



Bid Notice Abstract

Invitation to Bid (ITB)

Reference Number	8217174
Procuring Entity	BUREAU OF FISHERIES AND AQUATIC RESOURCES - REGION VIII
Title	R8 22-01-0002 Security Services to provide Fourteen (14) Security Guards to be assigned at BFAR Regional Office 8, Marasbaras, CRM Center, Diit, Stations and Provincial Fishery Offices for the period
Area of Delivery	Leyte

Solicitation Number:	R8 22-01-0002	Status	Awarded
Trade Agreement:	Implementing Rules and Regulations	Associated Components	2
Procurement Mode:	Public Bidding	Bid Supplements	1
Classification:	Goods	Document Request List	4
Category:	Security Services	Date Published	22/11/2021
Approved Budget for the Contract:	PHP 2,954,400.00	Last Updated / Time	28/01/2022 10:40 AM
Delivery Period:	1 Year/s	Closing Date / Time	13/12/2021 09:30 AM
Client Agency:			
Contact Person:	KARLEEN R. DESTURA Chief, FAD TABOAN STREET, MARASBARAS, TACLOBAN CITY Tacloban City Leyte Philippines 6500 63-053-8324655 63-053-3211732 bfar8bac@gmail.com		

Description

INVITATION TO BID (PUBLIC BIDDING)

The BFAR 08, through its Bids and Awards Committee (BAC), invites eligible suppliers to bid for the hereunder contract:

NAME OF CONTRACT: R8 22-01-0002 Security Services to provide Fourteen (14) Security Guards to be assigned at BFAR Regional Office 8, Marasbaras, CRM Center, Diit, Stations and Provincial Fishery Offices for the period January to December 2022

Approved Budget of the Contract: PHP 2,954,400.00

Contract Period: 1 year

Document Fee: Php 5,000.00 (Non-refundable)

End-user: Karleen Destura, FAD-Chief

Description:

Security services to provide Fourteen (14) Security Guards to be assigned at BFAR Regional Office8, Marasbaras, CRM Center, Diit, Stations and Provincial Fishery Offices for the period January to December 2022

BFAR Regional Office 8 (7:00am – 3:00pm; 3:00pm – 11:00pm; 11:00pm – 7:00am) - 3

CRM Center, Diit Tacloban, City (4:00pm – 12:00mn; 12:00am – 8:00am) - 3

RFAPC, Babatngon, Leyte (7:00am – 3:00pm; 3:00pm – 11:00pm; 11:00pm – 7:00am) -3

GMFDC, Guiuan, E. Samar (7:00am – 3:00pm; 3:00pm – 11:00pm; 11:00pm – 7:00am) -3

JAPTC, Jiabong, Samar (11:00 pm to 7:00 am) -1

PFO- NAVAL BILIRAN (10:00 pm to 6:00 am) – 1

Total = 14

TERMS AND CONDITIONS:

1. That the assigned Security Guards should have complete paraphernalia (flashlight with 3 size-D battery) and with handheld radios especially those of night shift @ CRMC, Diit, Tacloban City.
2. That the assigned Security Guards should be licensed.
3. That the AGENCY shall follow the office policy and protocols
3. That the guard shall follow the 8 hours shifting, if applicable.
4. Firearms should be in good condition and regularly checked -up.
5. Security Guards should use biometrics of the office to log-in and log-out during their duty hours.
6. That Security guards assigned at the stations @ (CRMC, Diit and RFAPC, Babatngon) and BFAR RO, shall follow the duty hours rotation every after fifteen (15) days of the month.
7. The CONTRACTOR/AGENCY shall be a corporation or company duly organized and existing under Philippine laws. It must be duly licensed by appropriate government authorities to render security and related services to wit: LICENSE TO OPERATE issued by the PNP and PADPAO Registration.
8. The CONTRACTOR/AGENCY shall declare and execute a Sworn Affidavit that he or the members of the board are not related to the Head of the Procuring Entity, members of the BAC, TWG or Secretariat by consanguinity or affinity up to the third civil degree, pursuant to Sec. 47 of the IRR-A of R.A. 9184.
9. The CONTRACTOR/AGENCY shall provide additional technical parameters:
 1. Stability:
 - a. Years of Experience (at least 5 years in operation of the agency; may present SSS Clearance, BIR 2303, and etc. as proof)
 - b. Liquidity of the Agency (minimum liquid asset is Php 500,000.00)
 - c. Organizational Set-up
 2. Resources
 - a. No. of Licensed Firearms
 - b. No. and kind of Communication Devices
 - c. No. and Kind of Motor Powered Vehicles
 - d. No. of Licensed Guards
 3. Security Plan
 4. Other Factors
 - a. Recruitment and Selection Criteria
 - b. Completeness of uniforms and other paraphernalia
10. That the CONTRACTOR/AGENCY shall provide BFAR 8 with qualified, duly licensed, and armed security guards with the following qualifications:
 - Filipino Citizen.
 - Completed at least seventy-two (72) units of college education or has completed senior high school or with at least 5 years' experience as security guard.
 - Physically and mentally fit.
 - Must have passed the neuropsychiatric test and drug test conducted by any Philippine government accredited center
 - Must have no derogatory record
 - Must be well-trained, courteous, honest, hardworking, and cooperative, physically and mentally fit and possesses good moral character.
 - These personnel shall be required to submit, upon effectivity of the contract, the following clearances: NBI, police, drug test, Barangay clearance and Medical Certificate. These should be valid for at least six (6) months.
11. The contractor shall provide at all times, at its own expense, the following:
 - a. One (1) unit 9 mm caliber handgun for every security guard on duty ("paltik" not acceptable).
 - b. One (1) unit appropriate shotgun for the assigned roving guard @ CRM Center , Diit, Tacloban City
12. The Contractor/AGENCY shall likewise provide at its own expense, the following additional services when required by BFAR 8:
 - a. Security planning;
 - b. Specialized Investigation;
13. That BFAR Regional Offices (CRM Center Brgy. Diit and MRGP Commercial Building, Marasbaras, Tacloban City), Stations and PFOs shall determine the hours of duty and each guard shall render at least eight (8) hours per shift
14. That BFAR 8 reserves the right to increase the number of security guards as it may deem necessary and such increase shall be effective on the date specified in the written notice/request submitted
15. That the CONTRACTOR/AGENCY shall be liable for any loss or damage caused by criminal act or negligence of its assigned guards to be determined by BFAR 8 based on preponderance of evidence. The CONTRACTOR/AGENCY shall not be paid until the cost of loss or damaged property of BFAR 8 is fully paid based on investigation and proper inventory. However, the CONTRACTOR/AGENCY shall not be responsible for any loss or damage arising from any fortuitous event.
16. The CONTRACTOR/AGENCY shall submit within twenty-four (24) hours incident written reports detailing irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences that transpired during the guard's duty shift.
17. The CONTRACTOR/AGENCY shall undertake a re-shuffling of its security guards from one office/station to another every six (6) months.
18. The discipline and administration of the security guards shall be the responsibility of the CONTRACTOR/AGENCY. The security guards assigned shall exclusively be its employees which as their employer shall comply with the laws related to their employment.
19. For any justifiable cause and/or loss of confidence on the security guards assigned to the premises of BFAR 8, it shall be the obligation of the CONTRACTOR/AGENCY to relieve and replace such guards within 24 hours upon receipt of the written notice from BFAR 8.
20. If a guard gets sick or is unable to assume his guard duties, it is incumbent upon the CONTRACTOR/AGENCY to

provide the necessary relief. The CONTRACTOR /AGENCY must therefore spot check to assess the presence of its guards.

21. The CONTRACTOR /AGENCY shall have complete and direct supervision over the guards in terms of assignment and shifting. BFAR 8 reserves the right to recommend measures to the AGENCY to improve its security services, and give additional written instructions to the security guard to improve security procedures.

22. BFAR 8 has no other obligation to the AGENCY or its guards other than compensation stipulated herein

23. The CONTRACTOR /AGENCY for security services shall submit a detailed price computation (cost breakdown) with the following format Wage Order # RB VIII-21:

- i. Amount to be paid directly to each guard
- ii. Amount to be paid to government in favor of each guard (SSS, Philhealth, Insurances, Pag-ibig, Retirement Benefits) and shall follow the increase relative to this;
- iii. Operational expenses
- Overhead and profit margin
- iv. Value Added Tax
 - Total amount per head per month
 - Required numbers of guards (14 security guards)
 - Total amount per month
 - Total Contract Price

24. The total Contract Price shall be binding on the Contractors regardless of its errors in the computation of the said total Contract Price. Should the Contract Price submitted be lower than the minimum amount necessary to cover the wages and other allowances of its employees, the Contractor shall be deemed to have shouldered the difference in amount, from its own financial resources. In no case should the total Contract Price be lower than the minimum rate required by the DOLE and any government agencies. The contractor shall be required to submit BIR, DOLE, NLRC, and SSS clearances from where the Procuring entity is located. The DOLE clearance shall include the DOLE Certificate of Registration DO # 174-17 and NO PENDING CASE CERTIFICATE. The contractor shall guarantee that all guards deployed in the Bureau of Fisheries and Aquatic Resources Regional Offices 8 and its stations and PFOs for the duration of the contract are regular workers of the company who receives at least the minimum wage, including holiday pay for special and public holidays, as well as other benefits mandated by law. At no instance shall the winning contractor deploy trainees in BFAR 8.

26. As a requirement for payment to the CONTRACTOR/AGENCY the latter submit to BFAR 8 the DTR's, Pay slips, Payroll and other mandatory remittance certificates of the Fourteen (14) security guards as well as subscribed affidavit stating that there are no pending payments of salaries as a requirement for payment for the succeeding months.

27. The CONTRACTOR /AGENCY shall authorize BFAR 8, upon the latter's request, to inspect and have access to the contractor's book and records including its payroll. As proof of compliance with its stipulated obligations, the contractor shall submit a monthly sworn statement showing under separate columns the amount it has paid by way of wages or salaries for service rendered by its deployed guards including overtime, if any, and original copy of official receipt of the remittances to the SSS, Phil-Health, Insurances and Pag-Ibig in favor of its deployed guards. The contractor shall also submit a monthly accomplishment report and original copy of the company's VAT remittances. Failure on the part of the contractor to observe minimum terms and conditions of employment set forth under the Labor Code as amended (labor standards) shall be considered as sufficient ground for BFAR 8 to terminate the contract.

28. Services/Contract shall take effect after receipt of Notice to Proceed and shall end one year after, unless extended by the ESTABLISHMENT upon written notice to the AGENCY, based on justifiable & compelling reason.

DUTIES AND RESPONSIBILITIES OF THE AGENCY'S SECURITY GUARDS:

1. The Security Guard on duty shall keep and maintain peace and order, safeguard fishpond and fish species stocked therein, the building, vehicles, machinery equipment, and other government properties supplies and materials stored or kept belonging to or under the custody of the BFAR Regional Office 8, PFO's and its stations.
2. The security guard on duty shall monitor the entrance and departure of employees, visitors, and other persons to guard against theft and maintain the security of the premises.
3. The security guard on duty shall follow office orders regarding safety and security protocols.
4. All guards on duty should be in proper and complete uniform.
5. All guards should refrain from fraternizing or engaging in unofficial and personal discussions with any BFAR 8 employees or visitors. They shall be prohibited from entertaining personal visitors and from using BFAR 8 premises as sleeping quarters.
6. The two (2) security guards on duty @ CRMC Diit, shall be assigned at the front. Both shall alternately go around the office premises to conduct inspections and detect unusual events or occurrences in order to assure unlawful trespassers.
7. Guards should refrain from using any telephone of the office for personal use except for emergency purposes which should not last more than 3 minutes.
8. That the guards shall refrain from using their cellular phones during their duty unless it is an EMERGENCY.
9. The security guards shall likewise refrain from using any of the equipment of BFAR 8 such as electric fans, computers, photocopier, and television unless authorized by the ESTABLISHMENT. Any violation of this condition will be a sufficient ground for the relief of the concerned security guard.
10. The security guards on duty must turn-over during such hours to the subsequent security guard or BFAR 8 Personnel by conducting physical inspection of all buildings and major equipment to be accomplished by going from

one room to another, by going through the building and its premises. Observation made during this physical inspection and turn-over shall be entered in a logbook and the security guard should affix their signatures below the report. The logbook shall be ready for an inspection by BFAR 8 at any time. And BFAR 8 shall notify or inform the guard on duty the expected deliveries of equipment or materials and other items that the office expected to receive on certain time, by giving him a list of said items.

11. The security guards shall submit a monthly report to BFAR 8 a week after the end of each month indicating therein the information which BFAR 8 may require to be reported:

- Record of all equipment, supplies and materials received/delivered
- Record of all equipment, supplies and materials released by the office or borrowed by BFAR 8 personnel.

FOR PROCUREMENT OF GOODS:

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) 9184, otherwise known as the "Government Procurement Reform Act". 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 5183.

A complete set of Bidding Documents may be purchased by interested Bidders @ BFAR Regional Office 8, Marasbaras, Tacloban City and upon payment of a nonrefundable fee.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) provided that Bidders shall pay the nonrefundable fee for the Bidding Documents not later than the submission of their bids. Bids will be opened in the presence of the Bidders' representatives who choose to attend. Late bids shall not be accepted. Submission of Tax Clearance as part of the Eligibility Requirements; Amendment on the prescribed Omnibus sworn statement template on the PBD. Bidders SHOULD SUBMIT tax returns filed through the Electronic Filing and Payments System (EFPS). All particulars relative to Eligibility Statement and Screening, Bid Security, Performance Security, Evaluation of Bids, Post-Qualification and Award of Contract shall be governed by the pertinent provisions of R.A. 9184 and its Implementing Rules and Regulation (IRR). Bidders should have completed, within 5 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.

Bureau of Fisheries and Aquatic Resources Regional Office (BFAR-RO8) assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of their bids. And finally, the BFAR-8 reserves the right to accept or reject any bid, to annul the bidding process, and to reject the Bid at any time prior to contract award, without thereby incurring any liability to the affected bidder.

For further information, please refer to: JENNIFER MONTEZON/ROSARIO ORBETA/IVY A. ALBERCA/ BFAR 8 BAC Secretariat; Contact Number: 832-4655

(sgd.)
 ATTY. DUKE LESTER B. CHUA
 BAC- Chairman

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	14 Security guards for FY 2022	Security services	1	Lot	2,954,400.00

Pre-bid Conference

Date	Time	Venue
29/11/2021	9:30:00 AM	BFAR 8, 2nd Floor MRGP Commercial Building (former SDC Building), Brgy. 77, Marasbaras Tacloban City

Other Information

PROCUREMENT ACTIVITIES DATE TIME (BFAR Biometric Clock) VENUE

Availability of Bid Docs November 29, 2021

To

December 10, 2021;

December 13, 2021, 8:00 AM to 5:00 PM Monday thru Friday

8:30 to 9:00am

BFAR 8, 2nd Floor MRGP Commercial Building (former SDC Building), Brgy. 77, Marasbaras Tacloban City

Deadline of Submission of Bids December 13, 2021, Not later than 9:00 AM

Pre-Bid Conference November 29, 2021, 9:30 AM

Opening of Bids December 13, 2021, 9:30 AM

Created by KARLEEN R. DESTURA

Date Created 20/11/2021

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