



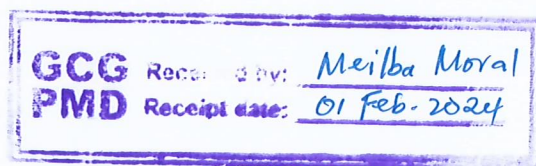
PURCHASE REQUEST

24-00127

Entity Name: Governance Commission For GOCCs

Fund Cluster: 01

Office/Section: <u>AFO</u>		PR No.: _____		Date: <u>26 January 2024</u>	
		Responsibility Center Code : _____			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	Lot	Procurement of Security Services Covering the Period of 01 March to 31 December 2024	1		1,000,000.00
		Please see attached Terms of Reference			
		Nothing Follows			
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> <p>GOVERNANCE COMMISSION FOR GOCCs ALLOTTED</p> <p>R.A. No. <u>11975</u></p> <p>Fund Available () General () Special () Trust ()</p> <p>Function Project <u>100010001</u> <u>5021203000</u> - Security Services</p> <p><u>Raul T. Abad</u></p> </div>					
					1,000,000.00
Purpose:		To safeguard and protect the GCG personnel, visitors, properties and equipment from assault, trespass, arson, theft, robbery, mischief, or other unlawful acts of negligence			
Requested by:		Approved by:			
Signature : <u>[Signature]</u>		Signature : <u>[Signature]</u>			
Printed Name : <u>Raul T. Abad</u>		Printed Name : <u>Atty. Geraldine Marie B. Berberabe-Martinez</u>			
Designation : <u>Director IV - AFO</u>		Designation : <u>Commissioner</u>			





TERMS OF REFERENCE
SECURITY SERVICES FOR GCG EXTENSION OFFICE A
COVERING THE PERIOD OF
01 MARCH TO 31 DECEMBER 2024

I. BACKGROUND
The Governance Commission for GOCCs (GCG) intends to procure Security Services for its Extension Office A to safeguard and protect the GCG personnel, visitors, properties and equipment from assault, trespass, arson, theft, robbery, mischief, or other unlawful acts or negligence.
II. PLACE OF ASSIGNMENT
A. Three (3) security personnel shall be assigned to GCG Extension Office A with office address at 17 th Floor BDO Towers Paseo 8741 Paseo De Roxas Ave, Makati City.
III. PARTICULARS
A. The security services shall have a contract period of one (1) year commencing from 01 March to 31 December 2024 or on a later date as may be mutually agreed upon by the GCG and the winning bidder. B. Total contract price includes payment of wages, monetary benefits, VAT, other fees, and charges based on applicable Wage Order, laws, and Labor Code.
IV. QUALIFICATIONS OF THE SERVICE PROVIDER
A. The qualifications of the Service Provider are as follows: B. Must have at least five (5) years of experience in providing security services to other government offices. C. Service provider must have valid and current Regular License to Operate issued by the PNP through the PNP Supervisory Office for Security and Investigation Agencies (SOSIA). D. Must submit proof of payment of remittances of statutory contributions to SSS, Pag-IBIG, and PhilHealth for the preceding year. Payments must conform with the schedule of payments as prescribed under SSS Circular No. 2019-12, HDMF Circular No. 275, and Philhealth Circular No. 0001 or any extension of payments as approved by the social welfare agency. E. For purposes of complying with the bid specifications, the following conditions shall be required in case of delay/s: <ol style="list-style-type: none"> 1. All delayed payments shall have been made within six (6) months when the premium is due; 2. For the past two (2) years, the maximum number of delayed payments shall not exceed six (6) per year and per social welfare agency; 3. Delays due to fortuitous events shall be supported by extensions granted by the respective social welfare agency.



VI. WORK SCHEDULE

- A. The service provider shall undertake to perform security services in the premises used by and under the responsibility of the GCG, specifically in the areas identified below including their work schedule as follows:

SPECIFIC AREA OF DEPLOYMENT	# OF SECURITY GUARD TO BE ASSIGNED	SCHEDULE (Mon-Sun)
17 th Floor GCG Extension Office A	1	6:00 am – 2:00 pm
	1	2:00 pm – 10:00 pm
	1	10:00 pm – 6:00 am

- B. The service provider shall make available, at its own expense, such number of relievers as may be necessary.
- C. The relievers shall take over the schedules of those regularly assigned security guard personnel who shall be absent or on leave.

VII. QUALIFICATIONS OF THE SECURITY PERSONNEL

- A. The GCG has the right to screen applicants and recommend the security to be regularly assigned.
- B. The service provider shall provide the GCG security guards who are:
- With at least six (6) months of experience in Security Services;
 - Physically and mentally fit;
 - Must be of legal age and at least five feet six inches (5'6") for male and five feet two inches (5'2") for female in height;
 - Must provide license issued by PNP-SOSIA;
 - Must have passed the drug test conducted by any Government hospitals; and
 - Must not have been convicted of any administrative, criminal, or civil case nor have any pending administrative, criminal, or civil case.

VIII. SCOPE OF WORK

- A. Maintain peace and order with GCG premises.
- B. Safeguard and protect all properties of the GCG.
- C. Protect all officials, office personnel, and visitors from assault, harassment, threat, or intimidation with the GCG premises.

IX. SUPPLIES AND EQUIPMENT

- A. The service provider shall provide the security guards with the following:

SECURITY EQUIPMENT	
Description	Quantity
Uniform	4 Sets (per guard)
Metal Detector	1 Piece
Hand-held Radio	1 Piece
Handcuff	1 Piece
Flashlight	1 Piece
Night Stick/Baton	1 Piece
Pepper Spray	1 Piece

- B. Must provide their own logbook and DTR for the recording of activities.
- C. Must install Twenty (20) Closed Circuit Television (CCTV) with Digital Video Recorder with at least thirty (30) days retention time of recorded footages.
- D. Location of CCTV – To be determined upon commencement of the contract. Areas for installation of cameras shall be established by Administrative Division.

X. TERMS OF PAYMENT

- A. All monthly billings must be stated in the Statement of Account (SOA), inclusive of VAT, all fees, and charges.
- B. SOA and other documents, such as but not limited to daily time records, proof of remittances and complete delivery receipts, must be submitted after the reference month.
- C. It is encouraged that the service provider submits the SOA and other documents on or before 10th working day of the following month for timely processing of payment. The timeliness of the submission of SOA shall be evaluated on the service provider's performance review.
- D. GCG shall be given twenty (20) working days upon receipt of complete SOA and other documents to process the payment, provided that the SOA is free from any computational errors.
- E. Payment for the services shall be based on the actual number of security personnel and number of days or period of services rendered.
- F. No advance payments will be allowed as provided in Section 88 of Presidential Decree 1445.
- G. Payment shall be made using the Direct Payment Scheme (DPS) via bank debit system through issuance of List of Due and Demandable Accounts Payable – Authority to Debit Account (LDDAP-ADA). However, should the payments be credited to a bank other than Landbank, any bank fees and charges shall be for the account of the service provider.

Prepared by:


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Reviewed by:


VIONNE ROCHELLE D. ASUQUE

OIC - Chief Administrative Officer – Administrative Division

Noted by:


RAUL T. ABAD

Director IV – Administrative and Finance Office