

## ANNEX “A”

ADDITIONAL SET OF TECHNICAL PARAMETERS WITH MINIMUM STANDARD FOR EACH PARAMETER  
LINE 1: SECURITY SERVICES FOR QUEZON CITY HALL COMPLEX/ BUILDINGS & GROUNDS AND OTHERS  
(PACKAGE I) FOR YEAR 2024 (EARLY PROCUREMENT ACTIVITY)  
CONSO-24-SS1-0060

### I. STABILITY

a) Years of experience

At least five (5) years of experience in the field of security services.

b) Liquidity of the Contractor

The computation of prospective bidder's Net Financial Contracting Capacity (NFCC) must be at least equal to the Approved Budget for the Contract (ABC) of the project to be bid, calculated as follows:

$$NFCC = [(Current\ assets\ minus\ current\ liabilities)\ (15)]\ minus\ the\ value\ of\ all\ outstanding\ or\ uncompleted\ portions\ of\ the\ projects\ under\ ongoing\ contracts,\ including\ awarded\ contracts\ yet\ to\ be\ started,\ coinciding\ with\ the\ contract\ to\ be\ bid.$$

The values of the domestic bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR.

The bidder may submit a Committed Line of Credit (CLC), it must be at least ten percent (10%) of the Approved Budget (ABC) to be bid: from a Universal or Commercial bank *Provided*, that if the same is issued by Foreign or Commercial bank, it shall be confirmed or authenticated by a local Universal or Commercial bank, in lieu of its Net Financial Contracting Capacity (NFCC) computation.

c) Organizational Set-up

The prospective bidder shall submit its detailed organizational chart which should indicate an established organizational structure to show its capability to undertake the project in response with the City's requirements and with a minimum of two hundred (200) security personnel.

The prospective bidder should provide **Occupational Safety and Health Officer** to oversee the safety in the workplace and compliance to basic health protocol (DOLE accredited occupational safety and health training).

### II. QUALIFICATIONS

a) Certifications, Clearances and Sworn Statements

- Certification of non-delinquency from Philippine Health Insurance Corporation (PhilHealth), Home Development Mutual Fund (PAG-IBIG Fund) and Social Security System (SSS)
- Certificate of registration with the Regional Office of the Department of Labor and Employment (DOLE) where it principally operates.
- National Labor Relations Commission (NLRC) Clearance (Certificate of no pending case or appeal)
- Certification of employment or job contract of all the personnel to be assigned for the project (to be submitted during post-qualification stage)
- A copy of three (3) latest monthly disposition report (MDR) of clients, guards and firearms, submitted to PNP-SOSIA.
- Clearance/Certificate of NO PENDING CASE, CLAIMS and/or LIABILITY from all the clients whom the Security Agency had a similar contract in the last three (3) years including its single largest completed contract similar to the project to be bid.
- **Affidavit of Undertaking that:**
  - a. All personnel have undergone Marksmanship training and Gun Safety Handling for at least once a year.

- b. Provision of one (1) Security Operations Officer (overhead) to represent and oversee the efficient operations of the entire package, one (1) Detachment Clerk and one (1) Liaison Officer to perform clerical and liaison works of the security detachment and one (1) Detachment driver stationed in QC Hall detachment to drive the assigned security agency's service vehicle in their regular security operations and during security inspection of CGSD-BGMD Security Inspectorate Unit outside of QC Hall without additional cost to the City.
- c. Provision of at least six (6) licensed Security Hardware & System Operator in the manpower roster with License to Operate a Security Hardware electronic security system such as CCTV.

### III. RESOURCES

#### TO BE PRESENTED DURING POST QUALIFICATION (INSPECTION)

*(As indicated in the TOR item no. VII-CRITERIA FOR PROSPECTIVE BIDDERS, 7.2-TECHNICAL CRITERIA, 2.RESOURCES)*

- a) NO. OF LICENSED FIREARMS AND AMMUNITIONS
  - b) NO. AND KIND OF COMMUNICATION EQUIPMENT
  - c) NO. AND KIND OF TRANSPORTATION EQUIPMENT
  - d) NO. AND KIND OF OTHER EQUIPMENT AND SUPPLIES
  - e) AFFIDAVIT OF UNDERTAKING FOR EQUIPMENT AND OTHERS TO BE PROVIDED DURING CONTRACT IMPLEMENTATION
- (Affidavit of Undertaking must be submitted during the opening of bids as part of the technical requirement.)*
- 1. CCTV MONITORING SYSTEM
  - 2. OTHER EQUIPMENT
  - 3. CONTINGENCY PLANS FOR:
    - a) Natural calamities
    - b) Man-made calamities
    - c) Crime Prevention
  - 4. EXTRA SECURITY SERVICES – Five (5) Canine (K-9) and Five (5) Canine (K9) Handler
- f) NO. OF LICENSED GUARD
    - One Hundred Fifty Eight (158) security guards
    - The contract also includes the provision of twenty percent (20%) RESERVED SECURITY PERSONNEL

### IV. SECURITY PLAN

*(As indicated in the TOR item no. VII-CRITERIA FOR PROSPECTIVE BIDDERS, 7.2.3-TECHNICAL CRITERIA, 3. SECURITY PLAN)*

### V. OTHER FACTORS

- a) Recruitment and Selection Criteria ***(Affidavit of Undertaking for the following requirements, supporting documents to be submitted during post qualification stage)***  
*(As indicated in the TOR item no. IX-MINIMUM QUALIFICATIONS OF SECURITY PERSONNEL)*
  - a) Filipino Citizen
  - b) Detachment Commander, Assistant Detachment Commander and Shift-In-Charge (As indicated in the TOR item No. IX. 9.1.1-3)
  - c) College level or *at least Senior High School graduate* or graduate of any 2 year vocational/technical course)
  - d) Must at least be **twenty-one (21)** years of age
  - e) Physically Fit (health certificate issued by QC Health Department or medical certificate) and Mentally Fit (Neurological/Psychiatric Test Clearance)
  - f) Has undergone Pre-Licensing Training Course by PNP-SOSIA
  - g) Valid Barangay, Police and National Bureau of Investigation (NBI) clearance
  - h) At least **5'4"** in height for male guard and **5'2"** for female guard
  - i) Minimum of at least **one (1) year experience** as security guard and must not possess any of the disqualifications under **Section 21. Disqualifications of the IRR of RA 11917**, such as:
    - **Having been convicted of any crime or offense involving moral turpitude**

- Having been dishonourably discharged or separated from employment or service.
  - Being mentally incompetent
  - Being a user or addicted to the use of dangerous drugs or narcotics
  - Being a Habitual drunkard
  - Dummy of a foreigner.
- j) **Security guards to be posted must have undergone the herein listed trainings/seminars;**
- Gun-Safety Handling Training
  - Bomb Threat Information and Management Training/Seminar
  - Rescue/Emergency Preparedness Training/Seminar
  - First Aid/Basic Life Support Training/Seminar
  - Fire Fighting/Safety Seminar (to include use of firefighting equipment)
  - Building Security and Safety Training
  - Crime Prevention Training/Seminar
- k) **Security personnel to be posted shall also undergo (during contract implementation);**
- Training/seminar on Ordinance No. SP 2127-S, 2012 “An Ordinance Prohibiting the Use of Plastic and Styrofoam in Quezon City Hall Complex, Novaliches District Center (NDC), Quezon City General Hospital (QCGH) and Novaliches District Hospital (NDH) for Efficient Garbage Disposal and to Reduce Risk to Health and Well Being”.
  - Public/Front liner Courtesy Seminar/Customer Service Seminar.
  - And other pertinent training/seminars being required by the City.

And at **least 20%** of the total number of security guards has **specialized training** on;

- a) Bank Security.....for Treasury
- b) Personnel Escort.....for VIP
- c) Special Event Security.....for City Government sponsored special event and activities

- b) **Completeness of Uniforms and other paraphernalia (*Affidavit of Undertaking for the following requirements, supporting documents to be submitted during post qualification stage*)**

All security personnel to be posted with the City Government shall wear the prescribed, proper and complete uniform during the entire tour of duty as well as **sash** (during special events/activities) to be provided by the Security Agency for special City Government activities and must comply with the following requirements prior to posting.

#### **Security Personnel's uniform:**

Security Officers: (Detachment Commander, Assistant Detachment Commander, Shift-In-Charge) \*

- 1. Top.....Standard **white or light blue** POLO Barong
- 2. Bottom.....Standard long black pants
- 3. Shoes.....Standard black charol

#### Security Guards

- 1. Top.....White long sleeves with necktie
- 2. Bottom.....Standard long navy blue pants (both for male and female)
- 3. Headgear.....Standard Police Cap
- 4. Shoes.....Standard black charol
- 5. 1 set of medical kit for each guard
- 6. All pertinent accessories (sash, name plate, patches, etc.)

- c) **Company manual of operations to include duties and functions of security personnel and Agency's duties and responsibilities, liabilities and penalties/disciplinary measures.**