



REPUBLIC OF THE PHILIPPINES
COMMISSION ON HUMAN RIGHTS

**BIDS AND AWARDS COMMITTEE FOR GOOD AND SERVICES
(BAC-GS)**

BID BULLETIN

**FOR THE PROCUREMENT OF SECURITY SERVICES FOR CY 2022 FOR
THE COMMISSION ON HUMAN RIGHTS, SAAC BUILDING,
COMMONWEALTH AVENUE, DILIMAN, QUEZON CITY
(2021-11-126- EPA)**

This is to inform you of the clarifications made during the recently concluded Pre-Bid Conference on November 19, 2021 for the subject procurement which will become part and parcel of the bidding documents and for compliance by the prospective bidders, to wit:

Item/Page in the Bidding Documents	FROM	TO
Bidding documents, page 8, 40	QUALIFICATIONS OF THE SECURITY AGENCY Must provide an original Certification from the Department of Labor and Employment (DOLE) /No record of violation/s or any pending case.	QUALIFICATIONS OF THE SECURITY AGENCY Must provide certified true copy of the Certification from the Department of Labor and Employment (DOLE) /No record of violation/s or any pending case.

<p>Bidding documents, pages 9 – 13, 40-46</p>	<p>II. DUTIES AND RESPONSIBILITIES OF THE SECURITY AGENCY</p> <p>Submit to CHR within five (5) days of every month a statement signed by the Security Agency’s duly authorized representative that it has paid all wages, salaries, compensation and other benefits of the security guard for services rendered by them during the immediately preceding month, and that such payments were all in accordance with the requirements of law.</p>	<p>II. DUTIES AND RESPONSIBILITIES OF THE SECURITY AGENCY</p> <p>Submit to CHR within 5 days at the end of the month a statement signed by the Security Agency’s duly authorized representative that it has paid all wages, salaries, compensation and other benefits of the security guard for services rendered by them.</p>
	<p>Provide CHR with Clearances such as NBI, Neuro Psychiatric examination, Drug test conducted by a reputable testing agency duly accredited by the Philippine National Police (PNP) and/or National Bureau of Investigation (NBI) and certified by the latter.</p> <p>Medical /Health Certificate and other relative documents, all in original copies, must likewise be submitted to verify the thorough background information of the security staffs assigned to the premises.</p>	<p>Provide CHR with NBI Clearance, Neuro Psychiatric examination and Drug Test Result from a reputable testing agency duly accredited by the Philippine National Police (PNP) and/or National Bureau of Investigation (NBI).</p> <p>Medical /Health Certificate and other relative documents, all in original copies, must likewise be submitted to verify the thorough background information of the security staff assigned to CHR.</p> <p>Must be provided by the winning bidder prior to deployment</p>
	<p>Provide the General Administrative Office (GAO)/General Services Division (GSD) with a complete and up-to-date list and photograph of its security guard assigned to the premises.</p>	<p>Provide the General Administrative Office (GAO)/General Services Division (GSD) with a complete and updated list and photograph of its security guard assigned to CHR.</p>
	<p>Provide weekly/monthly rotation/schedule of thirty-four (34) security guards including the Chief Guard, rotation on three (3) working shifts and two (2) working shifts from Monday to Sunday including Holidays on a 24-hour basis, all with</p>	<p>Provide the GAO-GSD every fifteen (15) days the schedule/rotation of the thirty-four (34) security guards.</p>

	technical know-how on the appropriate use of security devices.	
	Ensure the availability of a replacement /reliever in case of unscheduled absence/s of its security guard/s and no security guard/s shall render double shift (16-hours duty) duty.	Ensure the availability of a replacement /reliever in case of unscheduled absence/s of its security guard. No security guard shall render double shifts beyond 16-hours duty except in emergency cases.
	Provide safety and security Protocol on entry and exits of personnel, to avert/minimize any possible loss of equipment and valuables, threat to property and personnel, fire and other natural calamities.	Provide safety and security Protocol of personnel, to avert/minimize any possible loss of equipment and valuables, threat to property and personnel, fire and other natural calamities.
	Require the security guards to submit reports of any incident to CHR management and/or to other concerned authorities for purposes of official investigation.	Require the security guards to submit reports of any incident to CHR Management and/or to other concerned authorities for purposes of official investigation.
	Provide consistent and quality service through qualified, licensed, bonded, uniformed, highly trained and armed who shall guard and protect the properties and premises of the CHR including its personnel, clients and guests	Provide consistent and quality service through qualified, licensed, bonded, uniformed, highly trained and armed personnel who shall guard and protect the properties and premises of the CHR including its personnel, clients and guests.
	Provide one (1) unit base radio, fifteen (15) units handheld radios as communication equipment of deployed security guards, and one (1) mobile phone that will serve as backup should there be problems in the existing radio communication to ensure continuity of communication.	Provide one (1) unit base radio, thirteen (13) units handheld radios as communication equipment of deployed security guards, and one (1) Android mobile phone that will serve as backup should there be problems in the existing radio communication to ensure continuity of communication.
	Provide at least two (2) security guards with technical knowledge/basic units in Industrial Technology (IT) and with at least one (1) year experience in CCTV	Provide at least two (2) security guards with technical knowledge in Information Technology (IT) and with at least one (1) year experience in CCTV

	<p>management, to head, safe keep and provide sensitive footage and/or unusual incidents or events taken from daily office operations, upon approval of request.</p>	<p>management, to be responsible in the safekeeping, providing sensitive footage and/or unusual incidents or events taken from daily office operations, upon approval of request.</p> <p>The Security Agency, upon recommendation from the CHR, shall accept/retain the services of at least twenty-three (23) security guards from the existing security agency.</p>
	<p>III. QUALIFICATIONS OF THE CHIEF GUARD</p> <p>Must have at least a two-year college diploma or a senior high school graduate and with adequate knowledge of English language. An updated Curriculum Vitae must be submitted.</p>	<p>III. QUALIFICATIONS OF THE CHIEF GUARD</p> <p>Must have at least a two-year college diploma or a senior high school graduate and with adequate knowledge of English language. An updated Curriculum Vitae must be submitted to GAO-GSD.</p>
	<p>IV. QUALIFICATIONS OF THE SECURITY GUARDS</p> <p>Must be at least Senior High School graduate and with adequate knowledge of the English language. An updated Curriculum Vitae must be submitted.</p>	<p>IV. QUALIFICATIONS OF THE SECURITY GUARDS</p> <p>Must be at least a Senior High School graduate and with adequate knowledge of the English language. This will not apply to graduates prior to implementation of the K to 12 program. Updated Curriculum Vitae must be submitted to GAO-GSD.</p>
	<p>VI. COMPLEMENT</p> <p>b. LIST OF EQUIPMENT TO BE SUPPLIED BY THE SECURITY AGENCY</p> <p>c. COMMUNICATION EQUIPMENT TO BE SUPPLIED BY THE SECURITY AGENCY</p>	<p>VI. COMPLEMENT (Please see attachments)</p> <p>b. LIST OF EQUIPMENT TO BE SUPPLIED BY THE SECURITY AGENCY</p> <p>c. COMMUNICATION EQUIPMENT TO BE SUPPLIED BY THE SECURITY AGENCY</p>

No. of Copies	Prospective bidder/s must submit the documents inside the One (1) big sealed envelope (containing one (1) original copy and two (2) photocopies of the technical and financial bid proposal envelopes inside) and properly marked with labels.
Reminders	Philhealth contribution computation should be based on the 3% existing rate. 393.8 days should be the basis for computation for the total no. of days/year Sub-contracting is not allowed.

For questions and/or clarifications, you may contact the BAC Secretariat c/o General Administration Office-Procurement Division through email address procurement.chr@gmail.com or telephone number 8936-6107 or mobile numbers 0999-9902138 (smart) or 0917-8571607 (globe).

Please be guided accordingly.

Issued this 23rd day of November 2021, Quezon City, Philippines.

Very truly yours,



RENANTE A. BASAS

Director IV, Centers Management Office
and Chairperson, Bids and Awards
Committee for Good and Service (BAC-GS)

b. LIST OF EQUIPMENT TO BE SUPPLIED BY THE SECURITY AGENCY

a. PROPOSED POSTING OF GUARDS (Original Requirements as Posted)						b. LIST OF EQUIPMENT TO BE SUPPLIED BY THE SECURITY AGENCY (Original Requirements as Posted)			b. LIST OF EQUIPMENT TO BE SUPPLIED BY THE SECURITY AGENCY (For inclusion in the Bid Bulletin)		
	Post/Location	Time Shift	No. of Shifts	No. of Guards/Shift	Total Number Of Guards in a Post	Firearm	Quantity	Ammunitions	Firearm	Quantity	Ammunitions
1	Chief Security Guard	6 am to 6pm	1	1	1	9mm pistol	1	at least 2 magazines/11	9mm pistol	1	at least 2 magazines/11
2	Bulwagan Ka Pepe (BKP) Visitors' Entrance (Except Saturday, Sunday & Holidays) (Male Guard)	7 am to 3pm	3	1	3	Shotgun	1	12 rounds	9mm pistol	1	at least 2 magazines/11 rounds per mag
		3 pm to 11 pm				9mm pistol	1	at least 2 magazines/11 rounds per mag			
3	Employees Entrance/SAAC	7 am to 3pm	3	1	3	9mm pistol	2	at least 2 magazines each/11 rounds per mag	9mm pistol	1	at least 2 magazines/11 rounds per mag
		3 pm to 11 pm						at least 2 magazines/11 rounds per mag			
4	Roving/Standby in the area (Male Guards) - must be (Lobby Assist for health protocol at Employees Entrance-Female Guard)	7 am to 3 pm	1	1	1	9mm pistol	1	at least 2 magazines/11 rounds per mag	9mm pistol	1	at least 2 magazines/11 rounds per mag
		3 pm to 11 pm						at least 2 magazines/11 rounds per mag			
5	NCR/Centers Area (Male Guards)	7 am to 3pm 3 pm to 11 pm 11 pm to 7 am	3	1	3	9mm pistol	1	at least 2 magazines/11 rounds per mag	9mm pistol	1	at least 2 magazines/11 rounds per mag
6	CCTV Room-Old Building (SAAC & PARDEC)	7 am to 3pm 3 pm to 11 pm 11 pm to 7 am	3	1	3						
7	CCTV Room-New Building (Male or Female)	7 a.m. to 3pm 3 pm to 11 pm 11 pm to 7 am	3	1	3						

8	PARDEC Building facing NCPAG (Male Guards)	7 am to 3 pm 3 pm to 11 pm	2	1	2	9mm pistol	1	at least 2 magazines/11 rounds per mag	9mm pistol	1	at least 2 magazines/11 rounds per mag
9	Old Gate /Main Gate & exit gate going to U.P. (Male Guards) must be (Commonwealth Entrance)	7 a.m. to 3pm 3 pm to 11 pm 11 pm to 7 am	3	1	3				9mm pistol	1	at least 2 magazines/11 rounds per mag
10	Main Entrance Post (New Building)	7 a.m. to 3pm 3 pm to 11 pm 11 pm to 7 am	3	2	6	Shotgun	2	12 rounds each	9mm pistol	2	at least 2 magazines each/11 rounds per mag
11	Parking Area/New Building	7 am to 3pm 3 pm to 11 pm 11 pm to 7 am	3	1	3	9mm pistol	1	at least 2 magazines/11 rounds per mag	9mm pistol	1	at least 2 magazines/11 rounds per mag
12	Roving Guard (CHR premises) (Male Guard)	7 am to 3pm 3 pm to 11 pm 11 pm to 7 am	3	1	3				9mm pistol	1	at least 2 magazines/11 rounds per mag
				13	34		11			11	

c. COMMUNICATION EQUIPMENT TO BE SUPPLIED BY THE SECURITY AGENCY

a. PROPOSED POSTING OF GUARDS (Original Requirements as Posted)						c. COMMUNICATION EQUIPMENT TO BE SUPPLIED BY THE SECURITY AGENCY (Original Requirements as Posted)				c. COMMUNICATION EQUIPMENT TO BE SUPPLIED BY THE SECURITY AGENCY (For inclusion in the Bid Bulletin)			
Post/Location	Time Shift	No. of Shifts	No. of Guards/Shift	Total Number Of Guards in a Post	Quantity	Make/Model	Brand	User	Quantity	Make/Model	Brand	User	
1 Chief Security Guard	6 am to 6pm	1	1	1	1	UHF GP68	Any Brand	Chief Guard	1	UHF GP68 with Headset	Any Brand	Chief Guard	
					1	Mobile Phone	Any Brand	Chief Guard	1	Android Phone	Any Brand	Chief Guard	
2 Bulwagan Ka Pepe (BKP) Visitors' Entrance (Except Saturday, Sunday & Holidays) (Male Guard)	7 am to 3pm 3 pm to 11 pm 11 pm to 7 am	3	1	3	1	UHF GP68	Any Brand	Guard	1	UHF GP68 with Headset	Any Brand	Guard	
3 Employees Entrance/SAAC	7 am to 3pm 3 pm to 11 pm 11 pm to 7 am	3	1	3	1	Base Radio	Any Brand	Guard	1	Base Radio	Any Brand	Guard	
					1	UHF GP68	Any Brand	Guard	1	UHF GP68 with Headset	Any Brand	Guard	
4 Roving/Standby in the area (Male Guards) - must be (Lobby Assist for health protocol at Employees Entrance-Female Guard)	7 am to 3 pm 3 pm to 11 pm	1	1	1	1	UHF GP68	Any Brand	Guard	1	UHF GP68 with Headset	Any Brand	Guard	
5 NCR/Centers Area (Male Guards)	7 am to 3pm 3 pm to 11 pm 11 pm to 7 am	3	1	3	1	UHF GP68	Any Brand	Guard	1	UHF GP68 with Headset	Any Brand	Guard	
6 CCTV Room-Old Building (SAAC & PARDEC)	7 am to 3pm 3 pm to 11 pm 11 pm to 7 am	3	1	3	1	UHF GP68	Any Brand	Guard	1	UHF GP68 with Headset	Any Brand	Guard	
7 CCTV Room-New Building (Male or Female)	7 a.m. to 3pm 3 pm to 11 pm 11 pm to 7 am	3	1	3					1	UHF GP68 with Headset	Any Brand	Guard	

8	PARDEC Building facing NCPAG (Male Guards)	7 am to 3 pm 3 pm to 11 pm	2	1	2	1	UHF GP68	Any Brand	Guard	1	UHF GP68 with Headset	Any Brand	Guard	
9	Old Gate /Main Gate & exit gate going to U.P. (Male Guards) must be (Commonwealth Entrance)	7 a.m. to 3pm 3 pm to 11 pm 11 pm to 7 am	3	1	3					1	UHF GP68 with Headset	Any Brand	Guard	
10	Main Entrance Post (New Building)	7 a.m. to 3pm 3 pm to 11 pm 11 pm to 7 am	3	2	6	2	UHF GP68	Any Brand	Guard	2	UHF GP68 with Headset	Any Brand	Guard	
11	Parking Area/New Building	7 am to 3pm 3 pm to 11 pm 11 pm to 7 am	3	1	3	1	UHF GP68	Any Brand	Guard	1	UHF GP68 with Headset	Any Brand	Guard	
12	Roving Guard (CHR premises) (Male Guard)	7 am to 3pm 3 pm to 11 pm 11 pm to 7 am	3	1	3					1	UHF GP68 with Headset	Any Brand	Guard	
				13	34	12				15				
							10 UHF GP68 1 Base 1 Mobile Phone				13 UHF GP68 with Headset 1 Base 1 Android CP			