

Section VII. Technical Specifications

Bidders must state “Comply” in the column “Statement of Compliance” against each of the individual parameters of each “Specifications.”

Item	Specification	Statement of Compliance
I.	MINIMUM QUALIFICATIONS OF SECURITY GUARDS	
II.	MINIMUM SECURITY EQUIPMENT REQUIRED BY PCO	
III.	SECURITY GUARD’S ASSIGNMENTS / TOUR OF DUTIES	
IV.	OTHER REQUIREMENTS	
Nothing follows		

I. MINIMUM QUALIFICATIONS OF SECURITY GUARDS

Aside from the valid license to operate in accordance to RA 5487 issued by the PNP-SOSIASAGSD and PADPAO, the security officers/guards must possess the following minimum qualifications:

1. Must be a Filipino citizen;
2. Must have completed at least forty (40) units of college education, for security guards; if an ex-military (AFP or PNP), with a rank of sergeant, for security officer;
3. Physically and mentally fit; must submit latest (the year 2023) 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 the 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 officers; 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 the service contractor's authorized signatory.
10. Prior to their deployment, the Security Guards assigned to PCO 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 PCO

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 PCO, the following supplies, materials, tools, and equipment of the specified kind will be utilized:

Description	No. of items
12 ga shotgun, semi-automatic pump action	2 pieces
Ammunition, 12 ga Shotgun, OO buckshot	16 rounds
Handheld Radio Transceiver with a minimum range of three kilometers (3 km)	5 units
Chargers	4 pieces
Uniform (which includes) - Handcuffs - Teargas - Heavy-duty flashlight - Whistle - Tickler - Ballpen - First Aid Kit	12 sets

Office Supplies - A4 bond paper - Logbook	60 reams 18 pieces
Rain Coats	3 pieces
Rain Boots	3 pairs
Pro Baton	2 pieces
Digital Camera, 8G memory	1 piece

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

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

III. SECURITY GUARD’S ASSIGNMENTS / TOUR OF DUTIES

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

TIMES PLAZA BUILDING					
Item No.	Place of Assignment	No. of Guards	Shifting	Total	Days of Duty
1	5th Floor	1	1st Shift (6AM-2PM)	3	Monday to Sunday (Including holidays)
		1	2nd Shift (2PM-10PM)		
		1	3rd Shift (10PM-6AM)		

2	7th Floor Main Lobby	1	1st Shift (6AM-2PM)	3	Monday to Sunday (Including holidays)
		1	2nd Shift (2PM-10PM)		
		1	3rd Shift (10PM-6AM)		
3	19 th Floor	1	6AM-6PM	1	Monday to Friday (including holidays)
4	Security Supervisor/ Roving Guard	1	6AM-6PM	1	Monday to Friday (including holidays)
FIRST RESIDENCES (MARO, ICTD, LEGAL DIV.)					
Item No.	Place of Assignment	No. of Guards	Shifting	Total	Days of Duty
5	2nd Floor Office Area	1	1st Shift (6AM-2PM)	3	Monday to Sunday (Including holidays)
		1	2nd Shift (2PM-10PM)		
		1	3rd Shift (10PM-6AM)		
LITTLE PRESIDENT (OSEC AND DMS)					
6		1	6AM-6PM	1	Monday to Friday (including holidays)

IV. OTHER REQUIREMENTS

Item	Specification
1. Scope of Work	Performing and/or conducting security and protection services for PCO 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 2021, 2022 and 2023
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	The Company's retained earnings for 2021-2022 should be positive. The liquidity ratio for CY 2021-2022 should be at least 2:1. The formula for liquidity ratio: Current Assets/Current Liabilities.

5. No. of Resources	The Service Contractor must provide the following information: <ul style="list-style-type: none"> • (a) No. of licensed firearms • (b) No. and kind of communication devices • (c) 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 supervisors and Security guards. Such personnel shall be efficient, dependable, honest, of good moral character, well-groomed and courteous.</p> <p>b) The number of personnel provided should be fully utilized as stated in the manpower composition. If the Service Contractor wishes to provide additional manpower, this should not be charged to the PCO.</p> <p>c) At no instance shall be permitted to render service beyond a period of twelve (12) hours continuously. A violation of this condition shall be considered sufficient grounds to terminate the contract.</p>

d) The Service Contractor shall make available, at its own expense, such number of relievers as may be necessary, who are ready to take over the duty schedules of those regularly assigned guards who either report late or are absent for the day.

e) The Service Contractor shall provide, for its own account, proper uniforms to its personnel assigned in Times Plaza/First Residences and complete identification cards shall be worn at all times of their tour duty.

f) The PCO 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 PCO. All replacements/deployments are to be made by the Service Contractor shall have prior approval of the PCO.

g) That in the event there is a need for transfer or relocation of the assigned areas or offices, the Service Contractor agrees 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 PCO.

h) The Service Contractor and its security personnel shall comply with all safety and security regulations of the PCO.

i) The Service Contractor should report to the authorized representative of PCO any untoward incident, complete with supporting documents and photo evidence, within

	<p>twenty-four (24) hours of occurrence.</p> <p>j.) Assumption of full responsibility for any claim that its security or workers may have, by reasons of their employment, and that in case of accident, injury, or illness incurred in the line of duty, the Client should not in any way be liable by the Contractor;</p>
7. Schedule/Program of Services	<p>a. The Service Contractor shall provide the required personnel seven (7) days a week Including holidays.</p> <p>b. The work shift, time schedule, numbers, and names of workers shall be agreed upon through internal arrangement between the PCO 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 PCO.</p> <p>d. Schedule/program of services may be altered by PCO without prior notice.</p>
8. Hazard Pay benefits	<p>The Service Contractor shall ensure the rights and uphold the benefits of the security personnel deployed to PCO including the payment of hazard pay benefits, if applicable, under the Labor Code, as amended.</p>
9. Confidentiality Clause	<p>The Security provided by the Security Agency shall at all times maintain the confidentiality of all documents and any information that they may have knowledge of by virtue of their services to the PCO and not to disclose to any third party all confidential information received from or entrusted by the client. The Security shall be prohibited from using the confidential information or documents received or entrusted by the Client for purposes other than compliance with its obligation as security.</p>
10. Terms of Payment	<p>Monthly payment will be processed upon submission of the invoice and attachments</p>

	required by the Presidential Communication Office.
--	--

Conforme:

Full Name and Signature of Bidder/Authorized Rep. : _____

Designation : _____

Name of Company : _____