

**SUPPLEMENTAL / BID BULLETIN NO. 02**

**TITLE** : **Outsourcing of Security Services to DSWD CAR Facilities for Calendar Year 2024 (Second Posting)**  
**ITB NO.** : **ITB 2023-DSWDCAR-EPA-05**  
**DATE** : **04 December 2023**

This Supplemental/Bid Bulletin is issued to all prospective bidders announcing the following:

Description	From	To
<b>Terms of Reference (item number 22)</b>	xxx <b>22.Wage Order No. RB-CAR-21:</b> "Prescribing the New Minimum Wage Rates of Private Sector Workers in the Cordillera Administrative Region" shall be strictly observed. xxx	xxx <b>22.Wage Order No. CAR-22:</b> "Prescribing the New Minimum Wage Rates of Private Sector Workers in the Cordillera Administrative Region" shall be strictly observed. xxx

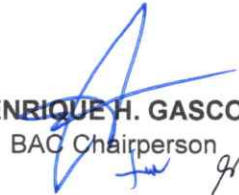
Please refer to the attached revised forms:

**1. Terms of Reference**

Changes indicated in the Bid Bulletin shall form part of the bidding documents.

Please be guided accordingly.

**ENGR. ENRIQUE H. GASCON JR.**  
BAC Chairperson



## TERMS OF REFERENCE

### GENERAL

The principal duty of the deployed security guard to the DSWD is to maintain peace and order, protect and safeguard the lives of the personnel and other persons within the DSWD compound/premises. Secure the DSWD properties from theft, pilferage, arson, robbery, and other unlawful acts by strangers of third persons; and enforcement of policies, rules and regulations towards the end.

### SPECIFIC SECURITY SERVICES

1. Areas that will be subject for Security Services shall include but not necessarily limited to the following areas where DSWD-CAR may have official activities and properties:
  - Field Office – No. 40 North Drive, Baguio City
  - RSCC – Puguis, La Trinidad, Benguet and temporary office located at Aurora Hill, Baguio City
  - RRCY – Sitio Payda, Bayabas, Sablan, Benguet
  - HAVEN – No. 40 North Drive, Baguio City
  - Secretary’s Cottage, Leonard Wood Road, Baguio City and Training Center, Engineer’s Hill, Baguio City
  - Project Luke Foundation Building, Leonard Wood Road, Baguio City and Day Care Center, Engineer’s Hill, Baguio City
  - CIS Temporary Office, Gestdan Centrum, Bokawkan Road, Baguio City
  
2. Thirty-five (35) Armed Male / Female Security Guards, Posting and Shifting

Personnel Needed	LOCATION/ ADDRESS	SHIFT	No. of guards per shift	No. of Guard/s	HOURS	DAYS
Security Guards	DSWD-CAR Field Office, 40 North Drive, Baguio City	7:00am-3:00pm 3:00pm -11:00pm 11:00pm -7:00am	3 3 2	8	8	7
Head Guard	DSWD-CAR Field Office, 40 North Drive, Baguio City	7:00am– 3:00pm	1	1	8	7
Security Guards	CIS Temporary Office, Gestdan Centrum, Bokawkan Road, Baguio City	7:00am - 3:00pm 3:00pm -11:00pm 11:00pm -7:00am	2 2 1	5	8	7
Security Guards	Training Center Quinto Alley, Engineer’s Hill Baguio City and	7:00am - 3:00pm 3:00pm -11:00pm	1 1	3	8	7

Personnel Needed	LOCATION/ ADDRESS	SHIFT	No. of guards per shift	No. of Guard/s	HOURS	DAYS
	Secretary's Cottage, Leonard Wood Road, Baguio City	11:00pm -7:00am	1			
Security Guards	Regional Haven for Women and Girls, No. 40 North Drive, Baguio City	7:00am - 3:00pm 3:00pm -11:00pm 11:00pm -7:00am	1 1 1	3	8	7
Security Guards	RSCC Temporary Office, Aurora Hill, Baguio City	7:00am - 3:00pm 3:00pm -11:00pm 11:00pm -7:00am	1 1 1	3	8	7
Security Guards	RSCC Building, Puguis, La Trinidad, Benguet	7:00am - 3:00pm 3:00pm -11:00pm 11:00pm -7:00am	1 1 1	3	8	7
Security Guards	RRCY, Sitio Payda, Bayabas, Sablan, Benguet	7:00am-7:00pm 7:00pm-7:00am	3 3	6	12	7
Security Guards	Project Luke Foundation Building, Leonard Wood, Baguio City & Day Care Center, Engineer's Hill, Baguio City	7:00am - 3:00pm 3:00pm -11:00pm 11:00pm -7:00am	1 1 1	3	8	7

The Security Agency shall provide the procuring entity with 24-hour service on 2 and 3 shifts duty based on the matrix presented above.

3. The Security Agency shall protect the Department's buildings, properties and personnel belongings in the area of jurisdiction from disturbance, burglary, robbery, vandalism, pilferage, theft, sabotage and other unlawful acts. Any incident as such shall be immediately reported to the Administrative Division for the appropriate action;
4. Except for fortuitous events and/or negligence of the Department's officials and employees, the Service Provider shall be accountable for the following:
  - a. Any loss or damages to all property appearing in the Inventory Report and/or other reports/documents which serve as proof of the Department's ownership of the property; and
  - b. Damages due to the act, fault or negligence in the performance of duty of the security personnel.
5. The Security Agency shall secure and defend from harm the Department's officials and employees, including its visitors while they are within the area of jurisdiction.
6. The Security Agency shall submit reports as may be required by the procuring entity on security activities.
7. Monitor and log all leaving and arriving DSWD and private vehicles.
8. Implement the Department's existing Security Protocols and Guidelines on Safety and Security Measures.

9. The Security Agency shall assign uniformed and adequately trained Security Personnel with duly licensed firearms and ammunitions with adequate licenses and permits from appropriate government agencies and fully equipped with supplies necessary during the tour of duty.
10. The Security Agency shall provide all Security Guards with clean and presentable uniforms, nametags/ID, batons and other necessary tools such as but not limited to metal detectors, weapons and ammunitions needed. The security guard shall maintain proper decorum, personal discipline, grooming, decent uniform while on-duty and refrain from engaging in any activity (i.e. frequent use of cellphones without valid reasons) that may distract him/her from performing his/her official functions.
11. The Security Agency shall maintain a pool of security guards, and provide relievers / replacement in case of absence of the assigned security guard to ensure uninterrupted service. The Administrative Division Chief shall promptly be informed of the contingency arrangements by the Security Agency.
12. Additional number of security guards will be deployed anytime upon request of the Procuring Entity as deemed necessary.
13. Security Guards assigned should be reshuffled to other DSWD post/facility every month if may deemed necessary.
14. Security Guards who have been relieved from duty are prohibited to enter/loiter in the DSWD premises.
15. The Security Agency shall maintain at least **"Very Satisfactory"** of performance based on appraisal conducted by the procuring entity throughout the term of contract based on the following criteria:
  - Quality of service delivered
  - Time Management
  - Management and suitability of personnel
  - Contract administration and management
  - Provision of regular progress report
16. The Security Agency shall be under the direct control and supervision of the Administrative Division as well as security requirements and concerns that may arise.
17. The Security Agency shall ensure that the security guards are screened and declared physically, emotionally and mentally fit before they are allowed to report to their assigned post. Security guards shall in no instance be in the influenced of liquor/alcohol or any prohibited drug while on duty. Upon the instance when DSWD-CAR through Administrative Division found any security guard to be under the influence of liquor and any prohibited drugs, the Security Agency shall immediately replace the said Security Guard and also those who may be found to be undesirable and/or incompetent by the DSWD-CAR, Administrative Division upon receipt and verification of any report.
18. Security Agency shall ensure that all security guards adhere to the non-smoking policy of the Department. All security guards are prohibited from chewing "momma" while on-duty.
19. The Security Agency shall be responsible of the following:
  - Close monitoring and recording the movement of all office materials, supplies and personnel within the assigned area of responsibility.
  - Proper screening of visitors/guests while observing proper decorum in a courteous and polite manner

- Ensure that security guards are religiously performing their duties in accordance with Security Plan and ensure that the premises of the Department are protected against fire, theft, robbery and other preventable risks. Any abnormal movement and presence of suspicious characters should be immediately reported to the Administrative Division. The Security Agency shall conduct investigation accordingly.
20. The Security Agency shall at all times be solely liable for the enforcement of and compliance with all existing laws, rules and regulations on labor, personnel wages/salaries/benefits, rights and privileges, particularly the Labor Code, Social Security System, Employees Compensation Commission, Philippine Health Insurance, among others. The Security Agency shall hold the Department free from any liabilities that may arise.
  21. The Security Agency shall pay the salary and other benefits of its security personnel on-time to comply with labor laws. Any delay and non-payment of salaries and other benefits to security personnel by the Service Provider are grounds for the immediate termination of the contract.
  22. **Wage Order No. CAR-22:** "Prescribing the New Minimum Wage Rates of Private Sector Workers in the Cordillera Administrative Region" shall be strictly observed.
  23. **RA 11917 "AN ACT STRENGTHENING THE REGULATION OF THE PRIVATE SECURITY SERVICES INDUSTRY, REPEALING FOR THE PURPOSE, REPUBLIC ACT NO. 5487, ENTITLED "AN ACT TO REGULATE THE ORGANIZATION AND OPERATION OF PRIVATE DETECTIVE WATCHMEN OR SECURITY GUARD AGENCIES", AS AMENDED"** shall also be observed.
  24. All billings must be submitted to DSWD every 5<sup>th</sup> and 20<sup>th</sup> day of the month for timely processing of payment. The service provider must attach proof of monthly mandatory remittances like SSS, PAG-IBIG and PhilHealth.
  25. Non-adherence to the policy and non-compliance to the requirement of the procuring entity shall be ground for the termination of the contract.

#### QUALIFICATION OF SECURITY GUARDS

Must possess the following minimum qualifications:

1. Preferably with **one (1) year** of experience
2. Physically, emotionally and mentally fit as indicated in a neuro-psychiatric clearance from PNP and DOH accredited institution and confirmed by the physicians
3. Licensed to carry firearms and properly screened and cleared by the PNP, NBI and other concerned government offices for this purpose, copies of such clearances to be furnished to the DSWD-CAR;
4. Must be a holder of Certificate of training (Pre-Licensing Course or its equivalent) for security guards and other requirements of RA 5487 as amended;
5. Must have a valid security guard/officer license;
6. Of good moral character, as certified by the Barangay and the police district concerned and the NBI; and
7. Must have undergone drug test and found to be free from tetrahydrocannabinol, methamphetamine, hydrochloride and other prohibited substances, certification to be given to DSWD-CAR every six months.

## **EQUIPMENT, AMMUNITION AND SUPPLIES**

The Security Agency shall provide security gears and support equipment in accordance with what is prescribed in the security plan, to wit;

1. Communication System - the Security Agency shall provide at least four (4) handheld transceivers and 2-way radio during the contract period. Transceiver should be used by guard on duty and another for the Administrative Division.
2. Firearms and Ammunition – Each post must be provided with duly licensed firearm and ammunitions, to be kept within the immediate reach of the guard on post and protected from access by unauthorized persons by providing a vault for depository purposes.
3. Investigative and Surveillance Equipment – The Security Agency should provide at least **30 units of High Resolution CCTV** with recorder (with capacity to store at least thirty (30) days recordings) and external drives for saving of recordings and other equipment for security personnel like pepper spray, emergency light, security and safety signs, whistles and flashlights and others as required by the situation. The strategic placement of the cameras shall be determined by the Administrative Division.
4. The Security Agency shall provide office supplies such as monitoring sheets, logbooks, report forms, etc. to the Security guards.
5. The Security Agency shall also provide handcuffs, security vest to those assigned in facilitating traffic flow, big umbrella, raincoats and boots, fire boots and fire coat.

\*\*\*NOTHING FOLLOWS\*\*\*