

Technical Specifications

Below are the minimum specifications and its corresponding details per item:

Item	Specification	Statement of Compliance
I.	MINIMUM QUALIFICATIONS OF SECURITY GUARDS	
II.	MINIMUM SECURITY EQUIPMENT REQUIRED BY PCOO	
III.	SECURITY GUARDS ASSIGNMENTS/ TOURS OF DUTY	
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I. MINIMUM QUALIFICATIONS OF SECURITY GUARDS

Aside from the valid license issued by the PNP/SAGSD/PADPAO, the security officers/guards must possess the following minimum qualifications and must submit the needed documentary requirements as part of the technical proposals:

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; must submit latest (year 2021) medical certificate and psychological test results;
4. Height: at least 5'4"; weight: at least 63 kg;
5. Must have passed neuropsychiatric and drug tests conducted by any Philippine government accredited hospital/center. Expenses for the said tests shall be at the expense of the service contractor; must submit the latest test results;
6. Must not have a derogatory record;
7. Must be trained in handling firearms with appropriate certificates and/or licenses; Must submit alongside other documentary requirements latest and updated certificates of training from PNP-FOE; must submit certificates of training;
8. Must have undergone basic in-service training from accredited schools for security guards; security supervisory training for security officer; must submit certificates of training;
9. Must submit the following documents which should be valid as of the date of bid opening and subject to renewal, if the same should expire during contract implementation, to wit:
 - a. NBI clearance
 - b. Police/PNP clearance
 - c. Barangay clearance
 - d. Court clearance
 - e. Summary profile of security supervisor/s, officers and guards, which must be attested by service contractor's authorized signatory.
10. Prior to their deployment, the Security Guards assigned to PCOO must secure security clearance/s as may be allowed by the rules (e.g. PSG Clearance, etc.)
11. At least twenty-one (21) years old;

II. MINIMUM SECURITY EQUIPMENT REQUIRED BY PCOO

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

KIND	NUMBER
12 ga shotgun, semi-automatic, pump action	2 pieces
Ammunition, 12ga. Shotgun, OO buckshot	16 rounds
Handheld Radio/Transceiver with minimum range of three kilometers (3 kms)	5 units
Chargers	4 pieces
Uniform (which includes): <ul style="list-style-type: none"> · Handcuffs · Teargas · Heavy duty flashlight · Whistle · Tickler · Ballpen · First Aid Kit 	12 sets
Office Supplies: <ul style="list-style-type: none"> · A4 bond paper · Logbook 	60 reams 18 pieces
Rain Coats	3 pieces
Rain Boots	3 pairs
Pro Baton	2 pieces
Digital Camera, 8GB memory	1 piece

Firearms must be in good condition, covered with PNP license, with complete load of ammunition. No “paltik”¹ revolvers should be issued to the security guards. All other materials as per Service Contractor’s specifications will be subject to the approval of PCOO.

2. The maintenance, repair, loss and replacement of tools and equipment necessary and incidental to the performance of obligations herein required shall be for the account of the Service Contractor.
3. Delivery of the required supplies, materials, tools and equipment will be done at the project site, which shall coincide with the first day of the posting of security guards on each assignment to be inspected by the authorized representative of PCOO.

¹ *Paltik, a home made revolver, is not a firearm for which a license or permit can be issued to its possessor and, therefore, it is not a "firearm" contemplated within the purview of Section 878 in connection with Section 2692 of the Revised Administrative Code as amended by Commonwealth Act No. 56, as further amended by Republic Act No. 4. A Paltik with ammunition is a "deadly weapon"; without ammunition, it is merely a "weapon" (People v. Galang, G.R. No. L-18257, June 30, 1966).*

4. The Service Contractor shall also provide, as purchased by the PCOO, additional equipment to be used by the security personnel during the contract period. The equipment shall remain in the custody of PCOO after the contract expires.

III. SECURITY GUARDS ASSIGNMENTS / TOURS OF DUTY

The number of personnel that must be fielded in the following PCOO premises shall be eleven (11) security guards and one (1) Working Security Supervisor. Initial master list of security guards to be fielded must be provided as part of the bidders' Technical Specifications:

Item No.	Place of Assignment	No. of Guards	Shifting	Total	Days of Duty
1	5th Floor (Property and Motorpool)	1	1st Shift (6:00AM-2:00PM)	3	Monday to Sunday (including holidays)
		1	2nd Shift (2:00PM-10:00PM)		
		1	3rd Shift (10:00PM-6:00AM)		
2	7th Floor (Main Lobby)	1	1st Shift (6:00AM-2:00PM)	3	Monday to Sunday (including holidays)
		1	2nd Shift (2:00PM-10:00PM)		
		1	3rd Shift (10:00PM-6:00AM)		
3	7th Floor (Office of the Secretary)	1	6:00AM-6:00PM	1	Monday to Friday (including holidays)
4	Swing Shift	1	6:00AM-6:00PM	1	Monday to Friday (including holidays)
5	19th Floor (Main Lobby)	1	1st Shift (6:00AM-2:00PM)	3	Monday to Sunday (including holidays)
		1	2nd Shift (2:00PM-10:00PM)		
		1	3rd Shift (10:00PM-6:00AM)		
6	Security Supervisor / Roving Guard	1	6:00AM-6:00PM	1	Monday to Friday (including holidays)

IV. OTHER REQUIREMENTS

Item	Specifications
1. Scope of Work	Performing and/or conducting security and protection services for PCOO personnel, property and events; office rules, regulation and policy enforcement; disaster preparedness and mitigation management; and investigation and intelligence administration in all areas covered by this contract. All activities/events shall be recorded in detail in the designated record books.

2. Organizational set-up	The Service Contractor shall submit its Organizational Set-up to include the names of the holder of the position for the years 2019, 2020 and 2021
3. Years of Existence	The Service Contractor must be in the industry of providing security services for at least three (3) years.
4. Financial Stability	<p>The Company's retained earnings for 2019-2020 should be positive. The liquidity ratio for CY 2019-2020 should be at least 2:1.</p> <p>Formula for liquidity ratio: Current Assets/Current Liability</p>
5. No. of Resources	<p>The Service Contractor must provide the following information:</p> <ul style="list-style-type: none"> ▪ No. of licensed firearms ▪ No. and kind of communication devices ▪ No. of licensed guards
6. Assignment of Personnel	<p>a. The Service Contractor shall at all times provide the required number of well-trained security supervisor and security guards. Such personnel shall be efficient, dependable, honest, of good moral character, wellgroomed and courteous.</p> <p>b. The number of personnel provided should be fully utilized as stated in the manpower composition. If the Service Contractor wishes to provide additional manpower, this should not be charged to the PCOO.</p> <p>c. At no instance shall a guard be permitted to render service beyond a period of twelve (12) hours continuously. A violation of this condition shall be considered sufficient ground to terminate the contract.</p> <p>d. The Service Contractor shall make available, at its own expense, such a number of relievers as may be necessary, who are ready to take over the duty schedules of those regularly assigned guards who either report late or are absent for the day.</p> <p>e. The Service Contractor shall provide, for its own account, proper uniforms to its personnel assigned in Times Plaza and complete identification cards shall be worn at all times of their tour duty.</p> <p>f. The PCOO reserves the right to demand the immediate replacement of any personnel by the Service Contractor who may be found incompetent and dishonest, or whose continued employment may be deemed prejudicial to the interest of the PCOO. All replacements/deployments to be made by the Service Contractor shall have prior approval of the PCOO.</p> <p>g. That in the event there is a need of transfer or relocation of the assigned areas or offices, the Service Contractor agree to undertake, the availability of its services and personnel assigned at all times and in case any incidental expenses incurred relative to such transfer or relocation shall be for the account of the Service Contractor and with no additional cost to PCOO.</p> <p>h. The Service Contractor and its security personnel shall comply with all safety and security regulations of the PCOO.</p>

	<p>i. The Service Contractor should report to the authorized representative of PCOO any untoward incident, complete with supporting documents and photo evidence, within twenty-four (24) hours of occurrence.</p>
<p>7. Schedule / Program of Services</p>	<p>a. The Service Contractor shall provide the required security personnel seven (7) days a week including holidays.</p> <p>b. The work shift, time schedule, numbers and names of workers shall be agreed upon through internal arrangement between the PCOO and Service Contractor. The Service Contractor shall observe the Shifting and Deployment Schedule specified in Item III of the Technical Specifications.</p> <p>c. The Service Contractor shall submit a schedule/ program of services for approval and with proper coordination with PCOO.</p> <p>d. Schedule/program of services may be altered by PCOO without prior notice.</p>
<p>8. Quarterly submission to PCOO of RT-PCR Swab Test Results</p>	<p>The Service Contractor, on their own account, shall require the security personnel deployed at PCOO to undergo RT-PCR swab tests every three (3) months or on quarterly basis (pursuant to DOH Memorandum No. 2020-0258-A) and submit a copy of the results to PCOO.</p>
<p>9. Quarterly submission of Proof of Remittance</p>	<p>The Service Contractor shall submit proof of remittances of all the required contributions under labor laws and regulations, of the Security Guards servicing PCOO every three (3) months or on a quarterly basis.</p>
<p>10. Hazard Pay benefits</p>	<p>The Service Contractor shall ensure the rights and uphold the benefits of the security personnel deployed to PCOO including the payment of hazard pay benefits, if applicable, under the Labor Code, as amended.</p>