



MINUTES OF THE MEETING

Title/Description:

Hybrid Pre-Bid Conference for the Procurement of Security Services for the Philippine Statistics Authority
 PB No. 2025-01

Date:	Time Started:	Time Adjourned:	Venue
05 February 2025	02:00PM	02:51PM	PSA RSSO-X Conference Room, CDOC and Google Meet

Meeting President:

SARAH B. BALAGBIS – Vice Chairperson, Regional Bids and Awards Committee (ROBAC)

Meeting Attended by:

1. *Cristine T. Gallopin - Member, ROBAC (via online)*
2. *Neil Lester A. Gimeno - Member, ROBAC*
3. *Gregorio M. Violeta - Alt. Member, ROBAC (via online)*
4. *Jucris S. Emano - Member, TWG*
5. *Apple Sweet S. Cempron - Member, TWG (via online)*
6. *Georgette F. Gayomali - End-User (via online)*
7. *Shaine E. Raluto - Member, Secretariat*
8. *Margie Mae L. Pino - Member, Secretariat*
9. *Jayvee Cedric A. Agnes - Member, Secretariat*
10. *Joy E. Llido - Member, Secretariat (via online)*
11. *Kristine Khaye J. Cartilla - Member, Secretariat*
12. *Shaine E. Raluto - Member, Secretariat*
13. *Elaine Claire D. Alalong - Member, TWG*

Prospective Bidder/s:

1. *Lanlie Jean Cagalawan – Telstar Security Agency*
2. *Jhun Alaan - VV Security Agency*
3. *Reynala Reneticado - San France*
4. *Michael French Cabanday - Visa Security*
5. *Arnel F. Orabao - APL Security Services Corporation*
6. *Michael N. Cuaderno - APL Security Services Corp.*
7. *JB De Guzman - Visa Security Services*
8. *Joniel C. Delarosa, CSP, CSMS - Renjamel Security Agency Corp.*
9. *Rommel Lucman - Telstar Security Agency*
10. *Julius Ramos - Rover Eagles Security Corp.*

Absent from meeting:

1. *Jose B. Tuason Jr. - Chairperson, ROBAC (On Official Travel)*
2. *Jocelyn G. Padayhag – Member, ROBAC (On Official Travel)*
3. *Brenda Lynn M. Castro - Alt. Member, ROBAC*
4. *Donagay G. Capareda - Alt. Member, ROBAC*
5. *Adelina P. Mabalod - Alt. Member, ROBAC*
6. *Hensyll R. Cabugsa - Alt. Member, ROBAC*
7. *Deana Dell B. Pornia - Alt. Member, ROBAC*
8. *Franklin A. Vivares - Alt. Member, ROBAC*
9. *Adams Christopher P. Sios-e - Alt. Member, ROBAC (RDR of 2023 CPBI)*
10. *Jessie C. Luperte - Head, TWG*
11. *Aldemar A. Lagarbe - Member, TWG*
12. *COA Representative*
13. *Genelyn B. Laspobres, Head, Secretariat (RDR of 2023 CPBI)*



ITEMS	TOPIC/DISCUSSION/ACTION
<p>Call to Order Roll Call</p>	<p>The Procurement of Security Services for the Philippine Statistics Authority-X (PSA-X) Field Offices PB No. 2025-01 was conducted in a hybrid format. Face-to-face conference was conducted at PSA RSSO-X Conference Room and was presided by ROBAC Vice-Chairperson, Ms. Sarah B. Balagbis while others attended via Google meet. The Conference started with a roll call facilitated by ROBAC Secretariat, Kristine Khaye Cartilla. Upon declaration of quorum, the Vice-Chairperson called the meeting to order at 02:02PM on 05 February 2025.</p> <p>The Vice-Chairperson acknowledged the presence of everyone, especially the prospective bidder.</p>

HIGHLIGHTS OF THE MEETING	
<p>Invitation to Bid</p>	<p>Ms. Sarah B. Balagbis, the ROBAC Vice-Chairperson, presented the contents of the Bidding Documents.</p>
<p>Procurement Timetable</p>	<p>Ms. Balagbis presented the procurement timetable, outlining key dates and deadlines.</p> <p>The submission of bids was scheduled for 17 February, 2025, at 12:00 noon at the ROBAC Secretariat Office. It was emphasized that late submissions would not be accepted. The opening of bids would take place on the same day at 1:30 PM in the PSA-X Conference Room, with virtual participation accommodated using the same Google Meet credentials.</p> <p>To determine the Lowest Calculated Bid (LCB), the financial evaluation of bids would be conducted from 18 to 19 of February, 2025, ranking the bids from lowest to highest. The post-qualification process was scheduled for 20 to 25 of February, 2025, during which the accuracy of submitted documents and compliance with technical specifications would be verified through the presentation of sample products.</p> <p>Once the Lowest Calculated Responsive Bidder (LCRB) was declared, the procurement process would proceed with the issuance of the Notice of Award and Contract Signing. The Notice to Proceed was expected to be issued by 01 March 2025, and the delivery of goods was set for 01 April 2025.</p> <p>Bidders were reminded to strictly adhere to the prescribed schedule, as deadlines would be strictly enforced. Additionally, virtual bidders were assured that they could participate in the bid opening through the same online platform.</p>
<p>Scope of Bid</p>	<p>The Procurement Project for Security Services at the Philippine Statistics Authority-X (PSA-X) Field Offices, identified as PB No. 2025-01, is divided into six (6) lots, each with a designated Approved Budget for the Contract (ABC) as follows:</p> <p>Lot 1: Security services for the Regional Statistical Services Office, with an ABC of PHP 1,379,072.33. Lot 2: Security services for the Province of Bukidnon, with an ABC of PHP 682,184.52. Lot 3: Security services for the Province of Camiguin, with an ABC of PHP 660,122.57. Lot 4: Security services for the Province of Lanao del Norte, with an ABC of PHP 699,701.50. Lot 5: Security services for the Province of Misamis Occidental, with an ABC of PHP 682,184.52. Lot 6: Security services for the Province of Misamis Oriental, with an ABC of PHP 682,184.52. (Slide #4 of the Attached PowerPoint presentation)</p>

<p>Eligibility Criteria</p>	<p>Ms. Balagbis reminded the prospective bidders of the eligibility criteria:</p> <p>The eligibility criteria for this procurement project state that only bids from bidders who are legally, technically, and financially capable will be evaluated.</p> <p>Bidders must have completed, within the last three years—starting from 17 February 2022, up to the date of bid submission and receipt—a contract similar to the project. Additionally, bidders must have a Single Largest Completed Contract (SLCC) that is at least one similar contract, with a value adjusted to current prices using the PSA's CPI, amounting to at least 50% of the Approved Budget for the Contract (ABC).</p> <p>The NFCC must be sufficient for the total ABCs of all the lots or items the bidder intends to participate in. Alternatively, if the bidder submits a committed line of credit, it must be at least 10% of the total ABCs for all the lots or items they are bidding for.</p> <p>Subcontracting is strictly not allowed.</p> <p>For any clarifications, inquiries must be submitted in writing and received at the Procuring Entity's (PE) address or via email at least ten (10) calendar days before the deadline for bid submission, which is on 07 February 2025.</p> <p>(Slide #5-6 of the Attached PowerPoint presentation)</p>
<p>Technical and Financial Documents</p>	<p>Ms. Balagbis shared to the respective bidders that the eligibility documents form part of the technical component of the bid. These required documents include:</p> <p>Valid PhilGEPS Registration Certificate (Platinum Membership) – The certificate must include all pages and comply with Section 8.5.2 of the Implementing Rules and Regulations (IRR). It is important to note that if a prospective bidder fails to update its PhilGEPS Certificate of Platinum Registration and Membership with the current Class "A" Eligibility Documents, as required by Section 8.5.2 of the 2016 revised IRR of RA 9184, the validity of the certificate will be automatically suspended. This may result in the bidder's ineligibility to participate in the bidding process.</p> <p>Statement of all ongoing government and private contracts – The prospective bidder must submit a statement of all its ongoing contracts, including awarded contracts not yet started, whether or not they are similar in nature and complexity to the contract being bid. A template has been provided for this statement, and bidders must strictly follow the prescribed format when submitting their technical documents. Additionally, supporting documents, such as the Notice of Award (NOA) or Purchase Order (PO), must be attached to this statement.</p> <p>Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid – The SLCC refers to the largest completed project within the period from 17 February 2022 to 17 February 2025. Supporting documents, such as an End-User Acceptance Certificate, Official Receipt, or Sales Invoice, must be included as attachments.</p> <p>Original copy of Bid Security – If the Bid Security is in the form of a Surety Bond, the bidder must also submit a certification issued by the Insurance Commission. Alternatively, the bidder may submit an original notarized Bid Securing Declaration. Since partial bidding is allowed, prospective bidders are required to submit separate Bid Securities for each lot they intend to bid on.</p> <p>Prospective bidders are reminded to duly accomplish Section VII of the Bid Document by indicating either "comply" or "not comply" for each specification. The Statement of Compliance may be supported by evidence included in the Bidder's Bid and should be cross-referenced accordingly. Additionally, the Statement of Compliance must be signed</p>

by the authorized representative on all pages. Failure to provide complete signatures will render the Statement of Compliance with the Technical Specifications invalid.

Required Documents:

1. Original duly signed Omnibus Sworn Statement (OSS) – If applicable, bidders must also submit the Original Notarized Secretary’s Certificate in the case of a corporation, partnership, or cooperative. For joint ventures, an Original Special Power of Attorney must be submitted, granting full authority to an officer to sign the OSS and act on behalf of the bidder.

2. Net Financial Contracting Capacity (NFCC) Computation – The prospective bidder must submit either:

- A computation of Net Financial Contracting Capacity (NFCC), or
- A committed Line of Credit from a Universal or Commercial Bank, as an alternative to the NFCC computation. A template for the NFCC computation is provided in Section IX of the Bid Document for bidders to adopt in their submission. The entries in the NFCC computation must align with the Audited Financial Statements (FS) and the Statement of All Ongoing Projects.

3. Audited Financial Statements (AFS) – Bidders must submit audited financial statements, which must include details of the supplier’s total and current assets and liabilities. These must be stamped "received" by the Bureau of Internal Revenue (BIR) or an accredited and authorized institution. The audited financial statements should be for the preceding calendar year and must not be earlier than two (2) years from the bid submission date (the earliest audited FS should be for the year 2022).

Additional Reminders:

- ❖ All documents that form part of the Technical Bid must be enclosed in a single envelope and clearly marked as "TECHNICAL COMPONENT".
- ❖ Prospective bidders must completely accomplish all forms, ensuring that no fields are left blank. If a field is not applicable, bidders must indicate a dash (-) or zero (0).
- ❖ Bidders must ensure the accuracy and consistency of the information provided across all submitted documents.

(Slide #7-8 of the PowerPoint Presentation)

Further instructions to bidders

Ms. Balagbis discussed the financial component of the bid, emphasizing that prospective bidders must submit the original duly signed and accomplished financial bid, following the template provided in Section IX of the Bid Document. She also highlighted the requirement for the original duly signed and accomplished price schedule, which must adhere to the template in Section IX. Furthermore, she stressed that all pages of the financial bid must be duly signed by the proprietor or an authorized representative, accompanied by written authority.

Ms. Balagbis further explained that financial bid forms must be prepared and sealed separately for each lot. She reminded bidders that no blank fields should be left unfilled, as failure to indicate a price will render the bid nonresponsive and result in automatic disqualification. If an item is offered for free, it must be clearly specified by indicating zero (0) or a dash (-).

She also reiterated that all documents forming part of the financial bid must be enclosed in one envelope, which should be duly marked as "FINANCIAL COMPONENT."

Regarding the bid security, Ms. Balagbis stated that bidders must submit a Bid Securing Declaration, with a template provided in Section IX of the bid document. Alternatively, they may submit any other form of bid security, with the required amounts specified in ITB Clause 14.1 of the Bid Data Sheet. She detailed the bid security amounts in cash, cashier’s/manager’s check, bank draft guarantee, or irrevocable letter of credit, as

follows:

- ❖ Lot 1: ₱27,581.45
- ❖ Lot 2: ₱13,643.69
- ❖ Lot 3: ₱13,202.45
- ❖ Lot 4: ₱13,994.03
- ❖ Lot 5: ₱13,643.69
- ❖ Lot 6: ₱13,643.69

For bid security in the form of a surety bond (5%), the corresponding amounts are:

- ❖ Lot 1: ₱68,953.60
- ❖ Lot 2: ₱34,109.23
- ❖ Lot 3: ₱33,006.13
- ❖ Lot 4: ₱34,985.08
- ❖ Lot 5: ₱34,109.23
- ❖ Lot 6: ₱34,109.23

Regarding sealing and marking of bids, Ms. Balagbis explained that each bidder must submit one envelope containing two sub-envelopes with the original copies of the first and second components of the bid. These sub-envelopes must be clearly marked as the Technical Component and Financial Component. The Financial Bid Proposal sub-envelope must contain separately sealed documents in a white envelope, properly labeled with the lot number for which the bidder is participating.

On bid evaluation, Ms. Balagbis clarified that partial bidding is allowed, meaning bidders may submit proposals for any of the lots. The evaluation process will be conducted on a per-lot or per-item basis, as applicable. The Procuring ROBAC will immediately conduct a detailed evaluation of all bids that have passed the initial screening, using a non-discretionary pass/fail criterion. In cases where clarifications are needed, the ROBAC will communicate with bidders in writing through the Secretariat, and all responses must also be submitted in writing.

For clarifications and amendments to the bid document, she reminded bidders that clarification requests must be submitted in writing and received at the Procuring Entity's address or via email at least ten (10) calendar days before the deadline for submission and receipt of bids. She also stressed that subcontracting is not allowed.

Regarding bid payment, she explained that payment for bid documents can be made at the Procuring Entity's designated address or via bank transfer to the following account:

- ❖ Account Name: PSA Trust Fund
- ❖ Account Number: 2412102811
- ❖ Bank: Land Bank of the Philippines, Velez Branch

In the case of bank transfers, bidders must notify PSA 10 by sending a copy of the bank transfer form to rss10bac@psa.gov.ph.

She then outlined the bid document fees based on the Approved Budget for the Contract (ABC):

- ❖ ABC of ₱500,000 and below: ₱500
- ❖ More than ₱500,000 up to ₱1,000,000: ₱1,000
- ❖ More than ₱1,000,000 up to ₱5,000,000: ₱5,000
- ❖ More than ₱5,000,000 up to ₱10,000,000: ₱10,000

For post-qualification, Ms. Balagbis reiterated that, within a non-extendable period of five (5) calendar days, the bidder that has submitted the lowest calculated bid must submit its latest income and business tax returns, which must be filed and paid through the BIR Electronic Filing and Payment System (eFPS), along with other required licenses and permits specified in the Bid Data Sheet.

	<p>She also enumerated additional post-qualification requirements, including:</p> <ol style="list-style-type: none"> 1. Authenticated photocopy of a valid Regular 2024 License to Operate issued by the PNP Security Agencies and Guard Supervision Division, under RA 5487 (Private Security Agency Act). 2. Certification of Firearms Long Regular Registration (LRR), with an attached monthly disposition report for December 2024, indicating the list of licensed guards, license numbers, and expiry dates, stamped received by the Philippine National Police Regional Civil Security Unit. 3. DOLE X certification of no pending case as of 16 February, 2025. 4. Certification under oath that anyone of its security guards have no pending criminal case in a crime committed while on duty. 5. Certification under oath that the agency should not have done any acts of in any act inimical to the interest of the PSA. <p>(Slide #9-15 of the PowerPoint presentation)</p>
<p>Conditions of the Contract</p>	<p>Ms. Balagbis stated the signing of the contract, stating that the winning bidder must post the required performance security and enter into a contract with the procuring entity within ten (10) calendar days from receipt of the Notice of Award. However, she emphasized that the winning bidder is encouraged to submit the signed contract as soon as possible rather than waiting for the allotted ten days, considering the tight timetable of the procurement project.</p> <p>Regarding the performance security, Ms. Balagbis stated that within ten (10) calendar days from receipt of the Notice of Award, but not later than prior to the signing of the contract by both parties, the successful bidder must furnish the performance security in any of the forms prescribed under Section 39 of the 2016 Revised IRR of RA 9184.</p> <p>She also discussed the delivery of services, explaining that all deliveries must be made to the project sites of PSA Regional and Provincial Offices, within a timeframe not exceeding one day from the exact time specified in the Notice to Proceed issued to the winning bidder.</p> <p>For the delivery locations, it is shown on Slides 19-20.</p> <p>For the Terms of Payment, Ms. Balagbis clarified that for the scope of work specified in Section VII (Technical Specifications), all quoted prices shall be considered fixed for the term of one year and are not subject to price escalation except under the following conditions:</p> <ol style="list-style-type: none"> A. Increase in minimum daily wage pursuant to law or a new wage order issued after the bid opening date. B. Increase in applicable taxes, if any. C. If, during the contract term, PSA determines the need for an increase or decrease in the number of security guards, the resulting cost adjustment shall not exceed the prescribed ABC (Approved Budget for the Contract) limits. <p>She further explained that payment should be made within fifteen (15) working days upon complete submission of the following documents:</p> <ol style="list-style-type: none"> A. Daily Personnel Report (DPR) of all security personnel, signed by the duly authorized representative of the agency. B. Proof of previous month's remittance to SSS, PhilHealth, and Pag-IBIG, together with the transmittal sheet bearing the official stamp of receipt from these agencies. C. Certified photocopy of the signed payroll for security guards assigned, covering the preceding half-month period. This measure ensures that security guards have been paid accordingly and maintains their morale in performing their duties. D. Invoice or Statement of Account for the covered period.

	<p>Ms. Balagbis also explained that the Procuring Entity or its representative has the right to inspect and test the goods/services to verify compliance with project specifications, at no extra cost to the Procuring Entity. This is done in accordance with the Generic Procurement Manual.</p> <p>Additionally, as stated in Section IV of the Special Conditions of the Contract (SCC), the Procuring Entity will specify the inspections and tests required, as well as the locations where these will be conducted. The Procuring Entity shall notify the supplier in writing in a timely manner regarding any required inspections or testing procedures.</p> <p>(Slide #16-23 in the PowerPoint presentation)</p>
<p>Schedule of Requirements</p>	<p>Ms. Balagbis discussed the Special Conditions of the Contract (SCC) as stated in the bidding documents, detailing the security service requirements for various locations.</p> <p>Lot 1: RSSO 10 The contract covers a nine-month supply of security services, requiring seven-day work weeks, with security personnel rendering at least eight (8) hours of duty daily, including Saturdays, Sundays, and holidays.</p> <p>Shift Schedule: 6:00 AM – 2:00 PM 2:00 PM – 10:00 PM 10:00 PM – 6:00 AM Quantity: 3 security personnel Place of Delivery: 3rd Floor, Limketkai Module-2 BPO & Cyberpark Bldg., Rosario Crescent, Limketkai Center, Brgy. 31, Cagayan de Oro City Period of Delivery: April 1, 2025 – December 31, 2025</p> <p>Additionally, another set of security services is required for the ground floor of the same location, covering twelve (12) hours of duty daily under the following schedule:</p> <p>Shift Schedule: 7:00 AM – 7:00 PM 7:00 PM – 7:00 AM Quantity: 2 security personnel</p> <p>Lot 2: Bukidnon The contract includes a nine-month supply of security services for seven days a week, with each guard rendering twelve (12) hours of duty daily, including Saturdays, Sundays, and holidays.</p> <p>Shift Schedule: 7:00 AM – 7:00 PM 7:00 PM – 7:00 AM Quantity: 2 security personnel Place of Delivery: 2nd Floor, Ramos Bldg., Purok 2, Landing, Barangay Casisang, Malaybalay City, Bukidnon 8700 Period of Delivery: April 1, 2025 – December 31, 2025</p> <p>Lot 3: Camiguin A similar nine-month supply of security services is required, with each guard working twelve (12) hours daily across a seven-day workweek, covering Saturdays, Sundays, and holidays.</p> <p>Shift Schedule: 8:00 AM – 8:00 PM</p>

	<p>8:00 PM – 8:00 AM Quantity: 2 security personnel Place of Delivery: E&I Building, Purok 6, Yumbing, Mambajao, Camiguin Province 9100 Period of Delivery: April 1, 2025 – December 31, 2025</p> <p>Lot 4: Lanao del Norte The procurement covers a nine-month supply of security services for seven days a week, requiring security personnel to work eight (8) hours daily, including Saturdays, Sundays, and holidays.</p> <p>Shift Schedule: 6:00 AM – 2:00 PM 2:00 PM – 10:00 PM 10:00 PM – 6:00 AM Quantity: 3 security personnel Place of Delivery: Barnuevo Building, Badelles St. Extension, Pala-o, Iligan City, Lanao del Norte 9200 Period of Delivery: April 1, 2025 – December 31, 2025</p> <p>Lot 5: Misamis Occidental The contract entails a nine-month supply of security services, covering seven days a week, with twelve (12) hours of duty per shift, including Saturdays, Sundays, and holidays.</p> <p>Shift Schedule: 7:30 AM – 7:30 PM 7:30 PM – 7:30 AM Quantity: 2 security personnel Place of Delivery: G/F Gaisano Southwing, Port Road, Ozamis City, Misamis Occidental 7200 Period of Delivery: April 1, 2025 – December 31, 2025</p> <p>Lot 6: Misamis Oriental For Misamis Oriental, the nine-month supply of security services includes seven-day workweeks, with each guard assigned twelve (12) hours of duty daily, covering Saturdays, Sundays, and holidays.</p> <p>Shift Schedule: 7:00 AM – 7:00 PM 7:00 PM – 7:00 AM Quantity: 2 security personnel Place of Delivery: 3rd Floor, Limketkai Module-2 BPO & Cyberpark Bldg., Rosario Crescent, Limketkai Center, Cagayan de Oro City, Misamis Oriental 9000 Period of Delivery: April 1, 2025 – December 31, 2025</p> <p>(Slide #25-28 in the PowerPoint presentation)</p>
<p>Technical Specifications</p>	<p>Ms. Balagbis discussed the technical specifications for the procurement of security services, highlighting the key requirements and qualifications that must be met by the winning bidder.</p> <p>For stability, the security agency must have at least five years of experience in frontline security services. It must have provided security services to at least three government or financial institutions within the past five years and should employ at least fifty security personnel. In terms of liquidity, the contractor must have a minimum of ₱500,000 in current assets minus taxes and current liabilities, based on the latest balance sheet as of December 31, 2023. The submission of an audited financial statement is required. The agency's organizational capability must comply with Appendix A of RA 5485, which</p>

mandates the organizational structure of private security agencies. A company profile must also present an organizational chart.

For key personnel, they must have training in law enforcement or security management or be a former commissioned officer of the AFP with at least three years of experience in private security administration. The company profile must also include the CVs of key personnel. Additionally, each security guard must possess a license duly issued by the PNP-SOSIA. A monthly disposition report stamped "Received" by the PNP-SOSIA for December 2024 is also a requirement.

Regarding resources, the security agency must have at least twenty-five licensed firearms, and a signed statement listing these firearms must be included in the company profile. The agency must also employ at least fifty licensed security guards, with the monthly disposition report stamped "Received" by the PNP-RCSU for December 2024 submitted as proof.

The security plan must be submitted upon receipt of the Notice of Award and must be specifically tailored for PSA, particularly for areas with content services. The plan should include general security guidelines for personnel and physical resources, a disaster control and preparedness plan, counterterrorism and sabotage measures, and precautionary security guidelines for catastrophic incidents such as fire, bomb explosions, gas leaks, typhoons, earthquakes, and other force majeure events.

The minimum qualifications for security guards require that they be Filipino citizens, at least 21 years old, and licensed security guards. They must be physically fit, as certified by a medical certificate, and must have at least one year of experience in security services. Additionally, they must undergo a required neuropsychiatric and drug test from a PNP-accredited testing center. They must also have no derogatory records and must submit the latest NBI clearance and other supporting documents. Security guards are required to have relevant training in firearm handling, firefighting, rescue operations, first aid and evacuation, and crowd dispersal and control. Furthermore, they must undergo basic customer service training. Upon receiving the Notice of Award, the service provider is required to submit a sworn statement attesting compliance with these requirements to PSA-RSSO 10.

The security agency must also provide necessary equipment for each security guard, including a complete uniform, a valid licensed service firearm (9mm caliber) with at least seven live bullets, a metal detector for each office, flashlights with batteries for each guard on duty, a nightstick for each guard on duty, a watchman's clock for regular monitoring, handcuffs, a medical kit, a whistle, and a steel firearm box with a lock for each office.

For the scope of work, the security agency is responsible for providing security guards to ensure the protection of the rights and interests of PSA-RSSO X, including office buildings, furniture, equipment, and other facilities, against theft, pilferage, robbery, arson, and other unlawful acts. The agency also agrees to provide security and assistance to PSA officials and employees in the discharge of their official duties. Security guards are required to maintain daily time records using the PSA-RSSO X field offices' electronic time recorder, which will support the agency's claim for payment of services.

Additionally, security guards must record all incoming and outgoing official equipment, supplies, materials, and properties, ensuring that copies of duly approved gate passes are kept on file. A written report must be submitted to the Chief Administrative Officer or Provincial Chief Statistical Specialist within twenty-four hours if any PSA-RSSO X property is removed without an approved gate pass. They must also log all incoming and outgoing vehicles in a designated logbook and allow visitors into office premises only

	<p>upon proper identification, requiring them to fill out the visitor's logbook and wear a visitor ID.</p> <p>Security guards must also record all trips of service vehicles and keep copies of duly approved trip tickets. Furthermore, they are expected to enforce and comply with all orders, instructions, and memoranda issued by the Chief Administrative Officer or Provincial Chief Statistical Specialist, as long as they are relevant to their security functions. Ms. Balagbis emphasized the importance of strict compliance with these technical specifications and security measures to ensure the safety and protection of PSA-RSSO X offices, personnel, and assets.</p>
<p>Clarifications raised and Agreements</p>	<p>Ms. Balagbis together with the ROBAC members discussed the following as per clarifications raised by the prospective bidder:</p> <p>Ms. Gayomali sought clarification regarding the procurement of security services for Misamis Occidental. She stated that they currently require only one shifting schedule since their office is located inside the mall, eliminating the need for security personnel during the night shift when the mall is closed.</p> <p>Mr. Gimeno raised a point of order, emphasizing that ROBAC should address questions from the bidders.</p> <p>Mr. Delarosa of Renjamel Security Agency Corp. inquired whether the agency fee should be anchored on RA 11917, which mandates a minimum of 50%. He also asked if a bidder offering less than 20% would be automatically disqualified.</p> <p>Mr. Gimeno responded by stating that the agency, including its administrative fee, complies with the provisions of the Republic Act. He further confirmed that this concern had also been raised during the previous year's pre-bid conference. ROBAC affirmed that compliance with the set minimum of 20% is required. Any bid with an agency fee lower than 20%, including in the form of a discount, would result in automatic disqualification during the recalculation and even at the opening of bids, as the computation is typically conducted on-site.</p> <p>Regarding the submission of technical components, a bidder asked whether it would be acceptable to submit only one copy for all lots (Lots 1 to 6). Mr. Gimeno clarified that if the documents are presented collectively for all lots, a single submission is sufficient. However, for the securing declaration or any form of bid security in the amount indicated in the bid datasheet, separate submissions per lot are required, including the bid form.</p> <p>Mr. Ramos from Rover Eagle requested clarification on the submission timeline for the security management plan. He referenced the instruction stating that the security management plan should be submitted upon issuance of the Notice of Award. He asked for an explanation of the timeframe in which the plan should be submitted, considering that conducting security surveys across different PSA stations is necessary before formulating the plan. ROBAC responded that they would review the concern.</p> <p>Mr. Ramos also sought clarification on the submission of audited financial statements. He asked whether the submission of financial statements covering the year 2022 would be also required. Mr. Gimeno clarified that financial statements for the previous year (2022) must be submitted alongside the 2023 financial statements to allow a comparative review.</p> <p>A follow-up question was raised regarding the requirement that the audited financial statement should not be later than two years from the date of the opening of bids. Given that the bid opening is on 17 February, 2025, the two-year period would cover 17 February, 2023, and 17 February, 2024. This timeline suggests that only the financial statement for 2023, filed in 2024, should be required. Mr. Gimeno confirmed that the acceptable submission for compliance is the audited financial statement for 2023. Mr.</p>

Ramos reiterated that the submission should include the 2023 and 2024 financial statements, aligning with the guidelines. Mr. Delarosa agreed with Mr. Ramos and referenced relevant clauses in the presented documents.

Another bidder, Mr. Alaan asked whether they needed to pay for the bid documents again, given that this was their second attempt after a failed and reposted bid. Mr. Gimeno confirmed that PSA's usual practice is to require bidders to repurchase bid documents following a failed bidding process.

A bidder from Telstar inquired about the required number of copies for technical documents, asking whether three copies should be submitted per lot. Mr. Gimeno referenced an earlier clarification, stating that bidders must submit the original document along with two photocopies. However, if a bidder possesses only one original document, photocopies should suffice. He reiterated that three copies of technical documents are required for all lots. Additionally, the securing declaration must be submitted separately, sealed, and signed.

Ms. Balagbis reminded bidders that financial bid forms must be prepared and sealed separately per lot.

Mr. Ramos raised a rejoinder regarding the submission of copies of the bidding documents. He noted that the bidding documents and instructions downloaded from the PSA website state that bidders are required to submit only one copy, but this instruction was not reflected in the bid datasheet. He requested clarification to prevent technical inconsistencies. Mr. Gimeno acknowledged the inconsistency and stated that it would be reviewed.

Mr. Ramos also sought clarification regarding the cost breakdown under Section 9. He pointed out that the bidding documents indicate 286.1 days for computing the average pay, whereas, based on Presidential Proclamations 729 and 727, his calculations yielded 288.4 days. He outlined the computation, which included 275 working days, 11 regular holidays, and additional special non-working holidays.

Mr. Gimeno responded that holidays such as Eid'l Fitr and Eid'l Adha were not included in the calculation since they follow the lunar calendar and do not have fixed dates. However, he assured that this concern would be noted.

Another query was raised regarding the computation of SSS premiums. The SSS premium listed in the bidding documents was ₱2,175, which appeared to include both employer and employee contributions. The bidder sought clarification on whether the cost breakdown should reflect only the employer's contribution. He also inquired whether, if the entire amount was included, security agencies would be required to deduct SSS contributions from their personnel's salaries.

Ms. Balagbis responded that the concern was noted and would be discussed further with ROBAC. She assured that any necessary corrections would be addressed through a supplemental bid bulletin. She also acknowledged that adjustments to the 288.4-day computation could impact PhilHealth and SSS contributions, which would also be reviewed.

Finally, a request was made for notification should any changes be made to the bidding requirements, particularly those affecting the total number of days and contribution computations.

When everyone agreed and no questions and further clarifications were raised, the pre-bid conference then adjourned at 02:51 PM.

Prepared by:


JOY E. LLIDO
ROBAC Secretariat Member

Reviewed by:


GENELYN B. LASPOBRES
ROBAC Secretariat Head

Approved by:


SARAH B. BALAGBIS
ROBAC Vice-Chairperson & Presiding Officer



Procurement of Security Services for the Philippine Statistics Authority-X (PSA-X) Field Offices

PB No. 2025-01

Pre-Bid Conference
PSA X Conference Room
05 February 2025



Outline

- Procurement Timetable
- Scope of Bid
- Eligibility Criteria
- Technical Component of the Bid
- Financial Component of the Bid
- Bid Payment
- Bid Document Fee
- Instructions to Bidders
- General Conditions of the Contract
- Special Conditions of the Contract
- Schedule of Requirements
- Technical Specifications

Procurement Timetable

Activity	Schedule
Pre-bid Conference	05 February 2025, 1:30 P.M.
Deadline of Submission of Bids	17 February 2025, 12:00 noon
Opening of Bids	17 February 2025, 1:30 P.M.
Bid Evaluation	18-19 February 2025
Post-Qualification	20-25 February 2025, 9:30 A.M
Recommending Award / NOA	26 February 2025
Contract Preparation and Signing	10 March 2025
Issuance of Notice to Proceed	11 March 2025
Delivery Deadline	01 April 2025
Contract Period	01 April 2025 – 31 December 2025

Scope of Bid

Lot	Description	ABC
1	Security Services for the Regional Statistical Services Office X (Cagayan de Oro City)	One Million Three Hundred Seventy-Nine Thousand Seventy-Two Pesos and 33/100 Only (PhP1,379,072.33)
2	Security Services for the Province of Bukidnon (Malaybalay City)	Six Hundred Eighty-Two Thousand One Hundred Eighty-Four Pesos and 52/100 Only (PhP682,184.52)
3	Security Services for the Province of Camiguin (Mambajao)	Six Hundred Sixty Thousand One Hundred Twenty-Two Pesos and 57/100 Only (PhP660,122.57)
4	Security Services for the Province of Lanao del Norte (Iligan City)	Six Hundred Ninety-Nine Thousand Seven Hundred One Pesos and 50/100 Only (PhP699,701.50)
5	Security Services for the Province of Misamis Occidental (Ozamiz City)	Six Hundred Eighty-Two Thousand One Hundred Eighty-Four Pesos and 52/100 Only (PhP682,184.52)
6	Security Services for the Province of Misamis Oriental (Cagayan de Oro City)	Six Hundred Eighty-Two Thousand One Hundred Eighty-Four Pesos and 52/100 Only (PhP682,184.52)
Sum of ABC of all Lots		Four Million Seven Hundred Eighty-Five Thousand Four Hundred Forty-Nine Pesos and 96/100 Only (PhP4,785,449.96)



Eligibility Criteria

- Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- Bidders should have completed, within the **last three (3) years (earliest project: 17 February 2022)** from the date of submission and receipt of bids, a contract similar to the Project.
- The Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to at **least fifty percent (50%) of the ABC**.

Eligibility Criteria

- The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder **(equal to the ABC of the lots to be bid)**.
- For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

Subcontracts

- Subcontracting is not allowed.

Clarification and Amendment of Bid Document

- Clarifications must be in writing and received at the PE's address or via email, at least ten (10) calendar days (*07 February 2025*) before the deadline set for the submission and receipt of bids.

Technical Component of the Bid (Envelope 1)

- a. Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR;
- b. Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; (*follow prescribed template and supporting documents such as NOA or PO are required*) and
- c. Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents (*follow prescribed template and supporting documents such as End User Acceptance or Official Receipt or Sales Invoice are required*); and
- d. Original copy of Bid Security (*separate for each lot*). If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission **or** Original copy of Notarized Bid Securing Declaration; and

Technical Component of the Bid (Envelope 1)

- e. Conformity with the Technical Specifications Specifications (**accomplished Section VII, each page must be signed**), which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; and
- f. Original duly signed Omnibus Sworn Statement (OSS) and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.
- g. The prospective bidder's computation of Net Financial Contracting Capacity (NFCC) (*values in the computation must be consistent with the audited FS*) (See Section IX for the template); or A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

- All documents that form part of the Technical bid shall be enclosed in one envelope and duly marked as "TECHNICAL COMPONENT".

Financial Component of the Bid

- a. Original of duly signed and accomplished Financial Bid Form; (See Section IX for the template); and
- b. Original of duly signed and accomplished Price Schedule(s) (See Section IX for the template);

- All pages of the Financial Bid must be **duly signed** by the Proprietor or its authorized representative, **accompanied with a written authority**.
- Financial bid forms must be prepared and sealed separately per lot.
- There should be no blank fields. If no price is indicated, the same shall be considered as **non-responsive** and will be automatically disqualified. **Specify if it is offered for free by indicating dash (-) or zero (0)**.
- All documents that form part of the Financial bid shall be enclosed in one envelope and duly marked as “FINANCIAL COMPONENT”.

Instruction to Bidders

Bid Security

- The Bidder shall submit a Bid Securing Declaration (*template provided in the Section IX of the Bid Document*) or any form of Bid Security in the amount indicated in Bid Data Sheet under ITB Clause No. 14.1.
 - a. if bid security is in cash, cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit;

Lot No.	Description	Bid Security in Pesos (2%)
1	Security Services for the Regional Statistical Services Office X (Cagayan de Oro City)	Twenty-Seven Thousand Five Hundred Eighty-One Pesos and 45/100 (PhP27,581.45)
2	Security Services for the Province of Bukidnon (Malaybalay City)	Thirteen Thousand Six Hundred Forty-Three Pesos and 69/100 (PhP13,643.69)
3	Security Services for the Province of Camiguin (Mambajao)	Thirteen Thousand Two Hundred Two Pesos and 45/100 (PhP13,202.45)
4	Security Services for the Province of Lanao del Norte (Iligan City)	Thirteen Thousand Nine Hundred Ninety-Four Pesos and 03/100 (PhP13,994.03)
5	Security Services for the Province of Misamis Occidental (Ozamiz City)	Thirteen Thousand Six Hundred Forty-Three Pesos and 69/100 (PhP13,643.69)
6	Security Services for the Province of Misamis Oriental (Cagayan de Oro City)	Thirteen Thousand Six Hundred Forty-Three Pesos and 69/100 (PhP13,643.69)

Instruction to Bidders

Bid Security

b. if bid security is in Surety Bond.

Lot No.	Description	Bid Security in Pesos (5%)
1	Security Services for the Regional Statistical Services Office X (Cagayan de Oro City)	Sixty-Eight Thousand Nine Hundred Fifty-Three Pesos and 62/100 (PhP68,953.62)
2	Security Services for the Province of Bukidnon (Malaybalay City)	Thirty-Four Thousand One Hundred Nine Pesos and 23/100 (PhP34,109.23)
3	Security Services for the Province of Camiguin (Mambajao)	Thirty-Three Thousand Six Pesos and 13/100 (PhP33,006.13)
4	Security Services for the Province of Lanao del Norte (Iligan City)	Thirty-Four Thousand Nine Hundred Eighty-Five Pesos and 08/100 (PhP34,985.08)
5	Security Services for the Province of Misamis Occidental (Ozamiz City)	Thirty-Four Thousand One Hundred Nine Pesos and 23/100 (PhP34,109.23)
6	Security Services for the Province of Misamis Oriental (Cagayan de Oro City)	Thirty-Four Thousand One Hundred Nine Pesos and 23/100 (PhP34,109.23)

- The Bid and bid security shall be valid until **16 June 2025** from the date of opening of bids. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive

Sealing and Marking of Bids

- Each Bidder shall submit one envelope containing two sub-envelopes bearing the original copies of the first and second components of its Bid. The sub-envelopes must also be duly marked “TECHNICAL COMPONENT” and “FINANCIAL COMPONENT”.
- The Financial Bid Proposal sub-envelope must contain separately sealed (**could be in a white envelope**) financial bid forms and must duly marked as “BID FORM FOR <Lot No. of the participated lot>.”

Bid Evaluation

- Partial bid is allowed. Bidders may submit a proposal on any of the lots, and evaluation will be undertaken on a per lot or item basis, as the case maybe.
- The Procuring ROBAC shall immediately conduct a detailed evaluation of all Bids rated “*passed*,” using non-discretionary pass/fail criteria. In case of clarifications of the submitted bid, the ROBAC, through the Secretariat, will ask the bidder in **writing**. All responses to clarification shall be in writing.

Clarification and Amendment of Bid Document

- Clarifications must be in writing and received at the PE's address or via email, at least ten (10) calendar days before the deadline set for the submission and receipt of bids.

Subcontracts

- Subcontracting is not allowed.

Bid Payment

- Payment for Bid Documents can be made at PE's given address or via Bank Transfer to the following account:

Account Name: PSA Trust Fund

Account Number: 2412 1028 11

Bank: Landbank of the Philippines

Account Branch: Velez Branch

- In case of bank transfer, notify PSA-X by sending a copy of the Bank Transfer Form to rso10bac@psa.gov.ph.



Bid Document Fee

ABC	Price of Bidding Documents (in PhP)
500,000 and below	500.00
More than 500,000 up to 1 Million	1,000.00
More than 1 Million up to 5 Million	5,000.00
More than 5 Million up to 10 Million	10,000.00

Post-Qualification

- Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the BDS.

- The following are the additional requirements during post-qualification process:
 1. Authenticated photocopy of valid/regular 2024 License to Operate issued by PNP Security Agencies and Guards Supervision Division (SAGSD) under R.A 5487 known as Private Security Agency Act.
 2. Certification of the Firearms Long Regular Registration (LRR) with attached Monthly Disposition Report for the month of December 2024 indicating the list of the licensed guards, license number and expiry dates stamped received by the Philippine National Police Regional Civil Security Unit.
 3. DOLE X Certification of No Pending Case as of 16 February 2025.
 4. Certification under Oath that anyone of its security guards have no pending criminal case in the crime committed while on duty.
 5. Certification under Oath that the Agency should not have done any act of inimical to the interest of the PSA.

Signing of the Contract

- The winning bidder shall post the required Performance Security and enter into contract with the Procuring Entity within ten (10) calendar days from receipt of the Notice of Award.

However, requests the winning bidder to submit the signed contract as soon as possible and not wait for the allotted 10 days, considering the tight timetable of this procurement project.

Form Templates

- NFCC Computation
- Omnibus Sworn Statement
- Bid Securing Declaration Form
- Bid Form for the Procurement of Goods
- Price Schedule
- List Of All Ongoing Government And Private Contracts Including Contracts Awarded But Not Yet Started
- Statement of Single Largest Completed Contract (SLCC)

Provided in Section IX of the Bid Documents.

- All these forms can be downloaded from <https://tinyurl.com/yc3efnrj>

Performance Security

- Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.

Delivery

- The delivery of services under the terms applicable to this Contract are to be made at the project sites of PHILIPPINE STATISTICS AUTHORITY X Regional and Provincial Offices, not to exceed (1) day from the exact time specified in the Notice to Proceed to the winning bidder.



General Conditions of the Contract



Delivery

PROJECT SITE	PSA REPRESENTATIVE	DELIVERY ADDRESS
<i>PSA RSSO X Cagayan de Oro City</i>	<i>Janith C. Aves, CE, DM Contact Number: 09178219152 (088) 291-1672</i>	3 rd floor Limketkai Module-2 BPO and Cyberpark Bldg. Rosario Crescent, Limketkai Center Brgy 31, Cagayan de Oro City
<i>PSA Bukidnon Malaybalay City, Bukidnon</i>	<i>Maria Evangeline N. Non Contact Number: 09368050850</i>	2 nd Floor Ramos Bldg., Purok 2, Landing, Barangay Casisang, Malaybalay City, Bukidnon
<i>PSA Camiguin Mambajao, Camiguin</i>	<i>Francisco C. Galagar, Jr. Contact Number: (088) 889-0773</i>	B&I Building, Purok 6, Yumbing, Mambajao, Camiguin Province 9100



General Conditions of the Contract

Delivery

PROJECT SITE	PSA REPRESENTATIVE	DELIVERY ADDRESS
<i>PSA Lanao del Norte Iligan City</i>	<i>Osler M. Mejares</i> <i>Contact Number:</i> <i>(063) 221-3275</i> <i>(063) 221-6433</i>	Barnuevo Building, Badelles St. Ext. Pala-o, Iligan City, Lanao del Norte
<i>PSA Misamis Occidental Ozamiz City</i>	<i>Julieta M. Nacario</i> <i>Contact Number:</i> <i>(088) 521-0901</i> <i>09700814658</i>	G/F Gaisano Mall Southwing, Port Road Corner 15 De Noviembre St. Ozamiz City
<i>PSA Misamis Oriental Cagayan de Oro City</i>	<i>Maria Liza M. Bigornia</i> <i>Contact Number:</i> <i>09959050653</i>	3 rd Floor Limketkai Module 2 BPO & Cyberpark Bldg., Rosario Crecent, Bgy. 31, Cagayan de Oro City, Misamis Oriental



Terms of Payment

For the given scope of work in this Contract as specified in the Section VII Technical Specifications, all quoted prices are considered fixed for the term of one year and therefore not subject to price escalation during the contract implementation, except for the following:

- Increase in minimum daily wage pursuant to law or new wage order issued after the date of bid opening;
- Increase in taxes (if any); and
- If during the term of the contract, PSA sees the need for an increase or decrease in the number of security guards, the resulting cost of said increase or decrease, shall not exceed the ABC for the relevant year.



Terms of Payment

- ❖ Payment shall be made within fifteen working days upon complete submission of the following documents:
 - DTR of all security personnel signed by the duly authorized representative of the AGENCY;
 - Proof of previous month remittances to SSS, Philhealth and PAG-IBIG together with transmittal sheet with stamped received by the said agencies;
 - Certified photocopy of the signed payroll of the security guards assigned covering the preceding half-month. It is understood that this measure is to check whether the security guards have been paid for individual services rendered in accordance with the stipulation herein agreed upon and to ensure the security guards morale in the performance of their functions.
 - Invoice of Billing or Statement of Account for the period covered.

Inspection and Tests

- The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the SCC, Section IV (Technical Specifications) shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

Special Conditions of the Contract

as stated in the Bidding Documents



Schedule of Requirements

Lot	Description	Quantity	Place of Delivery/ Period of Delivery
1-RSSO X	<p>Nine (9) months’ supply of security services for seven (7) days’ work, rendering at least eight (8) hours duty daily, including Saturdays, Sundays and holidays</p> <p>Shifts Schedule: 6:00AM – 2:00PM (1) 2:00PM – 10:00PM (1) 10:00PM – 6:00AM (1)</p>	3	<p>3rd Floor Limketkai Module 2 BPO & Cyberpark Bldg, Rosario Crescent, Limketkai Center, Cagayan de Oro City, Misamis Oriental 9000</p> <p>April 1, 2025 to December 31, 2025</p>
	<p>Nine (9) months’ supply of security services for seven (7) days’ work, rendering at least twelve (12) hours duty daily, including Saturdays, Sundays and holidays</p> <p>Shifts Schedule: 7:00AM – 7:00PM (1) 7:00PM – 7:00AM (1)</p>	2	<p>Ground Floor Limketkai Module 2 BPO & Cyberpark Bldg, Rosario Crescent, Limketkai Center, Cagayan de Oro City, Misamis Oriental 9000</p> <p>April 1, 2025 to December 31, 2025</p>



Schedule of Requirements

Lot	Description	Quantity	Place of Delivery/ Period of Delivery
2- Bukidnon	<p>Nine (9) months supply of security services for seven (7) days' work, rendering at least twelve (12) hours duty daily, including Saturdays, Sundays and holidays</p> <p>Shifts Schedule: 7:00AM – 7:00PM (1) 7:00PM – 7:00AM (1)</p>	2	2nd Floor Ramos Bldg., Purok 2, Landing, Barangay Casisang, Malaybalay City, Bukidnon 8700 April 1, 2025 to December 31, 2025
3- Camiguin	<p>Nine (9) months supply of security services for seven (7) days' work, rendering at least twelve (12) hours duty daily, including Saturdays, Sundays and holidays</p> <p>Shifts Schedule: 8:00AM – 8:00PM (1) 8:00PM – 8:00AM (1)</p>	2	E&I Building, Purok 6, Yumbing, Mambajao, Camiguin Province 9100 April 1, 2025 to December 31, 2025



Schedule of Requirements

Lot	Description	Quantity	Place of Delivery/ Period of Delivery
4- Lanao del Norte	<p>Nine (9) months supply of security services for seven (7) days' work, rendering at least eight (8) hours duty daily, including Saturdays, Sundays and holidays</p> <p>Shifts Schedule: 6:00AM – 2:00PM (1) 2:00PM – 10:00PM (1) 10:00PM – 6:00AM (1)</p>	<p>3</p>	<p>Barnuevo Building, Badelles St. Extension, Pala-o, Iligan City, Lanao del Norte 9200</p> <p>April 1, 2025 to December 31, 2025</p>
5- Misamis Occidental	<p>Nine (9) months supply of security services for seven (7) days' work, rendering at least twelve (12) hours duty daily, including Saturdays, Sundays and holidays</p> <p>Shifts Schedule: 7:30AM – 7:30PM (1) 7:30PM – 7:30AM (1)</p>	<p>2</p>	<p>G/F Gaisano Southwing, Port Road, Ozamis City, Misamis Occidental 7200</p> <p>April 1, 2025 to December 31, 2025</p>



Schedule of Requirements

Lot	Description	Quantity	Place of Delivery/ Period of Delivery
6- Misamis Oriental	<p>Nine (9) months supply of security services for seven (7) days' work, rendering at least twelve (12) hours duty daily, including Saturdays, Sundays and holidays</p> <p>Shifts Schedule: 7:00AM – 7:00PM (1) 7:00PM – 7:00AM (1)</p>	<p>2</p>	<p>3rd Floor Limketkai Module 2 BPO & Cyberpark Bldg, Rosario Crescent, Limketkai Center, Cagayan de Oro City, Misamis Oriental 9000</p> <p>April 1, 2025 to December 31, 2025</p>



Technical Specifications

Item	Specification
1	STABILITY
	a. Years of Experience
	at least five (5) years experience in front line security service
	Has provided security services to at least three government or financial institution for the past five years
	With at least 50 security personnel
	b. Liquidity of the Contractor:
	At least PhP500,000.00 (Current Assets minus stocks minus current liabilities based on latest Balance Sheet as of December 31,2023) <i>Submission of Audited Financial Statement is a requirement.</i>
	c. Organizational Set-up:
	Organizational capability of the security agency shall be based on its compliance with Appendix A (Organizational Structure of Private Security Agencies) of RA 5487 <i>Company Profile must present the Organizational Chart.</i>



Item	Specification
	<p>Key personnel must have a training on law enforcement/security management or a former Commissioned Officer/NCO of the AFP for with at least three years in private security administration <i>Company Profile must present CV of key personnel.</i></p>
	<p>All security guard must possess license duly issued by the PNP-SOSIA . <i>Monthly Disposition Report stamped received by PNP-SOSIA for December 2024 is a requirement.</i></p>
2	RESOURCES
	<p>Number of Licensed Firearms: at least 25 <i>Company Profile must present signed statement of list of licensed firearms.</i></p>
	<p>Number of Licensed Guard: at least 50 <i>Monthly Disposition Report stamped received by PNP-RCSU for December 2024 is a requirement.</i></p>
3	SECURITY PLAN (to be submitted upon Notice of Award)
	<p>Submit a security plan tailored fit for PSA especially areas with frontline services. It shall provide safety, precautionary and/or preventive and remedial measures based on the following criteria: General Security Guidelines (for personnel and physical resources)</p>
	Disaster Control and Preparedness Plan
	Terrorism and Sabotage



Item	Specification
	Precautionary Measures
	Security Guidelines during and allied Catastrophic incidents: fire, bomb explosion, gas leakage, etc.
	Typhoon
	Earthquake
	Other Force Majeure
4	MINIMUM QUALIFICATION OF SECURITY GUARD
	Must be a Filipino Citizen
	Not less than 21 years old
	Must be a licensed Security Guard
	Physically fit (With medical certificate as supporting document)
	At least high school graduate
	With at least 1 year experience in security services
	Pass the required neuro-psychiatric and drug test conducted by PNP-accredited testing center
	No derogatory record (With latest NBI Clearance as supporting document)
	With relevant training on handling firearms, firefighting, rescue operation, first aid, evacuation and crowd dispersal and control

Item	Specification
	With relevant training on basic customer service
	The Service Provider, upon receipt of the Notice of Award, shall be required to submit to PSA-RSSO X a sworn statement attesting the compliance with the foregoing.
5	MINIMUM REQUIREMENT OF SECURITY EQUIPMENT
	Complete uniform
	Valid Licensed Service Firearms (9mm caliber, at least 7 live bullets) for each guard on duty
	Metal detector for each office
	Flashlights with batteries for each guard on duty
	Night stick for each guard on duty
	Watchman's Clock (prepare regular monthly monitoring report by Security Agency to PSA X of guards-on-duty)
	Handcuffs for each guard on duty
	Medical Kit for each guard on duty
	Whistle for each guard on duty
	Steel firearms box with lock for each office



Item	Specification
6	SCOPE OF WORK
	<p>The AGENCY agrees to provide the security guards for the protection and security of the rights and interest, office buildings, furniture, equipment and other facilities of the PSA-RSSO X field offices against theft, pilferage, robbery, arson and other unlawful acts that may be committed against the latter. Likewise, the AGENCY agrees to provide security and assistance to the officials and employees of the PSA-RSSO X while in the discharge of their official duties and responsibilities. The security guards so posted shall maintain duly verified daily time records using the electric time recorder of the PSA-RSSO X field offices, which shall support the claim for payment of services rendered.</p>
	<p>Record all incoming and outgoing official equipment, supplies, materials, and properties, and keep on file copies of duly approved gate passes. A written report shall be submitted to the Chief Administrative Officer or Provincial Chief Statistical Specialist within twenty-four (24) hours if any property belonging to the PSA-RSSO X field offices shall be brought without duly approved gate pass.</p>
	<p>Security guards shall record all incoming and outgoing vehicles in their logbook.</p>
	<p>Security guards shall allow visitors in the office premises only upon proper identification and shall require them to properly fill out the visitor's logbook and wear the field offices' visitor's ID.</p>
	<p>Security guards shall record all trips of service vehicles and file one copy of each duly approved trip ticket.</p>
	<p>Security guards shall enforce and obey all orders/instructions/memoranda issued by the Chief Administrative Officer or Provincial Chief Statistical Specialist, which are relevant to their functions.</p>



Thank you!



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