



Bid Notice Abstract

Invitation to Bid (ITB)

Reference Number 10417452
Procuring Entity OFFICE OF TRANSPORTATION COOPERATIVES
Title Procurement of Security Services for CY 2024 for the Office of Transportation Cooperatives
Area of Delivery Metro Manila

Solicitation Number:	GEPS 2023-012	Status	Awarded
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Public Bidding	Associated Components	1
Classification:	Goods - General Support Services		
Category:	Security Services	Bid Supplements	0
Approved Budget for the Contract:	PHP 382,000.00		
Delivery Period:	1 Year/s	Document Request List	3
Client Agency:			
Contact Person:	Ariel G. Tinio BAC Secretariat 5th Floor Main, Ben-Lor Bldg., 1184 Quezon Avenue, Brgy. Paligsahan, Quezon City Metro Manila Philippines 1103 63-2-83329315 63-2-83329313 bacsecretariat@otc.gov.ph	Date Published	13/12/2023
		Last Updated / Time	13/12/2023 00:00 AM
		Closing Date / Time	20/12/2023 10:00 AM

Description

Terms of Reference for the Procurement of Security Services for CY 2024

A. OBJECTIVE

To acquire a reputable Security Services Provider that will provide the following:

1. Help protect the properties of the client, as well as those owned by officers, employees, residents, and visitors against theft, robbery and other unlawful acts by malefactors and strangers;
2. Help protect the lives of officers, staffs and visitors from possible harm and danger;
3. Help the client implement their rules and regulations;
4. Assist in the formulation of Recovery Program for clients;
5. Help maintain peace and order within premises;
6. Provide assistance during special programs; and
7. Responsible for the monitoring and review of CCTV footages.

BACKGROUND: Pursuant to the updated 2016 Revised Implementing Rules and Regulations of the Republic Act 9184 this Procurement Project is undertaken through EPA Appendix 31 Guidelines on the Implementation of Early Procurement Activities (EPA)

B. SECURITY PERSONNEL

The security personnel must have the ability and capability of handling situational cases that might arise unexpectedly. Likewise, the security personnel must be known for their courteous, tactical and diplomatic manner in dealing with the general public; and also, for being honest and helpful.

Part of the Security Service Provider's strategic measure for its manpower complement is to brief its security staff on their respective duties. They must conduct pre-posting briefings on all the guards to be assigned in order that they would have working

knowledge of the job.

C. SECURITY EQUIPAGE

The Security Provider shall provide OTC with the following equipment whenever the need for such occurs:

I. FIREARMS

.38 Caliber Revolver and/or .12 Gauge Shotgun

II. AMMUNITION

Sufficient load and reserve

III. COMMUNICATION EQUIPMENT

Handheld Radio Transceivers/Megaphone

IV. METAL DETECTORS

V. STUN GUNS

VI. HANDCUFFS/ SPECIAL HANDCUFFS

VII. TRUNCHEONS/WHISTLES

VIII. TEAR GAS

IX. FLASHLIGHTS/LOGBOOKS

X. MEDICAL KIT

D. SECURITY REPORT

The Service Provider will furnish the Client, a written report of all results of inspection undertaken by the security staff. Likewise, a monthly report summarizing the activities of the security force during the period will be submitted not later than the 10th day of the following month. A month before the end of Contract Year, the Service Provider will provide the Client, a copy of Security's Annual Report that include, among others, the security accomplishment and contribution to the growth of the Client, observations, recommendations and directions for the forthcoming year which will benefit the agency. In addition, the agency, from time to time, will continue to provide assistance in the pursuit of the Clients' goals and objectives through continuous dialogue of its officers with the Management of the client, regarding major issues/problems highlighted in the security report which solutions to the problems will be resolved and the Client will be assured that the In-house rules and regulations are effectively and efficiently carried out.

E. BUDGET

The engagement of a Security Agency shall be for twelve (12) months for one (1) security personnel from the period of January 2024 to December 2024. The total Budget for Security Services for said engagement is Three Hundred Eighty-two Thousand Pesos (P382,000.00)

F. MODE OF PAYMENT

Payment for the Services shall be processed within one (1) week from the receipt of the monthly billing with complete attachments and supporting documents through List of Due and Demandable Accounts Payable (LDDAP)/ Advice and Debit of Allotment (ADA) preferably Land Bank of the Philippines. If other banks, the security service provider will shoulder the bank's service charge.

G. BASIS FOR THE AWARD OF CONTRACT

Evaluation and Award of Contract shall be in accordance with the provisions of RA 9184.

H. PLACE OF ASSIGNMENT

The Security personnel will be assigned and stationed at the Office of Transportation Cooperatives premises.

I. DURATION OF WORK

The duty of the security personnel will start at 6:00 AM until 6:00 PM rendering twelve (12) regular working hours from Monday to Friday.

For further information, please refer to:

OTC BAC SECRETARIAT

Office of Transportation Cooperatives

5th Floor Main, Ben-Lor Building, 1184 Quezon Avenue, Brgy. Paligsahan, Quezon City 1103

Tel. No.: 8332-93-15

Telefax No.: 8332-93-11

Please send your five (5) sets of copies of documents and quotation/proposal via a sealed envelope.

A. Envelope #1 - Legal Documents:

1. Latest Mayor's/Business permit,
2. Audited Financial Statement stamped received by the BIR,
3. PhilGEPS Platinum Certificate of Registration,
4. Revised Omnibus Sworn Statement (Notarized).

B. Envelope #2 - Technical Document

1. Single Largest Completed Contract (SLCC)

C. Envelope # 3 - Financial Proposal/Bid Quotation.

Reservation Clause: Pursuant to Section 41 of the IRR of R.A. 9184, the procuring entity reserves the right to 1) reject bids, 2) declare a failure of bidding, and 3) not to award the contract without incurring any liability if the funds/allotments for said program/project/activity have been withheld or reduced through no fault of its own.

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Security Service	Procurement of Security Services for CY 2024	1	Package	382,000.00

Created by Ariel G. Tinio

Date Created 12/12/2023

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