

**FOR BIDDER ONLY**

Name of Bidder \_\_\_\_\_ RFQ No \_\_\_\_\_ Page 1 of 1

|  |                            |
|--|----------------------------|
| <b>A. Amount Directly to Guard</b>                           | <b>234 days / 9 months</b> |
| Daily Wage (395.00)  |                            |
| Ave. Pay/ Month  |                            |
| Night Differential Pay                                       |                            |
| 13 <sup>th</sup> Month Pay                                   |                            |
| 5 Days Incentive   |                            |
| Uniform Allowance  | <b>100.00</b>              |
| <b>Sub-total</b>   |                            |
| <b>B. Amount to Government in Favor of Guard</b>             |                            |
| SSS Premium ( Refer to SSS Premium Table)                    |                            |
| PhilHealth Contribution ( Refer to Philhealth Premium Table) |                            |
| Pag-ibig Fund ( Refer to Pag-Ibig Premium Table)             |                            |
| <b>Sub-total</b>   |                            |
| <b>TOTAL (A + B)</b>   |                            |
| <b>C. Total Amount to Guard/ Employee and Government</b>     |                            |
| <b>D. Agency Fee &amp; VAT</b>                               |                            |
| Agency Fee   |                            |
| VAT 12%  |                            |
| <b>Sub-total</b>   |                            |
| <b>TOTAL CONTRACT AMOUNT PER GUARD</b>                       |                            |
| <b>TOTAL CONTRACT AMOUNT (7 Guards for 9 Months)</b>         |                            |

Submitted by: \_\_\_\_\_  
(Printed Name and Signature)

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

--- NOTHING FOLLOWS---

Project Reference No. \_\_\_\_\_

Name of Project: **Procurement of Security Services for WVSU Himamaylan Campus**

| Item No.  | Specification  | Statement of Compliance |                        |           |                                |
|-----------|--|-------------------------|------------------------|-----------|--------------------------------|
|           |  | Qty                     | Unit                   | Unit Cost | Total Cost                     |
|           | <b>Description</b>   |                         |                        |           | <b>Statement of Compliance</b> |
| <b>I.</b> | <b>SECURITY GUARDS</b>   | <b>7</b>                | <b>Security Guards</b> |           |                                |
| <b>A.</b> | <b>Qualifications of Security Guards</b>   |                         |                        |           |                                |
| 1.        | Filipino Citizen   |                         |                        |           |                                |
| 2.        | At least High School graduate preferably those who have completed a two (2) year degree course or with at least seventy two (72) units earned in college |                         |                        |           |                                |
| 3.        | Physically and mentally fit  |                         |                        |           |                                |
| 4.        | Not less than 21 years of age nor more than 45 years of age  |                         |                        |           |                                |
| 5.        | At least five feet and four inches (5'4") in height for Male and five feet two inches (5'2") for Female  |                         |                        |           |                                |
| 6.        | Must weigh at least 130 lbs for Male and 115 lbs for female  |                         |                        |           |                                |
| 7.        | Cleared by the law enforcement agencies and without previous record of any conviction of criminal offenses involving moral turpitude                     |                         |                        |           |                                |
| 8.        | Of good moral character  |                         |                        |           |                                |
| 9.        | Ex-servicemen who are honorably discharged and of equivalent Police or Security Guard's experience   |                         |                        |           |                                |
| 10.       | Strict and firm but at the same time diplomatic and courteous  |                         |                        |           |                                |
| 11.       | Must possess valid legal security guard license and submit copy of license   |                         |                        |           |                                |
| 12.       | Must have attended First Aid Training  |                         |                        |           |                                |
| 13.       | Knowledge and practice of modern fire Fighting techniques and other fire safety measures   |                         |                        |           |                                |
| 14.       | Knowledge and practice of self-defense techniques  |                         |                        |           |                                |
| 15.       | Proficient in handling guns and other protective devices, e.g. shield during riots, rallies, and other human disturbances                                |                         |                        |           |                                |
| 16.       | Knowledge and practice in the evacuation of victims, properties, etc.  |                         |                        |           |                                |
| 17.       | Knowledge and practice in detecting bombs and other explosive devices.   |                         |                        |           |                                |
| 18.       | Must have passed Psychological and Neuro-psychiatric Examinations  |                         |                        |           |                                |
| 19.       | Passed the drug test   |                         |                        |           |                                |

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|           |   | Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc. as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of ITB Clause 3.1(a)(ii) and/or GCC Clause 2.1(a)(ii). |      |           |            |                         |
|           |   |  |      |           |            |                         |
| 20.       | With at least two (2) years of experience as security guard   |  |      |           |            |                         |
| 21.       | At least one (1) security guard has knowledge on report preparation and monitoring/ operation of CCTV   |  |      |           |            |                         |
| <b>B.</b> | <b>Miscellaneous Services and Trainings of Agency to its Security Guards</b>  |  |      |           |            |                         |
| 1.        | Provision of First Aid Training and Kits  |  |      |           |            |                         |
| 2.        | Knowledge and practice of modern fire fighting techniques and other fire safety measures  |  |      |           |            |                         |
| 3.        | Knowledge and practice of modern martial arts and self-defense techniques   |  |      |           |            |                         |
| 4.        | Proficient in handling guns and other protective devices, e.g. shield during riots, rallies, and other human disturbances                       |  |      |           |            |                         |
| 5.        | Knowledge and practice in the evacuation of victims, properties, etc.   |  |      |           |            |                         |
| 6.        | Knowledge and practice in detonating and Detecting bombs and other explosive devices.   |  |      |           |            |                         |
| 7.        | Registration with appropriate government office (i.e. PNP)  |  |      |           |            |                         |
| <b>C.</b> | <b>Provision of Materials, Communications and Equipments</b>  |  |      |           |            |                         |
| 1.        | Patented Service Firearms<br>3 – short patented firearms with license<br>1 – shotgun (patented firearm) with license – double zero (ammunition) |  |      |           |            |                         |
| 2.        | Seven (4) hand held radios with license - working/ functioning and in good condition<br>One (1) base with license                               |  |      |           |            |                         |
| 3.        | Two (1) handheld metal detector with battery  |  |      |           |            |                         |
| 4.        | First Aid Kits (4)  |  |      |           |            |                         |
| 5.        | Flashlights, rechargeable (4)   |  |      |           |            |                         |

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|           | <b>Description</b>  |  |      |           |            |                         |
| 6.        | Other Accessories/Paraphernalias/ Rain Gears<br>7.1 Night Stick (3)<br>7.2 Handcuffs (3)<br>7.3 Whistle (7)<br>7.4 Rain Boots (2)<br>7.5 Rain Coats (2)<br>7.6 Umbrella (4) – Big, one color, good quality  |  |      |           |            |                         |
| <b>D.</b> | <b>Performance Criteria</b>   |  |      |           |            |                         |
|           | <p>The Contractor shall maintain a satisfactory level of performance throughout the term of the contract based on the following set of performance criteria:</p> <ol style="list-style-type: none"> <li>1. Quality of Service Delivered</li> <li>2. Time Management</li> <li>3. Management and Suitability of Personnel</li> <li>4. Contract Administration and Management</li> <li>5. Provision of regular progress Report</li> <li>6. Attentiveness and presence of mind of guards on duty</li> <li>7. Compliance with WVSU instructions and policies</li> </ol> <p>The criteria above shall be used to assess quarterly the level of performance of the Security Agency and Security Personnel as basis of continuity of contract.</p> |  |      |           |            |                         |
| <b>E.</b> | <b>Technical Evaluation Parameters</b>  |  |      |           |            |                         |
|           | <ol style="list-style-type: none"> <li>1. Stability                             <ol style="list-style-type: none"> <li>1.1 Years of Experience-at least 5 years in the business.</li> <li>1.2 Liquidity of the Contractor- At least 2M (Current Assets minus stocks minus liabilities based on balanced sheet as of December 2017)</li> <li>1.3 Organizational set-up-with good organizational set-up, personnel and office tools and equipment. Submit organizational chart with private agency key personnel shall possess the required qualifications.</li> </ol> </li> </ol>  |  |      |           |            |                         |

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|          | <b>Description</b>  | <b>Qty</b>   | <b>Unit</b> | <b>Statement of Compliance</b> |
| 2.       | <p><b>Resources</b></p> <p>2.1 Number and kind of equipment and Supplies-with the minimum number and kind of equipment and supplies as specified in Section VI-Schedule of Requirements</p> <p>2.2 Number of Guards - with at least 350 security guards in the roster</p> <p>2.3 Number of Supervisor - with at least 5 supervisors</p>   |  |             |                                |
| 3.       | Security Plan-tailored fit for WVSU in accordance with the minimum requirements.  |  |             |                                |
| 4.       | <p><b>Other factors</b></p> <p>4.1 Recruitment and Selection Criteria – training conducted for the security guards before deployment, educational and age requirements and others</p> <p>4.2 Completeness of Uniforms and other paraphernalia - as prescribed under R.A. No. 5487 and its IRR</p>   |  |             |                                |
| F.       | <p><b>Brief of Scope of Work</b></p> <p>The Contractor shall provide security services by deploying adequately trained and well disciplined personnel to safeguard the WVSU Buildings and other properties from theft, pilferage or damage and ensure the safety and security of the employees, visitors, guests or any persons within the WVSU premises.</p>   |  |             |                                |
| G.       | <b>Comprehensive Security Plan which shall cover the following:</b>   |  |             |                                |
| A.       | <p>The security agency shall provide safety, precautionary and/ or preventive and remedial measures based on the following criteria:</p> <ol style="list-style-type: none"> <li>1. General Security Guidelines</li> <li>2. Key Control Guidelines</li> <li>3. Exclusive and Restricted Areas</li> <li>4. Disaster Control and Preparedness Plan</li> </ol> <p>Terrorism and sabotage</p> <ol style="list-style-type: none"> <li>i. Precautionary measures</li> <li>ii. Security Guidelines during and after allied catastrophic incidents fire, bomb explosion, gas leakage, etc.             <ol style="list-style-type: none"> <li>(a) Typhoon</li> <li>(b) Earthquake</li> </ol> </li> </ol> |  |             |                                |
|          | <b>--Nothing Follows--</b>  |  |             |                                |

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