



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 8158943
Procuring Entity DEPARTMENT OF TOURISM - REGION IV
Title UPDATED: DOT IV-A SECURITY SERVICE FOR FY 2022
Area of Delivery Laguna

Solicitation Number:	DOT IV-A-11-2021-078	Status	In-Preparation
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Negotiated Procurement - NGO Participation (Sec. 53.11)	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Security Services	Date Published	06/11/2021
Approved Budget for the Contract:	PHP 580,000.00	Last Updated / Time	05/11/2021 14:32 PM
Delivery Period:	1 Year/s	Closing Date / Time	12/11/2021 08:00 AM
Client Agency:			
Contact Person:	Jhera Javier San Valentin Administrative Officer IV Brgy. Halang, National Highway Calamba City Laguna Philippines 4027 63-49-5080761 63-49-5080741 dot.calabarzon@gmail.com		

Description

ABC: 580,000.00

TERMS OF REFERENCE
PROCUREMENT OF SECURITY SERVICES

I. INTRODUCTION

The Department of Tourism-Region IV-A is the regional office of the Department of Tourism which is task to ensure the pleasant ingress, stay, and egress of tourists in the region. It formulates standard of quantity and efficiency for tourism oriented establishments done through an accreditation system. Tourists establishments' compliance to policies are monitored to make sure that their facilities and services are operated and maintained according to acceptable international norms. The Sector also supervise DOT's regional operations established to implement the policies, plan, programs, and regulations of the Department and to maintain the delivery of efficient and effective frontline services for the tourism industry.

II. OBJECTIVES

To choose a reputable security agency that can protect the Department of Tourism-Region IV-A Office, its workforce, and properties against theft, pilferage, robbery, damage or loss, malicious mischief, trespass and unlawful entry through force, intimidation, threat, strategy or stealth, assault, arson or other unlawful destruction acts of the lowest

contract price.

III. REQUIREMENTS

A. Qualifications of Bidder

1. The Service Provider shall be a wholly-owned Filipino private security agency and holder of a regular license to operate issued by the Philippine National Police-Security Agencies and Group Supervision Division (PNP-SAGSD).
2. The Service Provider must be engaged/experience in providing security services for at least three (3) years.
3. The Service Provider must be a member of the Philippine Association of Detective and Protective Agency Operators (PADPAO), Inc.
4. The Service Provider must have a financial capability to advance the compensation (e.g. wages, overtime, additional benefits) of security personnel in relation to their assignment to DOT Region IV-A for at least three (3) months.
5. The Service Provider shall assume responsibility with regard to compliance with the New Labor Code, the Social Security Act and other laws pertaining to the employer-employee relationship, therefore, a copy of an updated proof of payment or receipts of payment (last 6 months from the date of bid submission) for the SSS, Philhealth, and Pag-ibig must be submitted.
6. The Service Provider must be capable of deploying two (2) trained, equipped, and qualified security personnel that can render twelve (12) hours of security service per shift daily, including Saturdays, Sundays, and holidays to guard and protect the DOT Region IV-A's properties, premises, personnel, and clients around and within the DOT premises.
7. The Service Provider shall provide the following Basic Equipment of each security guards which shall be mandatory and ready for use while performing his duties:
 - Licensed/registered Service Firearms (9mm/38 caliber)
 - Metal Detector (Portable) for Entrance
 - Nightstick/Baton
 - Flashlight (with supply of bulbs and batteries)
 - Whistle
 - First-Aid Kit (with clinical advice for contents of kit)
 - Handcuffs/Zip Tie
 - Tear gas

Other Requirements:

- Prescribed Basic Uniform;
 - Office Supplies (e.g. logbook, bond paper, ballpen, envelopes, letter envelopes, folders, stapler, etc.);
 - ReflectORIZED vest; and
 - Hand-held stop sign (for guards to man traffic at vehicle entrance and exit)
8. The Service Provider must submit at least three (3) client completed contracts from a government or a private corporation for the last three (3) years.
 9. The Service Provider must submit a copy of certification that their security personnel has proper knowledge or underwent with the:
 - Use and care of fire extinguishers;
 - Role and function of security personnel and Patrolling procedures;
 - Access control procedures and telephone procedures;
 - Emergency procedures (bomb threats, evacuation, fire, medical, demonstrations, unruly behavior, etc.);
 - Basic First Aid;
 - Incident Reporting Procedures; and
 - Safe Gun Handling Rules

B. Duties/Responsibilities

Security Agency

1. The Security Agency shall protect the DOT Region IV-A, its properties and assets against theft, pilferage, robbery, damage or loss, malicious mischief, trespass, assault, arson, or other unlawful and destructive acts by strangers or third persons, as well as to provide general security to the DOT Region IV-A officers, personnel, and clients, while they are within the premises and its immediate vicinity, or outside of the premises, when requested by DOT IV-A, when there are threats, intimidation or acts of harassment or terrorism made upon the persons of the employees arising from the exercise of their official duties and responsibilities.
2. The Security Agency shall have the exclusive and absolute right to reshuffle, reassign, suspend, lay off, terminate and/or impose disciplinary measures, direct and control the services and determine the wages, salaries, and compensation of the security guards who are assigned to DOT Region IV-A, provided that the reshuffle,

reassignment, suspension, lay-off, termination and/or disciplinary measures imposed shall not affect the performance or obligations of the Agency in the day-to-day operation of the DOT Region IV-A. Likewise, the Agency must first inform the DOT Region IV-A in writing of such action at least one week prior thereto.

3. The Security Agency shall periodically submit the following statements/reports:

a. A monthly statement signed by the agency's duly authorized representative that it has paid all wages, salaries, compensation, contribution, and other benefits due to the assigned security guards, together with proof of remittances and/or payments and that such remittances and payments were all made in accordance with the law; and

b. A copy of the duly-accomplished forms assigned by the agency's representative of the quarterly SSS remittance together with the corresponding proof of payment.

4. The Security Agency shall ensure that the security guards to be deployed/posted in DOT Region IV-A are properly equipped with a firearm, in proper uniform, with valid and current security license and has a covering Duty Detail Order (DDO). Likewise, the Security Agency is also responsible for replenishment and maintenance of the equipment and supplies provided.

5. The Security Agency's security force shall ensure that the security needs of DOT Region IV-A, as well as the security needs of their respective properties, officers, personnel, and guests, are being properly and adequately serviced.

6. The Security Agency shall be responsible and liable for any loss or damage to property resulting from any act, omission, negligence or fault of the security guard. The Security Agency shall restore, indemnify or pay DOT Region IV-A for such loss or damage.

7. The Security Agency must be able to provide replacement guards on short notice.
Security Guard

1. To strictly observe precautionary measures to avoid spread of COVID 19;

2. Shall perform access control functions on 24/7 basis listed but not limited to below;

3. Control all the entry/exit points and ensure adequate security of the DOT Region IV-A's premises as per issued policies and procedures. No visitors are allowed to access the office from the rear service access or emergency access;

4. Ensure that all visitors are properly screened and registered;

5. Ensure that routine patrols are conducted within the DOT Region IV-A premises and they are properly documented;

6. Control the vehicle access into and out of the DOT Region IV-A's parking facilities;

7. Ensure that vehicles entering the parking space are parked in the appropriate space assigned;

8. Maintain control of the parking access;

9. Log all movement of equipment in/out of DOT Region IV-A's premises;

10. Properly screen all items carried into and out the premises to prevent and deter entrance of dangerous, illegal or suspicious-looking materials or items. No DOT region IV-A properties are allowed to carry out without proper documentation or gate pass from the Administrative Officer;

11. Investigate and report all incidents on the DOT Regions IV-A's premises that involve a breach of safety, security procedures, injuries, and theft within 24 hours;

12. Security Guard assigned areas must maintain continual surveillance against fire, water leakage, and any other action which could damage DOT Region IV-A premises or injure its personnel;

13. Intervene personally to resolve problems or refer them immediately to the Supervisor;

14. Respond to personnel and telephone inquiries, and provide appropriate information or suggest alternative sources of information;

15. Provide emergency assistance and assist personnel and visitors during contingencies;

16. Assist personnel, visitors, and guests in the DOT Region IV-A premises as a courtesy and service;

17. Open and close office premises;

18. Check that all office machines, computers, air conditioners, lights, etc., are switched off after working hours; and

19. Perform other related security duties outlined in the contract as required.

IV. APPROVED BUDGET FOR THE CONTRACT

Five Hundred Eighty Thousand Pesos (P580,000.00)

V. CONTRACT DURATION

January to December 2022

VI. PAYMENT PROCEDURE

Government Procedure

VII. CONTACT PERSON

Ms. Jennifer O. Factora
 Head, Administrative Unit
 Department of Tourism-Region IV-A
 Mobile: 09175013053
 Email: jofactora@tourism.gov.ph

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Security Service for FY 2022	as indicated in the main document	2	Lot	580,000.00

Other Information

- Bidding procedures will be conducted in accordance with the Revised Implementing Rules and Regulations of Republic Act 9184 (R.A. 9184)
- Quotations must be delivered at the DOT Region IV-A, G/F Dencris Business Center Building, National Highway, Brgy. Halang, Calamba City, Laguna on or before November 12, 2021 at 8:00 AM.
- Opening of quotation shall be at _____ at DOT Region IV-A Conference Room, G/F Dencris Business Center Building, National Highway, Brgy. Halang, Calamba City, Laguna.
- All quotations must be typed using the attached format for Proposed Quotation and Technical Specifications.

Please include the following eligibility documents:

- Mayor's / Business Permit
- PhilGEPS Registration Registration Number or Certificate
- Omnibus Sworn Statement
- Income Tax Returns (Annual Income Tax Return of the Preceding tax year) or Business Tax Returns (Value added Tax or Percentage covering the previous six months)

All documents must be placed in a sealed brown envelope (three sets) and address to the following:
 BAC SECRETARIAT

DOT Region IV-A, G/F Dencris Business Center Bldg.
 National Highway, Halang, Calamba City, Laguna
 Solicitation Number: DOT IV-A-11-2021-078

Please do not forget to include the RETURN ADDRESS (with the name of the supplier) in the envelope, for purpose of invitation to the Opening of Bids.

5. The DOT Region IV-A BAC reserves the right to accept or reject any quotation, and to annul the bidding process and reject all quotations at any time prior to Contract award, without thereby incurring any liability to the affected bidder or bidders and to waive any minor defects or infirmities and to accept such quotation as may be considered advantageous to the government

Created by Jhera Javier San Valentin

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