



REPUBLIC OF THE PHILIPPINES
PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE
Malacañang, Manila, Philippines

INVITATION TO BID FOR THE
Project: Procurement of Security Services

1. The Presidential Communications Operations Office (PCOO) through the 2017 General Appropriations Act intends to apply the sum of **THREE MILLION EIGHT-EIGHTY THOUSAND PESOS ONLY (PHP3,088,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the procurement of security services for a period of one (1) year to commence from the date of the receipt of Notice to Proceed (NTP). **Bids received in excess of the ABC shall be automatically rejected at bid opening.**
2. The PCOO now invites bids for the supply of manpower requirements of Ten (10) persons to render security services as well as materials, tools and equipment necessary, appropriate and incidental to the performance of the job. Bidders should have completed at least one (1) contract similar to the project within **three (3) years** from the date of submission and receipt of bids. 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 R.A. No. 9184, otherwise known as the "Government Procurement Reform Act."

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to R.A. No. 5183.
4. Interested bidders may obtain further information from PCOO and inspect the Bidding Documents at the address given below from Monday to Friday between 8:00 a.m. to 3:00 p.m.
5. A complete set of Bidding Documents may be acquired by interested Bidders starting on October 31, 2017 from the address below and upon payment of the applicable fee for the Bidding Documents in the amount of **FIVE THOUSAND PESOS ONLY (PHP 5,000.00)**.

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

6. The PCOO will hold a Pre-Bid Conference on **November 7, 2017, 2:00 P.M.** at the **Conference Room, 4th Floor, New Executive Building, Malacañang Complex, Manila**, which shall be open to all prospective bidders.
7. Bids must be duly received by the BAC Secretariat at the address below on or before **November 21, 2017 at 10:00 A.M.** All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18.

Bid opening shall be on **November 21, 2017 at 10:01 A. M.** at the **Conference Room, 4th Floor, New Executive Building, Malacañang Complex, Manila**. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below. **Late bids shall not be accepted.**

Bidders are requested to organize and submit their bids as follows:

- a. The "legal & technical" documents and "financial" documents binder, shall be placed in ring binders, with all sections therein separated by dividers with properly labeled tabs;
 - b. The "legal & technical" documents binder, shall be placed in the first (1st) envelope, while the "financial" documents shall be placed in the second (2nd) envelope;
 - c. In view of the requirement to submit one [1] original set, and three [3] sets of copies – each bidder will be submitting a total of eight [8] sealed envelopes which should be sealed in a properly labeled box.
8. The Bidder must also comply with and submit the following requirements:
 - A. Personnel Requirements:
 1. Must be a Filipino citizen;
 2. Must have completed at least Forty (40) units of college education, for security guards; if an ex-military (AFP or PNP), with rank of sergeant, for security officer;
 3. Physically and mentally fit; (submission of latest medical certificate and psychological test results);
 4. Without previous record of neither conviction nor pending criminal case; (Submission of a photocopy of either NBI or PNP clearance is required)
 5. Height: at least 5'4"; Weight: at least 63 kg;
 6. Must have passed neuropsychiatric and drug tests conducted by any Phil. government accredited hospital/center. Expenses for the said tests shall be at the expense of the bidder/contractor.
 7. Must have training in handling firearms (submission of certified true copies of appropriate certificates and/or licenses);
 8. Must have undergone basic in-service training from accredited schools for security guards; security supervisory training for security officer (submission of certified true copies of appropriate certificates and/or licenses);

9. NBI or Police clearances and Barangay/Court clearances to be submitted upon effectivity of the Contract, should be valid as of the date of opening of bid and subject to renewal, if the same should expire during contract implementation.

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

B. Other requirements:

a) Track Record:

(i) Contractor must be at least five (5) years engaged in the business to supply security services;

(ii) Copy of at least one (1) contract of supply similar to the contract to bid at least within three (3) years from date of submission/receipt of bid;

b) Must submit printed copy of its Organizational Setup to include the names of the holder of the position for the years 2014, 2015 and 2016.

c) Must provide a list/table with the following information:

1. No. of licensed firearms;

2. No. and kind of communication devices;

3. No. of Licensed Guards;

d) Certificate of Compliance to Occupational Safety and Health Standards/ and on General Labor Standards


e) Certificate of Good Standing -Securities and Exchange Commission (For corporations)

9. The PCOO reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of R.A. No. 9184 and its RIRR, without thereby incurring any liability to the affected bidder or bidders.

10. For further information, please refer to:

MS. MELBA V. MANAOG

The Bids and Awards Committee Secretariat
Presidential Communications Operations Office
3rd Floor Annex, New Executive Building,
Malacañang Complex, Manila
Telefax No: (+632) 735-6170
Email: pcoo.bac@gmail.com


USec. **NOEL GEORGE P. PUYAT**
Chairperson
Bids and Awards Committee