



Republic of the Philippines
Department of Health

METRO MANILA CENTER FOR HEALTH DEVELOPMENT

SUPPLEMENTAL/ BID BULLETIN NO. 1

IB 2023 – 020

PROVISION OF SECURITY SERVICES FOR DOH-MMCHD, PASIG AND TALA WAREHOUSE (SHORT OF AWARD)

This Supplemental/Bid Bulletin No. 1 is being issued to revise provisions/specifications in the Bidding Documents for a forecited project:

Revision and clarification to provisions/specifications in the Bidding Documents:	
Agency Rate: PadPao Rate	
FROM	TO
Security Equipment Requirement (DOH-MMCHD): Video surveillance camera (synced with smartphone)	Security Equipment Requirement (DOH-MMCHD): 18 units Video surveillance camera (synced with smartphone) (Installation: two (2) weeks after the release of Performance Bond)
Security Equipment Requirement (Pasig Warehouse): Video surveillance camera (synced with smartphone)	Security Equipment Requirement (Pasig Warehouse): 3 units Video surveillance camera (synced with smartphone) (Installation: two (2) weeks after the release of Performance Bond)
Security Equipment Requirement (Tala Warehouse): Video surveillance camera (synced with smartphone)	Security Equipment Requirement (Tala Warehouse): 2 units Video surveillance camera (synced with smartphone) (Installation: two (2) weeks after the release of Performance Bond)

Bidders are advised to use the following attached forms and submit together with all required documents for the submission of bids on 28th day of November 2022, 9:30 AM:

This Supplemental/Bid Bulletin No. 1 shall form an integral part of the Bidding Documents. All other provisions indicated in the bidding documents which are not affected by this Supplemental/Bid Bulletin No. 1 shall remain in effect.

For guidance and information of all concerned.

Issued this 18th day of November 2022 in MMCHD

Approved by:

ALELI ANNIE GRACE P. SUDIACAL, MD, MPH
Director III / BAC Chairperson



METRO MANILA CENTER FOR HEALTH DEVELOPMENT

Republic of the Philippines
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TECHNICAL SPECIFICATIONS

Item No. 1	PROVISION OF SECURITY SERVICES FOR DOH-MMCHD, PASIG AND TALA WAREHOUSE (SHORT OF AWARD)	Qty./Unit	18 PAX
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Name of Manufacturer:	Country of Origin
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Brand:	Model: (if applicable)
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ABC: P 6,622,855.20

PURCHASER'S SPECIFICATION	STATEMENT OF COMPLIANCE
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<p>SECURITY GUARD X 12 MONTHS</p> <p>12 Guards (Dy shift) – P 30,377.05/ guard x 12 month 6 guards (Night shift) – P 31,230.00/ guard x 12 months</p> <p><u>TECHNICAL SPECIFICATIONS:</u></p> <p>MMCHD Main Office:</p> <p>*1st Shift/ 4 Guards – 6am-2pm @ P30,377.05/month *2nd Shift/ 4 Guards – 2pm-10pm @ P30,377.05/month *3rd Shift/ 4 Guards – 10pm-6am @ P31,230.00/month</p> <p>1 Guard/shift each for Entrance Gate and Exit Gate 1 Guard assigned at CCTV monitoring room/ shift 2 Roving Guard/shift</p> <p>Pasig Warehouse:</p> <p>*1st Shift/ 1 Guard – 6am-2pm @ P30,377.05/month *2nd Shift/ 1 Guard – 2pm-10pm @ P30,377.05/month *3rd Shift/ 1 Guard – 10pm-6am @ P31,230.00/month</p> <p>Tala Warehouse:</p> <p>*1st Shift/ 1 Guards– 6am-2pm @ P30,377.05/month *2nd Shift/ 1 Guard – 2pm-10pm @ P30,377.05/month</p>	
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*3rd Shift/ 1 Guard – 10pm-6am @ P31,230.00/month

Monday to Sunday

Security Equipment Requirement (DOH-MMCHD):

Two way radios for each guard

9mm Pistol or Shotgun with ammunitions

18 units Video surveillance camera (synced with smartphone)
(Installation: two (2) weeks after the release of Performance Bond)

Video surveillance monitor

Whistle (part of Security Uniform)

Night stick (part of Security Uniform)

Handcuff (part of Security Uniform)

Tear gas (part of Security Uniform)

Flashlight (part of Security Uniform)

Medicine Kit (part of Security Uniform)

Security Equipment Requirement (Pasig Warehouse):

Two way radios

9mm Pistol or Shotgun with ammunitions

3 units Video surveillance camera (synced with smartphone)
(Installation: two (2) weeks after the release of Performance Bond)

Video surveillance monitor

Whistle (part of Security Uniform)

Night stick (part of Security Uniform)

Handcuff (part of Security Uniform)

Tear gas (part of Security Uniform)

Flashlight (part of Security Uniform)

Medicine Kit (part of Security Uniform)

Security Equipment Requirement (Tala Warehouse):

Two way radios

9mm Pistol or Shotgun with ammunitions

2 units Video surveillance camera (synced with smartphone)
(Installation: two (2) weeks after the release of Performance



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<p>Bond)</p> <p>Video surveillance monitor</p> <p>Whistle (part of Security Uniform)</p> <p>Night stick (part of Security Uniform)</p> <p>Handcuff (part of Security Uniform)</p> <p>Tear gas (part of Security Uniform)</p> <p>Flashlight (part of Security Uniform)</p> <p>Medicine Kit (part of Security Uniform)</p> <p>Other (For inclusion in the contract):</p> <p>*Submission of E-link Payroll (with proof or release of payment to guards)</p> <p>*Submission of Weekly Report (including major and minor incident report/s within the premises of DOH-MMCHD, Pasig and Tala Warehouses)</p> <p>*Backup recording of CCTV every two weeks stored in compact disc (CD) with proper label</p> <p>*Advance notice on replacement of guards</p> <p>Agency Rate; PadPao Rate</p>	
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TERMS OF REFERENCE

PROVISION OF SECURITY SERVICES FOR DOH-MMCHD INCLUDING PASIG AND TALA WAREHOUSES

1. The Security agency is a duly licensed and bonded security agency operating under the provisions of Republic Act No. 5487, as amended.

1. The guards are to:
 - i) Maintain peace and order;
 - ii) Watch, safeguard and protect the property of DOH-MMCHD offices including Pasig and Tala Warehouses from theft, robbery, arson and destruction or damage;
 - iii) Protect employees and guests of DOH-MMCHD offices including Pasig and Tala Warehouses from assault, harassment, threat or intimidation; and
 - iv) Enforce and implement rules, policies and regulations of the DOH-MMCHD offices including Pasig and Tala Warehouses aimed at maintaining security and safety.

3. Duties of Security Guard, with observance of the general orders prescribed by the implementing rules and regulations of R.A. 5487, as amended with major functions:

- a) Reports and records all activities within his area of responsibility;
- b) Respond quickly in the occurrence of any untoward incident; and
- c) Endorse properly all duties and responsibilities to incoming guard who will perform the same action (this should be done per shift).

Security Guard's Basic Functions:

- a) Guarding of the entire premises that the DOH-MMCHD offices including Pasig and Tala Warehouses are occupying;
- b) Patrolling 24/7 the entire premises of DOH-MMCHD offices including Pasig and Tala Warehouses;
- c) Enforcing I.D. System to all DOH-MMCHD employees along with janitorial staff and other visitors;
- d) Maintaining control of keys and locks of various DOH-MMCHD offices including Pasig and Tala Warehouses;



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- e) Prevent losses of properties occupied by DOH-MMCHD offices including Pasig and Tala Warehouses;
- f) Checking of bags, other personal belonging and issued office device of DOH-MMCHD staff, JOs, utility workers, clients, and other persons before entering and leaving the DOH-MMCHD premises including Pasig and Tala Warehouses;
- g) One guard should be assigned in CCTV monitoring room per shift;
- h) Follow and strictly implement the safety and health protocol issued by DOH- MMCHD including Pasig and Tala Warehouses in compliance with the requirements of DOH-IATF on COVID-19; and
- i) Perform other security related functions as maybe needed in the operations of the agency.

4. QUALIFICATIONS OF GUARDS

- Good moral character and reputation, courteous, alert and without criminal or Police record;
- Physically and mentally fit;
- Duly licensed and properly screened and cleared by the PNP, NBI other government offices issuing clearances for employment; and
- In possession of such other qualifications required by the Republic Act No. 5487 as amended.

5. MODE OF PAYMENT

Payment for services rendered in accordance with the Contract shall be made by DOH-MMCHD directly to the Security Agency on a twice a month or monthly basis as the case maybe and in the amount subject to the withholding of any tax and/or lawful charges and subject further to the presentation of such documents as required under existing government auditing rules and regulations. Salaries and Benefits of the Security Guards shall be paid within Five (5) Working Days after each payroll cut-off by the Security Agency on their part of obligation to the Security Guard as to their Salaries and Remittance of Benefits on every fifteenth (15th) and thirtieth (30th) day of the month.

6. SUPERVISION AND CONTROL

The security agency shall exercise discipline, supervision, control and administration over its guards in accordance with laws, ordinances and pertinent governmental rules and regulations as well as the rules and policies laid down by the PSRTI on the matter.

7. EQUIPMENT AND UNIFORM

The security agency shall also provide and equip the assigned guards with the following paraphernalia which includes such as but not limited to:

- a) Complete set of security guard uniform that includes:



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- Whistle
 - Metal detector and Night Stick
 - Handcuff
 - Tear gas
 - Flashlight
 - Medicine kit (First aid kit)
- b) One (1) unit duly licensed 9mm pistol with ammunitions per guard-on-duty at DOH-MMCHD including Pasig and Tala Warehouses;
- c) Twenty-Three (23) Video surveillance camera (synced w/ smartphone) and three (3) Video surveillance monitor with breakdown as follows:
- Eighteen (18) units surveillance camera and one (1) video surveillance monitor installed at DOH-MMCHD Mandaluyong;
 - Three (3) units surveillance camera and one (1) video surveillance monitor installed at Pasig Warehouse;
 - Two (2) units surveillance camera and one (1) video surveillance monitor installed at Tala Warehouse;
- d) Provision of Two- way radios for all guards on duty;
- e) Provide COVID-19 RT-PCR results and should be made available for inspection by DOH-MMCHD (if necessary).
8. OTHER REQUIREMENTS:
- Submission of E-Link Payroll (with proof of release of payment to guards);
 - Submission of Weekly Report (including major and minor incident report/s within the premises of DOH-MMCHD, Pasig and Tala Warehouses);
 - Backup recording of CCTV every two weeks stored in compact disc (CD) with proper label;
 - Advance notice on replacement of guard.