



Republic of the Philippines
Department of Environment and Natural Resources
MINES AND GEOSCIENCES BUREAU
Regional Office No. V
DENR Annex Bldg., Regional Center, Rawis, Legazpi City
E-mail Address: region5@mgb.gov.ph
Website: region5.mgb.gov.ph
Telefax No. (052) 482-1056 Tel No. (052) 482-1156



INVITATION TO BID FOR *Security Services FY 2021*

1. The **Mines and Geosciences Bureau**, through the National Expenditure Program (NEP) 2021 intends to apply the sum of **FIVE HUNDRED SEVENTY EIGHT THOUSAND ONE HUNDRED EIGHTY FOUR AND 84/100 PESOS (P 578,184.84)** being the ABC to payments under the contract for **Procurement of Janitorial Services**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

The MGB RO V now invites bids for:

| Item/Description | ABC (PHP) |
|--|--------------|
| 3 Guards – 8 hours shift 24 hours a day | P 578,184.84 |

2. Delivery of the Goods/Services is required within the period specified in the bidding documents upon receipt of Notice to Proceed (NTP). Bidders should have completed, within **Two (2) years** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "*pass/fail*" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Interested Bidders may obtain further information from **MGB- RO V** and inspect the Bidding Documents at the address given below during office hours from Monday to Fridays from **9:00 am to 4:00 pm**.
5. A complete set of Bidding Documents may be purchased by interested Bidders Monday to Friday from **October 14-21, 2020 at MGB-RO V** and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by GPPB, in the amount of **P1,000.00**.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the

Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

6. The **MGB-RO V** will hold a Pre-Bid Conference¹ on **October 20, 2020 9:00am** at **MGB RO V Conference Room** and/or through video conferencing or webcasting *via* Zoom, which shall be open to prospective bidders.

Bids must be duly received by the BAC Secretariat at the address below on or before **November 03, 2020 at 2:00 pm**. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 14**.

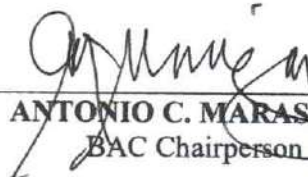
Bid opening shall be at **2:00 pm November 03, 2020 at the Conference Room, MGB-RO V**. Bids will be opened in the presence of the bidders' representatives who choose to attend, **subject that they follow the health and security standards/protocols set by IATF**, at the address below. Late bids shall not be accepted.

7. The **MGB-RO V** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
8. Bid documents should be properly addressed to the:

Bids and Awards Committee (BAC)
Mines and Geosciences Bureau, Regional Office V
Regional Government Center Site, Rawis, Legazpi City

9. For further information, please refer to:

Gianelle J. Fojas
BAC Secretariat
Mines and Geosciences Bureau, Regional Office V
Regional Government Center Site, Rawis, Legazpi City
(052) 482-1056/482-1156/09279848626


ANTONIO C. MARASIGAN
BAC Chairperson

¹ May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.

Technical Specifications

Bidders must state here either “Comply”, “Not Comply” or any equivalent term in the column “Bidder’s Statement of Compliance “against each of the individual parameters of each “Specification”.

| Specification | Statement of Compliance |
|--|-------------------------|
| Provide Security Services for FY 2021 of three (3) Guards at MGB Regional Office V in Rawis, Legazpi City comprising of 3 shifts of eight (8) hours duty per day, including Saturdays, Sundays, and Holidays. | |
| Submit a Security Plan tailored fit for MGB RO V especially areas with frontline services in accordance with the minimum requirements below: <ul style="list-style-type: none"> - Officials & Employees, Clients and Visitors - Physical Resources (Equipment, Facilities and Building) - Contingency Plan for Various Risk Implement the Security Operation and Safety Plan | |
| Submit a company profile, confirming the foregoing requirements including an organizational chart | |
| Put up Performance Bond in favor of the MGB RO V to secure the faithful observance of the provision of the duly signed and approved contract | |
| Secure and protect the office building from theft, pilferage, robbery, arson and all other acts such as assault, harassment and threat against its employee’s life and property | |
| Assume responsibility for the losses/damages of property which are due solely to the negligence of security guard-on-duty after due process | |
| Provide immediate reliever prior to the scheduled leave of absence of security personnel supposedly on duty and in cases of emergency leave incurred by security personnel | |
| Provide service equipment immediately or replacement of defective equipment before pulling it out for repair, such as CCTV cameras/monitors, etc | |
| Proof of premium remittances for the whole year 2019 for the following government agencies: SSS, PHIC | |

| and HDMF in the form of certification issued by the said agencies | | | | | | | | | | | | | |
|---|------------|----------|----------------------------|---|----------------------------|---|-------------|--------|-----------|---|-------------|---|--|
| Proof of payment of guards benefits (such as 13 th month pay, night differential, 5-day incentive, uniform allowance) for the year 2019 | | | | | | | | | | | | | |
| <p>With minimum number and kind of equipment and supplies as follows:</p> <table border="1"> <thead> <tr> <th>Particular</th> <th>Quantity</th> </tr> </thead> <tbody> <tr> <td>Service Firearms- revolver</td> <td>4</td> </tr> <tr> <td>Flashlights with batteries</td> <td>4</td> </tr> <tr> <td>Medical Kit</td> <td>4 sets</td> </tr> <tr> <td>Handcuffs</td> <td>4</td> </tr> <tr> <td>Night stick</td> <td>1</td> </tr> </tbody> </table> <p>(Attached list of Licensed Firearms owned by the agency)</p> | Particular | Quantity | Service Firearms- revolver | 4 | Flashlights with batteries | 4 | Medical Kit | 4 sets | Handcuffs | 4 | Night stick | 1 | |
| Particular | Quantity | | | | | | | | | | | | |
| Service Firearms- revolver | 4 | | | | | | | | | | | | |
| Flashlights with batteries | 4 | | | | | | | | | | | | |
| Medical Kit | 4 sets | | | | | | | | | | | | |
| Handcuffs | 4 | | | | | | | | | | | | |
| Night stick | 1 | | | | | | | | | | | | |
| Agency has at least 10 security guards-qualified, licensed, bonded, uniformed, highly trained and armed (Attach list of security guards presently employed by the agency) | | | | | | | | | | | | | |
| Copy of DOLE Certificate of Registration and Certificate of Compliance with General Labor Standards | | | | | | | | | | | | | |
| Certificate of Satisfactory Performance from client agencies/offices | | | | | | | | | | | | | |
| The agency must have a Branch/Satellite Office in Region V. | | | | | | | | | | | | | |
| <p>QUALIFICATION OF SECURITY PERSONNEL</p> <p>1. Must be physically fit, able-bodied, not less than twenty-five (25) and not more than forty-five (45) years of age, and know how to ride a motorcycle/bicycle.</p> <p>2. Must be mentally fit, with complete medical clearance has passed the neuro-psychiatric evaluation, drug test and Hepa B which should be valid for six (6) months prior to deployment in MGB.</p> | | | | | | | | | | | | | |

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| <p>3. Must be of good moral character and reputation, courteous, alert and without criminal or police records.</p> <p>4. Must not be dishonorably discharged member of the PNP, or any of the branches of the Armed Forces of the Philippines (AFP) and such other similar agencies.</p> <p>5. Must be in proper uniform and armed with licensed firearms with sufficient ammunitions at all times during tour of duty.</p> <p>6. Must have attended relevant training programs/seminars such as Emergency Response Training, First Aid Training, Customer Service etc.</p> <p>7. Must possess all other qualifications required of a security guard under Republic Act No. 5487, as amended, otherwise known as the Private Security Agency Law.</p> | |
| <p>SPECIFIC DUTIES AND RESPONSIBILITIES OF DETACHMENT COMMANDER AND SECURITY GUARDS</p> <p>DETACHMENT COMMANDER</p> <p>1. Ensure enforcement, implementation and compliance with MGB's rules, policies and regulations relative to security and safety of the MGB employees, guests, visitors, clients and properties.</p> <p>2. Notify in advance the Chief, Administrative Division of this Office or his/her authorized representative, any leave of absence of the security personnel and shall properly orient all security personnel on changes in policies or any order given by MGB</p> <p>3. Report losses/damages and untoward incidents within the premises to the Chief, Administrative Division of this Office or his/her authorized representative, within twenty four (24) hours from the time of occurrence.</p> <p>SECURITY GUARD</p> <p>1. Responsible in monitoring all persons entering the MGB RO V premises such as MGB V Officials and employees, visitors, guests, clients, suppliers and</p> | |

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| <p>contractors, laborers of contractors and staff etc. The “No ID No Entry” and “No Contact Policy” should be strictly imposed.</p> <p>2. Record all incoming and outgoing vehicles to and from the MGB V premises, and conduct thorough inspection of all vehicles entering the premises.</p> <p>3. Guide drivers of vehicles entering the premises so that parking is done in an orderly manner.</p> <p>4. Monitor at all times, the condition of all vehicles parked at the MGB V parking area. Must check and see to it that all lighting system are operational, and to report immediately any busted lighting fixtures for replacement, and any noticeable bumps, dents and cracks</p> <p>5. Check and closes all windows and doors after office hours or during weekends and see to it that office equipment and other MGB V properties are secured.</p> <p>6. Switch off all unnecessary lighting, and air conditioning and report damages of the same within twenty four (24) hours</p> <p>7. Check water meter and log reading on separate logbook every six (6) am and six (6) pm. every day.</p> <p>8. Maintain records of events or observations during tour of duty and report the same to Shift-in Charge for its appropriate dispositions.</p> <p>9. Perform other tasks that may be assigned by the Chief Administrative Division of this Office or his/her authorized representative, from time to time within the assigned area of responsibility and those relevant to the security and safety of the MGB V employees, guests, visitors, clients and properties.</p> | |
| <p>EQUIPMENT AND SUPPLIES SPECIFICATIONS</p> <p>-Firearms –with license, authenticated by PNP-FED Good working/operating condition and not more than ten (10) years from date of acquisition</p> <p>Ammunition – must be original</p> <p>Closed Circuit Television (CCTV)/Surveillance Camera – CCTV Camera System- 8 units weather-</p> | |

proof, colored camera, preferable with night-vision capability, 24" LED screen monitor, web based capability, if possible, power adapter, surge protector, DVR, 30fps recording viewing, installation CD, Manual

Other Support Security Gear and Equipment-

Flashlight at least 10 LED worklights, battery-operated, heavy duty, with extra batteries

First Aid Kit –Standard for security guards

Good Operating condition Handcuffs

Golf Umbrella-Always ready for use

Night Stick- Standard size (Batuta)

Heavy duty with siren Metal Detector

Portable Thermal Scanner

Office Supplies

Log books and Ballpens

Guards Locker

Name of Company/Bidder

Name & Signature of Representative

Date

