

Section VII. Technical Specifications

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

‘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 crossreferenced 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 Bidders 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 provisions of ITB Clause 3.1(a)(ii) and/or GCC Clause 2.1(a)(ii).’

Item	Specification	Bidder’s Statement of Compliance
	<p style="text-align: center;">I. MINIMUM QUALIFICATIONS OF SECURITY GUARDS</p> <p>The Service contractor must be duly licensed by the Philippine National Police Supervisory Office for Security and Investigation Agencies (PNP-SOSIA) to operate as a Security and Protective Agency and be able to provide duly licensed and qualified security guards in accordance with Republic Act 5487, Detachment Commander or Security Officers. Aside from the licenses, the security officers/guards to be deployed must possess the following minimum qualifications:</p> <ol style="list-style-type: none"> 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. Must be physically and mentally fit, and must submit the latest (the year 2025) medical certificate and psychological test results; 4. At least five feet and four inches (5’4”) for male and five feet and two inches (5’2”) in height for female. 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; 	

	<ol style="list-style-type: none"> 7. Must be trained in handling firearms with appropriate certificates and/or licenses; 8. Must submit alongside other documentary requirements the latest and updated certificates of training from PNP-FOE; must submit certificates of training; 9. Must have undergone basic in-service training from accredited schools for security guards; security supervisory training for security officers; must submit certificates of training; 10. 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: <ol style="list-style-type: none"> 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. 11. At least twenty-one (21) to forty-five (45) years old; 	
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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
Taser Gun	4 units
Reflectorized traffic vests	8 pcs
Handheld based radio transceivers (with NTC License) with individual charger and spare battery pack, preferably UHF	5 units
Prescribed Basic Uniform with black shoes and name patch (type, color and cut of uniform shall be in accordance with Sec 14 of RA 5487 as amended by PD 1919). <ul style="list-style-type: none"> • Identification Card (I.D) • Handcuffs • Teargas • Heavy-duty flashlight • Whistle • Tickler • First Aid Kit 	10 sets
Office Supplies A4 Bond paper Logbook Ballpen	60 reams 18 pieces
Rain Coats	3 pieces
Rain Boots	3 pairs
Pro Baton	2 pieces
Digital Camera (for photo/video documentation)	1 piece
Bullhorn/Megaphone	1 piece
Heavy duty umbrellas	4 pieces
Rechargeable searchlights	2 pieces

2. 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.

	<div><div><div>3. 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.</div><div>4. 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.</div><div>5. The Service Contractor shall also provide additional equipment, if the need arises, to be used by the security personnel during the contract period. If the equipment is purchased by the PCO, the same shall remain in the custody of PCO after the contract expires.</div><div>6. The Service Contractor must submit a copy of the following documents:<div><div>a. Certified True Copy of SSS, Philhealth & Pag-Ibig remittances</div><div>b. Photocopies of monthly pay slips of the concerned guards from the contractor during the term of this contract.</div></div></div></div></div>																																					
	<div><div><div><div>SECURITY GUARD’S ASSIGNMENTS / TOUR OF DUTIES</div><div>The number of personnel that must be fielded in the following PCO premises shall be eight (8) security guards and two (2) working Security Supervisor. The initial master list of security guards to be fielded must be provided as part of the bidders’ Technical Specifications:</div><table><tr><th colspan="6">VISAYAS MEDIA HUB – MANDAUE, CEBU</th></tr><tr><th>Item No.</th><th>Place of Assignment</th><th>No. of Guards</th><th>Shifting</th><th>Total</th><th>Days of Duty</th></tr><tr><td rowspan="2">1.</td><td rowspan="2">4th Floor</td><td>1</td><td>1st Shift (6AM-6PM)</td><td rowspan="2">2</td><td rowspan="2">Monday to Sunday (Including holidays)</td></tr><tr><td>1</td><td>2nd Shift (6PM-6AM)</td></tr><tr><td rowspan="2">2.</td><td rowspan="2">3rd Floor</td><td>1</td><td>1st Shift (6AM-6PM)</td><td rowspan="2">2</td><td rowspan="2">Monday to Sunday (Including holidays)</td></tr><tr><td>1</td><td>2nd Shift (6PM-6AM)</td></tr><tr><td rowspan="2">3.</td><td rowspan="2">2nd Floor</td><td>1</td><td>1st Shift (6AM-6PM)</td><td rowspan="2">2</td><td rowspan="2">Monday to Sunday (Including holidays)</td></tr><tr><td>1</td><td>2nd Shift (6PM-6AM)</td></tr></table></div></div></div>	VISAYAS MEDIA HUB – MANDAUE, CEBU						Item No.	Place of Assignment	No. of Guards	Shifting	Total	Days of Duty	1.	4 th Floor	1	1st Shift (6AM-6PM)	2	Monday to Sunday (Including holidays)	1	2nd Shift (6PM-6AM)	2.	3 rd Floor	1	1st Shift (6AM-6PM)	2	Monday to Sunday (Including holidays)	1	2nd Shift (6PM-6AM)	3.	2nd Floor	1	1st Shift (6AM-6PM)	2	Monday to Sunday (Including holidays)	1	2nd Shift (6PM-6AM)	
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	4.	1 st Floor (including Gate)	1	1st Shift (6AM-6PM)	2	Monday to Sunday (Including holidays)	
			1	2nd Shift (6PM-6AM)			
	5.	All Floors (Supervis or/Roving Guards)	1	1st Shift (6AM-6PM)	2	Monday to Sunday (Including holidays)	
			1	2nd Shift (6PM-6AM)			
	<p align="center">OTHER REQUIREMENTS</p> <p>SCOPE OF WORK</p> <ul style="list-style-type: none"> • Switch off the lights, computers, air condition, 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 VMH employees in an effort to conserve energy/resources. • Security personnel shall be polite, courteous, respectful and responsive to officers, employees, guests and VIPs. He/ she must act up on the orders/ directions of the PCO officials and authorized representatives in their day to day performance of job and ensure the implementation of security protocols. • The security personnel must be accountable for the safe keeping of all equipment and materials issued to him/ her as part of his/ her duty, and report immediately any damage to said equipment or materials. • Expedite any and all activities in support of the mission and objectives of the Agency including all legal and lawful instructions handed down by the higher authority. • Record and document in the logbook all significant events occurring in his/ her area of responsibility, such as but not limited to inward and outward movements of personnel, visitors, equipment, and properties; and/or report in writing any incident detrimental to the integrity of the PCO and VMH. Records shall be made available for inspection of PCO or VMH authorized representatives. • Maintain proper decorum, personal discipline, grooming and decent uniform while on duty and refrain from reading newspapers, using mobile phones, drinking alcoholic beverages or taking prohibited drugs or any other 						

	<p>wrongdoing that will distract him/her from performing his/her official function.</p> <ul style="list-style-type: none"> • Prepare and submit reports as may be required by PCO or VMH Management. • Comply with Orders, Circulars and other policies of the PCO, including lawful orders by the management and General Services Division. • The Service Contractor shall conduct inspection, detection and investigation of all security related incidents, including commission of crimes against person or property and to submit the same report to appropriate authorities and designated PCO officials/ representatives within 24 hours. • To strictly comply with R.A.5487 as amended by P.D. 1919, otherwise known as the Private Security Agency Law, and its implementing rules and regulations. 	
	<p>ORGANIZATIONAL SETUP</p> <ul style="list-style-type: none"> • The Service Contractor shall submit its Organizational Set-up to include the names of the holder of the position for the years 2022, 2023, and 2024 • Should have a minimum of five hundred (500) deployed security personnel • Submit monthly Disposition Report (Minimum of six months: January 2019 to present) stamped and received by PNP- SOSIA. 	
	<p>YEARS OF EXISTENCE</p> <ul style="list-style-type: none"> • The Service Contractor must be in the industry of providing security services for at least three (3) years 	
	<p>FINANCIAL STABILITY</p> <ul style="list-style-type: none"> • The Company's retained earnings for 2023- 2024 should be positive. The liquidity ratio for CY 2023-2024 should be at least 2:1. The formula for liquidity ratio: Current Assets/Current Liabilities. 	
	<p>NO. OF RESOURCES</p> <ul style="list-style-type: none"> • The Service Contractor must provide the following information: <ul style="list-style-type: none"> • No. and details of licensed firearms • No. and kind of communication devices • No. of licensed guards 	
	<p>OTHER RESPONSIBILITIES OF THE SERVICE CONTRACTOR</p> <ul style="list-style-type: none"> • The Service Contractor shall at all times provide the required number of well-trained security supervisors and Security guards. Such personnel shall be efficient, 	

	<p>dependable, honest, of good moral character, well-groomed and courteous.</p> <ul style="list-style-type: none"> • 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. • 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. • 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. • The Service Contractor shall provide, for its own account, proper uniforms to its personnel assigned in Visayas Media Hub (VMH) and complete identification cards shall be worn at all times of their tour duty. • 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. • 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. • The Service Contractor and its security personnel shall comply with all safety and security regulations of the PCO. • The Service Contractor should report to the authorized representative of PCO any untoward incident, complete with supporting documents and photo evidence, within twenty-four (24) hours of occurrence. • 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. • The Service Contractor shall pay the salaries, benefits and other incentives and allowances of all security guards and its relievers, in a timely and efficient manner, including payment for all pertinent provisions of all relevant laws such as, but not limited to, the Labor Code, cost of living allowance, 13th month pay, PD No. 361, Minimum Wage 	
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	<p>Law, PhilHealth, Social Security Law and the Employees Compensation Act. It is understood that the security guard personnel is an independent contractor and therefore, there is no employer-employee relationship between them and the PCO.</p> <ul style="list-style-type: none"> • The Service Contractor shall assume full responsibility for any liabilities, cause/s of action or claims which may be filed by any of the security guard under Labor Laws, Employees Compensation Laws or other special laws, rules and regulations mandated by the Department of Labor and Employment which are now in effect by virtue hereof, the Contractor shall render the PCO officers and employees free and harmless of any of such liabilities, cause of action or claims. • The security guards of the contractor shall in no case be an employee of the PCO and accordingly, the PCO cannot be held responsible for any claims for compensation for personal injury or damages including death, where such injury or damage was carried either to any persons resulting in the course of the performance of the duty of the said security guard. • The Service Contractor shall be responsible for the loss, damage, or injury that may be suffered by the PCO official, employees and stakeholders where the loss, damage or injury are found to be brought by the fault or negligence of the security guard/s of the Service Contractor. It is expressly understood that the Service Contractor shall not be liable for any loss or damage due to fortuitous events or force majeure except when the Contractor or its security guards are at fault or negligent. That the Contractor shall guarantee the payment of any loss or damage to the property of PCO after proper investigation has been conducted where it has been established that the loss or damage was a result of the act, omission or negligence of the security guard. • The Service Contractor shall provide security augmentation in VMH events where provision of K-9 security or additional powered weapons may be requested by the PCO. • The Service Contractor shall ensure that the security guards to be deployed or posted are properly equipped with firearm; with valid and current license and has a covering Duty-Detail-Order (DDO). The Contractor shall also be responsible for the renewal of security and firearms licenses and permit to carry firearms of its security guards / personnel. • The Service Contractor shall submit a comprehensive security plan and ensure its implementation during the entire contract duration. 	
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	<ul style="list-style-type: none"> • The Service Provider shall have no previous record on delinquency on payment of Social Security System (SSS), Philippine Health Insurance Corporation (PhilHealth), Home Development Mutual Fund or Pagtutulungan sa Kinabukasan: Ikaw, Bangko, Industriya at Gobyerno (Pag-IBIG) and Employees Compensation Commission (ECC) premiums. • The Service Contractor shall submit the following during the Post-Qualification Process: <ul style="list-style-type: none"> • Certification of Good Standing from Philippine National Police Supervisory Office for Security and Investigation Agencies (PNP-SOSIA) and Philippine Association of Detective and Protective Agency Operators (PADPAO). • Certified copy of License to Operate as Security and Protective Agency from Philippine National Police. • List of Personnel to be deployed to VMH with the following attachments: <ol style="list-style-type: none"> 1. Personal Information Sheet 2. Resume/ Bio Data 3. Form 137 or Transcript of Records 4. High school or College Diploma 5. NBI, Police and Barangay Clearance 6. Court Clearance 7. Security License 8. Birth Certificate 9. Medical Certificate 10. Training Certificate/s 11. Neuro Psychiatric Result 12. Drug Test Result • The Service Contractor shall provide readily available relievers in case the regular posted guards are not present. In case of unforeseen absences, the following rules on cover-up, shall be strictly observed. • Cover-up duty refers to services rendered by a security guard over and above his/ her regular tour of duty, in order to fill-up a vacant post (assignment) in lieu of another security guard who did not report for duty. Cover-up duties shall be limited to a maximum of (4) days of cover-up, on a 15/16 days duty, not to exceed sixteen (16) hour straight duty 	
	<p>SCHEDULE/ PROGRAM OF SERVICES</p> <ul style="list-style-type: none"> • The Service Contractor shall provide the required personnel seven (7) days a week Including holidays. 	

	<ul style="list-style-type: none"> • 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. • The Service Contractor shall submit a schedule/program of services for approval and with proper coordination with PCO. • Schedule/program of services may be altered by PCO without prior notice. 	
	ABSORPTION OF EXISTING PERSONNEL AND ADDITION OR REDUCTION IN PERSONNEL <ul style="list-style-type: none"> • The PCO reserves the right to demand for the absorption of existing security guards currently employed. • The PCO reserves the right to increase or decrease the number of security personnel as it may deem necessary. • Any decrease, increase or re-shuffling of the guard/s shall be with prior written approval of the PCO. • Removal or replacement of originally posted guards shall likewise be with prior written approval of the PCO. 	
	HAZARD PAY BENEFITS <ul style="list-style-type: none"> • 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 	
	CONFIDENTIALITY CLAUSE <ul style="list-style-type: none"> • 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. 	
	TERMS OF PAYMENT <ul style="list-style-type: none"> • Payment shall be made on a monthly basis through bank credit upon submission of invoice and other attachments required by the PCO. Bank transfer fee, if any, shall be charged against the creditor's account. 	
	CERTIFICATION/SWORN STATEMENT <ul style="list-style-type: none"> • Bidders' compliance with the payment of mandatory contributions to the government. 	
	V. SUBMISSION OF STATEMENT OF ACCOUNT/BILLING	

	<ol style="list-style-type: none"> 1. The Contractor shall submit the monthly billing within the month following the month served; e.g. if the month served is February, the Statement of Account (SOA) and all supporting documents for February must be submitted on or before the end of March. Statements of Account with incomplete supporting documents shall not be processed. 2. The following documents shall be attached together with the submission of SOA: <ol style="list-style-type: none"> a. Daily Time Records (DTR) should be signed by the security guard. b. Summary Sheet should be signed by the Contractor's authorized representative(s) and should tally with the DTR as to: <ul style="list-style-type: none"> • Guard's name assigned in every attachment; • Number of days rendered per guard including cover-ups; and • Affidavit executed by its President or Treasurer stating that during the payroll period concerned, it has paid its guards assigned at VMH. In support thereof, the Contractor shall also submit, along with the aforementioned affidavit, photocopies of the bank deposit slips evidencing online payment to its security guards and photocopies of pay slips of the deployed guards. 3. The Contractor shall check the number of guards assigned to each detachment and shall ensure cover ups, if any, do not overlap or exceed the equivalent man-hours for those guards absent, as stated in item (IV, 6, t) of this technical specification. 4. On a quarterly basis, the Contractor shall submit to PCO, clearances or proofs from relevant government agencies showing payment by the Contractor of the employee benefits due to guards assigned to VMH, such as but not limited to SSS, PhilHealth and Pag-ibig premiums. 5. The submission of the Contractor of a false and/or fraudulent document or its failure to submit verifications, affidavits, clearances and other documents required to support its billings shall be sufficient ground for PCO not to pay the security services being billed and to terminate the contract. 	
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	<p>6. Should a security guard assigned to VMH file a claim for unpaid wages or other employment benefits before the National Labor Relations Commission or other appropriated government entity in connection with the work performed under the contract, the PCO reserves the right to withhold from the Contractor's security service fees any amounts representing such claims.</p> <p>7. The PCO reserves the right to withhold payment to the Contractor in the event that the Contractor fails to comply with the requirements, commitments and obligations contained in the contract.</p>	
	<p>VI. ADMINISTRATIVE COST</p> <p>A. All administrative cost bid for the entire duration of the contract shall be a fixed cost and shall not be adjusted during the implementation except for the following:</p> <ul style="list-style-type: none"> • Increase in minimum daily wage pursuant to law or new wage order issued after date of bidding; • Increase in taxes; • Changes in the mandatory contributions due to the government; • If during the term of the Contract the PCO sees the need to add or reduce the number of security guards, the resulting cost of said addition or reduction, provided that the ABC for the relevant year is not exceeded; and • Any other adjustments as may be required by law. <p>B. The Service provider shall provide certifications from the proper government agencies that it is has no deficient payment from the Social Security System, Pag-ibig Fund and Philhealth Insurance monthly contributions as mandated by law, as well as income taxes (if applicable) of the employees to be assigned at the PCO as part of its post qualification</p> <p>The Price Schedule Form must contain a breakdown of cost of the labor wages and monthly government contributions, while the information for the other applicable fees such as admin fees, billing rate and taxes shall be provided by the winning supplier.</p> <div style="border: 1px solid black; padding: 5px; text-align: center;"> PRESIDENTIAL COMMUNICATIONS OFFICE </div>	

		Particulars	Monday-Sunday (12 hours) 6AM - 6PM	Monday - Sunday (12 hours w/ Night Differential) 6AM - 6PM	
		Days Worked per Week	7	7	
		Working Days Per Year	395	395	
		A. Amount Directly to Guard			
		Daily Wage	501.00	501.00	
		Monthly Wage	16,491.00	16,491.00	
		Night Differential	0	1,649.00	
		13th Month Pay	1,269.90	1,269.90	
		5 Days Incentive Leave	208.75	208.75	
		Uniform Allowance	100.00	100.00	
		Average OT Pay Per Month	10,456.91	10,456.91	
		<i>Subtotal of A</i>	28,526.81	30,175.94	
		B. Amount to Govt. in Favor of Guard			
		Retirement Benefit	939.38	939.38	
		SSS Premium	2,000.00	2,000.00	
		SSS Mandatory Provident Fund	750.00	900.00	
		PhilHealth Premium	412.28	412.28	
		State Insurance Fund (EC)	30.00	30.00	
		Pag-IBIG Fund	200.00	200.00	
		<i>Subtotal of B</i>	4,331.66	4,481.66	
		C. Administrative Cost			
		D. VAT (12%)			
		E. Monthly Contract Rate Per Guard			
		F. Number of Guards			
		G. Monthly Cost			
		H. Annual Cost			
		I. Total Annual Cost			
	VII. TERMINATION OF CONTRACT				

	The PCO may, at any given time, terminate the contract for the provision of security services for breach of any of the provisions thereof and other legal causes by serving a written notice to the other party at least thirty (30) days before the intended date of termination.	
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Conforme:

Full Name and Signature of
Bidder/Authorized Rep :
Designation :
Name of Company :