

## ANNEX "A"

ADDITIONAL SET OF TECHNICAL PARAMETERS WITH MINIMUM STANDARD FOR EACH PARAMETER  
SECURITY SERVICES FOR QUEZON CITY PUBLIC SCHOOLS FOR YEAR 2024  
(EARLY PROCUREMENT ACTIVITY)  
SDO-24-SS1-0059

### 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 four hundred (400) 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.

### III. RESOURCES

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

*(As indicated in the TOR item no. VI-CRITERIA FOR PROSPECTIVE BIDDERS, 6.2-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. CONTINGENCY PLANS FOR:

- a) Natural calamities
- b) Man-made calamities
- c) Crime Prevention

2. EXTRA SECURITY SERVICES – **Two (2) Bomb Sniffing Dogs** (overhead)

- f) NO. OF LICENSED GUARD
  - **Four Hundred Nineteen (419)** 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. VI-CRITERIA FOR PROSPECTIVE BIDDERS, 6.2-TECHNICAL CRITERIA, 2. 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. VII. 7.1.1-3)
- c) At least college level *(at least 2<sup>nd</sup> year level* or graduate of any 2 year vocational/technical course)
- d) Must at least be **21-45** 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 **5'6"** 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 disqualification listed in Section 2 Rule II or RA 5487. Such as:
  - Dishonourably discharged from the government or government owned or controlled corporation
  - Being mentally incompetent
  - Addicted to the use of narcotics drugs
  - Habitual drunkard
  - Must not been convicted of any crime involving moral turpitude.
- j) Security guards to be posted must have undergone the herein listed trainings/seminars;
  - Basic Security Guard Course
  - Re-Training Course
  - Basic Supervisory Training Course (Officers)
  - Security Supervisor Deployment Course (Officers)
  - Campus Security Training
  - Gun-Safety Handling Training
  - Bomb Training/Seminar
  - Rescue/Emergency Training
  - First Aid/Basic Life Support Training/Seminar
  - Fire Fighting Seminar (use of firefighting equipment)

- High Rise Building Security and Safety Training
  - Child Protection Policy Seminar
  - Health Safety Protocol
  - Public Front Liner Courtesy Seminar
  - GAD 101
  - Conflict Resolution
  - Dynamics of Student Behavior
- Other pertinent trainings/seminar being required by the City and the Division

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

- a) Personnel Escort.....for VIP
- b) Special Event Security.....for special event and activities
- c) Bank Security.....for Cashier

**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** or gala uniform that must be provided by the Security Agency for special school and City Government activities and must comply with the following requirements prior to posting.

**Security Personnel's uniform:**

Security Guards

1. Top.....White long sleeves with necktie
  2. Bottom.....Standard long navy-blue pants (for male)  
Navy blue skirt and black stockings (for 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.