

DETAILED TECHNICAL SPECIFICATION

1.0 Provision of Security Guards, Including the Submission of Security Plan

- a. Qualification of the Security Agency:
 - 1.1 Stability
 - 1.1 Years of Experience – at least three (3) years in the security business
 - 1.2 Organizational Setup – in accordance with RA No. 5487 and its Implementing Rules and Regulations
 - 1.3 With valid License to Operate from the Philippine National Police (PNP) – Supervisory Office for Security and Investigation Agencies
 - 1.4 Must be a member of the Philippines Association of Detective and Protective Agency Operators
 - 1.5 With Certificate of Registration in Accordance with Department of Labor and Employment Department Order No. 18-A, s. 2011
 - 1.2 Resources
 - 1.1 Number and Kind of Equipment and Supplies – with the minimum number and kind of equipment and supplies as specified in Item No. 2.0
 - 1.2 Number of Guards – with at least twenty (20) security guards that are organic to the Service Provider

- b. The Service Provider shall provide three (3) qualified, bonded, uniformed, highly-trained security guards, including of one (1) Security Supervisor who must meet the following requirements:
 1. With at least three (3) years of experience in Security Services;
 2. Must have completed a private security training from a government or duly registered and accredited private training institution/s;
 3. Must have undergone first-aid and basic-life support course certified by the Philippine National Red Cross;
 4. With valid license to exercise Private Security Profession;
 5. Of good moral character and must not have violated any rules and regulations under RA No. 5487 and its Implementing Rules and Regulations (IRR);
 6. Fit to work, as evidenced by a medical certificate issued within the last two (2) months (specify that the security guard is fit to work); and

- c. The Service Provider shall submit within three (3) calendar days from receipt of Notice to Proceed the employee file of each security guard with complete attachments such as, but not limited to, resume, training certificate, government-mandated clearances, medical certificate, physical and neuro-psychiatric test results.

- d. The Service Provider shall assign a Security Supervisor to monitor the performance of the security guards and handle the consolidation of daily timecards periodically in preparation for the monthly billing to the ATI-RTC VI.

The Service Provider shall ensure that security guards perform the security services in accordance with the **Security Plan to be submitted by the Service Provider as part of the technical documents**, considering the following:

- a. Security of Human Resources
- b. Security for Physical Resources
- c. Contingency Plan for Various Risks
- d. Other related security concerns

2.0 Provision of Uniform, Security Equipment, and Paraphernalia

- a. The Service Provider shall ensure that the security guards assigned to the ATI-RTC VI shall observe proper Philippine National Police Supervisory Office for Security and Investigation Agencies-prescribed uniforms.
- b. The Service Provider shall provide the following security equipment and paraphernalia, which are brand new or in good condition:

Item	Description	Quantity
1	At least one (1) set of prescribed uniform, including provision of face mask, per security guard	3 Sets
2	Nightstick/baton	
3	Whistle	
4	Flashlight	
5	First-Aid Kit	
6	Handcuffs	
7	Service Firearms - With necessary license - Security Guards who shall be handling the firearms must have prior training	one (1) firearm for every security guard or as required

3.0 Service Standards and Conditions

Deployed security guards shall be professional and courteous at all times. The expected service standards and conditions are as follows:

- a. Security guards shall at all times ensure the security of ATI-RTC VI Officials and employees, physical resources, and respond to all other security related concerns in accordance with the approved Security Plan.

- b. The Service Provider shall recommend the enforcement of policies, rules and regulations of the ATI-RTC VI and, upon the approval of the Center Director or its authorized representative, implement them in order to maintain peace and order within the ATI-RTC VI premises.
- c. Whenever required by the Center Director or the Chief of the Administrative and Finance Unit (AFU), or if deemed necessary by the Supervisor, the Service Provider shall investigate any security breach within the ATI-RTC VI premises, including the commission of any crime, and submit a report to the Center Director through the Chief of the Administrative and Finance Unit (AFU).
- d. The Service Provider shall assume full responsibility and undertake to reimburse the ATI-RTC VI for losses, damages, and injuries caused to the ATI-RTC VI's properties and personnel, which the Service Provider is bound to secure and protect.
- e. The Service Provider warrants to make available, at all times, relievers and/or replacements to ensure continuous and uninterrupted services in case of absences, and shall execute the necessary supervision over the work of its personnel.

4.0 General Conditions

- a. The ATI-RTC VI has the right to effect changes in the assignment/deployment of the security guards at any time during the contract period through a written notice to the Service Provider. Likewise, the ATI-RTC VI may increase or decrease the number of security guards as may be necessary. In such an event, any corresponding adjustment in the cost shall not exceed the contract price.
- b. The Service Provider shall not reshuffle personnel without the prior clearance/approval of the Center Director/Chief of AFU of ATI-RTC VI which hereby reserves the right to reject any proposal to reassign personnel if such reassignment is found to pose an imminent danger or prejudice to the service. It is however understood that on matters of disciplinary action toward the personnel of the Service Provider, the Chief of AFU shall cooperate with the Service Provider or vice versa by means of mutual consultation.
- c. The Service Provider shall always make available relievers and/or replacements to ensure continuous and uninterrupted services.
- d. The Service Provider agrees that the ATI-RTC VI, through the Chief of AFU, reserves the right to screen and accept or deny the deployment of any personnel recommended by the Service Provider.
- e. The Service Provider shall pay its personnel not less than the minimum wage and other benefits mandated by the laws, rules and regulations. The Service Provider shall provide the security guards their monthly pay slip containing the necessary information on it. The Service Provider shall comply with the laws governing labor standards and employee's compensation. A certificate for this purpose shall be required from the Service Provider.
- f. The Service Provider shall provide the personnel with appropriate uniforms, protective gear and ensure that they shall observe proper personal hygiene and always appear neat and clean.
- g. The Service Provider shall have at least one (1) reliever for the ATI-RTC VI available at any time to take over in case of absence of security personnel at no extra cost to the ATI-RTC VI. No trainees shall be allowed as a reliever even if they are allowed and identified as such.
- h. The Service Provider shall ensure the confidentiality of information.

- i. The duration of the contract shall commence upon the completion of the contract until December 31, 2024.

5.0 Payment Terms

- a. The Service Provider shall submit, along with the monthly billing statement, a certified true copy of duly accomplished payroll sheet, receipts, prescribed reports stamped received by SSS, Pag-IBIG, PhilHealth, and ECC as proof of remittances of employer’s and employee’s contributions for SSS, PhilHealth and Pag-IBIG premiums of the security guards assigned to the ATI-RTC VI only and the monthly security reports as prescribed in the approved Security Plan. A certificate that the Service Provider complies with the laws governing labor standards shall also be submitted.
- b. The Service Provider in the performance of its services shall secure, maintain at its own expense all registration, licenses or permits required by law, and shall comply with all pertinent rules and regulations. The Service Provider’s personnel shall take all necessary precautions for the safety of all persons and properties at or near their area of work and shall comply with all the standards and established safety regulations, rules, and practices.

6.0 Performance Review and Assessment

- a. The Service Provider shall maintain a satisfactory level of performance throughout the Contract period based on the following set of performance criteria:

	Performance Criteria	Weight
I	Conformity to Technical Requirements	(25)
II	Timeliness in the Delivery of Services	(25)
III	Behavior of Personnel (Courteous, Professional and Knowledgeable)	(20)
IV	Response to Complaints	(20)
V	Compliance with set office policies for such services	(10)
Performance Rating Passing rate: 80 points		

- b. The Chief of Administrative and Finance Unit (AFU) shall conduct a periodic review using the above-cited criteria to ensure compliance with the technical specifications, as well as with the other terms and conditions imposed by the ATI-RTC VI during the contract period.
- c. Further, the Chief of AFU shall conduct a mid-term assessment or evaluation of the Service Provider. Based on its assessment, the ATI-RTC VI may pre-terminate the contract for failure of the Service Provider to perform its

obligations thereon following the procedures prescribed under the Guidelines on Termination of Contracts issued by the Government Procurement Policy Board under Annex “I” of the Revised IRR of RA 9184.

CY2024 SECURITY SERVICES			
Proposed Deployment Schedule			
Day and Time of Duty	# of Hours	# of Guard	Scope of Location
1. Monday to Saturday	75 hours	1	All ATI-RTC VI premises
Monday 5:01 PM to Tuesday 8:00 AM	15 hours		
Tuesday 5:01 PM to Wednesday 8:00 AM	15 hours		
Wednesday 5:01 PM to Thursday 8:00 AM	15 hours		
Thursday 5:01 PM to Friday 8:00 AM	15 hours		
Friday 5:01 PM to Saturday 8:00 AM	15 hours		
2. Saturday to Monday (a)	24 hours	1	All ATI-RTC VI premises
Saturday 8:01 AM to 8:00 PM	12 hours		
Sunday 8:01 AM to 8:00 PM	12 hours		
3. Saturday to Monday (b)	24 hours	1	All ATI-RTC VI premises
Saturday 8:01 PM to Sunday 8:00 AM	12 hours		
Sunday 8:01 PM to Monday 8:00 AM	12 hours		
TOTAL		3	