnel, visitors and property. These records shall be made available for inspection of the DBM authorized representatives.	
A.3	The security personnel shall, at all times, be polite, courteous, respectful and responsive to officers, employees, guests and VIPs. He/she shall follow the order/directives of DBM officials and DBM authorized representatives for day-to-day performance of job and ensure implementation of adequate security measures.	
A.4	Perform inspection, detection and investigation of all security-related incidents and report the same to appropriate authorities and designated DBM officials/representative.	
A.5	Refrain from doing, causing or permitting any nuisance at the DBM premises or anything which will cause unnecessary disturbances or inconvenience to the occupants/visitors of the DBM.	
A.6	Prevent entry /access to restricted areas unless duly authorized by the DBM Management. Maintain logbook of entry and exit movements of authorized personnel in the restricted areas.	
A.8	Strictly implement the “No ID, No Entry” policy among all DBM employees.	
A.9	Prevent entry after office hours and non-working days, including Saturdays, Sundays and holidays, unless duly authorized by DBM Management.	

A.10	Prevent employees from staying overnight within the DBM office and premises, unless duly authorized by the Management.	
A.11	Issuance of visitor's pass (for individuals) and gate pass (for non DBM vehicles) after appropriate verification of purpose of visit and to collect passes when visitors leave the premises, to ensure that only authorized persons/vehicles enter the premises.	
A.12	Monitor and frisk employees and visitors for firearms, deadly weapons, explosives, toxic chemicals, prohibited drugs, contraband items and other similar items. Firearms and other deadly weapons must be deposited to the security guard at the entrance lobby in exchange for a firearm report/receipt.	
A.13	Deployment of security personnel with appropriate training on the operation of CCTV surveillance cameras.	
A.14	Ensure that CCTV cameras are not obstructed.	
A.15	Assist in the analysis of recorded CCTV footage involving security-related issues.	
A.16	Switch off the lights, computers, air conditioners, etc. and ensure that windows and doors are closed after office hours. Politely call the attention of employees who have left their offices without ensuring that the lights and other electronic items are switched off, to instill shared responsibility among all DBM employees in an effort to conserve energy/resources.	
	VEHICLE CONTROL	
A.17	Plain view inspection of all vehicles entering the DBM premises.	
A.18	Maintain logbook of incoming and outgoing vehicles in the DBM premises.	
A.19	Ensure orderly marshalling and parking of staff/ visitors' vehicle at the parking area in the DBM premises and keeping watch over them. Overnight parking of non-DBM vehicles shall be prohibited, unless duly authorized by the DBM Management.	
A.20	Ensure that outgoing DBM motor vehicles have duly signed/approved trip tickets.	
A.21	Control the flow of traffic and direct drivers to park their vehicles in properly designated areas, to ensure the driveways are clear and unimpeded, at all times.	
	BOMB THREATS	
A.22	Immediately report the incident to appropriate authorities (PNP Bomb Squad) and the DBM Management or designee.	
A.23	In conjunction with the appropriate authorities and DBM Management or designee, conduct a search of the area and	

	recommend evaluation in accordance with the guidelines formulated by the Safety Committee, if warranted. If no suspicious item is found, the decision to evacuate will rest with the DBM Management.	
	HOSTAGE TAKING INCIDENTS	
A.24	Immediately notify PNP and DBM management or designee and alert all security guards.	
A.25	Cordon the area and prevent agitation and prohibit any unauthorized personnel from negotiating with the hostage taker.	
	STRIKES AND PICKETING PROTOCOL	
A.26	Inform the DBM Management of the impending or ongoing demonstration activity and closely coordinate with the appropriate law enforcement authorities (PNP and PSG).	
A.27	Obstructive demonstrations shall be terminated in coordination with the authorized DBM representative, PNP and PSG. Non obstructive demonstrations should not be interrupted. However, it must be ensured that it will not adversely affect the regular discharge of functions of DBM employees.	
A.28	Ensure that designated open gates remain unimpeded.	
A.29	Provide close-in security to any DBM official and employees authorized to speak /negotiate with the demonstrators.	
A.30	Secure all DBM employees, officials and guests from any assaults whatsoever.	
	ANTI THEFT PROTOCOLS	
A.31	Secure all entry and exit points.	
A.32	Introduce and implement anti-theft measures to prevent pilferage. In case of theft, loss or pilferage, the Contractor shall investigate and submit a report to the DBM authorized representative and liaise with the police authorities.	
A.33	Safeguard properties of DBM, its employees, officials and visitors against theft, damage, misuse. Tools, properties and equipments of the DBM shall not be permitted to be taken out of the premises without valid gate pass.	
A.34	Immediately report to appropriate police authorities incidents of theft to facilitate the immediate apprehension of the culprit. Conduct investigation and submit written report within twenty four (24) hours to the Management.	
	EMERGENCY PROTOCOLS	
A.35	Closely collaborate with the <i>DBM Safety Committee and/or the AS-General Service Division to effectively implement disaster management arrangements, plans and guidelines</i> to be observed	

	during emergencies and calamities.	
A.36	Serve as marshals during actual emergencies and conduct of periodic emergency drills within the DBM premises, along with the <i>designated DBM personnel from the Safety Committee and/or the AS-General Service Division.</i>	
A.37	Respond promptly and appropriately to all emergencies and report to appropriate authorities and DBM official concerned. In case of fire, the security guard shall forthwith inform the nearest fire station and alert all DBM staff to facilitate evacuation in accordance with the <i>disaster management plan.</i>	
A.38	Keep close watch over the DBM property and premises, against attempts of arson or accidental fire, and take suitable action in case of emergency. The security personnel should know how to appropriately use the fire fighting equipment.	
	REPORTS	
A.39	Report to the DBM Management or its authorized representative, if any abnormal or suspicious activities are noticed in the premises.	
A.40	Monitor and report breach/breakage in fencing, encroachment, trespassing, incidents of crime, defacement of wall, etc.	
A.41	Prepare other reports and make appropriate recommendations on all security related issues.	
V	OTHER TERMS AND CONDITIONS:	
A	RECRUITMENT AND SELECTION CRITERIA	
A.1	The Contractor shall ensure that the character and conduct of the security guards to be deployed have been appropriately verified. The security guards provided by the Contractor shall possess the following qualification:	
A.1.1	Must be not less than 18 years of age and not more than 50 years;	
A.1.2	Must be able to read and write;	
A.1.3	Must have at least two years of experience as a guard or an ex-serviceman;	
A.1.4	Must be polite but firm, disciplined, physically fit and alert to perform the duties of a guard;	
A.2	Must have first-aid training, first safety training and adequate security duty training and firing of arms training, prior to deployment for work. The Contractor shall likewise ensure that regular periodic refresher training course is provided to its personnel. Documents and records of the same may be asked for by the DBM Management periodically, to verify and ensure	

	compliance.	
A.3	The Contractor shall submit the list of its personnel to be deployed, along with their personal details (like name, age, date of birth, permanent address, photograph, etc.) for approval. Deployment of a new security personnel as replacement is subject to the approval of the DBM Management and/or its authorized representative. The DBM has the right to order/direct the Contractor to replace any of the personnel engaged by him who are found unsuitable; the Contractor shall immediately replace such personnel.	
A.4	The number of security guards indicated in the deployment schedule may be increased or decreased, at the sole discretion of the DBM Management.	
B	COMPLETENESS OF UNIFORMS AND PARAPHERNALIA:	
B.1	The security personnel deployed should be in proper uniforms with name badges. The incidentals such as belt, shoes, socks, caps shall be borne by the Contractor at its cost. His/her polo must be tucked in neatly and buttoned (except the collar button).	
B.2	The security guard deployed by the Contractor must wear at all times, an identification card, which shall have to be issued to him for said purpose.	
B.3	The Contractor shall provide each security personnel on duty with whistle, umbrella, raincoat, rainboots, torch, medical kits, handcuffs, tear gas, nightsticks, riot shield/truncheon and helmets.	
B.4	The Contractor shall provide one (1) unit of portable walk-through metal detector to be placed at the entrance of the DBM Boncodin Hall during the duration of the contract. The ownership of the equipment shall remain with the Contractor. The maintenance cost shall be for the account of the Contractor.	
C	OTHER DUTIES OF CONTRACTOR:	
C.1	The Contractor shall be at all times use all reasonable efforts to maintain discipline and good order among its personnel. The Contractor shall be responsible for all acts done by the personnel engaged by it. Any act of indiscipline, misconduct, theft, pilferage on the part of any personnel engaged by the Contractor resulting in any loss to the DBM, will be viewed seriously. The DBM has the right to take appropriate action, including the termination of the contract.	
C.2	The Contractor shall comply with the provisions of the Labor Code and shall be solely responsible for liabilities arising out of non-compliance. Insurance and accident risks for the security personnel shall be the responsibility of the Contractor.	

C.3	The Contractor shall make the payment to personnel engaged by it in accordance with the approved PADPAO rates. The Contractor shall satisfy DBM showing adequate recorded proof that the minimum wages and SSS, PhilHealth and Pag-IBIG contributions are being paid to its personnel.	
C.3.1	The Contractor shall submit the monthly bills not later than the second week of the following month along with proof of all monthly statutory remittances, viz SSS, PhilHealth, Pag-IBIG, withholding tax and a copy of its payroll register for the previous month or a certificate stating that the Contractor has paid to their employees' the wages for the previous month in accordance with the latest government laws /regulations and remitted the contributions accordingly, in lieu of.	

I hereby certify to comply with all the above Technical Specifications.

Name of Company/Bidder
Date

Signature Over Printed Name of
Representative

