

The PAGASA logo watermark is a circular emblem with a yellow border. Inside, the word "PAGASA" is written in a semi-circle at the top, and "1985" is at the bottom. The center features a blue and white design. The background of the page has a large, faint watermark of the PAGASA logo, which is a stylized flower-like shape composed of four overlapping circles in shades of blue and grey.

Section 7. Technical Specifications

(Refer to Attached Terms of Reference)

Conformity with the Technical Specifications

| Item | Specifications [in conformity with the Terms of Reference (TOR)for the Project] | Statement of Compliance ("Comply" or "Not Comply") | Remarks/Description (Indicate Clearly the Brand/Model of Goods or Specific Services offered) |
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| Project Title | Provision of Ninety-Eight (98) Qualified Private Security Personnel Complete with Service Firearms, Equipment, Uniforms and Other Related Security Services for CY 2020 & 2021 | | |
| I. | INTRODUCTION | | |
| | <p>Section 5(h) of R.A. 9184, as reiterated in Section 5(r) of its Implementing Rules and Regulations (IRR), procurement of general support services, including non-personal or contractual services, such as security and janitorial services, falls under the definition of goods. Thus, for purposes of bidding in the procurement of Security Services by the Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA), the winning bid shall be determined by their Lowest Calculated and Responsive Bid.</p> <p>The minimum requirements prescribed under Section 23 of the 2016 Revised Implementing Rules and Regulations (IRR) of RA 9184 and this Terms of Reference (TOR) shall be used as basis in evaluating the Eligibility and Technical proposal of the prospective bidder. Compliance by the prospective bidder to the said requirements shall be determined using the "Pass/Fail" criterion; provided, however, that the PAGASA-BAC may require additional documents or materials as part of the bidder's technical proposal to substantiate the bidder's compliance to the set of parameters in Section II, hereof.</p> <p>To achieve proper and efficient procurement of PAGASA's requirements for Security Services, the Bids and Awards Committee (PAGASA-BAC) shall also take into consideration, aside from the cost, other essential factors in determining the winning bid. Particularly, PAGASA-BAC's evaluation shall consider the prospective bidder's (1) satisfactory performance of contracts with other clients (both government and private), (2) standards of internal governance, (3) adequacy and readily availability of resources, (4) levels of training, (5) adherence to labor and other social legislations; and, (6) compliance with the DOLE Department Order No. 18-A, series of 2011 and Government Procurement Policy Board (GPPB) Circular No. 02-2006 dated April 10, 2006 re: Revised Rules on Cut-throat Competition Amendments to the Implementing Rules and Regulations of Republic Act No. 5487.</p> | | |

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| II. | SPECIFIC CRITERIA FOR ELIGIBILITY | | |
| A. | STABILITY OF BUSINESS OF THE SECURITY AGENCY | | |
| | In determining the stability of business of the Security Agency, the following parameters shall be considered: | | |
| 1. | The Security Agency or prospective bidder must have a valid and legitimate existence in accordance with the pertinent laws of the Philippines; | | |
| 2. | It must have a valid license to operate a Security Agency; | | |
| 3. | It must have a valid and current membership with the Philippine Association of Detective and Protective Agency Operators (PADPAO) with proper operating permits and other statutory requirements; | | |
| 4. | It must have been in the business for at least five (5) years and must have an effective Organizational Set-up (with good office set-up, personnel and office tools and equipment); | | |
| 5. | It must have a deployment of security personnel within Luzon, Visayas and Mindanao | | |
| 6. | It must have satisfactorily completed a Security Contract, government or private, within the last three (3) years; and | | |
| 7. | It must meet the required minimum capitalization of at least Ten Million Pesos (Php10,000,000.00) fully paid-up capital stocks/shares, if it is a corporation, partnership or cooperative, or a net worth of at least Five Million Pesos (Php5,000,000.00) , if the Security Agency is a sole proprietorship, and must be able to show its liquidity in terms of its assets. | | |
| | Note: <i>Documentary proof/s of the foregoing requirements must be submitted by the prospective bidder as part of the eligibility requirements.</i> | | |
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| III. | TECHNICAL EVALUATION PARAMETERS | | |
| A. | SPECIFIC DOCUMENTARY REQUIREMENTS | | |
| 1. | Certificate of Satisfactory Performance issued by at least three (3) of its current clients, whether government or private; | | |
| 2. | Latest Clearance/Certificates issued by the: a. Social Security System (SSS) , at least for the 2 nd Quarter of FY2019 b. PhilHealth at least for the 2 nd Quarter of FY2019 c. Pag-IBIG at least for the 2 nd Quarter of FY2019 | | |

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| 3. | Certificate of No Pending Case issued by the NLRC | | |
| 4. | Certificate of No Pending Case issued by the DOLE | | |
| 5. | Certificate of Site Inspection issued by the PAGASA authorized representative in every Site or Area of Responsibility (AOR) – (Optional) | | |
| B. | SECURITY SERVICES SPECIFICATIONS AND SECURITY PLAN | | |
| | <p>Prospective bidders shall also submit as part of their technical proposal, a SECURITY PLAN “TAILORED FIT” for PAGASA stating or enumerating therein among others, the specific methodologies, protocols and recommendations on how to execute and make effective such Security Plan in accordance with PAGASA’s specific requirements.</p> <p>The specific security services required by the PAGASA from the Private Security Agency include, but not limited to, the following:</p> | | |
| | 1. Protect the general interest of the PAGASA and strictly implement existing rules and regulations, guidelines and internal security policies laid down by the PAGASA management. | | |
| | 2. Provide Security of Human Resources in the following: a) PAGASA Officials (i-iii) b) PAGASA Employees (i-ix) c) PAGASA Guests/Visitors (i – x) | | |
| | 3. To guard and secure at all times the Physical Resources of PAGASA within its Area of Responsibility (AOR). a) Vehicle Control (i-v) b) Facilities and Buildings (i-xiii) c) Supplies and Equipment (i-iii) | | |
| | 4. Provide contingency plan during occurrences of various risks such as: a) Fire (i-viii) b) Earthquake and other natural calamities (1-ii) c) Theft, Pilferage and vandalism (i-vii) d) Trespassing (i-iii) | | |
| | 5. Prevent the commission of any unlawful or illegal acts within its Area of Responsibility (AOR); and, cooperate and assist PAGASA in its investigations on the matter. | | |
| | 6. Report and provide assistance in the event of any sign of disorder or any serious violation of the law. | | |

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| | 7. Perform their tasks in accordance with the Eleven General Orders, Code of Ethics and Code of Conduct of Security Guards as stated in RA 5487 (Act Governing the Organization and Management of Private Security Agencies). | | |
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| IV. | FINANCIAL PROPOSAL | | |
| | The Financial Proposal shall contain a breakdown of all costs, to include, the amount directly to the security personnel; the amount due to the government; the administrative overhead; and, applicable taxes, <u>using the prescribed bidding form to be provided by the PAGASA-BAC.</u> | | |
| | Specific/Detailed Computation of Bid shall be in accordance with the latest PADPAO Cost Distribution Per Month. | | |
| | Non-compliance thereto shall be a ground for outright rejection of the bidder’s proposal. | | |
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| V. | CONTRACT DURATION AND APPROVED BUDGET FOR CONTRACT | | |
| | The Contract term for this instant procurement of Security Services shall be for a period of <u>TWO (2) YEARS</u> to commence <u>within 15 calendar days</u> following the issuance and receipt by the winning Security Services Provider of the <u>Notice to Proceed (NTP)</u> . | | |
| | <u>For purposes of this bidding, however, the budget that will be allotted shall be the amount corresponding to the contract for the first year or twelve (12) months only.</u> | | |
| | The total contract cost shall be fixed and shall not be adjusted during the contract implementation except for the following justifiable circumstances: i. increase in the minimum daily wage pursuant to law or new wage order issued after date of bidding; ii. increase in taxes; and iii. when there is an increase or decrease in the number of security guards as determined by PAGASA. | | |
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| VI. | PERFORMANCE CRITERIA | | |
| | The prospective bidder, when awarded the Contract, is expected to maintain a satisfactory level of performance throughout the term of the contract based on but not limited to the following performance criteria: | | |

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| | <ul style="list-style-type: none"> i. quality of the security services delivered; ii. effective time management; iii. effective recruitment, management and suitability of security personnel; iv. effective contract administration and management; v. provision of regular progress reports on the status of PAGASA's premises in terms of security in accordance with the security plan submitted. vi. attentiveness, good manners and presence of mind of guards on duty; and vii. compliance with PAGASA's instructions and security policies. <p>The foregoing satisfactory level of performance shall be assessed by PAGASA, through the Administrative Division, on a quarterly and/or semi-annual basis and shall serve as basis for the extension/renewal of its contract. Prospective bidders acknowledge that PAGASA management reserves the right to pre-terminate the contract of the security service provider for failure to perform its obligations thereto.</p> | | |
| VII. | OBLIGATIONS AND RESPONSIBILITIES OF THE SECURITY AGENCY | | |
| | In addition to the above-mentioned requirements, the Security Agency shall comply with the following obligations and responsibilities: | | |
| | a) Provide continuous security services, on a 24-hour daily basis, including Saturdays, Sundays, Non-working Holidays and Official Holidays to all PAGASA's installations; safeguard and secure its premises; and protect the equipment from any act of pilferage, damage or loss; | | |
| | b) Provide the total number of security personnel required in its assigned area every shift and must provide relievers to a security guard who may be absent on duty for his specific Sector or area; | | |
| | c) Assume full responsibility for all losses within their Areas of Responsibility due to theft/pilferages and negligence of their security guards. Serious violation of PAGASA's Security policies, rules and regulations shall be sufficient ground to terminate the contract immediately and initiate legal action as warranted; | | |
| | d) Assume full responsibility for the acts of its Security Personnel including their safety during the performance of their duties; | | |
| | e) Responsible for the safety of their Security personnel in the performance of their duties; | | |
| | f) Provide each security personnel on duty at PAGASA's outposts with one set of handcuff, truncheon/baton, flashlight, including raincoats; | | |
| | g) Provide each security guard on posts with a licensed service firearm and hand-held radios; | | |
| | h) Provide each Security Personnel, including those who are deployed in the PAGASA Field Stations, with | | |

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| | <p>at least one (1) complete set of Security Guard's uniform free of charge per year and which must be distributed within fifteen (15) days upon the effectivity of the Contract;</p> <p>Note: The costs for the security personnel's uniform are included in the amount directly due to the Guard. Once distributed, a complete distribution list must be submitted to PAGASA, thru the Office of the Administrative Chief and/or the Head of the PAGASA Internal Security Group, for information and verification purposes.</p> | | |
| | i) Provide all equipment indicated in the Duty Rosters in every shift and shall immediately replace any equipment found to be defective or inoperative; | | |
| | j) All Security Guard's equipment, tools and paraphernalia should conform to the applicable standards set forth by law and must be covered with appropriate and valid licenses & documents particularly for the issued service firearms, hand-held radios, motor vehicles, etc., copies of which shall form part of the bid proposal of the Security Agency; | | |
| | k) Provide at least two (2) qualified & licensed Security Officers/Detachment Commanders in NCR who will supervise and oversee the security personnel in their assigned posts; | | |
| | l) Deploy at least three (3) Lady Guards posted at the entrance/lobby of the PAGASA-CO, CAD and NDRB buildings during office hours and/or during daytime; | | |
| | <p>m) Ensure that all security personnel to be posted to PAGASA are:</p> <ul style="list-style-type: none"> (1) properly screened and passed the neuro-psychiatric and drug tests; (2) have undergone and passed the Physical & Medical Examination conducted by a duly licensed and government-accredited physician; (3) trustworthy, efficient & reliable security personnel; and (4) have valid clearances from the National Bureau of Investigation (NBI), Phil. National Police (PNP), Regional or Municipal Trial Courts where they reside, Barangay and Police Clearance; <p>Copies of said clearances and the results of required tests shall be submitted to the Office of the Administrative Chief of PAGASA or her duly authorized representative not later than 30 days upon the execution of the security contract which shall be included in the security personnel's individual Personnel Folder.</p> | | |
| | n) A Summary Inspection & Inventory Report of all Firearms, Equipment and Motor Vehicle of the Security Agency shall be submitted every shift daily to PAGASA representative for monitoring. | | |
| | <p>o) The Supervisor/Detachment Commander shall oversee that the performance of the security contract is being complied with accordingly.</p> <p>The Supervisor/Detachment Commander shall be the Security Agency's contact person at the PAGASA</p> | | |

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| | <p>until the duration of the contract. He shall likewise establish a routine communication with the PAGASA coordinator and provide prompt and timely response to any concerns or problems that may arise during the contract period.</p> <p>Time and frequency of direct meetings may vary as determined by the PAGASA representative. The Supervisor/Detachment Commander shall contact the PAGASA representative to review overall performance, receive special instructions regarding security services, or discuss other pertinent items regarding the contract and the Agency's performance.</p> | | |
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| VIII. | MANPOWER QUALIFICATION AND OTHER CONDITIONS | | |
| | <p>The ninety-eight (98) security personnel, including the two (2) Detachment Commanders/Supervisors, shall be deployed at the PAGASA Central Office and various PAGASA stations or offices as determined by PAGASA. (See Annex "A", hereof). The security personnel must have the following qualifications and requirements:</p> | | |
| | <p>a) Physically and mentally fit;</p> <p>b) At least 18 years of age;</p> <p>c) With at least six (6) months of experience being Security Guard;</p> <p>d) At least a High School graduate;</p> <p>e) Of good moral character and reputation and without any criminal record or any pending criminal case certified by the Agency Manager;</p> <p>f) Must have undergone Basic Security Training from reputable institutions authorized or accredited by the PNP Security Agency and Guard Supervision Division (SAGSD) supported by a Certificate of Training;</p> <p>g) Must have a valid and existing Security Guard License issued by PNP SAGSD at the time of his/her deployment;</p> <p>h) Must have undergone and passed the neuro-psychiatric examination and drug test as supported by Certification/Result issued by a reputable government-accredited testing agency.</p> <p>Security personnel with any history of drugs, alchoholism/habitual drunkenness, violence of any type including deadly weapons violation, theft of any types, fraud and/or forgery shall not be acceptable to the Agency. <i>Violation of this requirement shall be a cause for contract termination.</i></p> <p>i) Understands oral and written instructions, policies, rules and regulations and implement them in a tactful and non-confrontational manner.</p> <p>j) Have the necessary public relations & effective communication skills to deal with PAGASA employees and visitors in a professional & courteous manner. They must maintain poise, self-control, discipline, tact, diplomacy and mature judgment under stressful situations.</p> | | |

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| | k) The Supervisor/Detachment Commander who shall be paid the same rate shall mainly coordinate, assist PAGASA officials and execute other duties and responsibilities to be assigned from time to time. | | |
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| IX. | UNIFORM AND APPEARANCE STANDARDS | | |
| | Security Guards must be neat and clean in appearance and shall wear the prescribed uniforms with the appropriate Security Agency-issued identification cards(ID), and required paraphernalia prior to posting. All Guards must wear the PNP SAGSD prescribed uniform while working in the PAGASA premises. No security guard shall be allowed to work within PAGASA without the appropriate uniform, identification card, and required firearm / equipment. | | |
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| X. | ASSIGNMENT AND REPLACEMENT OF PERSONNEL | | |
| | 1. The specific Post Location or Assignment of the Guards to be posted within the area of responsibility of PAGASA shall be determined by the PAGASA management (See Annex "A" , hereof). | | |
| | 2. The Post Location or assignment maybe changed whenever the exigency so requires, upon approval of the Administrative Chief or his/her duly authorized representative. | | |
| | 3. No changes, replacement or substitution of Guards shall be made without prior approval of the Chief of Administrative Division or her duly authorized representative. The Security Agency is required to submit first a written request or notice if it wishes to replace or pull-out any Guard from their posts. | | |
| | 4. The PAGASA management, thru the Chief of Administrative Division or the duly authorized representative, on the other hand, may request for the immediate replacement of any Guard posted at PAGASA area at anytime and this does not need any further justification. | | |
| | 5. Any officer of PAGASA, <i>i.e.</i> , from Administrator to Division Chief, shall have the right to inspect at any time the Guards assigned on their posts. | | |
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| XI. | DUTY SHIFT SCHEDULE | | |
| | 1. The winning Security Agency shall deploy the Ninety-eight (98) security personnel within the Posts or Area of Responsibilities (AOR) identified by PAGASA. | | |
| | 2. The duty shift schedules of the Security personnel deployed at the PAGASA Central Office shall be eight (8) hours per shift, 24 hours a day, seven (7) days/week including weekends and Holidays; except for the Supervisor/Detachment Commanders, who shall render a 12-hour duty shift. The Duty Hours shall | | |

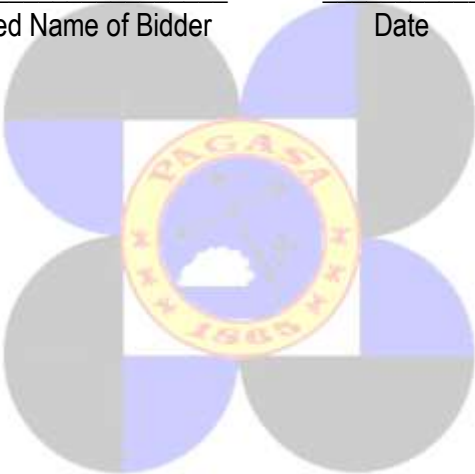
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| | <p>be from 0700H – 1500H (Dayshift), 1500H – 2300H (Swing shift) and 2300H - 0700H (Midnight Shift).</p> <p>For those Security personnel who are deployed at the PAGASA field offices, their respective schedules of duty shall vary in accordance with the need of the station and shall be determined in coordination with the CMO of the respective PAGASA Field Stations.</p> | | |
| | 3. The Security personnel is expected to be at the PAGASA premises at least thirty (30) minutes before the scheduled duty hours for regular Guard mount formation, inspection and briefing. | | |
| | 4. The number of Security Personnel maybe increased or decreased whenever the exigency of the service so requires upon written notice to the Security Agency, duly signed by the head of PAGASA or his authorized representative. | | |
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| XII. | PERFORMANCE EVALUATION AND INSPECTION | | |
| | 1. The Performance of the Security Agency will be evaluated quarterly or semi-annually based on the quality of work and its compliance with the terms and conditions of the contract. | | |
| | 2. Quarterly or Semi-annual Security Contract Performance Review will be conducted to assess the performance of the Security Agency in terms of Contract Compliance, Manpower Requirements, Supplies Inspection, Personnel/Work Performance and other related requirement which will form part of the Performance Review of the Security Agency. | | |
| | 3. The Security Agency shall maintain a satisfactory level of performance throughout the term of the contract. The performance criteria are provided in item IV., i-vii of this Terms of Reference. | | |
| | 4. Based on its assessment, PAGASA management may pre-terminate the contract of the Security Agency for failure of the latter to perform its obligations stipulated in the contract. | | |
| XIII. | ACTION ON OFFENSES | | |
| | 1. Effective Contractor-Client relation should consider the prevention of situation that will result in disciplinary action or termination of contract. Given such condition, it is the responsibility of PAGASA to impose penalty on offenses committed by the winning Security Agency. | | |
| | 2. The action of penalty shall be that which is expected to improve the effectiveness of the Security Agency's personnel in rendering security services. | | |

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| XIV. | METHOD OF PAYMENT | | |
| | <div>1. Payment shall be made on a Monthly Basis and shall be based on the actual number of personnel deployed as verified and certified by PAGASA.</div> <div>2. Payroll of personnel shall be based on the following cut-off: 1st -15th of the month; and, 16th -30th of the month.</div> <div>3. To ensure continuous compliance of its legal obligations, the winning Security Agency shall be required to attach as part of its submission of monthly billing statement to PAGASA the following documents:<div><div>i. Duly signed Daily Time Records (DTRs) of the security personnel covering the specific billing period;</div><div>ii. Certified True Copy of Official Receipts of monthly remittances paid by the security agency with the SSS, PAG-IBIG and PhilHealth covering said billing period;</div><div>iii. Duplicate copy of its payroll covering said billing period; and</div><div>iv. Other supporting documents as may be required by PAGASA.</div></div></div> | | |
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| XV. | SITE INSPECTION | | |
| | Prior to submission of its bid proposal, the prospective bidder is highly advised to have a thorough familiarization with the site and conditions of the proposed AORs where the security personnel are to be deployed. The bidder shall submit a letter requesting for a site inspection indicating the date and time for the same. Site visit or Site inspection is OPTIONAL. In the conduct of a site inspection, the prospective bidder shall be accompanied by an authorized PAGASA officer. | | |
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| XVI. | POST DUTY ASSIGNMENT & LOCATION | | |
| | All Security personnel posted at the PAGASA Central Office and its Field Stations must strictly follow the Eleven General Orders, Code of Conduct and Code of Ethics as stated in the RA 5487 and must comply with all the specific instructions required in their assigned posts. | | |
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| ANNEX “A” | Table I. Post Duty Assignment and Location (Please Attach Annex “A”, TOR) | | |
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| ANNEX “B” | Table II. Schedule of Requirements | | |

N.B. 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 cross-referenced 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)

I hereby commit to comply with all the above requirements.

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| _____ | _____ | _____ |
| Name of Company/Bidder | Signature over Printed Name of Bidder | Date |

A large, faint watermark of the PAGASA (Philippine Atmospheric, Geophysical and Astronomical Services Administration) logo is centered on the page. The logo is circular with a yellow border containing the word "PAGASA" at the top and "1985" at the bottom, separated by two stars. Inside the circle is a blue map of the Philippines with a white cloud and a sunburst above it. The entire logo is overlaid on a background of four overlapping circles in shades of blue and grey.