



Bid Notice Abstract

Invitation to Bid (ITB)

Reference Number 11620672
Procuring Entity OFFICE OF TRANSPORTATION COOPERATIVES
Title Procurement of Security Services for CY 2025 for the Office of Transportation Cooperatives.
Area of Delivery Metro Manila

Solicitation Number:	GEPS-2024-021	Status	Awarded
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Public Bidding	Associated Components	2
Classification:	Goods - General Support Services		
Category:	Security Services	Bid Supplements	0
Approved Budget for the Contract:	PHP 405,000.00		
Delivery Period:	1 Year/s	Document Request List	6
Client Agency:			
Contact Person:	Francis Emmanuel Seres Balcita 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 bac.secretariat@otc.gov.ph	Date Published	19/12/2024
		Last Updated / Time	10/02/2025 08:49 AM
		Closing Date / Time	26/12/2024 17:00 PM

Description

Terms of Reference for the Procurement of Security Services for CY 2025.

GENERAL REQUIREMENTS

The qualifications required for the Service Provider are as follows:

1. Should have at least five (5) years of experience in providing security services to a government agency;
2. Must be a member of the Philippine Association of Detective and Protective Agency Operators (PADPAO) in good and active standing;
3. Must be a duly licensed and registered Service Contractor with the Department of Labor and Employment;
4. Must be duly registered with the Securities and Exchange Commission, Department of Trade and Industry, or Cooperative Development Authority;
5. Must be duly registered with the Social Security System (SSS), Home Development; Mutual Fund (PAGIBIG) and Philippine Health Insurance Corporation (PHILHEALTH); and
6. Must be duly registered with the Bureau of Internal Revenue.

SPECIFIC REQUIREMENTS

The Security Services Provider must be able to 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 lawful 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. Help maintain peace and order within premises, and
5. Provide assistance during special programs.

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 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.

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

1. Firearms. A .38 Caliber Revolver and/or .12 Gauge Shotgun
2. Ammunition with sufficient load and reserve
3. Communication equipment
4. Handheld Radio Transceivers
5. Handcuffs/special handcuffs
6. Truncheons/whistles
7. Tear gas
8. Flashlights/logbooks
9. Rain boots/Raincoats/Umbrellas

SECURITY REPORT. The Service Provider will furnish the Office, 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 OTC, 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 Security Service Provider, from time to time, will continue to aid in the pursuit of the OTC's 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 OTC will be assured that the In-house rules and regulations are effectively and efficiently carried out.

BUDGET

The engagement of a Security Service Provider shall be for twelve (12) months with one (1) security personnel from the period of January 2025 to December 2025. The total Budget for Security Services for said engagement is Four Hundred Five Thousand Pesos (Php 405,000.00)

MODE OF PAYMENT

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

BASIS FOR THE AWARD OF CONTRACT

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

PLACE OF ASSIGNMENT

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

DURATION OF WORK

The duty of the security personnel will start 6:00 AM and ends at 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 Services	Procurement of Security Services for CY 2025	1	Lot	405,000.00

Created by Francis Emmanuel Seres Balcita

Date Created 18/12/2024

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