



Bid Notice Abstract

Invitation to Bid (ITB)

Reference Number 8685645
Procuring Entity SANTA ROSA (NE) WATER DISTRICT
Title INVITATION TO BID FOR THE PROVISION OF SECURITY SERVICES FOR CY 2022 - 2023
Area of Delivery Nueva Ecija

Solicitation Number: itb-2022-03	Status	Active
Trade Agreement: Implementing Rules and Regulations	Associated Components	1
Procurement Mode: Public Bidding	Bid Supplements	0
Classification: Goods	Document Request List	3
Category: Security Services	Date Published	23/05/2022
Approved Budget for the Contract: PHP 1,848,000.00	Last Updated / Time	23/05/2022 00:00 AM
Delivery Period: 7 Day/s	Closing Date / Time	13/06/2022 12:00 PM
Client Agency:		
Contact Person: Julius Caesar Matadling Badilla Division Manager - B Santa Rosa - Fort Magsaysay Rd. Brgy. Rizal Sta. Rosa Nueva Ecija Philippines 3101 63-44-9400142 63-44-9400142 bac@santarosawater.gov.ph		

Description

REPUBLIC OF THE PHILIPPINES
 Santa Rosa (NE) Water District
 Santa Rosa – Fort Magsaysay Road, Brgy. Rizal,
 Santa Rosa, Nueva Ecija
 INVITATION TO BID FOR THE PROVISION OF SECURITY SERVICES FOR CY 2022 - 2023
 1. The Santa Rosa (NE) Water District (SRWD), through the Corporate Budget Approved by the Board of Directors intends to apply the sum of One Million Eight Hundred Forty-eight Thousand pesos (Php 1,848,000.00) being the Approved Budget for the Contract (ABC) to payments under the contract for:
 PROVISION OF SECURITY SERVICES FOR CY 2022 - 2023
 ITEM & DESCRIPTION QUANTITY PRICE NO. OF MONTHS
 TOTAL PRICE
 Security Guard for Santa Rosa (NE) Water District Office and Pumping Stations
 11 Guards P 14,000.00 12 P 1,848,000.00
 INTRODUCTION
 SRWD shall engage the services of a Security Agency to deploy a minimum of ELEVEN (11) SECURITY GUARDS in accordance with R.A. 5487 as amended by P.E. 11, also known as "The Private Security Agency Law" that will provide duly licensed, adequately trained, and armed security guards to secure and safeguard the employees, the office building, equipment, vehicles and other office properties, including its premises and immediate vicinity and maintain peace and order thereof for calendar year 2022 - 2023.
 GENERAL REQUIREMENTS
 1. Complete licenses and accreditations as required in the eligibility requirements in the bidding

documents including the License to Operate from the Philippine National Police-Security Agencies Guards Supervision Division (PNP-SAGSD) and membership in the Philippine Association of Detective and Protective Agency Operators (PADPAO).

2. Agency experience of at least three (3) years.
3. Security Guard experience of at least 1 year.
4. Security Guards to be deployed must be at least High School graduate, reliable, honest, and have high sense of professionalism.
5. Security Guards to be deployed have attended at least 40 training hours on public safety and security.
6. Security Guards must undergo and pass the required psycho-neuro examination and drug test conducted by PNP/NBI-accredited testing centers within the last six (6) months.
7. The Security Agency has fully remitted premium payments of personnel to the SSS, HDMF, and PHIC for the last three (3) months – to be checked during the post-qualification of the Lowest Calculated Bidder.

LOGISTICAL SUPPORT

The Security Agency shall provide the following minimum logistical support to the security guards:

1. Proper agency uniforms with visible identification badges.
2. 3 units of a duly licensed and original shotgun (armscor) with 25 bullets.
3. 3 units of a licensed 9 mm pistol with 18 bullets.
4. 1 unit whistle for each of the eleven (11) security guards.
5. 2 units metal detector
6. 1 unit handcuffs for each station (11 stations)
7. 4 units umbrella
8. 1 unit batuta for each station (11 stations)
9. 1 unit tear gas for each station (11 stations)
10. During emergency, 1 unit of M-16 rifle with 5 magazines (100 rounds)

MANUAL OF OPERATIONS

The engagement shall cover the following:

1. Submission of Safety Plan and Schedule.
2. Posting station shall be at the main entrance of the office building and pumping stations.
3. Control of ingress and egress of employees, clients, and other visitors by regular updating of the logbook to be provided by SRWD.
4. Conduct of I.D. verification and body search on all incoming clients, guests, and other visitors and require them to deposit their firearms and other deadly weapons before they be allowed to enter the office building;
5. Recording of the incoming and outgoing of all vehicles (SRWD's and others') entering the office premises;
6. Inspection of every out-going SRWD service vehicles and detailed checking of materials and pass slip;
7. Roving/inspection of the office premises shall be done four (4) times a day;
8. In case of emergency/untoward incidents (fire, pilferage, vandalism, trespass, robbery, arson, sabotage, attack, bomb scare and other forms of security threats) the security guard shall first attend to the situation, maintain peace and order of things, and facilitate the preservation of proofs/evidence of crime. The security guard shall immediately notify the fire and police departments for reinforcement and make a SPOT REPORT to aid the police in the conduct of investigation;
9. The security guards shall be under direct supervision and control of SRWD; and shall facilitate implementation of internal policies, rules and regulations such as the policy on austerity (turning off of lights and office equipment when not in use); the policy on security and safety (require guests to present and deposit ID's, firearms/weapons); and the policy on attendance (require all employees to log in and log out on the fingers scan machine);
10. No replacement/s of security personnel/guards during the existence of the contract shall be allowed, except of death, resignation from work, physical incapability etc., of the guards assigned. In the event that replacement of the security guards is needed, a written notice together with bio-data and credentials of the replacements are required and this shall be subject to the approval of SRWD;
11. SRWD shall have the absolute right to ask for the relief and replacement of any security guard in whom the former has lost its trust and confidence and/or has been found to be inefficient and ineffective in the discharge of duties;
12. A supervising personnel from the Security Agency shall conduct regular monitoring and surprise checking of the guards and / or as requested by SRWD to ensure consistent and quality security service.
13. Monthly submission to SRWD of copies of the payroll of the assigned security guards, such payroll is pre-requisite to the processing of the monthly payment of SRWD to the Security Agency.
14. Submission of proofs of quarterly remittances to SSS, HDMF, PHIC to SRWD every 15th day following the end of each quarter.

RESPONSIBILITY / LIABILITY

1. The Security Agency shall be fully responsible for all work and services performed by its security guards, and shall for this purpose employ qualified, competent and well-trained guards to perform the services under the contract;
2. The Security Agency shall take all reasonable measures to ensure that the security guards conform to the highest standards of moral and ethical conduct;
3. In the event of loss or damage to the premises or properties of SRWD, the Security Agency shall only be liable for its replacement or restitution thereof in the same condition as it was/they were immediately prior to the loss or damage;

CONTRACT DURATION

The engagement shall be effective within a period of one (1) year. Any termination of the contract by any parties before the expiration for any cause shall take effect only after Thirty (30) days from receipt of the other party of a written notice of termination. Moreover, the contract shall be deemed automatically renewed for the

similar period under the same terms and conditions upon expiration unless terminated with fifteen (15) days advance notice or a new contract should have been entered into by the parties.

PAYMENT TERMS

SRWD shall pay the Security Agency the amount of contract in Philippine Currency divided into twelve equal monthly payments inclusive of Value-Added Tax (VAT).

VAT and Income Tax shall be withheld at 5% and 1% respectively for every billing. Withholding tax rates may change even without prior notice to the Security Agency depending on the current/ updated prescribed withholding tax rates by the Bureau of Internal Revenue (BIR). SRWD shall issue a certificate of tax withheld (BIR forms 2306 and 2307) in favor of the Security Agency for every billing paid.

Seven (7) days lead time upon receipt of the bill/statement of account shall be allowed for the processing of payment.

2. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the 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 and subject to Commonwealth Act 138.

3. Interested bidders may obtain further information from SRWD and inspect the Bidding Documents at the address given below during weekdays from 8 am to 5 pm.

A complete set of Bidding Documents may be purchased by interested Bidders from May 23 to 12:00 noon of June 13, 2022 from the address below and upon payment of a nonrefundable fee for the Bidding Documents in the amount of Five Thousand Pesos (P 5,000.00)

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 12:00 noon of June 13, 2022.

4. The SRWD will hold a Pre-Bid Conference on May 31, 2022 at 2 o'clock in the afternoon at the address indicated below.

5. Bids must be delivered to the address below on or before 12:00 noon of June 13, 2022. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18. Bid opening shall be on June 13, 2022, at 2 o'clock in the afternoon at SRWD Office Santa Rosa – Fort Magsaysay Road Brgy. Rizal, Santa Rosa Nueva Ecija. Bids will be opened in the presence of the Bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.

6. The SRWD reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

7. For further information, please refer to:

Ms. Armie B. Tuazon
 Santa Rosa (NE) Water District
 Santa Rosa – Fort Magsaysay Road, Brgy. Rizal
 Santa Rosa Nueva Ecija
 0908-814-5758
 e-mail : bac@santarosawater.gov.ph

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Security Guard	Security Guard for Santa Rosa (NE) Water District Office and Pumping Stations	11	Unit	1,848,000.00

Pre-bid Conference

Date	Time	Venue
31/05/2022	2:00:00 PM	Ms. Armie B. Tuazon Santa Rosa (NE) Water District Santa Rosa – Fort Magsaysay Road, Brgy. Rizal Santa Rosa Nueva Ecija 0908-814-5758 e-mail : bac@santarosawater.gov.ph

Created by Julius Caesar Matadling Badilla

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