



SOCIAL SECURITY SYSTEM

PHILIPPINE BIDDING DOCUMENTS

Sixth Edition

PROCUREMENT of GOODS

**THREE (3) YEAR CONTRACT
FOR SECURITY SERVICES:
VISAYAS OPERATIONS GROUP**

LOT 1: VISAYAS CENTRAL 1 AND 2 DIVISIONS

LOT 2: VISAYAS WEST 1 AND 2 DIVISIONS

ITB-SSS-GOODS-2022-037

MAY 2022

Government of the Republic of the Philippines

ATTY. ALBERTO L. MONTALBO
TWG Chairperson

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

Bid – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also

referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

Bidder – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

Bidding Documents – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

Consulting Services – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

CDA - Cooperative Development Authority.

Contract – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

DDP – Refers to the quoted price of the Goods, which means “delivered duty paid.”

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

Foreign-funded Procurement or Foreign-Assisted Project–Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).



Framework Agreement – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

GFI – Government Financial Institution.

GOCC –Government-owned and/or –controlled corporation.

Goods – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

Procurement Project – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

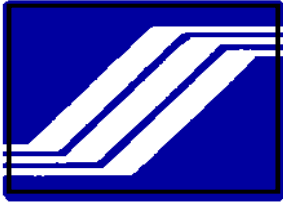
SSS – Social Security System

Supplier – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

UN – United Nations.

Section I. Invitation to Bid





REPUBLIC OF THE PHILIPPINES
SOCIAL SECURITY SYSTEM

East Avenue, Diliman, Quezon City
 Tel. Nos. (632)8709-7198*(632)8920-6446

E-mail: member_relations@sss.gov.ph*Website <http://www.sss.gov.ph>

INVITATION TO BID
ITB-SSS-Goods-2022-037

**THREE (3) YEAR CONTRACT FOR SECURITY SERVICES:
 VISAYAS OPERATIONS GROUP**

Approved Budget for the Contract (ABC) & Source of Fund	Delivery/ Completion Period	Price of Bid Documents (non- refundable)	Schedule of Activities	
			Pre-bid Conference	Deadline of Submission and Receipt of Bids
<p>₱130,938,840.00</p> <p>Broken down as follows:</p> <p>Lot 1: Visayas Central 1 and Central 2 Divisions ₱23,735,093.00 per year</p> <p>Lot 2: Visayas West 1 and West 2 Divisions ₱ 19,911,187.00 per year</p> <p>Approved 2022 Corporate Operating Budget – MOOE with Code PAP 2022-023, 024, 026 & 028 of the Annual Procurement Plan (APP)</p>	<p>Three (3) Years upon turn-over and from receipt of the Notice to Proceed and Signed Contract</p>	<p>₱13,500.00</p> <p>₱12,500.00</p>	<p>June 2, 2022 (Thursday) 2:30 p.m.</p>	<p>June 23, 2022 (Thursday) 2:00 p.m.</p>

1. The **SOCIAL SECURITY SYSTEM** now invites Bids for the above item. Delivery of the Goods is required within the period specified above. **Bidders should have completed within five (5) years prior to 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 - Instruction to Bidders.
2. Bids received in excess of the ABC shall be automatically rejected at bid opening.
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 (RIRR) of Republic Act 9184 (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.
4. Interested bidders may obtain further information from the SSS and inspect the Bidding Documents at the address in the last item of the ITB from Monday to Friday, 8:00 a.m. to 5:00 p.m.
5. A complete set of Bidding Documents may be acquired by interested bidders starting **25 May 2022 up to the scheduled submission & receipt of bids** from the address stated in the last item of the ITB and upon payment of the applicable fee for the Bidding Documents in the amount specified above.



The mode of payment will be on a cash basis payable at the SSS Cash Department, Ground Floor, SSS Main Bldg., upon accomplishment of SSS Form R-6. The Bidding Documents shall be received personally by the prospective Bidder or his authorized representative.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the SSS, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

6. The SSS will hold a Pre-Bid Conference on the date and time specified above at the Bidding Room, 2nd Floor, SSS Main Bldg., East Avenue, Diliman, Quezon City which shall be open to prospective bidders, but attendance shall not be mandatory. To ensure completeness and compliance of bids, bidders are advised to send their authorized technical and/or administrative representatives who will prepare the bid documents.

The Pre-Bid Conference will be conducted through online conference using Microsoft Teams. Kindly e-mail us on or before 01 June 2022, through e-mail address bac@sss.gov.ph, the following:

a. Name of the representative and e-mail address; and

b. Technical and administrative queries.

7. Bids must be duly received by the BAC Secretariat at the Bidding Room, 2nd Floor, SSS Main Building, East Avenue, Diliman, Quezon City on the deadline specified above. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in the ITB Clause 14.

Bid opening shall be on the date and time specified above at the Bidding Room, 2nd Floor, SSS Main Building, East Avenue, Diliman, Quezon City. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address above. Late bids shall not be accepted.

8. References to the dates and times shall be based on Philippine Standard time. Should any of the above dates fall on a holiday, the deadline shall be extended to the same time of the immediately succeeding business day in Quezon City.
9. The SSS 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 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.
10. The SSS assumes no obligation to compensate or indemnify parties for any expense or loss that they may incur as a result of their participation in the procurement process, nor does SSS guarantee that an award will be made as a result of this invitation. Furthermore, the SSS reserves the right to waive any defects or formality in the responses to the eligibility requirements and to this invitation and reserves the right to accept the proposal most advantageous to the agency.

11. For further information, please refer to:

Bids & Awards Committee
The Secretariat
2nd Flr., SSS Main Bldg., East Ave., Diliman, Q.C.
Tel # (632) 8922-1070; 8709-7198 local 5492 or 6382
Email – bac@sss.gov.ph

12. Bidding Documents may be downloaded from PROCUREMENT tab at www.sss.gov.ph starting **25 May 2022**.


**THE CHAIRPERSON
BIDS & AWARDS COMMITTEE**

ref.: itb-sss-goods-2022-037-Security Services for VOG

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, *Social Security System* wishes to receive Bids for the Three (3) Year Contract for Security Services of Visayas Operations Group, with identification number ITB-SSS-Goods-2022-037.

The Procurement Project (referred to herein as “Project”) is composed of *two (2) lots*, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for *CY 2022* in the following amount One Hundred Thirty Million Nine Hundred Thirty-eight Thousand Eight Hundred Forty Pesos (₱130,938,840.00).

2.2. The source of funding is: Approved 2022 Corporate Operating Budget – MOOE with Code (PAP)2022-023, 024, 026 & 028 of the 2022 Annual Procurement Plan (APP)

Lot I: Visayas Central 1 and Central 2 Divisions – Twenty-Three Million Seven Hundred Thirty-Five Thousand and Ninety- Three Pesos – (₱23,735,093.00/year)

Lot II: Visayas West 1 and West 2 Divisions - Nineteen Million Nine Hundred Eleven Thousand One Hundred Eighty-Seven Pesos– (₱19,911,187.00/year)

3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or IB by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

5. Eligible Bidders

5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

5.2. Foreign ownership limited to those allowed under the rules may participate in this Project.

- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC, that is, at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
- a. The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

7. Subcontracts

- 7.1. The Procuring Entity has prescribed that Subcontracting is not allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address: **Bidding Room, 2nd Floor, SSS Main Bldg., East Avenue, Diliman, Quezon City and/or through online conference using Microsoft Teams** as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed **within the last five (5) years** prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
 - a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;
 - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
 - iv. The price of other (incidental) services, if any, listed in the **BDS**.
 - b. For Goods offered from abroad:
 - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
 - ii. The price of other (incidental) services, if any, as listed in the **BDS**.

13. Bid and Payment Currencies

- 13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.
- 13.2. Payment of the contract price shall be made in Philippine Pesos.

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid for **One Hundred Twenty (120) Calendar Days from the Date of the Bid Opening**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid.



The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

16. Deadline for Submission of Bids

16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

17. Opening and Preliminary Examination of Bids

17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

18. Domestic Preference

18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

19. Detailed Evaluation and Comparison of Bids

19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.

19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by ITB Clause 14 shall be submitted for each lot or item separately.

19.3. The descriptions of the lots or items shall be indicated in Section VII (Technical Specifications), although the ABCs of these lots or items are indicated in the BDS for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.

19.4. The Project shall be awarded as follows:

19.5. One Project having several items grouped into several lots, which shall be awarded as separate contracts per lot.

19.6. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

- 20.1. *[Include if Framework Agreement will be used:]*For multi-year Framework Agreement, all bidders initially determined to be eligible and financially compliant shall be subject to initial post-qualification. The BAC shall then recommend the execution of a Framework Agreement among all eligible, technically and financially compliant bidders and the Procuring Entity and shall be issued by HoPE a Notice to Execute Framework Agreement. The determination of the Lowest Calculated Bid (LCB) shall not be performed by the BAC until a Mini-Competition is conducted among the bidders who executed a Framework Agreement. When a Call for Mini-Competition is made, the BAC shall allow the bidders to submit their best financial proposals on such pre-scheduled date, time and place to determine the bidder with the LCB.
- 20.2. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

21. Signing of the Contract

- 21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

Section III. Bid Data Sheet



Bid Data Sheet

ITB Clause									
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p style="margin-left: 40px;">a. Contract for Security Services</p> <p style="margin-left: 40px;">b. completed within five (5) years prior to the deadline for the submission and receipt of bids.</p>								
7.1	Subcontracting is not allowed								
12	The price of the Goods shall be quoted DDP at SSS Branches under the Visayas Operations Group with their addresses provided under Annex “G” or the applicable International Commercial Terms (INCOTERMS) for this Project.								
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: center;">Form of Bid Security</th> <th style="text-align: center;">Amount of Bid Security (Not less than the Percentage of the ABC)</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Cash or cashier's/manager's check issued by a Universal or Commercial Bank.</td> <td style="text-align: center; vertical-align: middle;">Two percent (2%)</td> </tr> <tr> <td style="padding: 5px;">Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.</td> <td style="text-align: center; vertical-align: middle;">or Lot 1 – ₱474,701.86 Lot 2 – ₱398,223.74</td> </tr> <tr> <td style="padding: 5px;">Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.</td> <td style="text-align: center; vertical-align: middle;">Five percent (5%) or Lot 1 – ₱1,186,754.65 Lot 2 – ₱ 995,559.35</td> </tr> </tbody> </table> <p style="margin-top: 10px;">*Bank issued securities must be issued by a universal/commercial bank.</p> <p style="margin-top: 5px;">*Surety Bonds must be accompanied by a certification from Insurance Commission that issuer is authorized to issue such security.</p> <p style="margin-top: 5px;">*Bid Securing Declaration must be notarized by a duly commissioned Notary Public.</p>	Form of Bid Security	Amount of Bid Security (Not less than the Percentage of the ABC)	Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Two percent (2%)	Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	or Lot 1 – ₱474,701.86 Lot 2 – ₱398,223.74	Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Five percent (5%) or Lot 1 – ₱1,186,754.65 Lot 2 – ₱ 995,559.35
Form of Bid Security	Amount of Bid Security (Not less than the Percentage of the ABC)								
Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Two percent (2%)								
Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	or Lot 1 – ₱474,701.86 Lot 2 – ₱398,223.74								
Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Five percent (5%) or Lot 1 – ₱1,186,754.65 Lot 2 – ₱ 995,559.35								
19.3	<p>The ABC is ₱130,938,840.00, broken down as follows:</p> <p style="margin-left: 40px;">Lot 1: (₱23,735,093.00/year)</p> <p style="margin-left: 40px;">Lot 2: (₱19,911,187.00/year)</p> <p style="margin-top: 10px;">Any bid with a financial component exceeding the ABC per lot shall not be accepted.</p>								
20.1	Not Applicable								

20.2	<p>The Lowest Calculated Bidder shall submit the following:</p> <ol style="list-style-type: none"> 1. Registration certificate from Securities and Exchange Commission (SEC) for corporation, including Articles of Incorporation and General Information Sheet (GIS), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document 2. Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas; 3. Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR) 4. Latest Audited Financial Statements 5. Latest income tax return corresponding to the Audited Financial Statements submitted, filed electronically (EFPS); 6. Quarterly VAT (business tax returns) per Revenue Regulations 3-2005 for the last six (6) months filed electronically (EFPS); and 7. Submission of License to Operate – PNP-SOSIA. 8. Other Requirements: <ol style="list-style-type: none"> a) List of its existing licensed firearms, vehicle, communication and other support equipment with complete documentation (see Annex "B" and "B.1" as reference). In case of unavailability/insufficiency of equipage, submit a sworn statement that it has the financial capacity to acquire the equipment and devices and undertakes to acquire the same upon receipt of the notice of award and shall have all the equipment and devices upon the first day of deployment. (No form supplied) b) List of all trainings, seminars, proficiency tests or examinations conducted for its Security Guards for the last six (6) months prior to bidding. c) Proposed Comprehensive Security Plan for the particular Lot/s per attached SSS Form No. 10 to 10.1: <ul style="list-style-type: none"> Lot 1 - Visayas Central 1 and Central 2 Divisions Lot 2 - Visayas West 1 and West 2 Divisions
21.1	<p>Additional contract documents relevant to the Project that must be submitted as an attachment to the approved contract/agreement:</p> <ol style="list-style-type: none"> 1. Security Management Plan signed by the authorized representative of the WINNING BIDDER/s, including the following details: <ol style="list-style-type: none"> a. Organization; b. Recruitment and Selection of Guards; c. Training Programs;



	<ul style="list-style-type: none">d. Compensation and Benefits;e. Personnel Discipline and Procedure;f. Emergency Procedures;g. Performance Evaluation; andh. Inspection Activities. <p>2. The WINNING BIDDER shall execute an undertaking to inform the Security Guards that the SSS shall not be held liable for any and/or all forms of financial assistance to their employees over and above expressly stipulated in the Agreement (Form No. 11).</p> <p>3. The WINNING BIDDER shall execute a sworn statement, attesting to its undertaking and commitment to fulfill and comply with the warranties and guarantees. (No form supplied)</p> <p>4. The WINNING BIDDER shall execute an undertaking to disclose under oath any and/or all deduction/s made, over and above those required by law, to their security personnel (Form No. 12).</p>
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Section IV. General Conditions of Contract



1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

2. Advance Payment and Terms of Payment

- 2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.
- 2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.

4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section VII (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

5. Warranty

- 5.1 In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.

5.2 The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

Section V. Special Conditions of Contract



Special Conditions of Contract

GCC Clause	
1	<p>1. The WINNING BIDDER shall provide the Security Package and Protective Services as follows:</p> <ul style="list-style-type: none"> (a) To protect and safeguard the SSS's premises, equipment, assets, and other properties. (b) To secure and protect the SSS's buildings and offices, including: <ul style="list-style-type: none"> (i) those properties located elsewhere which the SSS may at any time request the WINNING BIDDER to guard and protect, (ii) those properties for which the SSS is accountable, and; (iii) those movable properties and assets found therein and its immediate premises from damage or loss due to theft, pilferage, robbery, malicious mischief, vandalism, arson, trespass and other unlawful and destructive acts, intentional or unintentional, including those that may be committed by the SSS employees. (c) To safeguard and protect the SSS officials, employees, service bureau personnel/Job Order (JO) Personnel, clients, visitors or guests, contractors, as well as the persons of its officers, employees, guests, clients and visitors by whomsoever it may be committed, from assault, bodily harm or threat upon their person. (d) To enforce the SSS' policies, rules and regulations relative to the maintenance of safety and security. (e) The WINNING BIDDER shall faithfully comply with R.A 5487 (Private Security Agency Law), relevant laws, rules and regulations pertaining to the employment of labor, existing or which hereafter may be enacted including but not limited to the Minimum Wage Law, Labor Code of the Philippines, Social Security Law, Employees Compensation and State Insurance Fund, Philippine Health Insurance Fund and Home Development Mutual Fund. <p>Detailed Duties and Responsibilities of the Security Officer and personnel (see Annex "C")</p> <p>2. The WINNING BIDDER shall provide security personnel who are duly licensed and possess the minimum qualifications as follows:</p> <ul style="list-style-type: none"> A. SECURITY OFFICER(Area Supervisor, Detachment Commander, Assistant Commander, Head/Roving Guard, Officer Investigator and Day/Night Shift-in-Charge) <ul style="list-style-type: none"> a. Must be a Filipino Citizen; b. Must be a graduate of at least a 4-Year Course and must have gained at least five (5) year experience as Security Officer; c. Preferably 5'4" (male) and 5'2" (female) in height; d. Must be of good moral character and reputation; e. Must not have been convicted of a criminal offense; f. Must be physically, medically, and mentally fit; g. Must have not reached the age of 60;



- h. Must have been duly screened, cleared and licensed by the PNP-SOSIA as Security Officer;
- i. Must have been processed, screened and thoroughly trained and instructed as to his duties, functions and responsibilities by the WINNING BIDDER.

B. SECURITY GUARDS:

- a. Must be a Filipino citizen;
- b. Must be High school graduate/ Grade 12, and have gained at least three (3) year experience as Security Guard;
- c. Preferably 5'4" (male) and 5'2" (female) in height;
- d. Must be of good moral character and reputation;
- e. Must not have been convicted of a criminal offense;
- f. Must be physically, medically, and mentally fit;
- g. Not less than eighteen (18) years of age nor more than fifty (50) years of age (for new applicants and SGs in non-supervisory position);
- h. Has undergone a pre-licensing training course or its equivalent, duly screened, cleared and licensed by the PNP-SOSIA; and
- i. Must have been processed, screened and thoroughly trained and instructed as to his duties, functions and responsibilities by the WINNING BIDDER.

The above security personnel shall undergo and pass the required selection and screening process by the Security Department/Division Head/Building Administrator/Branch Head prior to posting.

3. The WINNING BIDDER shall, at its own expense, provide Area Supervisor who shall perform his duties and responsibilities within the area of jurisdiction of the WINNING BIDDER.

AREA SUPERVISOR - Duties and Responsibilities (See Annex "D")

4. Prior to the assignment of the security personnel, the WINNING BIDDER shall submit to SSS the medical certificates issued by Department of Health (DOH) accredited Hospital/Testing Centers, including drug and neuro-psychological test results, COVID-19 Vaccination Card or a negative result from an RT-PCR Swab Test taken within 3 days prior to deployment date, and clearances from the Philippine National Police, the National Bureau of Investigation, the Barangay of such personnel's designated residence, latest Security Agency Employer & assignment, and such other certificates and clearances evidencing the assigned personnel's qualifications.

In addition, the SSS must require, the WINNING BIDDER, to submit its security personnel to annual medical examination, neuro-psychological and drug test or on the spot medical examination in a reputable medical facility of its own choice, the result of which shall be submitted to SSS.

The SSS may request the WINNING BIDDER to conduct, at its own expense on the spot drug testing of its security personnel.

5. The WINNING BIDDER shall assign to SSS at all times only security personnel of utmost competence, efficiency, honesty, diligence and integrity and ensure the efficient and proper performance by its area supervisors, security guards and other security personnel of their respective duties and responsibilities.



6. The WINNING BIDDER shall assign, and post security personnel wearing the prescribed and proper uniforms with identification cards and equipped with appropriate firearms, supplies and paraphernalia as well as communications and security devices.

In addition, the WINNING BIDDER shall, at its own expense, and upon request of the SSS, provide an appropriate special weapon/s and/or security gadget/s in areas declared to be a “hot spot” or under high security risk or on special occasions, to secure the protection and safety of high official and guests.

7. The WINNING BIDDER shall strictly observe the regular rotation of security personnel every six (6) months.
8. The WINNING BIDDER shall make available at all times qualified and duly accepted relievers and/or replacements who will take over the post of its regular personnel in case of unscheduled absences and/or tardiness to ensure continuous and uninterrupted delivery of the Security Package and Protective Services which the WINNING BIDDER shall immediately dispatch without any delay.

Reliever must be at least 10% of the total number of Security Personnel per Division.

9. The WINNING BIDDER shall, within twenty-four (24) hours upon receipt of the written request by SSS, increase and decrease the number of the assigned security personnel. Requests for additional security personnel aside from the regulars on duty and/or security beyond the regular hours shall be subject to prior approval by the Division Head and with the corresponding approval of its budget.
10. The WINNING BIDDER shall ensure that its assigned guards shall perform only functions related to the Security Package above-described. The WINNING BIDDER shall be directly and solely liable for any deviation therefrom or the assigned guards' performance of unauthorized or unrelated functions and duties.
11. The WINNING BIDDER shall keep and maintain peace and order and prevent loiterers, vagrants, peddlers, and persons who do not have any official business/transaction within the SSS premises.
12. The WINNING BIDDER shall protect the SSS, its guests, clients, officers, employees and service bureau/JO personnel, from acts of vandalism and/or physical harm committed by the SSS' own personnel, strangers, third persons, or the WINNING BIDDER's own employees.
13. The WINNING BIDDER shall provide, on its own account and at its own expense, round-the-clock supervision and additional services such as routine inspection of the guard service, investigation of irregularities, and other special services, with the express understanding and agreement that such additional services shall in no way interfere with the affairs, operations, and activities of the SSS.
14. The WINNING BIDDER shall conduct, at no extra cost to the SSS and upon the latter's request, a security survey/plan of the Security Site, undertake background investigation of the SSS personnel, and recommend measures to improve the SSS security system and procedures.



15. The WINNING BIDDER shall, at its own expense, provide a continuing and special (Task Force) training/proficiency programs/seminar courses for its assigned security personnel on Emergency Preparedness Plan such as but not limited to tellingering security, bomb threat, gun safety/handling, first aid, earthquake drill, fire and other fortuitous events or as required by the SSS, and submit the certificates of training to SSS Security Department.
16. The WINNING BIDDER shall fairly compensate the injured security personnel or the legal heirs/beneficiaries of the deceased security personnel, when injury or death occurred while in the performance of their assigned duties and responsibilities
17. The WINNING BIDDER shall submit its security personnel to inspection or examination by the Security Department/concerned Division Head/Building Administrator/Branch Head/Administrative personnel during their tour of duty.
18. The WINNING BIDDER shall make available, at any time, for inspection or review by the Security Department/concerned Division Head/Building Administrator/Branch Head, its firearms, security and safety devices, communication and transportation equipment, as well or requested records and documents. Likewise, the SSS Internal Audit Service may also conduct inspection or audit of the same upon proper and prior coordination with the Security Department. Refusal by its Area Supervisor, Head/Roving Officer or any security personnel to cooperate with the inspection or audit shall be a ground for the termination/cancellation of this Agreement, without prejudice to the imposition of monetary penalties under GCC Clause 6, and blacklisting of the WINNING BIDDER from the SSS future service providers bidding.
19. On or before the 10th day of the following month, the WINNING BIDDER shall turn over to SSS Branch all the documents and logbooks used in the recording of the transactions and activities of the SSS, as well as the unclaimed lost and found items for the month. Failure to comply shall be a ground for blacklisting of the WINNING BIDDER from the SSS future service providers bidding.
20. The WINNING BIDDER shall perform such other duties as are required of security guard agencies under government rules and regulations, and those which may, from time to time, or on special occasions, be requested by the SSS to be performed.
21. The WINNING BIDDER shall report all its employees to the SSS for coverage and their contribution as well as all amortization for salary/education/calamity and other SSS loans shall be updated. Failure to comply during contract award or implementation shall be a ground for cancellation/termination of the Agreement.

Further, the WINNING BIDDER shall ensure the enrollment of all its security personnel to the SSS Unified Multipurpose Identification (UMID) System.
22. Should the WINNING BIDDER fail to comply with its obligations under the SS Law, as amended, and/or above-enumerated laws and other related pertinent statutes, the SSS shall have the option to either rescind the Agreement or deduct from the service fee any amount due and demandable from the WINNING BIDDER for its obligations to the SSS, including interest and penalties, if any. This option is without prejudice to the right of the SSS to forfeit the bond filed by the WINNING BIDDER, as well as to avail of other remedies provided for by law.

23. All obligations under the provisions of the above-enumerated laws, other related pertinent statutes and existing SSS internal Rules and Regulations presently in force and effect shall be complied with and strictly observed.
24. The WINNING BIDDER shall execute a sworn statement, before the SSS pays the consideration or part thereof under the Agreement, that the WINNING BIDDER shall submit a true copy of its payrolls signed by its workers assigned to perform the SERVICES or any proof thereof every time that the consideration is paid by the SSS.
25. It is expressly and manifestly understood and agreed upon that the assigned security personnel of the WINNING BIDDER are not employees of the SSS. Neither is there an employee-employer relationship between the SSS and the WINNING BIDDER.
26. The WINNING BIDDER shall not assign or sub-contract the performance of the SERVICES subject of the Agreement or any part thereof without the prior written conformity of the SSS.
27. The WINNING BIDDER shall, in addition to Number 6 hereof, provide K-9 sniffing dog/s with handler as requested by SSS.
28. The WINNING BIDDER shall provide serviceable vehicle (AUV) per lot and motorcycle per Division, both not older than 2018 model.
29. The WINNING BIDDER shall immediately restore/repair/replace/pay any loss/es or damage/s caused to the SSS-owned properties/security site pending investigation by the WINNING BIDDER and validated by the Security Department/Division Head/Branch Head/Building Administrator.
30. The WINNING BIDDER shall make all payments of salaries/compensation to Security Guards and other security personnel through Automated Telling Machine (ATM) and shall ensure that corresponding payslip/s be issued to security personnel reflecting salaries/compensation and all deductions.

In case the WINNING BIDDER requires its security personnel to post a bond for use of firearms and other paraphernalia, such may only be imposed once. The amount of bond shall not exceed five percent (5%) of the firearm issued to the security personnel, the said cash bond, less the cost of damage or loss firearms or paraphernalia due to fault of security personnel, shall be refunded to the security personnel within fifteen (15) calendar days from severance of employment.
31. The WINNING BIDDER shall provide an Electronic Time Recording System (ETRS) Machine for branches with ten (10) or more security personnel.
32. The WINNING BIDDER shall establish a retirement plan for the payment of the retirement benefits of its Security Personnel in accordance with DOLE Order No. 150-16 dated February 9, 2016 in relation to R.A. 7641.
33. The WINNING BIDDER shall execute an undertaking to inform the Security Guards that the SSS shall not be held liable for any and/or all forms of financial assistance to their employees over and above expressly stipulated in the Agreement (**Form No.11**).

34. For billing purposes, ensuring proper tax treatment and accounting method for reporting income, the WINNING BIDDER, shall prepare and submit the herein prescribed Cost Breakdown Computation indicating therein the applicable period. (See Annex "E")

WARRANTIES of the WINNING BIDDER during the effectivity of the Agreement:

1. All its licenses, certificates of registrations, permits and clearances from national and local government agencies/units (Securities and Exchange Commission (SEC), Department of Labor and Employment (DOLE), Philippine National Police (PNP) and Mayor's Office) to operate as Security Agency shall remain valid and subsisting.
2. It shall, as employer of the service personnel/Security Guards, comply with all its obligations under existing laws and their implementing rules and regulations on the payment of minimum wage, overtime pay, five-day incentive pay, paternity leave and other labor related benefits as well as remittances or payment of the appropriate amount or contributions/payment (Retirement pay, SSS, EC, Pag-IBIG, Philhealth and taxes) with concerned government agencies/offices.
3. It shall continue to possess substantial capital and investment, such as but not limited to skilled, qualified and licensed security guards, trained manpower, independent office, firearms and ammunition, equipment, supplies, materials, uniforms, and other paraphernalia which it has and will directly and actually use in the conduct of its operations, and shall undertake its business on its own account and responsibility.
4. It shall maintain its good standing as an independent business enterprise and as a qualified and competent security agency, financially capable of rendering to the public all the services herein contracted, and shall, obtain all necessary licenses, permits, authorizations and registrations, and comply with all laws, ordinances, and regulations required of all similar agencies.
5. As proof of its financial capacity, the WINNING BIDDER shall submit its audited financial statements and income tax returns to the SSS when the latter so requests.
6. Upon written request of the SSS, submit within five (5) calendar days such sworn statements, papers, documents or information pertaining to the compliance by the WINNING BIDDER of its warranties and guarantees.
7. The WINNING BIDDER shall commit or undertake to disclose under oath any and/or all deduction/s made, over and above those required by law, to their security personnel.
8. If the SSS has any reason to believe that the WINNING BIDDER has failed to comply with any of the foregoing warranties and guarantees, or if it believes that the WINNING BIDDER has failed to comply with any law, rule or regulation governing or regulating its employment relationship with its assigned personnel, the SSS may then notify the WINNING BIDDER accordingly, and should the latter refuse or fail to present satisfactory proof to the contrary within five (5) calendar days from its receipt of such notice from the SSS, the SSS shall have the right to immediately terminate the Agreement, without prejudice to any other remedies available to the SSS under the law and the Agreement. Provided, that any misrepresentation or violation by the WINNING BIDDER of any of the above warranties and guarantees, or any of the terms and conditions of the Agreement, shall constitute sufficient basis to terminate the Agreement without need of prior notice.

	<p>9. Any and all damages, losses, liabilities, obligations and claims, monetary or otherwise, that may result, arise and accrue from any violation by the WINNING BIDDER of its warranties and guarantees, and the terms and conditions of the Agreement shall be for the WINNING BIDDER's sole account.</p> <p>10. The WINNING BIDDER shall hold the SSS free and harmless from any liability therefore; provided, that if the SSS shall be charged and be held liable therefore, the WINNING BIDDER shall defend the SSS before any agency, office, tribunal or court, and shall assume such liability principally and directly for the benefit of the SSS. If for any reason, the SSS is made to pay such damages, losses, liabilities, obligations and claims, the WINNING BIDDER shall reimburse the SSS for any and all payments that it may make, as well as all expenses and costs, including but not limited to litigation expenses and legal fees, that may be incurred by the SSS in connection therewith. The SSS may, at its sole option, deduct all such payments from any amount that may be due to the WINNING BIDDER hereunder until they shall have been paid in full.</p> <p>11. The WINNING BIDDER shall maintain a satisfactory level of performance throughout the term of the Agreement based on a prescribed set of performance criteria.</p> <p>The performance criteria to be applied shall include, among others, the following:</p> <ul style="list-style-type: none"> a. Quality of service delivered; b. Time management; c. Management and suitability of personnel; d. Contract administration and management; e. Provision of regular progress report; and f. Compliance with SSS instructions and policies. <p>The SSS Security Department/concern Division shall conduct a semi-annual assessment or evaluation of the compliance of the WINNING BIDDER. (See Annex "F" for detailed performance evaluation criteria).</p> <p>Terms of the Agreement</p> <ol style="list-style-type: none"> 1. The term of the Agreement shall be for a period of THREE (3) YEARS. 2. The SSS may at any time pre-terminate the Agreement with or without any reason by giving a sixty (60)-day prior written notice of termination to the other party. No court action or order shall be necessary to effect such pre-termination or rescission. <p>In case the WINNING BIDDER continues to render the SERVICES with the consent of SSS after the expiration of the Agreement, said extension shall be understood as running from month to month under the same terms and conditions herein stipulated, and may be terminated by SSS by a written notice served upon the AGENCY at least thirty (30) days prior to the date of termination or extended by the parties under the same terms and conditions herein stipulated.</p>
2.2	<p>The terms of payment shall be on a semi-monthly basis.</p> <p>The payment shall be subject to retention of Withholding Tax and other applicable taxes in accordance with existing Laws and BIR Rules and Regulations, to be remitted directly to the BIR by the SSS.</p> <p>Payment using LC is not allowed.</p>



4	<p>The inspections and tests that will be conducted are:</p> <p>The inspections and tests that will be conducted by the SSS or any authorized representative, pertain to the WINNING BIDDER's owned equipment (licensed firearms, communication equipment, registered motor vehicles and security equipment and devices) as part of post qualification process.</p>
6	<p>Liability of the Supplier</p> <ol style="list-style-type: none"> 1. CONFIDENTIALITY. Neither party shall, without the prior written consent of the other, disclose or make available to any person, make public, or use directly or indirectly, except for the performance and implementation of the works, any confidential information, acquired from an information holder in connection with the performance of this Contract, unless: (i) the information is known to the disclosing party, as evidenced by its written records, prior to obtaining the same from the information holder and is not otherwise subject to disclosure restrictions on the disclosing party, (ii) the information is disclosed to the disclosing party by a third party who did not receive the same, directly or indirectly, from an information holder, and who has no obligation of secrecy with respect thereto, or (iii) required to be disclosed by law. <p>The obligation of confidentiality by both parties, as provided herein, shall survive the termination of the Agreement.</p> 2. MERGER AND CONSOLIDATION. In case of merger, consolidation or change of ownership of the SUPPLIER with other company, it is the responsibility of the surviving company/consolidated company/acquiring entity to inform SSS of the change in corporate structure/ownership. Failure to do so shall translate in such company assuming all liabilities of the acquired/merged company under the Agreement. 3. FORCE MAJEURE. SUPPLIER shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that SUPPLIER's delay in performance or other failure to perform its obligations under this Agreement is the result of a force majeure. <p>For purposes of this Agreement the terms "force majeure" and "fortuitous event" may be used interchangeably. In this regard, a fortuitous event or force majeure shall be interpreted to mean an event which SUPPLIER could not have foreseen, or which though foreseen, was inevitable. It shall not include ordinary unfavorable weather conditions; and any other cause the effects of which could have been avoided with the exercise of reasonable diligence by SUPPLIER. Such events may include, but not limited to, acts of SSS in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.</p> <p>If a force majeure situation arises, SUPPLIER shall promptly notify SSS in writing of such condition and the cause thereof. Unless otherwise directed by SSS in writing, SUPPLIER shall continue to perform its obligations under this Agreement as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the force majeure.</p> 4. NON-ASSIGNMENT. SUPPLIER shall not assign its rights or obligations under this Agreement, in whole or in part, except with SSS's prior written consent. SUPPLIER shall not subcontract in whole or in part the PROJECT and deliverables subject of this Agreement without the written consent of SSS. 5. WAIVER. Failure by either party to insist upon the other strict performance of any of the terms and conditions hereof shall not be deemed a relinquishment or waiver of any subsequent breach or default of the terms and conditions hereof, which can only be deemed made if expressed in writing and signed by its duly authorized representative. No such waiver shall be construed as modification of any of the provisions of the Agreement or as a waiver of any past or future default or breach hereof, except as expressly stated in such waiver.



6. CUMULATIVE REMEDIES. Any and all remedies granted to the parties under the applicable laws and the Contract shall be deemed cumulative and may therefore, at the sole option and discretion, be availed of by the aggrieved party simultaneously, successively, or independently.

7. NO EMPLOYER-EMPLOYEE RELATIONSHIP. It is expressly and manifestly understood and agreed upon that the employees of SUPPLIER assigned to perform the PROJECT are not employees of SSS. Neither is there an employer-employee relationship between SSS and SUPPLIER.

The Agreement does not create an employer-employee relationship between SSS and the SUPPLIER including its personnel; that the services rendered by the personnel assigned by SUPPLIER to SSS in the performance of its obligation under the contract do not represent government service and will not be credited as such; that its personnel assigned to SSS are not entitled to benefits enjoyed by SSS' officials and employees such as Personal Economic Relief Allowance (PERA), Representation and Transportation Allowance (RATA), ACA, etc.; that these personnel are not related within the third degree of consanguinity or affinity to the contracting officer and appointing authority of SSS; that they have not been previously dismissed from the government service by reason of an administrative case; that they have not reached the compulsory retirement age of sixty-five (65); and that they possess the education, experience and skills required to perform the job. The SUPPLIER hereby acknowledges that no authority has been given by SSS to hire any person as an employee of the latter. Any instruction given by SSS or any of its personnel to SUPPLIER's employees are to be construed merely as a measure taken by the former to ensure and enhance the quality of project performed hereunder. The SUPPLIER shall, at all times, exercise supervision and control over its employees in the performance of its obligations under the contract.

8. PARTNERSHIP. Nothing in the contract shall constitute a partnership between the parties. No party or its agents or employees shall be deemed to be the agent, employee or representative of any other party.

9. COMPLIANCE WITH SS LAW. SUPPLIER shall report all its employees to SSS for coverage and their contributions, as well as, all amortizations for salary/education/calamity and other SSS loans shall be updated. Should SUPPLIER fail to comply with its obligations under the provisions of the SS Law and Employees' Compensation Act, SSS shall have the authority to deduct any unpaid SS and EC contributions, salary, educational, emergency and/or calamity loan amortizations, employer's liability for damages, including interests and penalties from SUPPLIER's receivables under this Agreement.

Further, prescription does not run against SSS for its failure to demand SSS contributions or payments from SUPPLIER. Moreover, SUPPLIER shall forever hold in trust SS contributions or payments of its employees until the same is fully remitted to SSS.

10. COMPLIANCE WITH LABOR LAWS. SUPPLIER, as employer of the personnel assigned to undertake the PROJECT, shall comply with all its obligations under existing laws and their implementing rules and regulations on the payment of minimum wage, overtime pay, and other labor-related benefits as well as remittances or payment of the appropriate amount or contributions/payment (SSS, EC, Pag-IBIG, PhilHealth and taxes) with concerned government agencies/offices.



It is agreed further, that prior to the release of any payment by SSS to SUPPLIER, its President or its duly authorized representative, shall submit a sworn statement that all monies due to all its employees assigned to the PROJECT as well as benefits by law and other related labor legislation have been paid by SUPPLIER and that he/she assumed full responsibility thereof.

11. **COMPLIANCE WITH TAX LAWS.** SUPPLIER shall, in compliance with tax laws, pay the applicable taxes in full and on time and shall regularly present to SSS within the duration of the Contract, tax clearance from the Bureau of Internal Revenue (BIR) as well as copy of its income and business tax returns duly stamped by the BIR and duly validated with the tax payments made thereon. Failure by SUPPLIER to comply with the foregoing shall entitle SSS to suspend payment of the Contract Price.

As required under Executive Order (EO) 398, s. 2005, SUPPLIER shall submit income and business tax returns duly stamped and received by the BIR, before entering and during the duration of this Agreement. SUPPLIER, through its responsible officer, shall also certify under oath that it is free and clear of all tax liabilities to the government. SUPPLIER shall pay taxes in full and on time and that failure to do so will entitle SSS to suspend or terminate this Agreement.

12. **LIQUIDATED DAMAGES.** If SUPPLIER fails to satisfactorily deliver any or all of the Goods and/or to perform the Services within the period(s) specified in the PBD inclusive of duly granted time extensions if any, SSS shall, without prejudice to its other remedies under this Agreement and under the applicable law, deduct from the Contract Price, as liquidated damages, the applicable rate of one tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay until actual delivery or performance. Once the amount of liquidated damages reaches ten percent (10%), SSS may rescind or terminate this Agreement, without prejudice to other courses of action and remedies open to it.

13. **HOLD FREE and HARMLESS.** SUPPLIER agrees to defend, indemnify, and hold SSS free and harmless from any and all claims, damages, expenses, fines, penalties and/or liabilities of whatever nature and kind, whether in law or equity, that may arise by reason of the implementation of the Agreement. In addition, SUPPLIER agrees to indemnify SSS for any damage as a result of said implementation.

SUPPLIER hereby assumes full responsibility for any injury, including death, loss or damage which may be caused to SSS' employees or property or third person due to SUPPLIER's employees' fault or negligence, and further binds itself to hold SSS free and harmless from any of such injury or damage. SSS shall not be responsible for any injury, loss or damage which SUPPLIER or any of its employees may sustain in the performance of SUPPLIER's obligations under this Agreement.

14. **SETTLEMENT OF DISPUTES.** If any dispute or difference of any kind whatsoever shall arise between SSS and SUPPLIER in connection with or arising out of this Agreement, the Parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

If after thirty (30) days, the Parties have failed to resolve their dispute or difference by such mutual consultation, then either SSS or SUPPLIER may give notice to the other Party of its intention to commence arbitration, in accordance with RA No. 876, otherwise known as the "Arbitration Law" and RA No. 9285, otherwise known as the "Alternative Dispute Resolution Act of 2004," in order to settle their disputes.

No arbitration in respect of this matter may be commenced unless such notice is given.

Notwithstanding any reference to arbitration herein, the Parties shall continue to perform their respective obligations under this Agreement unless they otherwise agree.

15. VENUE OF ACTIONS. In the event court action is necessary in order to promote Arbitration, such action shall be filed only before the proper courts of Quezon City, to the exclusion of all other venues.
16. GOVERNING LAW. The Agreement shall be governed by and interpreted according to the laws of the Republic of the Philippines.
17. AMENDMENTS. This Agreement may be amended only in writing and executed by the parties or their duly authorized representatives.
18. SEPARABILITY. If any one or more of the provisions contained in the contract or any document executed in connection herewith shall be invalid, illegal or unenforceable in any respect under any applicable law, then: (i) the validity, legality and enforceability of the remaining provisions contained herein or therein shall not in any way be affected or impaired and shall remain in full force and effect; and (ii) the invalid, illegal or unenforceable provision shall be replaced by the parties immediately with a term or provision that is valid, legal and enforceable and that comes closest to expressing the intention of such invalid illegal or unenforceable term of provision.
19. BINDING EFFECT. The Agreement shall be binding upon the Parties hereto, their assignee/s and successor/s-in-interest.

The WINNING BIDDER shall be penalized by the **Division Head/Building Administrator/Branch Head/Security Department** for violations committed in the Contract Implementation under the following Schedule of Offenses:

WINNING BIDDER's VIOLATION	PENALTY
a) WINNING BIDDER has issued ammunition short of the requirement as per Contract or defective "dud" bullets.	Deduction from the billing of ₱20.00 per bullet per day
b) WINNING BIDDER has not issued any magazine/holders for extra ammunition.	Deduction from the billing of ₱500.00 per incident per day
c) WINNING BIDDER has not issued radio equipment or short of the number as per Agreement or issued item is unserviceable.	Deduction from the billing of ₱500.00 per lacking, unserviceable, defective or unusable equipment (per equipment per day)
d) WINNING BIDDER has not issued the required equipment as per Agreement, such as but not limited to metal detectors, watchman clock, licensed handheld radio transceivers, licensed radio base with repeater and other accessories, bullhorns, flashlights, night stick, etc. or has issued one but unserviceable and/ or defective/ unusable.	Deduction from the billing of ₱500.00 per lacking, unserviceable, defective or unusable equipment (per equipment per day)



e) WINNING BIDDER has not provided the service vehicle as per Agreement, or service vehicle is unserviceable.	Deduction from the billing of ₱1,000.00 per incident per day
f) WINNING BIDDER has an unmanned security post as required per Agreement.	Deduction from the billing of ₱500.00 per incident.
g) WINNING BIDDER has not provided the required number of security guard and reliever as per Agreement.	Deduction from the billing of ₱500.00 per day.
h) Security personnel not having twenty-four (24) hour rest day per cut-off period.	Deduction from the billing of ₱500.00 per incident per day.
i) Straight duty of more than twelve (12) hours.	Deduction from the billing of ₱500.00 per incident.
j) Non issuance of payslip	Deduction from the billing of ₱500.00 for non-issuance of payslip per security personnel per payroll period.

The **concerned Division/SSS Security Department** shall, likewise, impose on the WINNING BIDDER penalties for offenses or violations committed by its service personnel/guard, without prejudice to penalties as may be imposed by PNP-SOSIA, as follows:

LIGHT OFFENSES- deduction from the billing of ₱500.00 per incident for first offense; P1,000.00 per incident for the second offense; and removal of the guard from SSS for the third offense; upon the WINNING BIDDER's receipt of the SSS' written notice.

- a. Security Guard caught reading newspapers, comics and other reading materials while on duty (except memoranda coming from SSS).
- b. Security Guard caught eating/using mobile phone in post while on duty.
- c. Security Guard with non-regulation haircut, wearing beard/moustache or not in prescribed proper uniform, equipment and paraphernalia, non-wearing of ID or un-shined buckles, badges, or shoes.

LESS GRAVE OFFENSES – deduction from the billing of ₱750.00 per incident for first offense; and removal of the security personnel from SSS for the second offense, upon the WINNING BIDDER's receipt of the SSS' written notice.

- a) Security Guard caught smoking while on duty.
- b) Reporting late for duty or formation, or absent without due notice.
- c) Security Guard engaged in prolonged or unnecessary phone/radio call or actual conversation with visitors/ employees while on duty.
- d) Head Guard and/or Night Shift Duty Officer not conducting guard mounting for the incoming guards.



GRAVE OFFENSES- deduction from the billing of ₱1,000.00 per incident and removal of the security personnel from SSS upon the WINNING BIDDER's receipt of the SSS' written notice.

- a. Abandonment of Post of Security Guard.
- b. Posted Security Guard found drunk; drinking alcoholic beverages or under the influence of intoxicating liquor or found in possession of or under the influence of alcohol or taking prohibited drugs.
- c. Providing confidential information to unauthorized persons.
- d. Security Guard firing his firearm indiscriminately whether or not in connection with the performance of his duty.
- e. Posted Security Guard found allowing others to hold or tinker with his firearm.
- f. Security Guard apprehended for scandal, or disorderly conduct within the premises of the installation or being incorrigible or defiant.
- g. Security Guard engaging in mulcting or extortion activities.
- h. Displaying discourtesy or rude manner while in the performance of duty or not rendering appropriate respect and courtesy to any person.
- i. Posted Security Guard not carrying his current Private Security License and Firearm License.
- j. Security Guard found sleeping while on duty or during RED ALERT.
- k. Head Guard and other Security personnel tolerating the violation of SSS rules and regulations by the guards or not reporting such violation to the SSS.

Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

ITEM NO.	DESCRIPTION	QUANTITY	TOTAL	DELIVERED, WEEKS/MONTHS
I	Provide security personnel to the following areas: Lot 1: Visayas Central 1 and Central 2 Divisions Lot 2: Visayas West 1 and West 2 Divisions Annex "A" – Work Schedule Annex "G" – List of Branches and their address	86	153	Three (3) Years upon turn-over and from receipt of the Notice to Proceed and Signed Contract
II	Provide Equipment and Devices (See Annexes "B" to "B.3")			



Section VII. Technical Specifications



Technical Specifications

Item	Specification	Statement of Compliance	Annex
<p><i>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 Bidder’s 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 applicable laws and issuances.</i></p>			
TECHNICAL PARAMETERS			
CRITERIA 1. EFFECTIVE SERVICE			
1.a.	The BIDDER must signify his conformity to the scope of services and methodologies, manpower complement and deployment and standard tools and equipment prescribed by the SSS. (See Form No. 14).		
1.b	The BIDDER must provide the following firearms, ammunition, vehicles, communication, and other support equipment specified under Annex “B” to “B.3” - Schedule of Requirements or submit a Sworn Statement that it has the financial capacity to acquire such equipment and devices for the Project.		
1.c	The BIDDER must submit a sworn statement (See Form No. 14) that it has adequate and relevant training/proficiency programs/seminars for its Security Guards, and that all employee/Security Guards hired and deployed in their respective area of assignments have been well trained.		
CRITERIA 2. TRACK RECORDS			
2.a.	With at least five (5) years experience in engaging as security service provider prior to the deadline for the submission and opening of bid. As supporting document, the Bidder must submit the following: <ol style="list-style-type: none"> 1. SSS Certificate of Registration 2. Certification from SOSIA that it is engaged in the business of providing security services for five (5) years or more. 		
2.b.	Recruits must have passed/complied the following in accordance with Republic Act No. 5487; (See Form No. 14) <ol style="list-style-type: none"> a) drug and alcohol test – must be accredited of DOH b) neuro-psycho test – must be accredited of DOH c) basic gun safety and proficiency test d) at least a high school graduate e) must have no criminal record 		
2.c.	Must have maintained a satisfactory level of performance from its clients with single largest completed contract and two (2) on-going contracts within the last five (5) years, based on the performance standards indicated in Annex “F” .		



***Section VIII. Checklist of Technical and
Financial Documents***



Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages); if non-Platinum members, submit the following:
- (b) PhilGEPS Registration, and
- (c) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,
And
- (d) Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
And
- (e) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Documents

- (f) Statement of the prospective bidder of its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, **(Form No. 4)**, and the duly filled-up Security Service Provider Performance Evaluation Sheet from its clients **(Annex F.A)**, **and**
- (g) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, **within last five (5) years** period prior to the submission and opening of Bids; **(Form No. 5)**, and the duly filled-up Security Service Provider Performance Evaluation Sheet from its client **(Annex F.A)**, **and**
- (h) Original copy of Bid Security (Cash, Letter of Credit, Surety Bond). If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission; **Or** Original copy of Notarized Bid Securing Declaration; **(Form No. 6)**, **and**
- (i) Conformity with the Schedule of Requirements (Section VI) and Technical Specifications (Section VII), which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (j) Original duly signed Omnibus Sworn Statement (OSS); **(Form No. 7)** **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder and copy Authority to Notarize issued to the Notary Public by the Regional Trial Court.

Other documentary requirements under RA No. 9184 (as applicable)

For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos:

- (k) Copy of Treaty, International or Executive Agreement; **or**

- (l) Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- (m) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

Class “B” Documents

- (n) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;
or
duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

Financial Documents

- (o) The Supplier’s audited financial statements, showing, among others, the Supplier’s total and current assets and liabilities, stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- (p) The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC); **(Form No. 8)**
or
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation. **(Form No. 9)**

II. FINANCIAL COMPONENT ENVELOPE

- (q) Original of duly signed and accomplished Financial Bid Form; **and**
- (r) Original of duly signed and accomplished Price Schedule(s)/Bid Breakdown.

IMPORTANT REMINDERS

- A) Each and every page of the **Bid Forms/Price Schedule(s)/Bid Breakdown**, under Section VIII: Checklist of Technical and Financial Documents hereof, shall be signed by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the bid.
- B) Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the Bidder.
- C) Bid documents shall be compiled in a folder/binder with the Annexes properly labeled with tabs/separators.
- D) Bidders shall submit their bids through their duly authorized representative enclosed in separate sealed envelopes, which shall be submitted simultaneously:
 - a) The first three individually sealed envelopes shall contain the folder/binder of the Eligibility Requirements and Technical Component of the bid; prepared in three copies labeled as follows:
 - Envelop (1): ORIGINAL – Eligibility Requirements and Technical Component
 - Envelop (2): COPY1 – Eligibility Requirements and Technical Component
 - Envelop (3): COPY2 – Eligibility Requirements and Technical Component

- b) The next three individually sealed envelopes shall contain the folder/binder of the Financial Component of the bid; prepared in three copies labeled as follows:
 Envelop (4): ORIGINAL – Financial Component
 Envelop (5): COPY1 – Financial Component
 Envelop (6): COPY2 – Financial Component
- c) Bidders shall enclose, seal and mark the following:
- Envelop (7): Envelope (1) and Envelope (4) enclosed in one sealed envelope marked “ORIGINAL–BID”
- Envelop (8): Envelope (2) and Envelope (5) enclosed in one sealed envelope marked “COPY1–BID”
- Envelop (9): Envelope (3) and Envelope (6) enclosed in one sealed envelope marked “COPY2–BID”
- d) Envelopes (7) to (9) shall then be enclosed in a single sealed, signed final/outer envelope/package/box
- e) All envelopes (Envelopes (1) to (9) and the final/outer envelope/package/box) shall indicate the following:
- addressed to the Procuring Entity’s BAC
 - name and address of the Bidder in capital letters
 - name of the contract/project to be bid in capital letters
 - bear the specific identification/reference code of this bidding process
 - bear a warning “DO NOT OPEN BEFORE...” the date and time for the opening of bids

THE CHAIRPERSON	
BIDS AND AWARDS COMMITTEE	
2 ND FLOOR, SSS MAIN BUILDING	
EAST AVENUE, DILIMAN, QUEZON CITY	
NAME OF BIDDER	: _____
ADDRESS	: _____
NAME OF PROJECT	: _____
ITB REFERENCE NUMBER:	_____

- E) Bids submitted after the deadline shall only be marked for recording purposes, shall not be included in the opening of bids, and shall be returned to the bidder unopened.
- F) Bidders shall submit a copy of the Authority to Notarize issued by the Regional Trial Court to the Notarial Public.

FORMS



Bid Form for the Procurement of Goods

BID FORM
Three Year Contract for Security Services of Visayas Operations Group
(Lot No. 1 – SSS Visayas Central 1 and Central 2 Divisions)

Date: _____
Project Identification No.: _____

To: **SOCIAL SECURITY SYSTEM**

East Avenue, Diliman, Quezon City

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to **Three Year Contract for Security Services of Visayas Operations Group (Lot No. 1 – SSS Visayas Central 1 and Central 2 Divisions)** in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

[Insert this paragraph if Foreign-Assisted Project with the Development Partner:

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent
Amount and Purpose of
Currency Commission or gratuity

(if none, state "None")]

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.



We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached *[state the written authority]*.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

GPPB Resolution No. 16-2020, dated 16 September 2020



Bid Form for the Procurement of Goods

BID FORM
Three Year Contract for Security Services of Visayas Operations Group
(Lot No. 2 – SSS Visayas West 1 and West 2 Divisions)

Date: _____
Project Identification No.: _____

To: *[name and address of Procuring Entity]*

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to **Three Year Contract for Security Services of Visayas Operations Group (Lot No. 2 – SSS Visayas West 1 and West 2 Divisions)** in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

[Insert this paragraph if Foreign-Assisted Project with the Development Partner:

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Purpose of Commission or gratuity
---------------------------	--

(if none, state “None”)]

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached *[state the written authority]*.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

GPPB Resolution No. 16-2020, dated 16 September 2020



FORM NO. 2

BID BREAKDOWN
THREE(3) YEAR CONTRACT FOR SECURITY SERVICES: VISAYAS OPERATIONS GROUP
ITB-SSS-Goods-2022-_____
LOT NO. 1 - Visayas Central 1 and Central 2 Divisions

Visayas Central 1	Total Number of Post	Number of Months	Total Manhours	Rate/Hr (weighted Ave.)	Amount of Bid
		A	B	C	D = B*C
Bogo	5	12	16,849		₱
Cebu	23	12	81,171		₱
Cebu NRA	3	12	7,824		₱
Danao	3	12	9,127		₱
Lapu-lapu	6	12	18,309		₱
Mandaue	5	12	15,963		₱
Tagbilaran	5	12	15,911		₱
Talisay	3	12	9,127		₱
Toledo	4	12	13,721		₱
Camotes SO	2	12	8,768		₱
Total	59		196,770		₱

Visayas Central 2	Total Number of Post	Number of Months	Total Manhours	Rate/Hr (weighted Ave.)	Amount of Bid
		A	B	C	D = B*C
Tacloban	7	12	21,801		₱
Ormoc	4	12	13,981		₱
Maasin	4	12	13,981		₱
Catbalogan	4	12	13,981		₱
Calbayog	4	12	13,981		₱
Borongan SO	4	12	13,981		₱
Total	27		91,706		₱

- It is clearly understood that any bid exceeding the ABC of **₱23,735,093.00 per year** shall not be accepted.

Submitted by :

Bidder/Authorized Representative
(Signature over Printed Name)

Agency:
Date:
Address:



FORM NO. 2.1

BID BREAKDOWN
THREE(3) YEAR CONTRACT FOR SECURITY SERVICES: VISAYAS OPERATIONS GROUP
ITB-SSS-Goods-2022-_____
LOT NO. 2 – SSS Visayas West 1 and West 2 Divisions

Visayas West 1	Total Number of Post	Number of Months	Total Manhours	Rate/Hr (weighted Ave.)	Amount of Bid
		A	B	C	
Bacolod	13	12	44,551		₱
Bacolod East	4	12	13,721		₱
Bago	4	12	13,721		₱
Bais	4	12	13,721		₱
Dumaguete	4	12	13,721		₱
Kabankalan	4	12	13,721		₱
Sagay	4	12	13,721		₱
San Carlos, Negros Occ.	4	12	13,721		₱
Victorias	4	12	13,721		₱
Total	45		154,319		₱

Visayas West 2	Total Number of Post	Number of Months	Total Manhours	Rate/Hr (weighted Ave.)	Amount of Bid
		A	B	C	
Iloilo – Central	6	12	18,934		₱
Iloilo – Molo	4	12	13,721		₱
Antique	4	12	13,721		₱
Aklan	4	12	13,721		₱
Roxas	4	12	13,721		₱
Total	22		73,818		₱

- It is clearly understood that any bid exceeding the ABC **₱19,911,187.00 per year** shall not be accepted.

Submitted by :

 Bidder/Authorized Representative
(Signature over Printed Name)

Agency:
Date:
Address:



FORM NO. 3

VISAYAS CENTAL 1 DIVISION											
BRANCH/SERVICE OFFICE			Cebu, Cebu-NRA, Lapu-Lapu, Mandaue, Talisay, Danao			Bogo, Toledo, Tagbilaran			Camotes SO		
			Regular (8) hours	Overtime not to exceed (4) hours	Night Differential (10pm to 6am)	Regular (8) hours	Overtime not to exceed (4) hours	Night Differential (10pm to 6am)	Regular (8) hours	Overtime not to exceed (4) hours	Night Differential (10pm to 6am)
Number of Days per Year			393.8								
New Daily Wage			(DW)			404.00			356.00		
COLA Rates			0.00			0.00			0.00		
Wage Order No.			RBVII-22 (A)			RBVII-22 (B)			RBVII-VII (C)		
Effectivity of WO			5-Jan-20			5-Jan-20			5-Jan-20		
I Amount Directly to Guard											
Equivalent Monthly Rate (EMR=DW x # of days per year / 12)			13,257.93		13,257.93	12,010.90		12,010.90	11,682.73		11,682.73
Night Differential Pay (EMR x 10% x 3/3)			0.00		1,325.79	0.00		1,201.09	0.00		1,168.27
13th Month Pay (DW x 365 / 12 / 12)			1,024.03		1,024.03	927.71		927.71	902.36		902.36
5-Day Service Incentive (DW + COLA x 5 / 12)			168.33		168.33	152.50		152.50	148.33		148.33
COLA (COLA rate x 377 / 12)			0.00		0.00	0.00		0.00	0.00		0.00
Overtime 7 Days											
Rate per Hour (RPH) (DW/8)				50.50			45.75			44.50	
Regular days (RPH*125%*297*4) RPH				74,992.50			67,938.75			66,082.50	
Regular Holidays (RPH*260%*12*4) RPH				6,302.40			5,709.60			5,553.60	
Rest Days/Sundays (RPH*169%*52*4) RPH				17,751.76			16,082.04			15,642.64	
Special Days (RPH*195%*4*4) RPH				1,575.60			1,427.40			1,388.40	
Total				100,622.26			91,157.79			88,667.14	
Overtime pay (4) hours/day (Total/12)				8,385.19			7,596.48			7,388.93	
Total Amount Directly to Guard			14,450.29	8,385.19	15,776.08	13,091.11	7,596.48	14,292.20	12,733.42	7,388.93	13,901.70
II Amount Due to Government Agencies in favor of Guards (SSS ER Share in Contribution-Based on 1, Net of 13th Month Pay)											
Retirement Pay (R.A. 7641) (DW x 22.5/12)			757.50		757.50	686.25		686.25	667.50		667.50
SSS			1,147.50	552.50	1,275.00	1,020.00	680.00	1,147.50	1,020.00	595.00	1,105.00
Philhealth (Based on EMR)			265.15		265.15	240.21		240.21	233.65		233.65
State Insurance Fund			10.00	20.00	30.00	10.00	20.00	10.00	10.00	20.00	10.00
Pag-ibig Fund			100.00		100.00	100.00		100.00	100.00		100.00
Total Amount to Government in favor of Guard			2,280.15	572.50	2,427.65	2,056.46	700.00	2,183.96	2,031.15	615.00	2,116.15
III TOTAL AMOUNT TO GUARD & GOVERNMENT/TOTAL CONTRACT COST			16,730.44	8,957.69	18,203.73	15,147.57	8,296.48	16,476.16	14,764.57	8,003.93	16,017.85
IV Administrative Fee (Please indicate here the % (III x Admin% per DOLE order #150-16)			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
V Total Service Costs (III + IV)			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
VI VAT (IV Admin Fee x 12%)			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
VII Total Contract Price/Billing Rate per Month of (V + VI)			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
VIII Contract Rate per Hour (VII x 12 / 365 / 8 / 12 or 4)			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Weighted Average			0.00			0.00			0.00		

				FORM No. 3			
VISAYAS CENTRAL 2 DIVISION							
BRANCH/SERVICE OFFICE				Tacloban, Ormoc, Maasin, Catbalogan, Calbayog, Borongan SO			
				Regular (8) hours	Overtime not to exceed (4) hours	Night Differential (10pm to 6am)	
Number of Days per Year				393.8			
New Daily Wage				(DW)			
COLA Rates				325.00			
Wage Order No.				0.00			
Effectivity of WO				RBVII-21			
				18-Feb-20			
I Amount Directly to Guard							
Equivalent Monthly Rate				(EMR=DW x # of days per year / 12)	10,665.42		10,665.42
Night Differential Pay				(EMR x 10% x 3/3)	0.00		1,066.54
13th Month Pay				(DW x 365 / 12 / 12)	823.78		823.78
5-Day Service Incentive				(DW + COLA x 5 / 12)	135.42		135.42
COLA				(COLA rate x 377 / 12)	0.00		0.00
Overtime 7 Days							
Rate per Hour (RPH)				(DW/8)		40.63	
Regular days				(RPH*125%*297*4) RPH		60,328.13	
Regular Holidays				(RPH*260%*12*4) RPH		5,070.00	
Rest Days/Sundays				(RPH*169%*52*4) RPH		14,280.50	
Special Days				(RPH*195%*4*4) RPH		1,267.50	
Total						80,946.13	
Overtime pay (4) hours/day				(Total/12)		6,745.51	
Total Amount Directly to Guard					11,624.62	6,745.51	12,691.16
II Amount Due to Government Agencies in favor of Guards							
(SSS ER Share in Contribution-Based on 1, Net of 13th Month Pay)							
Retirement Pay (R.A. 7641)				(DW x 22.5/12)	609.38		609.38
SSS					935.00	552.50	1,020.00
Philhealth				(Based on EMR)	213.30		213.30
State Insurance Fund					10.00	20.00	10.00
Pag-ibig Fund					100.00		100.00
Total Amount to Government in favor of Guard					1,867.68	572.50	1,952.68
III TOTAL AMOUNT TO GUARD & GOVERNMENT/TOTAL CONTRACT COST					13,492.30	7,318.01	14,643.84
IV Administrative Fee				Please indicate here the % (III x Admin% per DOLE order #150-16)	0.00	0.00	0.00
V Total Service Costs				(III + IV)	0.00	0.00	0.00
VI VAT				(IV Admin Fee x 12%)	0.00	0.00	0.00
VII Total Contract Price/Billing Rate per Month of				(V + VI)	0.00	0.00	0.00
VIII Contract Rate per Hour				(VII x 12 / 365 / 8 / 12 or 4)	0.00	0.00	0.00
Weighted Average					0.00		

FORM NO. 3.1

VISAYAS WEST 1 DIVISION							
BRANCH/SERVICE OFFICE		Bacolod, Bacolod East, Bago, Kabankalan, Sagay, San Carlos Negros Occ., and Victorias			Bais and Dumaguete		
		Regular (8) hours	Overtime not to exceed (4) hours	Night Differential (10pm to 6am)	Regular (8) hours	Overtime not to exceed (4) hours	Night Differential (10pm to 6am)
Number of Days per Year		393.8					
New Daily Wage (DW)		395.00			366.00		
COLA Rates		0.00			0.00		
Wage Order No.		RBVI-25			RBV/II-22 (B)		
Effectivity of WO		26-Nov-19			5-Jan-20		
I Amount Directly to Guard							
Equivalent Monthly Rate (EMR=DW x # of days per year / 12)		12,962.58		12,962.58	12,010.90		12,010.90
Night Differential Pay (EMR x 10% x 3/3)		0.00		1,296.26	0.00		1,201.09
13th Month Pay (DW x 365 / 12 / 12)		1,001.22		1,001.22	927.71		927.71
5-Day Service Incentive (DW + COLA x 5 / 12)		164.58		164.58	152.50		152.50
COLA (COLA rate x 377 / 12)		0.00		0.00	0.00		0.00
Overtime 7 Days							
Rate per Hour (RPH) (DW/8)			49.38			45.75	
Regular days (RPH*125%*297*4) RPH			73,321.88			67,938.75	
Regular Holidays (RPH*260%*12*4) RPH			6,162.00			5,709.60	
Rest Days/Sundays (RPH*169%*52*4) RPH			17,356.30			16,082.04	
Special Days (RPH*195%*4*4) RPH			1,540.50			1,427.40	
Total			98,380.68			91,157.79	
Overtime pay (4) hours/day (Total/12)			8,198.39			7,596.48	
Total Amount Directly to Guard		14,128.38	8,198.39	15,424.64	13,091.11	7,596.48	14,292.20
II Amount Due to Government Agencies in favor of Guards (SSS ER Share in Contribution-Based on 1, Net of 13th Month Pay)							
Retirement Pay (R.A. 7641) (DW x 22.5/12)		740.63		740.63	686.25		686.25
SSS		1,105.00	595.00	1,232.50	1,020.00	680.00	1,147.50
Philhealth (Based on EMR)		259.25		259.25	240.21		240.21
State Insurance Fund		10.00	20.00	10.00	10.00	20.00	10.00
Pag-ibig Fund		100.00		100.00	100.00		100.00
Total Amount to Government in favor of Guard		2,214.88	615.00	2,342.38	2,056.46	700.00	2,183.96
III TOTAL AMOUNT TO GUARD & GOVERNMENT/TOTAL CONTRACT COST		16,343.25	8,813.39	17,767.01	15,147.57	8,296.48	16,476.16
IV Administrative Fee (Please indicate here the % (III x Admin% per DOLE order #150-16)		0.00	0.00	0.00	0.00	0.00	0.00
V Total Service Costs (III + IV)		0.00	0.00	0.00	0.00	0.00	0.00
VI VAT (IV Admin Fee x 12%)		0.00	0.00	0.00	0.00	0.00	0.00
VII Total Contract Price/Billing Rate per Month of (V + VI)		0.00	0.00	0.00	0.00	0.00	0.00
VIII Contract Rate per Hour (VII x 12 / 365 / 8 / 12 or 4)		0.00	0.00	0.00	0.00	0.00	0.00
Weighted Average			0.00			0.00	

				FORM No. 3.1		
VISAYAS WEST 2 DIVISION						
BRANCH/SERVICE OFFICE				Iloilo Central, Iloilo Molo, Antique, Aklan and Roxas		
				Regular (8) hours	Overtime not to exceed (4) hours	Night Differential (10pm to 6am)
Number of Days per Year				393.8		
New Daily Wage				(DW)	395.00	
COLA Rates					0.00	
Wage Order No.					RBVI-25	
Effectivity of WO					26-Nov-19	
I Amount Directly to Guard						
Equivalent Monthly Rate (EMR=DW x # of days per year / 12)				12,962.58		12,962.58
Night Differential Pay (EMR x 10% x 3/3)				0.00		1,296.26
13th Month Pay (DW x 365 / 12 / 12)				1,001.22		1,001.22
5-Day Service Incentive (DW + COLA x 5 / 12)				164.58		164.58
COLA (COLA rate x 377 / 12)				0.00		0.00
Overtime 7 Days						
Rate per Hour (RPH) (DW/8)					49.38	
Regular days (RPH*125%*297*4) RPH					73,321.88	
Regular Holidays (RPH*260%*12*4) RPH					6,162.00	
Rest Days/Sundays (RPH*169%*52*4) RPH					17,356.30	
Special Days (RPH*195%*4*4) RPH					1,540.50	
Total					98,380.68	
Overtime pay (4) hours/day (Total/12)					8,198.39	
Total Amount Directly to Guard				14,128.38	8,198.39	15,424.64
II Amount Due to Government Agencies in favor of Guards (SSS ER Share in Contribution-Based on 1, Net of 13th Month Pay)						
Retirement Pay (R.A. 7641) (DW x 22.5/12)				740.63		740.63
SSS				1,105.00	595.00	1,232.50
Philhealth (Based on EMR)				259.25		259.25
State Insurance Fund				10.00	20.00	10.00
Pag-ibig Fund				100.00		100.00
Total Amount to Government in favor of Guard				2,214.88	615.00	2,342.38
III TOTAL AMOUNT TO GUARD & GOVERNMENT/TOTAL CONTRACT COST				16,343.25	8,813.39	17,767.01
IV Administrative Fee Please indicate here the % (III x Admin% per DOLE order #150-16)				0.00	0.00	0.00
V Total Service Costs (III + IV)				0.00	0.00	0.00
VI VAT (IV Admin Fee x 12%)				0.00	0.00	0.00
VII Total Contract Price/Billing Rate per Month of (V + VI)				0.00	0.00	0.00
VIII Contract Rate per Hour (VII x 12 / 365 / 8 / 12 or 4)				0.00	0.00	0.00
Weighted Average					0.00	



FORM NO. 4

**STATEMENT OF ON-GOING GOVERNMENT AND PRIVATE CONTRACTS
[INCLUDING PROJECTS WITH NON-DISCLOSURE AGREEMENT (NDA)]**

NAME OF CONTRACT	DATE OF CONTRACT	CONTRACT DURATION	CONTACT PERSON, CONTACT NO., ADDRESS, AND EMAIL ADDRESS	KINDS OF GOODS	AMOUNT OF CONTRACT	VALUE OF OUTSTANDING CONTRACT

* with attached duly filled-up Security Service Provider Performance Evaluation Sheet from the clients (Annex "F.A")

FORM NO. 5

STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT SIMILAR TO THE PROJECT TO BE BID EQUIVALENT TO AT LEAST 50% OF THE ABC WITH ATTACHED SUPPORTING DOCUMENTS (i.e. P.O/CONTRACTS)

NAME OF CONTRACT	KINDS OF GOODS	AMOUNT OF CONTRACT	CONTACT PERSON, CONTACT NO. AND E-MAIL ADDRESS

* with attached duly filled-up Security Service Provider Performance Evaluation Sheet from the client within the last 5 years (**Annex "F.A"**)



Bid Securing Declaration Form

**Three Year Contract for Security Services of Visayas Operations Group
Lot No. 1 – SSS Visayas Central 1 and Central 2 Divisions**

REPUBLIC OF THE PHILIPPINES) CITY OF
_____) S.S.

BID SECURING DECLARATION

Project Identification No.: [Insert number]

To: [Insert name and address of the Procuring Entity]

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
 - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
 - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of [month]
[year] at [place of execution].

*[Insert NAME OF BIDDER OR ITS AUTHORIZED
REPRESENTATIVE]*

[Insert signatory's legal capacity] Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

FORM NO. 6.1

Bid Securing Declaration Form

Three Year Contract for Security Services of Visayas Operations Group Lot No. 2 – SSS Visayas West 1 and West 2 Divisions

REPUBLIC OF THE PHILIPPINES) CITY OF
_____) S.S.

BID SECURING DECLARATION

Project Identification No.: *[Insert number]*

To: *[Insert name and address of the Procuring Entity]*

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
 - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
 - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of *[month]*
[year] at *[place of execution]*.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED
REPRESENTATIVE]*

[Insert signatory's legal capacity] Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

GPPB Resolution No. 16-2020, dated 16 September 2020

Omnibus Sworn Statement (Revised)

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. [Select one, delete the other:]

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. [Select one, delete the other:]

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

- 3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**
- 4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
- 5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. [Select one, delete the rest:]

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
- Carefully examining all of the Bidding Documents;
 - Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - Inquiring or securing Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud within faithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]
Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

GPPB Resolution No. 16-2020, dated 16 September 2020



Formula in the Computation of NFCC

NAME OF PROJECT

NAME OF COMPANY

NFCC = 15 (Current Assets – Current Liabilities) – Value of All Outstanding Works under On-going Contracts including Awarded Contracts yet to be started)

YEAR	CURRENT ASSETS	CURRENT LIABILITIES
TOTAL		

Value of Outstanding Works under On-going Contracts:

CONTRACT DESCRIPTION	TOTAL CONTRACT AMOUNT AT AWARD	PERCENTAGE OF PLANNED AND ACTUAL ACCOMPLISHMENT	ESTIMATED COMPLETION TIME
TOTAL			

Use additional sheet/s, if necessary

FORMULA:

$$15 \left(\frac{\text{Current Assets}}{\text{Current Assets}} - \frac{\text{Current Liabilities}}{\text{Current Liabilities}} \right) - \frac{\text{Total Outstanding Works}}{\text{Total Outstanding Works}} = \text{NFCC}$$

P _____ NFCC

Prepared and Submitted by:

Signature over Printed Name



(Name of Bank)

COMMITTED LINE OF CREDIT CERTIFICATE

Date: _____

Social Security System (SSS)
SSS Main Building, East Avenue
Diliman, Quezon City

CONTRACT PROJECT	:	_____
COMPANY/FIRM	:	_____
ADDRESS	:	_____
BANK/FINANCING	:	_____
INSTITUTION	:	_____
ADDRESS	:	_____
AMOUNT	:	_____

This is to certify that the above Bank/Financing Institution with business address indicated above, commits to provide the (Supplier/Distributor/Manufacturer/Contractor), if awarded the above-mentioned Contract, a credit line in the amount specified above which shall be exclusively used to finance the performance of the above-mentioned contract subject to our terms, conditions and requirements.

The credit line shall be available within fifteen (15) calendar days after receipt by the (Supplier/Distributor/Manufacturer/Contractor) of the Notice of Award and such line of credit shall be maintained until issuance of Certificate of Acceptance by the Social Security System.

This Certification is being issued in favor of said (Supplier/Distributor/Manufacturer/Contractor) in connection with the bidding requirement of (Name of Procuring Entity) for the above-mentioned Contract. We are aware that any false statements issued by us make us liable for perjury.

The committed line of credit cannot be terminated or cancelled without the prior written approval of Social Security System.

Name and Signature of Authorized Financing Institution Office

Office Designation

Concurred by:

Name & Signature of (Supplier/Distributor/Manufacturer/Contractor) Authorized Representative

Official Designation

SUBSCRIBED AND SWORN TO BEFORE ME this _____ day of _____ at _____ Philippines, Affiant exhibited to me his/her competent Evidence of Identity (as defines by the 2004 Rules on Notarial Practice _____ issued on _____ at _____, Philippines.

NOTARY PUBLIC

Doc No. : _____
Page No. : _____
Book No. : _____
Series of : _____

(Note: The amount committed should be machine validated in the Certificate itself)



**PROPOSED SECURITY PLAN FOR
Lot 1 – SSS Visayas Central 1 and Central 2 Divisions**

PROJECT : BIDDING FOR SECURITY SERVICES

NAME OF SECURITY AGENCY

1) Number of Guards:

BRANCH	Number of Guards

2) Security and equipment devices:

3) Training Program for Security Guards to be hired and deployed

4) Compensation and Benefits for Security Guards

5) Methodology



**PROPOSED SECURITY PLAN FOR
Lot 2 – SSS Visayas West 1 and West 2 Divisions**

PROJECT : BIDDING FOR SECURITY SERVICES

NAME OF SECURITY AGENCY

1) Number of Guards:

BRANCH	Number of Guards

2) Security and equipment devices:

3) Training Program for Security Guards to be hired and deployed

4) Compensation and Benefits for Security Guards

5) Methodology



Republic of the Philippines)
_____ City, Metro Manila) S.S.

UNDERTAKING
(Pursuant to SSC Res. No. 1175-A-s.2011 dtd. 7 Dec.2011)

I, _____, of legal age, Filipino, married/single, and with residence and postal address at _____, after having been duly sworn to in accordance with law, hereby depose and say:

1. THAT I am the _____ (Position/Designation in the Company) of _____ (Name of Agency);
2. THAT pursuant to, or by virtue of, Board Resolution No. _____ dated _____ of our Agency, I have been authorized to sign, execute and deliver this specific Undertaking for and in its behalf;
3. THAT our Agency, as the contracted security service provider of the client **SOCIAL SECURITY SYSTEM (SSS)**, acknowledges the fact that all Security Guards/Personnel to be hired and assigned to the client SSS are its employees and that no employer-employee relationship exist between the client SSS and our said Security Guards/Personnel;
4. THAT consistent with the foregoing acknowledgment, our Agency hereby UNDERTAKES to inform our employee-guards that the client SSS shall not extend any and/or all forms of financial assistance to our said employee-guards over and above those expressly stipulated or allowed under the Contract;
5. THAT our Agency do further UNDERTAKES to exert all efforts legally possible to release, discharge and hold free the client SSS, its officers, agents and employees, for any responsibility of whatsoever nature and kind of any and/or all claim arising from the employment of our said Security Guards and other security personnel assigned to the client SSS save those herein mentioned;
6. THAT I am executing this document/instrument primarily to comply with the requirements of the client SSS, further, to attest to the truth and veracity of the foregoing statements, and finally, for all legal intents and purposes it may serve.

FURTHER AFFIANT SAYETH NAUGHT.

IN TRUTH WHEREOF, I have hereunto set my hand this ___ day of _____, 20 ___, in _____ City.

Affiant



SUBSCRIBED AND SWORN to before me, a Notary Public for and in _____
City, this ____ day of _____ 20 ____ in _____ City, herein affiant exhibiting to me his/her
CTC No. _____ issued on _____ at _____.

Doc. No. ____; Page No. ____;
Book No. ____ ; Series of 20__ .

Notary Public



Republic of the Philippines)
_____ City, Metro Manila) S.S.

UNDERTAKING
(re: Disclosure on Deductions)

I, _____, of legal age, Filipino, married/single, and with residence and postal address at _____, after having been duly sworn to in accordance with law, hereby depose and say:

1. THAT I am the _____ (Position/Designation in the Company) of _____ (Name of Agency);
2. THAT pursuant to, or by virtue of, Board Resolution No. _____ dated _____ of our Agency, I have been authorized to sign, execute and deliver this specific Undertaking for and in its behalf;
3. THAT our Agency, as the contracted security service provider of the client **SOCIAL SECURITY SYSTEM (SSS)**, recognizes its legal obligation to comply with any and/or all laws, ordinances, rules and regulations appertaining to the right of all Security Guards/Personnel to be hired and assigned to the client SSS as its employees against unfair and exploitative labor practices;
4. THAT consistent with the foregoing recognition, our Agency hereby UNDERTAKES to inform our employee-guards and other security personnel assigned to the client SSS of the nature/kind of any and/or all monetary deductions on their regular pay, and have the same reflected on their respective payslips which shall be given to the respective security personnel;
5. THAT our Agency further UNDERTAKES to notify the client SSS on the month on which said deduction/s were affected, as to its nature/kind, so it may determine if the same is fair and reasonable;
6. THAT I am executing this document/instrument primarily to comply with the requirements of the client SSS, further, to attest to the truth and veracity of the foregoing statements, and finally, for all legal intents and purposes it may serve.

FURTHER AFFIANT SAYETH NAUGHT.

IN TRUTH WHEREOF, I have hereunto set my hand this ___ day of _____, 20 ___, in _____ City.

Affiant

SUBSCRIBED AND SWORN to before me, a Notary Public for and in _____ City, this ___ day of _____ 20__ in _____ City, affiant exhibiting to me his/her ID _____ issued on _____ at _____.

Doc. No. ___;
Page No. ___;
Book No. ___;
Series of 20__.

Notary Public



**TECHNICAL WORKING GROUP
BIDDING FOR SECURITY SERVICES**

_____ Date

A U T H O R I Z A T I O N

The Officials Concerned:

This is to authorize the bearer _____, a representative of _____ to conduct a site/ocular inspection of all areas in your office premises, which will be covered by a contract for security services.

Please extend the necessary assistance and cooperation to the bearer for his/her full assessment of the premises relative to the preparation of the proposed security plan.

ATTY. ALBERTO L. MONTALBO
Chairperson
Technical Working Group
SSS VISAYAS OPERATIONS GROUP

CERTIFICATE OF SITE INSPECTION

This is to certify that _____, a representative of _____ has visited and inspected this office and its premises.

	Office/Branch and Address	Certifying Official	Signature	Date
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				



FORM No. 14

Republic of the Philippines)
_____ City, Metro Manila) S.S.

SWORN STATEMENT

I, _____, of legal age, Filipino, married/single, and with residence and postal address at _____, after having been duly sworn to in accordance with law, hereby depose and say:

- 1. THAT I am the _____ (Position/Designation) of _____ (Name of Company/Agency);
- 2. THAT pursuant to, or by virtue of, Board Resolution No. _____ and /or Secretary's Certificate dated ____/____ of our afore-named Company/Agency, I have been authorized to sign, execute and deliver this instrument/document, among others, for and in its behalf;
- 3. THAT our said Company/Agency, as a bidder-participant in the procurement of security services for the **SOCIAL SECURITY SYSTEM (SSS)**:
 - i. recognizes its legal obligation to comply with any and/or all laws, ordinances, rules and regulations, as regards the required adequate and relevant trainings, proficiencies, seminars and programs, provided to, and undergone by, all its employee Security Guards/Personnel that may be hired, deployed and assigned to its clients;
 - ii. expresses its conformity to the scope of services and methodologies, manpower complement and deployment, and standard tools and equipment prescribed by the SSS;
 - iii. assures that its recruits passed/complied with the following in accordance with Republic Act No. 5487: 1. drug and alcohol test – must be accredited of DOH; 2. neuro-psycho test – must be accredited of DOH; 3. basic gun safety and proficiency test; 4. at least a high school graduate; and 5. must have no criminal record
- 4. THAT consistent with the foregoing recognition, expression and assurance, our Company/Agency, thru the undersigned as an agent, do hereby declare as true and correct the foregoing fact in compliance with the bidding requirements set forth under the Bid Tender Documents for the purpose of the afore-mentioned procurement for security services in the SSS;
- 5. THAT I am executing this document/instrument primarily to comply with the bidding requirements of the SSS, further, to attest to the truth and veracity of the foregoing statements, and finally, for all legal intents and purposes it may serve.

FURTHER AFFIANT SAYETH NAUGHT.

IN TRUTH WHEREOF, I have hereunto set my hand this ___ day of _____, 20 ___, in _____ City.

Affiant

SUBSCRIBED AND SWORN to before me, a Notary Public for and in _____ City, this ___ day of _____ 20__ in _____ City, affiant exhibiting to me his/her ID _____ issued on _____ in _____ with _____ ID Card bearing his/her photograph and signature as competent evidence of his/her identity.

Doc. No. ____;
Page No. ____;
Book No. ____;
Series of 2013

Notary Public



Republic of the Philippines)
_____ City, Metro Manila) S.S.

UNDERTAKING

I, _____, of legal age, Filipino, married/single and with residence and postal address at _____, after having been duly sworn on oath in accordance with law, hereby depose and state;

1. That I am the _____ (Position), of the _____ (Agency);
2. That pursuant to Resolution No. _____, dated _____, of the Board of _____ the Agency, I have been authorized to sign, execute and deliver this Undertaking for and in its behalf;
3. That our Agency is a participant/bidder to the Invitation to Bid extended by the Social Security System (SSS);
4. That our Agency hereby UNDERTAKES to render the SSS, its officials and its employees free from any and all liability if ultimately we will not be declared winners in the bidding process that we are herein participating;
5. That our Agency UNDERTAKES to exert its effort and influence to render the SSS, its officials and its employees free from any and all liability arising from the due execution of the bidding process;
6. That I am executing this Undertaking freely and voluntarily and without receiving or expecting to receive any wrongful and/or illegal consideration from anybody;
7. That I am executing this affidavit to attest to the truth of the foregoing facts, to support our bid to provide security services to the SSS and for whatever legal purposes this may serve.

FURTHER AFFIANT SAYETH NAUGHT.

IN TRUTH WHEREOF, I have hereunto set my hand below, this _____ day of _____ 20____, at _____.

Affiant

SUBSCRIBED AND SWORN to before me, a Notary Public for and in Quezon City, by Affiant exhibiting to me his/her ID _____, issued at _____, on _____, on the date and place first above written.

Doc No. :
Page No. :
Book No. :
Series of



Contract Agreement Form for the Procurement of Goods (Revised)

[Not required to be submitted with the Bid, but it shall be submitted within ten (10) days after receiving the Notice of Award]

CONTRACT AGREEMENT

THREE YEAR CONTRACT FOR SECURITY SERVICES FOR VISAYAS OPERATIONS GROUP

THIS AGREEMENT made the ____ day of _____ 20____ between [name of PROCURING ENTITY] of the Philippines (hereinafter called “the Entity”) of the one part and [name of Supplier] of [city and country of Supplier] (hereinafter called “the Supplier”) of the other part;

WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly [brief description of goods and services] and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of [*contract price in words and figures in specified currency*] (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, viz.:
 - i. Philippine Bidding Documents (PBDs);
 - i. Schedule of Requirements;
 - ii. Technical Specifications;
 - iii. General and Special Conditions of Contract; and
 - iv. Supplemental or Bid Bulletins, if any
 - ii. Winning bidder’s bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents submitted (*e.g.*, Bidder’s response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity’s bid evaluation;

- iii. Performance Security;
- iv. Notice of Award of Contract; and the Bidder’s conforme thereto; and
- v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**



3. In consideration for the sum of *[total contract price in words and figures]* or such other sums as may be ascertained, *[Named of the bidder]* agrees to *[state the object of the contract]* in accordance with his/her/its Bid.
4. The *[Name of the procuring entity]* agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

[Insert Name and Signature]

[Insert Name and Signature]

[Insert Signatory's Legal Capacity]

[Insert Signatory's Legal Capacity]

for:

for:

[Insert Procuring Entity]

[Insert Name of Supplier]

Acknowledgment

[Format shall be based on the latest Rules on Notarial Practice]

GPPB Resolution No. 16-2020, dated 16 September 2020



Performance Securing Declaration (Revised)

[As alternative performance security to be submitted by the winning bidder within ten (10) days from receipt of Notice of Award]

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

PERFORMANCE SECURING DECLARATION

Invitation to Bid: [Insert Reference Number indicated in the Bidding Documents] To:
[Insert name and address of the Procuring Entity]

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, to guarantee the faithful performance by the supplier/distributor/manufacture/contractor/consultant of its obligations under the Contract, I/we shall submit a Performance Securing Declaration within a maximum period of ten (10) calendar days from the receipt of the Notice of Award prior to the signing of the Contract.
2. I/We accept that: I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of one (1) year for the first offense, or two (2) years **for the second offense**, upon receipt of your Blacklisting Order if I/We have violated my/our obligations under the Contract;
3. I/We understand that this Performance Securing Declaration shall cease to be valid upon:
 - a. issuance by the Procuring Entity of the Certificate of Final Acceptance, subject to the following conditions:
 - i. Procuring Entity has no claims filed against the contract awardee;
 - ii. It has no claims for labor and materials filed against the contractor; and
 - iii. Other terms of the contract; or
 - b. replacement by the winning bidder of the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 as required by the end-user.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of [month] [year] at [place of execution].

*[Insert NAME OF BIDDER OR ITS
AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant*

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]



ANNEXES



WORK SCHEDULE (MANLOADING, MANPOWER & MANHOUR)																												ANNEX "A.1"								
Visayas Central 2	Floor Level	Post Assignment	Category	Total SG	Monday - Friday									Saturday									Sunday/Holiday													
					No. of	1st Shift	hrs	R	OT	No. of	2nd Shift	hrs	OT	ND	No. of	1st Shift	hrs	R	OT	No. of	2nd Shift	hrs	OT	ND	No. of	1st Shift	hrs	R	OT	No. of	2nd Shift	hrs	OT	ND		
Tacloban	1st	Main Entrance	Medium	2	1	7:00am-7:00pm	12	8	4	1	7:00pm-7:00am	12	4	8	1	7:00am-7:00pm	12	8	4	1	7:00pm-7:00am	12	4	8	1	7:00am-7:00pm	12	8	4	1	7:00pm-7:00am	12	4	8		
	1st	Main Entrance Assist		1	1	7:30am-5:30pm	10	8	2																											
	1st	Secondary Entrance		1	1	7:30am-5:30pm	10	8	2																											
	1st	Roving		1	1	7:30am-5:30pm	10	8	2																											
	2nd	Entrance		1	1	7:30am-5:30pm	10	8	2																											
	3rd	Entrance Assist		1	1	7:30am-5:30pm	10	8	2																											
				7	6					48	14	1					8	4	1				4	8	1											
Ormoc	1st	Main Entrance	Medium	2	1	7:00am-7:00pm	12	8	4	1	7:00pm-7:00am	12	4	8	1	7:00am-7:00pm	12	8	4	1	7:00pm-7:00am	12	4	8	1	7:00am-7:00pm	12	8	4	1	7:00pm-7:00am	12	4	8		
	1st	Main Entrance Assist		1	1	7:30am-5:30pm	10	8	2																											
	1st	Roving		1	1	7:30am-5:30pm	10	8	2																											
				4	3					24	8	1					8	4	1				4	8	1											
Maasin	1st	Main Entrance	Small	2	1	7:00am-7:00pm	12	8	4	1	7:00pm-7:00am	12	4	8	1	7:00am-7:00pm	12	8	4	1	7:00pm-7:00am	12	4	8	1	7:00am-7:00pm	12	8	4	1	7:00pm-7:00am	12	4	8		
	1st	Main Entrance Assist		1	1	7:30am-5:30pm	10	8	2																											
	2nd	Roving		1	1	7:30am-5:30pm	10	8	2																											
				4	3					24	8	1					8	4	1				4	8	1											
Catbalogan	1st	Main Entrance	Small	2	1	7:00am-7:00pm	12	8	4	1	7:00pm-7:00am	12	4	8	1	7:00am-7:00pm	12	8	4	1	7:00pm-7:00am	12	4	8	1	7:00am-7:00pm	12	8	4	1	7:00pm-7:00am	12	4	8		
	1st	Main Entrance Assist		1	1	7:30am-5:30pm	10	8	2																											
	1st	Roving		1	1	7:30am-5:30pm	10	8	2																											
				4	3					24	8						8	4	1				4	8	1											
Calbayog	1st	Main Entrance	Small	2	1	7:00am-7:00pm	12	8	4	1	7:00pm-7:00am	12	4	8	1	7:00am-7:00pm	12	8	4	1	7:00pm-7:00am	12	4	8	1	7:00am-7:00pm	12	8	4	1	7:00pm-7:00am	12	4	8		
	1st	Main Entrance Assist		1	1	7:30am-5:30pm	10	8	2																											
	2nd	Roving		1	1	7:30am-5:30pm	10	8	2																											
				4	3					32	24	8	1				8	4	1				4	8	1											
Borongan SO *	1st	Main Entrance	SO	2	1	7:00am-7:00pm	12	8	4	1	7:00pm-7:00am	12	4	8	1	7:00am-7:00pm	12	8	4	1	7:00pm-7:00am	12	4	8	1	7:00am-7:00pm	12	8	4	1	7:00pm-7:00am	12	4	8		
	1st	Main Entrance Assist		1	1	7:30am-5:30pm	10	8	2																											
	1st	Roving		1	1	7:30am-5:30pm	10	8	2																											
				4	3					32	24	8	1				8	4	1				4	8	1											
Total				Monday to Friday									Saturday									Sunday/Holiday														
				No. of SG			R	OT	ND	Manhour			No. of SG			R	OT	ND	Manhour			No. of SG			R	OT	ND	Manhour								
				27			168	78	48	294			12			48	48	48	144			12			48	48	48	144								



WORK SCHEDULE (MANLOADING, MANPOWER & MANHOUR)																										ANNEX "A.2"								
VISAYAS WEST 1 BRANCHES		Category	Post Assignment	Total No of SG	Monday - Friday										Saturday						Sunday/Holiday													
VISAYAS WEST 1 DIVISION					1st shift		hours		2nd shift		hours		1st shift		hours		2nd shift		hours		1st shift	hours		2nd shift	hours									
					No. of SG		RH	OT	No. of SG		ND	OT	No. of SG		RH	OT	No. of SG		ND	OT	No. of SG		RH	OT	No. of SG		ND	OT						
1	Bacolod	Large	3rd Floor Guard	1	1	7:30am-5:30pm	10	8	2																									
			4th Floor Guard	1	1	7:30am-5:30pm	10	8	2																									
			Roving2	1	1	7am-5pm	10	8	2																									
			2 nd Floor Guard	1	1	7am-5pm	10	8	2																									
			Front Door Guard	2	1	7:30am-7:30pm	12	8	4	1	7:30pm-7:30am	12	8	4	1	7:30am-7:30pm	12	8	4	1	7:30pm-7:30am	12	8	4	1	7:30am-7:30pm	12	8	4	1	7:30pm-7:30am	12	8	4
			Backdoor Guard	2	1	7:30am-7:30pm	12	8	4	1	7:30pm-7:30am	12	8	4	1	7:30am-7:30pm	12	8	4	1	7:30pm-7:30am	12	8	4	1	7:30am-7:30pm	12	8	4	1	7:30pm-7:30am	12	8	4
			Rear Roving Guard	2	1	7:30am-7:30pm	12	8	4	1	7:30pm-7:30am	12	8	4	1	7:30am-7:30pm	12	8	4	1	7:30pm-7:30am	12	8	4	1	7:30am-7:30pm	12	8	4	1	7:30pm-7:30am	12	8	4
			Front Roving Guard	1	1	7:30am-5:30pm	10	8	2																									
			Roving/HG	1	1	7:30am-5:30pm	10	8	2																									
			Front Door Assist Guard/LG	1	1	7:30am-5:30pm	10	8	2																									
Total				13	10			80	26	3			24	12	3			24	12	3			24	12	3			24	12	3				
2	Bacolod East	Small	Main Door Entrance	2	1	7am-7pm	12	8	4	1	7pm-7am	12	8	4	1	7am-7pm	12	8	4	1	7pm-7am	12	8	4	1	7am-7pm	12	8	4	1	7pm-7am	12	8	4
			Roving	1	1	7:30am-5:30pm	10	8	2																									
			Front Door Assist Guard/LG	1	1	8am-5pm	9	8	1																									
			Total	4	3			24	7	1			8	4	1			8	4	1			8	4	1			8	4	1			8	4
3	Bago	Small	Main Door Entrance	2	1	7am-7pm	12	8	4	1	7pm-7am	12	8	4	1	7am-7pm	12	8	4	1	7pm-7am	12	8	4	1	7am-7pm	12	8	4	1	7pm-7am	12	8	4
			Front Door Assist Guard/LG	1	1	8am-5pm	9	8	1																									
			Roving	1	1	7:30am-5:30pm	10	8	2																									
			Total	4	3			24	7	1			8	4	1			8	4	1			8	4	1			8	4	1			8	4
4	Bais	Small	Main Door Entrance	2	1	7am-7pm	12	8	4	1	7pm-7am	12	8	4	1	7am-7pm	12	8	4	1	7pm-7am	12	8	4	1	7am-7pm	12	8	4	1	7pm-7am	12	8	4
			Front Door Assist Guard/LG	1	1	8am-5pm	9	8	1																									
			Roving	1	1	7:30am-5:30pm	10	8	2																									
			Total	4	3			24	7	1			8	4	1			8	4	1			8	4	1			8	4	1			8	4
5	Dumaguete	Small	Main Door Entrance	2	1	7am-7pm	12	8	4	1	7pm-7am	12	8	4	1	7am-7pm	12	8	4	1	7pm-7am	12	8	4	1	7am-7pm	12	8	4	1	7pm-7am	12	8	4
			Front Door Assist Guard/LG	1	1	8am-5pm	9	8	1																									
			Roving	1	1	7:30am-5:30pm	10	8	2																									
			Total	4	3			24	7	1			8	4	1			8	4	1			8	4	1			8	4	1			8	4
6	Kabankalan	Small	Main Door Entrance	2	1	7am-7pm	12	8	4	1	7pm-7am	12	8	4	1	7am-7pm	12	8	4	1	7pm-7am	12	8	4	1	7am-7pm	12	8	4	1	7pm-7am	12	8	4
			Front Door Assist Guard/LG	1	1	8am-5pm	9	8	1																									
			Roving	1	1	7:30am-5:30pm	10	8	2																									
			Total	4	3			24	7	1			8	4	1			8	4	1			8	4	1			8	4	1			8	4
7	Sagay	Small	Main Door Entrance	2	1	7am-7pm	12	8	4	1	7pm-7am	12	8	4	1	7am-7pm	12	8	4	1	7pm-7am	12	8	4	1	7am-7pm	12	8	4	1	7pm-7am	12	8	4
			Front Door Assist Guard/LG	1	1	8am-5pm	9	8	1																									
			Roving	1	1	7:30am-5:30pm	10	8	2																									
			Total	4	3			24	7	1			8	4	1			8	4	1			8	4	1			8	4	1			8	4
8	San Carlos	Small	Main Door Entrance	2	1	7am-7pm	12	8	4	1	7pm-7am	12	8	4	1	7am-7pm	12	8	4	1	7pm-7am	12	8	4	1	7am-7pm	12	8	4	1	7pm-7am	12	8	4
			Front Door Assist Guard/LG	1	1	8am-5pm	9	8	1																									
			Roving	1	1	7:30am-5:30pm	10	8	2																									
			Total	4	3			24	7	1			8	4	1			8	4	1			8	4	1			8	4	1			8	4
9	Victorias	Small	Main Door Entrance	2	1	7am-7pm	12	8	4	1	7pm-7am	12	8	4	1	7am-7pm	12	8	4	1	7pm-7am	12	8	4	1	7am-7pm	12	8	4	1	7pm-7am	12	8	4
			Front Door Assist Guard/LG	1	1	8am-5pm	9	8	1																									
			Roving	1	1	7:30am-5:30pm	10	8	2																									
			Total	4	3			24	7	1			8	4	1			8	4	1			8	4	1			8	4	1			8	4
Total				Monday to Friday										Saturday						Sunday/Holiday														
				No. of SG		R	OT	ND	Manhour											No. of SG		R	OT	ND	Manhour									
				45		272	126	88	486											22		88	88	88	264									



WORK SCHEDULE (MANLOADING, MANPOWER & MANHOUR)

ANNEX "A.3"

VISAYAS WEST 2 BRANCHES		Category	Post Assignment	Total No. of SG	Monday - Friday										Saturday										Sunday/Holiday									
					1st shift		hours		2nd shift		hours		1st shift		hours		2nd shift		hours		1st shift		hours		2nd shift		hours							
VISAYAS WEST 2 DIVISION				No. of SG	No. of SG	RH	OT	No. of SG	No. of SG	ND	OT	No. of SG	No. of SG	RH	OT	No. of SG	No. of SG	ND	OT	No. of SG	No. of SG	RH	OT	No. of SG	No. of SG	ND	OT							
1	Iloilo Central	Large	3/F Main Entrance (Male)	2	1	7am-7pm	12	8	4	1	7pm-7am	12	8	4	1	7am-7pm	12	8	4	1	7pm-7am	12	8	4	1	7am-7pm	12	8	4					
			3/F Main Entrance(Lady)	1	1	8am-5pm	9	8	1																									
			HG Roving	1	1	7:30am-5:30pm	10	8	2																									
			SG Roving2	1	1	7:30am-5:30pm	10	8	2																									
			4/F Entrance	1	1	7:30am-5:30pm	10	8	2																									
Total				6	5		40	11	1		8	4	1		8	4	1		8	4	1		8	4	1		8	4	1					
2	Aklan	Small	Main Entrance (Male)	2	1	7am-7pm	12	8	4	1	7pm-7am	12	8	4	1	7am-7pm	12	8	4	1	7pm-7am	12	8	4	1	7am-7pm	12	8	4					
			Main Entrance (Lady)	1	1	7:30am-5:30pm	10	8	2																									
			HG Roving	1	1	8am-5pm	9	8	1																									
			Total	4	3		24	7	1		8	4	1		8	4	1		8	4	1		8	4	1		8	4	1					
3	Antique	Small	Main Entrance (Male)	2	1	7am-7pm	12	8	4	1	7pm-7am	12	8	4	1	7am-7pm	12	8	4	1	7pm-7am	12	8	4	1	7am-7pm	12	8	4					
			Main Entrance (Lady)	1	1	8am-5pm	10	8	2																									
			HG Roving	1	1	7:30am-5:30pm	9	8	1																									
			Total	4	3		24	7	1		8	4	1		8	4	1		8	4	1		8	4	1		8	4	1					
4	Iloilo-Molo	Small	Main Entrance (Male)	2	1	7am-7pm	12	8	4	1	7pm-7am	12	8	4	1	7am-7pm	12	8	4	1	7pm-7am	12	8	4	1	7am-7pm	12	8	4					
			Main Entrance (Lady)	1	1	8am-5pm	10	8	2																									
			HG Roving	1	1	7:30am-5:30pm	9	8	1																									
			Total	4	3		24	7	1		8	4	1		8	4	1		8	4	1		8	4	1		8	4	1					
5	Roxas	Small	Main Entrance (Male)	2	1	7am-7pm	12	8	4	1	7pm-7am	12	8	4	1	7am-7pm	12	8	4	1	7pm-7am	12	8	4	1	7am-7pm	12	8	4					
			Main Entrance (Lady)	1	1	8am-5pm	10	8	2																									
			HG Roving	1	1	7:30am-5:30pm	9	8	1																									
			Total	4	3		24	7	1		8	4	1		8	4	1		8	4	1		8	4	1		8	4	1					
Total				Monday to Friday										Saturday										Sunday/Holiday										
				No. of SG	R	OT	ND	Manhour	No. of SG	R	OT	ND	Manhour	No. of SG	R	OT	ND	Manhour																
				22	136	59	40	235	10	40	40	40	120	10	40	40	40	120																



Central 1	Required no. of SG						Required manhour					
	M-F		Sat		Sun		M-F		Sat		Sun	
	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd
Cebu	19	4	10	4	4	4	212	48	112	48	48	48
Total	23		14		8		260		160		96	
Required no. of firearms/ equipments/Supplies & Materials	19	pcs. 9mm. pistol;					23	first aid kits;				
	304	rds. 9mm ammo full metal jacket;					23	security guard handbook/tickler;				
	19	handheld radio with individual spare battery and chargers;					2	bullhorn;				
	23	heavy duty flashlights;					1	metal detector;				
	23	teargas;					1	Desktop Computer with table and cha				
	23	handcuffs					2	Service Vehicle (AUV & Motorcycle)				
	23	raincoats;					1	Biometrics				
	23	pairs rainboots;						Necessary Office Supplies				
	23	reflectorized traffic vest;						Necessary traffic sign				
	23	nightstick;										
Central 1	Required no. of SG						Required manhour					
	M-F		Sat		Sun		M-F		Sat		Sun	
	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd
Cebu NRA	3	0	1	0	1	0	26	0	10	0	10	0
Total	3		1		1		26		10		10	
Required no. of firearms/ equipments/Supplies & Materials	3	pcs. 9mm. pistol;					3	reflectorized traffic vest;				
	48	rds. 9mm ammo full metal jacket;					3	nightstick;				
	3	handheld radio with individual spare battery and chargers;					3	first aid kits;				
	3	heavy duty flashlights;					3	security guard handbook/tickler;				
	3	teargas;					1	bullhorn;				
	3	handcuffs					1	metal detector;				
	3	raincoats;						Necessary Office Supplies				
	3	pairs rainboots;										
Central 1	Required no. of SG						Required manhour					
	M-F		Sat		Sun		M-F		Sat		Sun	
	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd
Lapu Lapu	6	0	4	0	1	0	60	0	41	0	10	0
Total	6		4		1		60		41		10	
Required no. of firearms/ equipments/Supplies & Materials	6	pcs. 9mm. pistol;					6	pairs rainboots;				
	96	rds. 9mm ammo full metal jacket;					6	reflectorized traffic vest;				
	6	handheld radio with individual spare battery and chargers;					6	nightstick;				
	6	heavy duty flashlights;					6	first aid kits;				
	6	teargas;					6	security guard handbook/tickler;				
	6	handcuffs					1	bullhorn;				
	6	raincoats;					1	metal detector;				
								Necessary Office Supplies				
Central 1	Required no. of SG						Required manhour					
	M-F		Sat		Sun		M-F		Sat		Sun	
	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd
Mandaue	5	0	4	0	1	0	51	0	41	0	10	0
Total	5		4		1		51		41		10	
Required no. of firearms/ equipments/Supplies & Materials	5	pcs. 9mm. pistol;					5	pairs rainboots;				
	80	rds. 9mm ammo full metal jacket;					5	reflectorized traffic vest;				
	5	handheld radio with individual spare battery and chargers;					5	nightstick;				
	5	heavy duty flashlights;					5	first aid kits;				
	5	teargas;					5	security guard handbook/tickler;				
	5	handcuffs					1	bullhorn;				
	5	raincoats;					1	metal detector;				
								Necessary Office Supplies				
Central 1	Required no. of SG						Required manhour					
	M-F		Sat		Sun		M-F		Sat		Sun	
	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd
Tagbilaran	5	0	4	0	1	0	51	0	41	0	9	0
Total	5		4		1		51		41		9	
Required no. of firearms/ equipments/Supplies & Materials	5	pcs. 9mm. pistol;					5	pairs rainboots;				
	80	rds. 9mm ammo full metal jacket;					5	reflectorized traffic vest;				
	5	handheld radio with individual spare battery and chargers;					5	nightstick;				
	5	heavy duty flashlights;					5	first aid kits;				
	5	teargas;					5	security guard handbook/tickler;				
	5	handcuffs					1	bullhorn;				
	5	raincoats;					1	metal detector;				
								Necessary Office Supplies				



Central 1	Required no. of SG						Required manhour					
	M-F		Sat		Sun		M-F		Sat		Sun	
	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd
Talisay	3	0	1	0	1	0	31	0	10	0	10	0
Total	3		1		1		31		10		10	
Required no. of firearms/ equipments/Supplies & Materials	3 pcs. 9mm. pistol; 48 rds. 9mm ammo full metal jacket; 3 handheld radio with individual spare battery and chargers; 3 heavy duty flashlights; 3 teargas; 3 handcuffs 3 raincoats;						3 pairs rainboots; 3 reflectorized traffic vest; 3 nightstick; 3 first aid kits; 3 security guard handbook/tickler; 1 bullhorn; 1 metal detector; Necessary Office Supplies					
Central 1	Required no. of SG						Required manhour					
	M-F		Sat		Sun		M-F		Sat		Sun	
	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd
Toledo	3	1	1	1	1	1	31	12	12	12	12	12
Total	4		2		2		43		24		24	
Required no. of firearms/ equipments/Supplies & Materials	3 pcs. 9mm. pistol; 48 rds. 9mm ammo full metal jacket; 3 handheld radio with individual spare battery and chargers; 4 heavy duty flashlights; 4 teargas; 4 handcuffs 4 raincoats; 4 pairs rainboots;						4 reflectorized traffic vest; 4 nightstick; 4 first aid kits; 4 security guard handbook/tickler; 1 bullhorn; 1 metal detector; Necessary Office Supplies					
Central 1	Required no. of SG						Required manhour					
	M-F		Sat		Sun		M-F		Sat		Sun	
	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd
Bogo	4	1	1	1	1	1	43	12	12	12	12	12
Total	5		2		2		55		24		24	
Required no. of firearms/ equipments/Supplies & Materials	4 pcs. 9mm. pistol; 64 rds. 9mm ammo full metal jacket; 5 heavy duty flashlights; 5 teargas; 5 handcuffs 5 raincoats; 5 pairs rainboots; 5 reflectorized traffic vest;						4 handheld radio with individual spare battery and chargers; 5 nightstick; 5 first aid kits; 5 security guard handbook/tickler; 1 bullhorn; 1 metal detector; Necessary Office Supplies					
Central 1	Required no. of SG						Required manhour					
	M-F		Sat		Sun		M-F		Sat		Sun	
	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd
Danao	3	0	1	0	1	0	31	0	10	0	10	0
Total	3		1		1		31		10		10	
Required no. of firearms/ equipments/Supplies & Materials	3 pcs. 9mm. pistol; 48 rds. 9mm ammo full metal jacket; 3 heavy duty flashlights; 3 teargas; 3 handcuffs 3 raincoats; 3 pairs rainboots; 3 reflectorized traffic vest;						3 handheld radio with individual spare battery and chargers; 3 nightstick; 3 first aid kits; 3 security guard handbook/tickler; 1 bullhorn; 1 metal detector; Necessary Office Supplies					
Camotes SO	1	1	1	1	1	1	12	12	12	12	12	12
Total	2		2		2		24		24		24	
Required no. of firearms/ equipments/Supplies & Materials	1 pcs. 9mm. pistol; 16 rds. 9mm ammo full metal jacket; 0 handheld radio with individual spare battery and chargers; 2 heavy duty flashlights; 2 teargas; 2 handcuffs 2 raincoats;						2 pairs rainboots; 2 reflectorized traffic vest; 2 nightstick; 2 first aid kits; 2 security guard handbook/tickler; 1 bullhorn; 1 metal detector; Necessary Office Supplies					

NOTE: Should have at least One (1) Licensed Firearm for every Two (2) Security Guards..



Central 2	Required no. of SG						Required manhour					
	M-F		Sat		Sun		M-F		Sat		Sun	
	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd
Tacloban	6	1	1	1	1	1	62	12	12	12	12	12
Total	7		2		2		74		24		24	
Required no. of firearms/ equipments/Supplies & Materials	6 pcs. 9mm. pistol; 96 rds. 9mm ammo full metal jacket; 6 handheld radio with individual spare battery and chargers; 7 heavy duty flashlights; 7 teargas; 7 handcuffs 7 raincoats; 7 pairs rainboots; 7 reflectorized traffic vest;						7 nightstick; 7 first aid kits; 7 security guard handbook/tickler; 1 bullhorn; 1 metal detector; 1 Desktop Computer with table and chair 2 Service Vehicle (AUV & Motorcycle) 1 Biometrics Necessary Office Supplies Necessary traffic sign					
Central 2	Required no. of SG						Required manhour					
	M-F		Sat		Sun		M-F		Sat		Sun	
	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd
Ormoc	3	1	1	1	1	1	32	12	12	12	12	12
Total	4		2		2		44		24		24	
Required no. of firearms/ equipments/Supplies & Materials	3 pcs. 9mm. pistol; 48 rds. 9mm ammo full metal jacket; 3 handheld radio with individual spare battery and chargers; 4 heavy duty flashlights; 4 teargas; 4 handcuffs 4 raincoats;						4 pairs rainboots; 4 reflectorized traffic vest; 4 nightstick; 4 first aid kits; 4 security guard handbook/tickler; 1 bullhorn; 1 metal detector; Necessary Office Supplies					
Central 2	Required no. of SG						Required manhour					
	M-F		Sat		Sun		M-F		Sat		Sun	
	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd
Maasim	3	1	1	1	1	1	32	12	12	12	12	12
Total	4		2		2		44		24		24	
Required no. of firearms/ equipments/Supplies & Materials	3 pcs. 9mm. pistol; 48 rds. 9mm ammo full metal jacket; 3 handheld radio with individual spare battery and chargers; 4 heavy duty flashlights; 4 teargas; 4 handcuffs 4 raincoats;						4 pairs rainboots; 4 reflectorized traffic vest; 4 nightstick; 4 first aid kits; 4 security guard handbook/tickler; 1 bullhorn; 1 metal detector; Necessary Office Supplies					
Central 2	Required no. of SG						Required manhour					
	M-F		Sat		Sun		M-F		Sat		Sun	
	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd
Catbalogan	3	1	1	1	1	1	32	12	12	12	12	12
Total	4		2		2		44		24		24	
Required no. of firearms/ equipments/Supplies & Materials	3 pcs. 9mm. pistol; 48 rds. 9mm ammo full metal jacket; 3 handheld radio with individual spare battery and chargers; 4 heavy duty flashlights; 4 teargas; 4 handcuffs 4 raincoats;						4 pairs rainboots; 4 reflectorized traffic vest; 4 nightstick; 4 first aid kits; 4 security guard handbook/tickler; 1 bullhorn; 1 metal detector; Necessary Office Supplies					

Central 2	Required no. of SG						Required manhour					
	M-F		Sat		Sun		M-F		Sat		Sun	
	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd
Calbayog	3	1	1	1	1	1	32	12	12	12	12	12
Total	4		2		2		44		24		24	
Required no. of firearms/ equipments/Supplies & Materials	3 pcs. 9mm. pistol; 48 rds. 9mm ammo full metal jacket; 3 handheld radio with individual spare battery and chargers; 4 heavy duty flashlights; 4 teargas; 4 handcuffs 4 raincoats; 4 pairs rainboots;						4 reflectorized traffic vest; 4 nightstick; 4 first aid kits; 4 security guard handbook/tickler; 1 bullhorn; 1 metal detector; Necessary Office Supplies					
Central 2	Required no. of SG						Required manhour					
	M-F		Sat		Sun		M-F		Sat		Sun	
	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd
Borongan SO	3	1	1	1	1	1	32	12	12	12	12	12
Total	4		2		2		44		24		24	
Required no. of firearms/ equipments/Supplies & Materials	3 pcs. 9mm. pistol; 48 rds. 9mm ammo full metal jacket; 3 handheld radio with individual spare battery and chargers; 4 heavy duty flashlights; 4 teargas; 4 handcuffs 4 raincoats;						4 pairs rainboots; 4 reflectorized traffic vest; 4 nightstick; 4 first aid kits; 4 security guard handbook/tickler; 1 bullhorn; 1 metal detector; Necessary Office Supplies					

NOTE: Should have at least One (1) Licensed Firearm for every Two (2) Security Guards..



West 1	Required no. of SG						Required manhour					
	M-F		Sat		Sun		M-F		Sat		Sun	
	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd
Bacolod	10	3	3	3	3	3	106	36	36	36	36	36
Total	13		6		6		142		72		72	
Required no. of firearms/ equipments/Supplies & Materials	10 pcs. 9mm. pistol; 160 rds. 9mm ammo full metal jacket; 10 handheld radio with individual spare battery and chargers; 13 heavy duty flashlights; 13 teargas; 13 handcuffs 13 raincoats;						13 pairs rainboots; 13 reflectorized traffic vest; 13 nightstick; 13 first aid kits; 13 security guard handbook/tickler; 1 bullhorn; 1 metal detector; Necessary Office Supplies 1 Desktop Computer with table and cha 2 Service Vehicle (AUV & Motorcycle) 1 Biometrics					
West 1	Required no. of SG						Required manhour					
	M-F		Sat		Sun		M-F		Sat		Sun	
	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd
Bacolod East	3	1	1	1	1	1	31	12	12	12	12	12
Total	4		2		2		43		24		24	
Required no. of firearms/ equipments/Supplies & Materials	3 pcs. 9mm. pistol; 48 rds. 9mm ammo full metal jacket; 3 handheld radio with individual spare battery and chargers; 4 heavy duty flashlights; 4 teargas; 4 handcuffs 4 raincoats;						4 pairs rainboots; 4 reflectorized traffic vest; 4 nightstick; 4 first aid kits; 4 security guard handbook/tickler; 1 bullhorn; 1 metal detector; Necessary Office Supplies					
West 1	Required no. of SG						Required manhour					
	M-F		Sat		Sun		M-F		Sat		Sun	
	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd
Bago	3	1	1	1	1	1	31	12	12	12	12	12
Total	4		2		2		43		24		24	
Required no. of firearms/ equipments/Supplies & Materials	3 pcs. 9mm. pistol; 48 rds. 9mm ammo full metal jacket; 3 handheld radio with individual spare battery and chargers; 4 heavy duty flashlights; 4 teargas; 4 handcuffs 4 raincoats;						4 pairs rainboots; 4 reflectorized traffic vest; 4 nightstick; 4 first aid kits; 4 security guard handbook/tickler; 1 bullhorn; 1 metal detector; Necessary Office Supplies					
West 1	Required no. of SG						Required manhour					
	M-F		Sat		Sun		M-F		Sat		Sun	
	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd
Bais	3	1	1	1	1	1	31	12	12	12	12	12
Total	4		2		2		43		24		24	
Required no. of firearms/ equipments/Supplies & Materials	3 pcs. 9mm. pistol; 48 rds. 9mm ammo full metal jacket; 3 handheld radio with individual spare battery and chargers; 4 heavy duty flashlights; 4 teargas; 4 handcuffs 4 raincoats;						4 pairs rainboots; 4 reflectorized traffic vest; 4 nightstick; 4 first aid kits; 4 security guard handbook/tickler; 1 bullhorn; 1 metal detector; Necessary Office Supplies					

West 1	Required no. of SG						Required manhour																						
	M-F		Sat		Sun		M-F		Sat		Sun																		
	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd																	
Dumaguete	3	1	1	1	1	1	31	12	12	12	12	12																	
Total	4		2		2		43		24		24																		
Required no. of firearms/equipments/Supplies & Materials	3	pcs. 9mm. pistol;	4	pairs rainboots;	48	rds. 9mm ammo full metal jacket;	4	reflectorized traffic vest;	3	handheld radio with individual spare battery and chargers;	4	nightstick;	4	first aid kits;	4	heavy duty flashlights;	4	security guard handbook/tickler;	4	teargas;	1	bullhorn;	4	handcuffs	1	metal detector;	4	raincoats;	Necessary Office Supplies
West 1	Required no. of SG						Required manhour																						
	M-F		Sat		Sun		M-F		Sat		Sun																		
	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd																	
Kabankalan	3	1	1	1	1	1	31	12	12	12	12	12																	
Total	4		2		2		43		24		24																		
Required no. of firearms/equipments/Supplies & Materials	3	pcs. 9mm. pistol;	4	pairs rainboots;	48	rds. 9mm ammo full metal jacket;	4	reflectorized traffic vest;	3	handheld radio with individual spare battery and chargers;	4	nightstick;	4	first aid kits;	4	heavy duty flashlights;	4	security guard handbook/tickler;	4	teargas;	1	bullhorn;	4	handcuffs	1	metal detector;	4	raincoats;	Necessary Office Supplies
West 1	Required no. of SG						Required manhour																						
	M-F		Sat		Sun		M-F		Sat		Sun																		
	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd																	
Sagay	3	1	1	1	1	1	31	12	12	12	12	12																	
Total	4		2		2		43		24		24																		
Required no. of firearms/equipments/Supplies & Materials	3	pcs. 9mm. pistol;	4	pairs rainboots;	48	rds. 9mm ammo full metal jacket;	4	reflectorized traffic vest;	3	handheld radio with individual spare battery and chargers;	4	nightstick;	4	first aid kits;	4	heavy duty flashlights;	4	security guard handbook/tickler;	4	teargas;	1	bullhorn;	4	handcuffs	1	metal detector;	4	raincoats;	Necessary Office Supplies
West 1	Required no. of SG						Required manhour																						
	M-F		Sat		Sun		M-F		Sat		Sun																		
	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd																	
San Carlos	3	1	1	1	1	1	31	12	12	12	12	12																	
Total	4		2		2		43		24		24																		
Required no. of firearms/equipments/Supplies & Materials	3	pcs. 9mm. pistol;	4	nightstick;	48	rds. 9mm ammo full metal jacket;	4	first aid kits;	3	handheld radio with individual spare battery and chargers;	4	security guard handbook/tickler;	4	heavy duty flashlights;	1	bullhorn;	4	teargas;	1	metal detector;	4	handcuffs	Necessary Office Supplies	4	raincoats;	4	pairs rainboots;	4	reflectorized traffic vest;
West 1	Required no. of SG						Required manhour																						
	M-F		Sat		Sun		M-F		Sat		Sun																		
	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd																	
Victorias	3	1	1	1	1	1	31	12	12	12	12	12																	
Total	4		2		2		43		24		24																		
Required no. of firearms/equipments/Supplies & Materials	3	pcs. 9mm. pistol;	4	pairs rainboots;	48	rds. 9mm ammo full metal jacket;	4	reflectorized traffic vest;	3	handheld radio with individual spare battery and chargers;	4	nightstick;	4	first aid kits;	4	heavy duty flashlights;	4	security guard handbook/tickler;	4	teargas;	1	bullhorn;	4	handcuffs	1	metal detector;	4	raincoats;	Necessary Office Supplies

NOTE: Should have at least One (1) Licensed Firearm for every Two (2) Security Guards..



West 2	Required no. of SG						Required manhour					
	M-F		Sat		Sun		M-F		Sat		Sun	
	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd
Iloilo Central	5	1	1	1	1	1	51	12	12	12	12	12
Total	6		2		2		63		24		24	
Required no. of firearms/ equipments/Supplies & Materials	5 pcs. 9mm. pistol; 80 rds. 9mm ammo full metal jacket; 5 handheld radio with individual spare battery and chargers; 6 heavy duty flashlights; 6 teargas; 6 handcuffs 6 raincoats;						6 pairs rainboots; 6 reflectorized traffic vest; 6 nightstick; 6 first aid kits; 6 security guard handbook/tickler; 1 bullhorn; 1 metal detector; Necessary Office Supplies 1 Desktop Computer with table and cha 2 Service Vehicle (AUV & Motorcycle) 1 Biometrics					
West 2	Required no. of SG						Required manhour					
	M-F		Sat		Sun		M-F		Sat		Sun	
	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd
Aklan	3	1	1	1	1	1	31	12	12	12	12	12
Total	4		2		2		43		24		24	
Required no. of firearms/ equipments/Supplies & Materials	3 pcs. 9mm. pistol; 48 rds. 9mm ammo full metal jacket; 3 handheld radio with individual spare battery and chargers; 4 heavy duty flashlights; 4 teargas; 4 handcuffs 4 raincoats;						4 pairs rainboots; 4 reflectorized traffic vest; 4 nightstick; 4 first aid kits; 4 security guard handbook/tickler; 1 bullhorn; 1 metal detector; Necessary Office Supplies					
West 2	Required no. of SG						Required manhour					
	M-F		Sat		Sun		M-F		Sat		Sun	
	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd
Antique	3	1	1	1	1	1	31	12	12	12	12	12
Total	4		2		2		43		24		24	
Required no. of firearms/ equipments/Supplies & Materials	3 pcs. 9mm. pistol; 48 rds. 9mm ammo full metal jacket; 3 handheld radio with individual spare battery and chargers; 4 heavy duty flashlights; 4 teargas; 4 handcuffs 4 raincoats;						4 pairs rainboots; 4 reflectorized traffic vest; 4 nightstick; 4 first aid kits; 4 security guard handbook/tickler; 1 bullhorn; 1 metal detector; Necessary Office Supplies					
West 2	Required no. of SG						Required manhour					
	M-F		Sat		Sun		M-F		Sat		Sun	
	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd
Iloilo-Molo	3	1	1	1	1	1	31	12	12	12	12	12
Total	4		2		2		43		24		24	
Required no. of firearms/ equipments/Supplies & Materials	3 pcs. 9mm. pistol; 48 rds. 9mm ammo full metal jacket; 3 handheld radio with individual spare battery and chargers; 4 heavy duty flashlights; 4 teargas; 4 handcuffs 4 raincoats;						4 pairs rainboots; 4 reflectorized traffic vest; 4 nightstick; 4 first aid kits; 4 security guard handbook/tickler; 1 bullhorn; 1 metal detector; Necessary Office Supplies					
West 2	Required no. of SG						Required manhour					
	M-F		Sat		Sun		M-F		Sat		Sun	
	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd
Roxas	3	1	1	1	1	1	31	12	12	12	12	12
Total	4		2		2		43		24		24	
Required no. of firearms/ equipments/Supplies & Materials	3 pcs. 9mm. pistol; 48 rds. 9mm ammo full metal jacket; 3 handheld radio with individual spare battery and chargers; 4 heavy duty flashlights; 4 teargas; 4 handcuffs 4 raincoats;						4 pairs rainboots; 4 reflectorized traffic vest; 4 nightstick; 4 first aid kits; 4 security guard handbook/tickler; 1 bullhorn; 1 metal detector; Necessary Office Supplies					

NOTE: Should have at least One (1) Licensed Firearm for every Two (2) Security Guards..



Annex “C”

Detachment Commander – is the overall commanding officer who is directly responsible for the administrative control and supervision over the security personnel assigned at security site and act as lead investigator of the security provider.

DUTIES AND RESPONSIBILITIES

- Develops plans, programs, projects and activities related to security.
- Recommends safety measures to improve SSS security system and procedures.
- Monitors compliance of policies, rules and regulations being implemented by the system and the security agency.
- Facilitates the conduct of continuing and special training programs/seminar courses for the assigned security personnel on teller security, bomb threat, first aid, earthquake drill, fire and other events or as required by SSS.
- Implements emergency and disaster preparedness plan.
- Coordinates with other law enforcement agencies on security-related matters.
- Ensures that the standard/required man-hour and man-loading are being strictly observed.
- Dispatches qualified relievers and/or replacements without any delay.
- Ensures that required security equipment such as firearms, communications, paraphernalia and supplies and other safety tools requested by the client are being provided.
- Confirms reports, memoranda, correspondences and other communications relative to security operation.
- Ensures the safety of the SSS President while inside the SSS premises.
- Delegates Security Guards who have passed the required selection and screening process by the SSS Security Department.
- Attends coordination meeting with SSS organic office personnel and/or any other dialogue with SSS officials and employees.
- Performs other duties as directed by SSS and security officer.

Assistant Detachment Commander/ Investigation Officer - is the second in command who is directly responsible for the administrative control and supervision over the security personnel assigned at security sites and act as lead investigator of the security provider during night duty.

DUTIES AND RESPONSIBILITIES

- Assists in the development of plans, programs, projects and activities related to security. Recommends safety measures to improve the security system and procedure.
- Ensures compliance to policies, rules and regulations being implemented by the System and the Agency.
- Assists in the conduct of continuing and special training programs/seminar courses for its assigned security personnel on teller security, bomb threat, first aid, earthquake drill, fire and other events or as required by SSS
- Assists in the implementation of emergency and disaster preparedness plan.
- Validates reports, memoranda, correspondences and other communications relative to security operation.
- Trains and educates security personnel on disaster preparedness plan.
- Performs other administrative functions such as preparation of Duty Detail Orders, Authority to Carry Firearms, and confirmation of daily guard detail and security personnel's leave of absent.
- Performs other duties as may be directed by the Security Department.
- Briefs Security personnel prior to their tour of duty.
- Attends to exceptions, violations or infringements of security personnel.
- Investigates damages, losses, liabilities, obligations and claims the may result, arise and accrue in the delivery of the Security Package and Protective Services
- Prepares reports, memoranda, correspondences and other communications relative to security operation.
- Performs other duties as directed by SSS and security officer.

Shift-In-Charge – is the person in charge primarily for the preparation of the daily guard detail. He is called the Manning Officer of the agency.

DUTIES AND RESPONSIBILITIES:

- Conducts daily rank inspection prior to the deployment of Security Personnel.
- Ensures that the standard/required man-hour and man-loading are being strictly observed.
- Monitors entries in security guard timecards.
- Recommends approval of the leave of absence of security personnel.
- Prepares all pertinent documents relative to security service billings.
- Performs other duties as may be directed by the Security Department.
- Gives instructions to monitor alertness/vigilance of security personnel.
- Performs other duties as directed by SSS and security officer.

Property Custodian – is the safe keeper of the security agency's equipment.

DUTIES AND RESPONSIBILITIES

- Safekeeps the security equipment and issues the same to assigned security personnel.
- Safekeeps lost and found items.
- Trains and educates security personnel with the proper handling of Firearms.
- Maintains a systematic and orderly file of records, reports and other reference materials.
- Prepares reports, memoranda, correspondences and other communications on cases involving losses of security equipment and submits the same to the Lead Investigator.
- Acts as reliever to a designated post in case a security personnel attends to personal necessities.
- Performs other duties as directed by SSS and security officer.

Roving Officer - is the person in command for the supervision over the security personnel assigned at security site and acts as Intelligence Office.

DUTIES AND RESPONSIBILITIES

- Supervises entrance/exit doors and department/offices security personnel assigned at security site.
- Attends to complaints and conducts investigation thereon.
- Conducts roving inspection inside the security site and prepares reports of all incidents occurring within the premises to the Head Guard for immediate action & disposition.
- Supervises in maintaining a recording system of all parked vehicles.
- Assists in maintaining a smooth flow of traffic especially during rush-hour.
- Acts as a reliever to posted guards during their personal necessities.
- Performs other duties as directed by SSS and security officer.

Parking Officer – is the person in command for the supervision over the security personnel assigned at perimeter (gate and parking) guards inside security site compound.

DUTIES AND RESPONSIBILITIES

- Supervises the perimeter (gate and parking) guards on duty.
- Regulates the flow of traffic and strictly implements the security site house rules for traffic.
- Prepares reports, memoranda, correspondences and other communications on cases involving any form of traffic/vehicular accidents and submit the same to the Lead Investigator.
- Trains and educates parking guards on the security site parking rules and regulations.
- Assists in maintaining smooth flow of traffic especially during rush-hour.
- Acts as reliever to a designated post in case a security personnel attends to personal necessities.
- Performs other duties as directed by SSS and security officer.

Floors/Department/Office Guards – the last security stronghold where the highest degree of protection is demanded and enforced.

DUTIES AND RESPONSIBILITIES

- Implements the “NO ID, NO ENTRY” policy for SSS personnel.
- Enforces Personnel Security Control Measure Procedure on the use of prescribed uniform.
- Observes Visitors Security Control Measure Procedure by categorizing all incoming visitors under two (2) classifications: private visitors of employees and visitors transacting official business.
- Monitors/informs the Detachment Security Department in cases of presence of watch listed or suspicious persons.
- Observes Material Security Control Measure Procedure by ensuring that all persons going out with materials, equipment and such all other properties belonging to the System are covered by proper gate/equipment pass duly signed by the authorized signatories.
- Implements house rules on vending.
- Conducts routine inspection within the area of responsibility.
- Assists in the implementation of the Disaster Preparedness Plan.
- Performs other duties as directed by SSS and security officer.

Head Guard (HG) – is directly responsible for the operation, administration and management of the security site.

DUTIES AND RESPONSIBILITIES

- Exercises general administrative controls and supervision on all security personnel.
- Implements client and agency existing security policies, rules and regulations.
- Formulates plans, research and studies on improving and upgrading security services.
- Prepares reports and communications addressed to the Security Department, Security Personnel Violation Report (VR) and Memos to security personnel.
- Classifies reports and maintains orderly files of records and other documents.
- Prepares the daily activity report during the entire twenty-four (24) hours security operation.
- Prepares security guard duty detail.
- Conducts daily guard mounting on all incoming security personnel.
- Conducts routine inspection of all posted security personnel.
- Inspects security guard’s time card.
- Prepares security guard justification on overtime work or additional man-hour service.
- Performs other duties as directed by SSS and security officer.



Main Door Guard - is the vanguard in the second line of defense that screens and filtrate personnel, properties and equipment passing through the offices.

DUTIES AND RESPONSIBILITIES

- Implements the “**NO ID, NO ENTRY**” policy for regular and casual employees.
- Maintains a separate one-way passage for all incoming and outgoing persons.
- Inspects all bags, packages, parcels and such other containers of persons entering the client’s premises and ensures that no deadly weapons, explosives and its components and such harmful materials are brought inside the building.
- Conducts body search and issues/retrieves deposit slip to persons carrying firearms with proper documents. Individuals found in possession of any deadly weapon and harmful materials should be immediately turned-over to the Detachment Security Office for proper investigation.
- Monitors/informs the Detachment Security Office on the presence of suspicious persons entering the building or those whose names appear on the “Watch List”.
- Ensures that all persons going out with materials, equipment and such all other properties belonging to the System have proper gate/equipment pass duly signed by the authorized signatory.
- Prohibits unauthorized vendors from entering the building.
- Prevents unauthorized persons from entering the premises during emergency situations.
- Assists in the implementation of the Disaster Preparedness Plan.
- Performs other duties as directed by SSS and security officer.

Main Door Assist (LG)– assist and screens transacting members/visitors at the main entrance door especially the women/ladies entering the branch.

DUTIES AND RESPONSIBILITIES

- Implements the “**NO ID, NO ENTRY**” policy for regular and casual employees.
- Maintains a separate one-way passage for all incoming and outgoing person.
- Inspects all persons entering with bag, packages, parcels and such other containers and ensure that no deadly weapons, explosives and its components and such harmful materials are brought inside the building.
- Conducts body search and issue/retrieve deposit slip to persons carrying firearms with proper documents. Individuals found in possession of any deadly weapon and harmful materials should be immediately turned-over to the Detachment Security Office for proper investigation.
- Monitors/informs the Detachment Security Office on the presence of suspicious persons entering the building or those whose names appearing on the “Watch List”.
- Ensures that all persons going out with materials, equipment and such all other properties belonging to the System have a proper gate/equipment pass duly signed by the authorized signatory.
- Prohibits unauthorized vendors from entering the building.
- Prevents unauthorized persons from entering the premises during emergency situations.
- Assists in the implementation of the Disaster Preparedness Plan.
- Performs other duties as directed by SSS and security officer.



Building Roving Guard – is responsible for the overall physical security and safety of the entire building.

DUTIES AND RESPONSIBILITIES

- Conducts inspection of inside the SSS branch and prepared reports of all incidents occurring within the premises to the Head Guard for immediate action & disposition.
- Attends to complaints and conducts investigation thereon.
- Acts as reliever to posted guards during their personal necessities.
- Assists in the control of members gaining access inside office premises especially during busy hours.
- Extends necessary assistance to SSS Officials visitors, guest and members.
- Assists in maintaining a smooth flow of traffic especially during rush-hours if there's no perimeter guards.
- Performs other duties as directed by SSS and security officer.

Member Services Section Area Guard – is responsible for physical security and safety of the MSS area.

DUTIES AND RESPONSIBILITIES

- Conducts inspection of SSS perimeter and prepares reports of all incidents occurring within the premises to the Head Guard for immediate action & disposition.
- Attends to complaints and conducts investigation thereon.
- Assists in the control of members gaining access at the MSS area especially during busy hours.
- Extends necessary assistance to SSS Official's visitors, guest and members.
- Assists in maintaining a smooth flow of traffic especially during rush-hours.
- Performs other duties as directed by SSS and security officer.

Parking Guard – is the one accountable for the orderly parking and safety of vehicle inside the Office premises.

DUTIES AND RESPONSIBILITIES

- Regulates the flow of traffic and coordinates properly with the Entrance/Exit guards as to the conditions of the parking status.
- Directs properly inspected vehicle to the designated parking area.
- Logs the plate number, description and time-in of the vehicles entering the premises. Monitors/records parked vehicles left with open doors, lights, switched on, etc., and if possible, locates the owner or driver and inform them of the status.
- Reports immediately cases of vehicles collision or any form of traffic accident and preserves the area for proper investigation
- Implements House Rules on Parking/Overnight Parking.
- Performs other duties as directed by SSS and security officer.



Perimeter Entrance/Exit Guard – is considered as the first line of defense, acting as beacon at the outside peripheral of the office.

DUTIES AND RESPONSIBILITIES

- Ensures the smooth flow of vehicle traffic at the point of ingress and egress for incoming and outgoing vehicles, and clears driveways of all kinds of obstructions during designated time.
- Inspects incoming vehicles of any harmful equipment, fatal devices or explosives under a mirror bomb detector, opens the compartment and ensures that no harmful materials, explosives and/or its components, deadly weapons, etc. are brought inside the premises.
- Issues/retrieves car stickers to privately – owned vehicles.
- Directs properly any inspected vehicle to the designated parking area or when parking area is already full install immediately the “FULL PARKING” sign and direct incoming vehicle to look for a parking space outside.
- Logs the plate number, description and time-in of the vehicles entering the premises.
- Monitors/Inspects the perimeter areas for persons or objects left behind and other suspicious things.
- Regulates the smooth flow of traffic.
- Casts away vendors vending at the perimeter area.
- Prevents unauthorized persons from entering the premises during emergency situation
- Performs other duties as directed by SSS and security officer.



AREA SUPERVISOR – the overall supervisor directly responsible for the entire operation, administration and management of the Agency in the Security Sites.

DUTIES AND RESPONSIBILITIES

GENERAL:

1. Exercises general administrative control and supervision over security personnel assigned in the Security Sites.
2. Implements and monitors compliance of policies, rules and regulations of SSS and his Agency.
3. Recommends and develops plans, programs, projects and activities related to security.

SPECIFIC:

1. Prepares reports, memoranda and other communications addressed to the SSS and his Agency.
2. Conducts routine inspection and guard mounting of all posted security personnel within the Security Sites.
3. Prepares, issues and renews duty detail orders, authority to carry firearms, radio equipment (Radio Land Mobile Certificate) and other security equipment/gadgets.
4. Prepares, maintains and distributes Agency firearms and ammunitions, radios and other equipment.
5. Monitors, checks and gathers the attendance of security personnel, their security detail, detachment man-hour and manpower complement and their summaries.
6. Conducts security survey/evaluation of Security Sites and prepares justification for extra services rendered by security personnel.
7. Gathers, collates and evaluates information relative to security operation and assists in the implementation of emergency and disaster preparedness plan.
8. Attends to complaints and conducts investigation relative to the security and protective services being rendered by the Agency.
9. Screens and recommends security personnel to be assigned to SSS and ensures their immediate replacement when required by SSS.
10. Facilitates and assists in the conduct of training and retraining and in ensuring the security knowledge and skills enhancement of security personnel.
11. Performs other duties as may be directed by the SSS Security Department.



Annex "E"

SAMPLE FORMAT

BRANCH _____

TOTAL NO. OF HOURS RENDERED × RATE PER HOUR = GROSS AMOUNT

(TI)

(RI)

(GI)

COST BREAKDOWN

DETAILED COSTINGS	RATE PER HOUR B= (A×12/ 365/8)	ROUND OFF <i>(RI)</i>	TOTAL NO. OF HOURS RENDERED <i>(TI)</i>	AMOUNT PAYABLE D= (B1×C) <i>(GI)</i>
A	B	B1	C	D
AMOUNT DUE TO GUARDS and				
GOVERNMENT =	-			-
AGENCY FEE =	-			-
12% VAT =	-			-
-	-			-

AGENCY FEE- P ---

Expanded Withholding Tax (2%) = -
Final Withholding VAT (5%) = -

TOTAL TAXES

NET AMOUNT

SAMPLE COMPUTATION

SSS Cebu Branch

6,408 × 59.02 = 378,200.16
(TI) (RI) (GI)

COST BREAKDOWN

DETAILED COSTINGS	RATE PER HOUR B= (A×12/ 365/8)	ROUND OFF <i>(RI)</i>	TOTAL NO. OF HOURS RENDERED <i>(TI)</i>	AMOUNT PAYABLE D= (B1×C) <i>(GI)</i>
A	B	B1	C	D
AMOUNT DUE TO GUARDS and				
GOVERNMENT = 12,295.21	50.528	50.53	6,408	323,796.24
AGENCY FEE = 1,844.28	7.579	7.58	6,408	48,572.64
12% VAT = 221.31	0.909	0.91	6,408	5,831.28
14,360.80	59.017	59.02		378,200.16

AGENCY FEE-

48,572.64
Expanded Withholding Tax (2%) = 971.45
Final Withholding VAT (5%) = 2,428.63


TOTAL TAXES

NET AMOUNT

3,400.08

374,800.08



SECURITY DEPARTMENT FORM NO. _____ (Revised 2015)		Control No. _____
 <p>Republic of the Philippines SOCIAL SECURITY SYSTEM ADMINISTRATION GROUP SECURITY DEPARTMENT RATING FORM FOR THE SERVICE PROVIDER</p>		
SECURITY SERVICE PROVIDER PERFORMANCE EVALUATION SHEET		
Contractor:	Security Sites:	Year:
STANDARD		RATING
QUALITY OF SERVICE DELIVERED		
SECURITY PERSONNEL		
1. Compliance with the required number of security personnel and manhour. <i>(see Summary of Manpower and Manhour)</i>		
2. Maintain at least one (1) Division Commander who shall act as the overall supervisor <i>(for SSS Division only)</i>		
3. Assign qualified, well-trained and experienced security personnel <ul style="list-style-type: none"> • Duly licensed and possess the minimum qualifications as Security Officers and Guards. • Pass the required selection and screening process by the SSS prior to posting and submit appropriate certificates and clearances • Of utmost competence, efficiency, honesty, diligence and integrity. 		
SECURITY SUPPORT EQUIPMENT		
1. Compliance of the list of requirements and Summary of Firearms, Vehicle & Other Support Equipment <i>(see List of Requirements and Summary of Firearms, Vehicle and Other Support Equipment)</i> <ul style="list-style-type: none"> • Provide serviceable motor vehicle (AUV-not older than 2016 model) • Provide K-9 sniffing dog/s <i>(upon request)</i> • Equip security personnel with appropriate firearms, supplies and paraphernalia as well as communications and security devices. • Issue prescribed uniform and proper identification cards to security personnel. 		
SECURITY OPERATION		
1. Ensure security personnel to keep and maintain peace and order in the Security Site.		
2. Ensure security personnel to prevent all loiterers, vagrants, peddlers and persons who do not have any official business/transaction with SSS from entering and loitering.		
3. Ensure security personnel to protect SSS, its guest, clients, officers, and employees from physical harm or injury committed by SSS' own personnel, Strangers, third persons or the Agency's own employees including damages that may be incurred or sustained to the properties of SSS.		
4. Required security personnel to perform only functions related to the Security Package and Protective Services.		
5. Perform other duties as required of security guard agencies under government rules and regulations and those which may, from time to time, or on special occasions, be requested by the SSS to be performed.		
TIME MANAGEMENT		
1. Guarantee the continuous and uninterrupted rendition of the Security Services <ul style="list-style-type: none"> • Immediate investigation of any irregularities and other allied services. • Immediately dispatch restore/repair/replace/pay any loss/es or damage/s caused to the SSS-owned properties/security site pending investigation by the Agency and Validated by the SSS Security Department. • Immediately dispatch qualified and duly accepted relievers and/or replacements without any delay. 		

MANAGEMENT AND SUITABILITY OF PERSONNEL			
1. Ensure the efficient and proper performance by its supervisor, security guards and other security personnel of their respective duties and responsibilities.			
<ul style="list-style-type: none"> Provide round-the-clock supervision and additional services such as routine inspection of the guard service 			
<ul style="list-style-type: none"> Submit security personnel for inspection or examination by the concerned SSS Administrative personnel during their tour of duty 			
<ul style="list-style-type: none"> Submit security personnel to periodic or on the spot medical examination (<i>upon request</i>) 			
<ul style="list-style-type: none"> Conduct a continuing and special training programs/seminar courses for its assigned security personnel (<i>upon request</i>) 			
CONTRACT ADMINISTRATION AND MANAGEMENT			
1. Comply faithfully with all the rights and benefits of the security personnel under the Labor Code and other relevant laws, rules and regulations.			
2. Compensate security personnel based on minimum wage overtime pay, holiday pay, sick/vacation leave pay, five (5) day service incentive leave, paternity/maternity leave, thirteenth-month pay, separation pay and other labor related benefits			
3. Remit/Pay appropriate amount or contributions/payment to concerned government agencies/offices (Retirement Pay, SSS, EC, Pag-ibig Fund, Philhealth and taxes due)			
4. Compensate fairly the injured security personnel or the legal heirs/beneficiaries of the deceased security personnel, when injury or death occurred while in the performance of their assigned duties and responsibilities.			
OTHER OBLIGATIONS			
1. Availability of an agent or representative of the agency to deal or transact with the SSS on all matters pertinent the Agency obligations.			
2. Post-Performance Security and Surety Bond.			
3. Submit semi-monthly billings containing corresponding documents within seven (7) days from the cut-off date			
4. Reflect Cost Breakdown Format in the semi-monthly billing			
5. Make all payments of salaries/compensation to Security Guard and other security personnel through Automates Teller Machine (ATM)			
6. Conduct security survey/plan of the security site, background investigation of System's personnel and recommend measures to improve system and procedures			
7. Observe other related pertinent statues and existing SSS internal rules and regulations presently in force and effect.			
PROVISION OF REGULAR PROGRESS REPORT			
1. Submit Agency's financial settlements and income tax returns to SSS as often as the latter so requests.			
2. Submit sworn statements, paper, documents or information pertaining to Agency compliance of its warranties and guarantees within five (5) calendar days upon written request of SSS			
3. Provide other regular progress report relative to Security Package and Protective Services			
Indicate the rating opposite the applicable scope of service assigned of security service provider. Write "NA" if not applicable			
5 – Excellent	Much more than the standard at all levels (quality, quantity, time, results, etc)		
4 – Very Satisfactory	More than the standard.		
3 – Satisfactory	Met the standard.		
2 – Moderately Satisfactory	Less than the standard.		
1 – Needs Improvement	Much less than the standard.		
Prepared By:	Reviewed/Evaluated by:		
Approved by:			
Note:			
1. This form shall be used as reference on Service Provider Evaluation. 2. To be filled-up this form as needed. 3. To be accomplished by Security Evaluator. 4. To be submitted to their respective Office Head.			



SECURITY SERVICE PROVIDER PERFORMANCE EVALUATION SHEET	
Name of Respondent	: _____
Designation/Position	: _____
Department/Division	: _____
Company Name	: _____
Address of Company	: _____
Contact Number	: _____
Email Address	: _____
PLEASE WRITE YOUR RATING USING THE FOLLOWING:	
[5] – Excellent [4] – Very Satisfactory [3] – Satisfactory [2] – Fair [1] – Poor	
STANDARD	RATING
QUALITY OF SERVICE DELIVERED	
SECURITY PERSONNEL	
<ul style="list-style-type: none"> Assigns qualified, well-trained and experienced security personnel, with utmost competence, efficiency, honesty, diligence and integrity. 	
SECURITY SUPPORT EQUIPMENT	
<ul style="list-style-type: none"> Provides appropriate firearms, supplies and paraphernalia as well as communications, security devices, vehicle and other support equipment 	
SECURITY OPERATION	
<ul style="list-style-type: none"> Ensures that assigned security personnel keep and maintain peace and order in the Security Site. 	
<ul style="list-style-type: none"> Ensures that assigned security personnel prevent all loiterers, vagrants, peddlers and persons who do not have any official business/transaction from entering and loitering in the Security Site. 	
<ul style="list-style-type: none"> Ensures that assigned security personnel protect the guests, clients, officers and employees from physical harm or injury committed by own personnel, strangers, third persons or the Agency's own employees, including damages that may be incurred or sustained in the Security Site. 	
<ul style="list-style-type: none"> Performs other duties as maybe required of security guard agencies under government rules and regulations and those which, from time to time or on special occasions, directed to perform. 	
<ul style="list-style-type: none"> Immediately dispatches relievers/replacements without delay when so required. 	

***Other relevant information which may be provided by the respondent:

Printed Name & Signature of Respondent



Annex “G”

Visayas Central 1	Address
Bogo	Sim Bogo Business Park, P. Rodriguez St., Bogo City, Cebu
Cebu	SSS Bldg., Brgy. Kalubihan, Osmeña Boulevard, Cebu City
Cebu NRA	3 rd Floor LingkodPinoy, Robinsons Galleria, Gen. Maxilom Avenue, Extension, Tejero, Cebu City
Danao	2 nd Floor CityMallDanao, Olivar Sr. Ext., cor. F. Ralota St., Poblacion, Danao City, Cebu
Lapu-lapu	Annex Building, Gaisano Island Mall, Pajo, Lapu-lapu City
Mandaue	3 rd Floor JCentre Mall, Barangay Bakilid, Mandaue City
Tagbilaran	2 nd Floor Galleria Luisa Building, Gallares St., Tagbilaran City, Bohol
Talisay	2 nd Floor Rosalie Building, Gaisano Fiesta Mall, Highway Tabunok, Talisay City, Cebu
Toledo	2 nd Floor T E Building, D. Macapagal Highway, Samgi, Toledo City, Cebu
Camotes SO	GF Poro Public Market, EastenPoblacion, Municipality of Poro, Camotes Island, Cebu

Visayas Central 2	Address
Tacloban	Cor. M.H. Del Pilar & Lopez Jaena St., Tacloban City, Leyte
Ormoc	Veloso St., Brgy. Punta, Ormoc City, Leyte
Maasin	Kanleon St, Maasin City, Southern Leyte
Catbalogan	San Bartolome St., Ubanon, Catbalogan, Western Samar
Calbayog	PNB Bldg., Maharlika Highway, Obrero, Calbayog City, W.Samar
Borongan SO	Lupos Bldg., Real St., Songco, Borongan, Eastern Samar



Annex “G.1”

Visayas West 1	Address
Bacolod	SSS Bldg., Lacson St., Brgy. 17, Bacolod City, Negros Occidental
Bacolod East	East One Atrium Bldg., Burgos Ext., Brgy. Villamonte, Bacolod City, Negros Occidental
Bago	GF & 2F Topbrands Building, Rizal St., Bago City, Negros Occidental
Bais	Amorganda Building., National Highway, Talungon, Bais City, Negros Oriental
Dumaguete	MM Kho Bldg., Romero Highway, Bagacay, Dumaguete City, Negros Oriental
Kabankalan	Ground Floor PPZ Enterprise-NZ Commercial Bldg., J. Y. Perez Ave., National Highway, Brgy. Talubangi, Kabankalan City, Negros Occidental
Sagay	Square and Circle’s Building, Old Sagay Road, Sagay City, Negros Occidental
San Carlos, Negros Occ.	GF & 2F BAYANILAJJ Bldg., corBoceAzcona St., Brgy. 4, San Carlos City, Negros Occidental
Victorias	Ground Floor, Redkey Bldg., Osmeña Ave., Brgy. 5, Victoria City, Negros Occidental

Visayas West 2	Address
Iloilo Central	TTW Bldg., Mapa St., Iloilo City
Iloilo-Molo	2 nd Floor GT Mall Bldg., M. H. Del Pilar, Molo, Iloilo City
Antique	Eagles Place, Dalipe, San Jose, Antique
Aklan	Casa Constancia Bldg., Roxas Ave., Kalibo, Aklan
Roxas	City Mall Annex, Arnaldo Blvd., Roxas City

