



Republic of the Philippines
Department of Health
METRO MANILA CENTER FOR HEALTH DEVELOPMENT

SUPPLEMENTAL/ BID BULLETIN NO. 1

IB NO. 2024-044
Procurement of Security Services (SHORT OF AWARD)

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

Revision and clarification to provisions/specifications in the Bidding Documents:	
REQUIREMENTS FOR THE IMPLEMENTATION OF CONTRACT	
5. DOLE Certificate PADPAO Rate Applies but not less than 20% (Agency/Admin Fee)	
ORIGINAL TECHNICAL SPECIFICATIONS	AMENDED
Two way Radios for each guard	Two way Radios for each guard on duty
16 units Video Surveillance camera (synced with smartphone)	16 units Video Surveillance camera (synced with smartphone) after issuance of Notice to Proceed (NTP) within fifteen (15) calendar days
d) At least two (2) years of experience as a security guard and preferably with training in Basic Life Support (BLS);	d) At least two (2) years of experience as a security guard and preferably with training in Basic Life Support (BLS); Standard First Aid Training from any DOH Recognized Center
k) Physically and medically fit based on Physical and Medical and X-ray Examination;	k) Physically and medically fit based on Physical and Medical and Laboratory (X-ray, ECG, urinalysis, CBC, fecalysis) Examination from any Government Hospital/Health Facilities
Security Guards shall be provided by the Service Provider with proper/prescribed uniform (Type A and Type B) with a name tag, which should be worn at all times when on duty	Security Guards shall be provided by the Service Provider with proper/prescribed uniform (Type A and Type B) with a name tag, which should be worn at all times when on duty
4. DOLE General Labor Standard Complaint	4. DOLE General Labor Standard Complaint Certificate or Report; (DOLE 174)

Bidders are advised to use the following attached forms and submit together with all required documents for the submission of bids on December 18, 2023, 9:00 AM

This Supplemental/Bid Bulletin No. 1 shall form part of the Bidding Documents. Any provisions in the Bidding Documents inconsistent herewith is hereby amended, modified and superseded accordingly.

For guidance and information of all concerned.

Issued this 12th day of December, 2023 in MMCHD.

SGD.
PRETCHELL P. TOLENTINO, MD, MCHM
Director III / BAC Chairperson

Section VII. Technical Specifications

Republic of the Philippines

Department of Health

Metro Manila Center for Health Development

TECHNICAL SPECIFICATIONS

Item No. 1	Security Services	Qty./Unit	
Name of Manufacturer:		Country of Origin	
Brand:		Model: (if applicable)	
ABC: P 9,728,352.00			
PURCHASER'S SPECIFICATION		STATEMENT OF COMPLIANCE	
<p>Security Guard x 12 months</p> <p>11 Guard (Day Shift) – P 46,820.58 / guard x 12 months 6 Guards (Night Shift) – P 49,278.27 / guard x 12 months</p> <p>Technical Specifications</p> <p>1st shift 11 Guards 7AM – 7PM 2nd shift 6 Guards 7PM – 7AM</p> <p>1 Guard / shift each for gate 1 and gate 2 (Day and Night Shift) 2 Guard / shift for Lobby 1 (Day Shift) 1 Guard / shift for Lobby 2 (Day and Night Shift) 1 Guard / shift for Third, Fourth and Fifth Floor (Day Shift) 1 Guard / shift for Second Floor CCTV room (Day and Night Shift) 1 Guard / shift Back post (Day and Night Shift) 1 Roving Guard / shift</p> <p>Security Equipment Requirements</p> <p>Two way Radios for each guard on duty 9mm Pistol or Shotgun w/ ammunition 16 units Video Surveillance camera (synced with smartphone) after issuance of Notice to Proceed (NTP) within fifteen (15) calendar days 1 unit Video Surveillance monitor Whistle (Part of Security Uniform)</p>			

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)

REQUIREMENTS FOR THE IMPLEMENTATION OF CONTRACT

Years of Experience

In continuous operation for at least 5 years in the business (to be supported by License to Operate or a Certification issued by Supervisory Office for Security and Investigation Agencies of the PNP that will prove the number of years in the operation).

2. Very Satisfactory Rating for the last 2 years from at least three (3) clients

3. Liquidity of the Contractor

4. Organizational Set-up

5. DOLE Certificate

PADPAO Rate Applies but not less than 20% (Agency/Admin Fee)

Minimum Qualifications for Individual Security Guards

Security Guards to be assigned by the Service Provider must possess the following qualification:

- a) Filipino Citizen;
- b) Of good moral character, cleared by law enforcement or police agencies and without a previous record of any conviction of a criminal offense involving moral turpitude;
- c) At least high school graduate;
- d) At least two (2) years of experience as a security guard and preferably with Standard First Aid Training from any DOH Recognized Center
- e) Attended at least two (2) training on security services-related courses;
- f) Not an apprentice;
- g) Not less than twenty-two (22) years old and not more than sixty (60) years old except for the Supervisor;
- h) At most 10% only from the total number of Security Guards including relievers age ranging from 56-60 years old is allowed.
- i) At least 5'4" in height medium-heavy built for male guards; at least 5'2" for female guards;
- j) Male or Female, except for the Roving Guards who should be all male;

- k) Physically fit based on Physical and Medical and Laboratory (X-ray, ECG, urinalysis, CBC, fecalysis) Examination from any Government Hospital/Health Facilities
- l) Mentally fit based on Neuro-Psychiatric Test;
- m) Not an illegal substance or illicit drug user or addict based on negative drug test result; and
- n) Preferably non-smoker and shall not smoke during duty hours.

Screening and Acceptance of Security Guards to be Assigned by the Service Provider

The following documents shall be submitted by the Security Guard for this purpose:

- a) Physical and Medical certificate;
- b) NBI clearance;
- c) Copy of diploma of highest educational attainment;
- d) Copy of birth certificate;
- e) 2 x 2 picture (2 pcs);
- f) Presentation of Original copy and Certified True Copy of SSS membership card;
- g) Presentation of Original copy and Certified True Copy of neuropsychiatric test result and evaluation;
- h) Presentation of Original Copy and Certified True Copy of the drug test result within thirty (30) days from hiring (for verification) or Drug Test Center where the security guard took drug testing. Verification of test result will be done by DOH through the DOH Integrated Drug Test Operation and Management Information System;
- i) Copy of Certificates of Training Attended;
- j) Copy of Neuro-Psychiatric exam results within six (6) months from hiring.

Accepted Security Guards' Uniform and Paraphernalia

Security Guards shall be provided by the Service Provider with proper/prescribed uniform (Type A) with a name tag, which should be worn at all times when on duty

III. Additional Requirements in Technical Specifications, arranged, numbered, and tabbed as enumerated below:

1. Sworn Statement using the prescribed form;
2. Valid and current License to Operate (LTO) as Security Agency issued by the Philippine National Police (PNP);
3. Valid and Current Certificate of Membership with PADPAO and has no derogatory record;
4. DOLE Certificate or Report; (**DOLE 174**)
5. Certificate of no pending cases in DOLE and NLRC;
6. Proposed organizational set-up indicating names of key officials and number of personnel and the reporting and functional relationships among various players within the Service Provider;

7. List of firearms indicating license number, the status of license whether temporary or not, and license expiry and photocopies of license cards issued by the Firearms and Explosive Unit of the Philippine National Police and firearms must be readily available anytime for inspection by the designated inspectors of the Procuring Entity;

8. List of security guards to be deployed upon award of the contract including two (2) shift supervisors. The detachment commander is also included in the list of guards to be submitted but the remunerations and other benefits shall be shouldered by the agency presented with the following data elements in a table:

a) Name;

b) Age which should not be more than sixty (60) years old;

c) Birthdate;

d) Highest educational attainment;

e) Attended at least two (2) training on security services-related courses and BLS training which should indicate title, date taken, and training provider;

f) Number of years as security guard;

g) Number of months with or have worked for the prospective bidder as security guard;

h) SSS number; and

i) TIN number.

9. Security Plan Proposal

Signature over Printed Name

[date of signing]

In the capacity of:

[title or other appropriate designation]

Duly authorized to sign bid for and on behalf of:

(Name of Company)

[Complete office address]

[Contact No.]

[Fax No.]

[Email Address]

TERMS OF REFERENCE
PROVISION OF SECURITY SERVICES FOR
PHILIPPINE BLOOD CENTER (PBC)

1. The Security Agency must be a duly licensed and bonded security agency operating under the provisions of Republic Act No. 5487, otherwise known as the “Private Security Agency Law”, as amended.

2. All security personnel must:

- i) Maintain peace and order;
- ii) Watch, safeguard, and protect the properties of PBC offices, from theft, robbery, arson, and destruction or damage;
- iii) Protect employees and guests inside the premises of PBC properties from assault, harassment, threat, or intimidation; and
- iv) Enforce and implement rules, policies, and regulations aimed at maintaining security and safety in all PBC properties.

3. In line with the general orders prescribed by the Implementing Rules and Regulations of R.A. 5487, as amended, the duties of Security personnel are, as follows:

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

4. The daily duties of all security personnel are, as follows:

- a) Guarding of the entire premises of PBC Properties;
- b) Patrolling the entire premises of PBC Properties, at all times;
- c) Enforcing I.D. System to all PBC employees along with janitorial staff and visitors;
- d) Supervising all keys and locks of all the offices inside the PBC Properties;
- e) Prevent losses of properties inside the PBC Properties;
- f) Checking of bags, other personal belonging and issued office device of PBC staff, JOs, utility workers, clients, and other persons before entering and leaving the PBC properties;
- g) Monitoring of CCTV shall be assigned to one (1) security personnel every work shift;
- h) Implementing the safety and health protocol issued by PBC; and performing other security related functions as maybe needed in the operations of PBC.

5. Qualification of Security Personnel:

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

6. Mode of Payment

- Payment for services rendered enumerated in the Contract shall be made by PBC directly to the Security Agency on a bi-monthly basis, or on a monthly basis, depending on the final agreement between the Agency and PBC.
- The amount is 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 personnel 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 personnel as to their Salaries and Remittance of Benefits on every fifteenth (15th) and thirtieth (30th) day of the month.

7. Supervision and Control

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

8. Equipment and Uniform

The Security Agency shall also provide and equip the assigned personnel with the following paraphernalia which includes such as but not limited to:

- a) **Complete set of security personnel uniform that includes:**
 - Whistle
 - Metal detector and Night Stick
 - Handcuff
 - Tear gas
 - Flashlight
 - Medicine kit (First aid kit)
- b) **One (1) unit of duly licensed 9mm pistol with ammunitions per security personnel on-duty at all DOH-MMCHD properties including Pasig and Tala Warehouses.**
- c) **Sixteen (16) Video surveillance cameras (synced w/ smartphone) and five (5) Video surveillance monitor with breakdown as follows:**
 - Sixteen Surveillance (16) units surveillance camera and one (1) video surveillance monitor installed at PBC Quezon City;
- d) **Provision of Two-way radios for all security personnel on duty.**

9. Other Requirements:

- Updated COVID-19 Rapid Antigen Test, Chest X-ray and Drug Test Result of all security personnel, to be submitted to DOH-MMCHD;
- Submission of a copy of the result of the neurological examination for security personnel;
- Submission of E-Link Payroll (with proof of release of payment to security personnel);
- 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; and
- Advance written notice on replacement of security personnel.