



**BIDS AND AWARDS COMMITTEE**

**SUPPLEMENTAL BID BULLETIN NO. 02**  
09 June 2025

***BIDDING FOR THE PROVISION OF SECURITY SERVICES  
FOR THE OWWA CENTRAL OFFICE FOR FY 2025  
(PB-04-2025)***

This Supplemental Bid Bulletin No. 02 is issued to clarify issues in the Bidding Documents. This shall form an integral part of the Bid Documents:

***I. Invitation to Bid***

7. *Bids must be duly received by the BAC Secretariat through online or electronic submission on or before **16 June 2025, 11:00 a.m.** Late bids shall not be accepted.*

***II. Section VII. Technical Specifications***

- *Amended Technical Specifications (Please see attached) page 37-38*

***III. Schedule of Prices***

- *Amended Schedule of Prices (Please see attached) page 63*

For guidance and information of all concerned.

**Atty. EDELYN A. DUNGAN-CLAUSTRO**  
BAC Chairperson

## Technical Specifications

Item	Specification	Statement of Compliance
		<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>
<b>TERMS OF REFERENCE</b>		
<b>TITLE</b>	<b>Provision of Security Services for the OWWA Central Office for FY 2025</b>	
<b>I. RATIONALE</b>	<p>The <b>Overseas Workers Welfare Administration (OWWA)</b> commits to the promotion and protection of the welfare and interest of the OFWs and their families through the continual improvement of its programs and services, systems and procedure and to ensure viability of its fund.</p> <p>To be able to efficiently deliver its services, the OWWA requires a Service Provider who can provide security related services for the central office located at the OWWA Center</p>	

	Building in Pasay City, at the OWWA Development Center Building in Manila, at the OWWA Satellite Office at the 31 DMW in Mandaluyong City, OWWA rented parking Space at the CCP Complex, and OWWA rented Warehouse in Malibay, Pasay City.	
<b>II. TECHNICAL PARAMETERS</b>	<p><b>A. <u>STABILITY</u></b></p> <ol style="list-style-type: none"> <li><b>1. MINIMUM SERVICE TRACK RECORD:</b> The private security agency should have a minimum of five (5) years' experience in providing security services.</li> <li><b>2. LIQUIDITY OF THE CONTRACTOR:</b> The private security agency should be in good financial standing and must have a liquidity ratio of at least <b>2:1</b>.</li> <li><b>3. ORGANIZATIONAL SET-UP:</b> The private security agency must be managed by Certified Security Practitioners and <b><u>MUST</u></b> observe the required major ranks and positions in the agency. The organizational set-up must conform with the prescribed structure for private security agencies as mandated under RA 11917 and its IRR particularly Book 5, Rule 30.</li> </ol> <p><b>B. <u>RESOURCES</u></b></p> <ol style="list-style-type: none"> <li><b>1. TYPE AND NUMBER OF LICENSED FIREARMS</b> – The possession of licensed firearms shall have at least a minimum of one (1) firearm for every two (2) security guards who shall be deployed to OWWA.</li> <li><b>2. NO. AND KIND OF COMMUNICATION DEVICES</b> – The private security agency should possess at least a minimum of one (1) two-way handheld radio for every two (2) guards deployed to OWWA.</li> <li><b>3. NO. AND KIND OF MOTOR VEHICLES</b> – The private security agency should make available at all times at least one (1) motor vehicles in the OWWA premises to respond to security concerns.</li> <li><b>4. NO. OF LICENSED GUARDS</b> – The private security agency shall have at least two hundred (200) security personnel under its employ.</li> </ol> <p><b>C. <u>SECURITY PLAN</u></b></p> <p>The private security agency should have a security plan fitted to the security requirements of the OWWA; an</p>	

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	<p>overview of the security requirements of the OWWA and description of the controls to be placed and plans or actions for meeting those requirements. The Security Plan should also provide a section on its annual updating and revision to reflect changing circumstances.</p> <p><b>D. <u>OTHER FACTORS</u></b></p> <p>1. <b>RECRUITMENT AND SELECTION CRITERIA</b> – The security officers and security guards of the private security agency must have the qualifications described below in Item II.</p> <p>2. <b>COMPLETENESS OF UNIFORMS AND OTHER PARAPHERNALIA</b> – The uniform of the private security guard shall conform to the prescribed uniform as mandated under RA 11917 and its IRR.</p> <p>➤ <i>Each guard deployed in OWWA shall be provided by the security agency with 2 sets of uniform yearly.</i> In addition, each of the security guards to be posted shall have the following basic equipment provided by the private security agency:</p> <ul style="list-style-type: none"> <li>a. Nightstick / baton</li> <li>b. Whistle</li> <li>c. Timepiece (synchronized)</li> <li>d. Writing pen</li> <li>e. Notebook and duty checklist</li> <li>f. Flashlight for each post</li> <li>g. First Aid Kit</li> <li>h. Service Firearm (as required)</li> <li>i. Ear phone – (one for each guard)</li> <li>j. Traffic Vest (for perimeter guards assigned at FB Harrison St)</li> <li>k. Traffic Gloves</li> <li>l. Rainy Season gear for perimeter guards (raincoat, rain boots, umbrella and the like)</li> </ul>	
<b>III. QUALIFICATIONS OF SECURITY GUARDS</b>	<p>The qualifications of security officers and security guards of the private security agency shall be governed as mandated under RA 11917 and its IRR, particularly Book 4, Rule 26, Sections 82 and 86.</p> <p>A. The security officers (Detachment Commander and Assistant Detachment Commander) to be deployed to OWWA shall have a minimum of three (3) years' experience in managing security guard personnel and shall have the following qualifications:</p>	



	<ul style="list-style-type: none"> <li>➤ Filipino citizen;</li> <li>➤ Holder of a Baccalaureate Degree;</li> <li>➤ Not less than twenty-one (25) years old upon deployment/posting but not more than sixty (60) years old;</li> <li>➤ Physically and mentally fit</li> <li>➤ Cleared by law enforcement agencies and without previous record of offense involving moral turpitude;</li> <li>➤ At least five feet, five inches tall;</li> <li>➤ Of good moral character;</li> <li>➤ Not less than one hundred twenty (120) pounds in weight;</li> <li>➤ Must have passed psychological examination;</li> <li>➤ Holder of a <b><u>SECURITY OFFICER's</u></b> license from the PNP-SAGSD and valid for at least one (1) year from the date of posting and must be able to file an application for renewal of his license, so that when his license expires, the renewal of which have already been approved;</li> <li>➤ Has graduated from a Security Officer Training Course or its equivalent</li> <li>➤ Must not be related to any OWWA employee by affinity or consanguinity</li> <li>➤ Must maintain good grooming, preferably of military haircut</li> <li>➤ Able to speak Filipino fluently and can converse as well in English; and</li> <li>➤ Such other qualifications as the OWWA may require</li> </ul> <p>In addition, the Detachment Commander and Assistant Detachment Commander shall:</p> <ol style="list-style-type: none"> <li>1. Have verifiable experience in management and supervisory responsibilities.</li> <li>2. Have specialized training in laws and liabilities, security awareness, mediation and conflict resolution, disaster and emergency situations and managing personnel at various types of facilities.</li> <li>3. Have extensive knowledge and experience in law enforcement, armed services and patrol services procedures.</li> <li>4. Be permanent staff employees of the private security agency and shall serve as constant primary points of contact for OWWA</li> </ol> <p>B. The security guards to be deployed to OWWA shall have the following qualifications:</p> <ul style="list-style-type: none"> <li>➤ Filipino citizen;</li> <li>➤ At least high school graduate</li> </ul>	
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	<ul style="list-style-type: none"> <li>➤ Not less than twenty-one (21) years old upon deployment/posting but not more than sixty (60) years old;</li> <li>➤ Physically and mentally fit</li> <li>➤ Cleared by law enforcement agencies and without previous record of offense involving moral turpitude;</li> <li>➤ At least five feet, six inches tall;</li> <li>➤ Of good moral character;</li> <li>➤ Not less than one hundred twenty (120) pounds in weight;</li> <li>➤ Must have passed psychological examination;</li> <li>➤ Holder of a <b>SECURITY GUARD</b>'s license from the PNP-SAGSD and valid for at least one (1) year from the date of posting and must be able to file an application for renewal of his license, so that when his license expires, the renewal of which have already been approved;</li> <li>➤ Must not be related to any OWWA employee by affinity or consanguinity</li> <li>➤ Must maintain good grooming, preferably of military haircut for men and prescribed hair</li> <li>➤ Able to speak Filipino fluently and can converse as well in English; and</li> <li>➤ Such other qualifications as the OWWA may require</li> </ul> <p>In case of retirement or voluntary/involuntary termination of employment of Detachment Commander or Assistant Detachment Commander or security guard, the security agency shall propose a replacement. In the event such a replacement is necessary, the personnel shall not begin work without prior written approval from OWWA. Proposed replacement personnel shall meet minimum qualifications and experience required of their positions. Replacement personnel shall be provided at no additional cost to OWWA.</p> <p>If the OWWA determines that the Detachment Commander and/or Assistant Detachment Commander and/or assigned security guards are unable to perform in accordance with the service requirements or to communicate effectively, the security agency shall cause the replacement of that person.</p>	
<b>IV. SERVICE REQUIREMENTS</b>	<p>The security agency shall ensure the following service requirements are provided:</p> <ol style="list-style-type: none"> <li>1. Ensure all OWWA personnel, clients, guests, properties, offices and premises are secured at all times.</li> </ol>	

	<ol style="list-style-type: none"> <li>2. Ensure continuous awareness of the quality and completeness of the work performed by the security guard personnel.</li> <li>3. Conduct on-site inspections at each location on a daily basis, report the time the shift check was made on the Daily Security Report, and provide the OWWA with a DAILY inspection report.</li> <li>4. Ensure security guards or replacements are at the designated security guard post a minimum of 15 minutes prior to the scheduled shift start time.</li> <li>5. Ensure adequate personnel are available to provide relief for scheduled breaks, unscheduled breaks, restroom breaks and meals. OWWA will not be responsible to relieve any security guards for meals or breaks and ensure that under no circumstance no security guard post is left unattended without proper authority.</li> <li>6. Conduct periodic security surveys of OWWA premises upon prior permission and shall make suggestions on enhancing security which if not considered or acted upon favorably without justifiable reason, shall mitigate the liability of the security agency should any loss or damages arise as a direct consequence there from.</li> <li>7. Conduct investigation on breach of security by any person within OWWA premises including commission of crimes against persons or property and shall make an immediate report hereof to both the OWWA and Police Authority of competent jurisdiction.</li> <li>8. Assist the OWWA in implementing procedures for all fire alarms, bomb threats and other emergencies.</li> <li>9. Handle problems and issues in the following manner: <ol style="list-style-type: none"> <li>a. Correct any identified problems or issues within 24 hours.</li> <li>b. Report in writing to the designated OWWA representative/s regarding any problem or issue within 24 hours explaining the nature of the problem.</li> </ol> </li> <li>10. Conduct at least six (6) Basic Training Program for guards including one (1) Basic Customer Service Module specially designed for OWWA clients.</li> </ol> <p>Furthermore, the security agency shall ensure the following specific service requirements are provided:</p> <ol style="list-style-type: none"> <li>1. Patrol the interior and exterior of buildings and grounds, and observe vehicles, document the location and lock and secure as necessary.</li> </ol>	
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	<ol style="list-style-type: none"> <li>2. Monitor all security systems including, but not limited to, burglary, fire, and Closed Circuit Television (CCTV) systems.</li> <li>3. Report any maintenance problems to the Chief, EGSD and make entries into the Daily Activity Logbook.</li> <li>4. Ensure all activity occurring during shift is recorded to include, but not be limited to, any unusual and suspicious activity.</li> <li>5. Check at all times boxes, containers, equipment or any item taken out of the building to ensure OWWA property is not removed by unauthorized personnel. Make sure that the items boxes / equipment / property taken out of the building are accompanied by gate pass duly signed by the designated OWWA representatives.</li> <li>6. Ensure all OWWA personnel are in possession of and display of identification cards.</li> <li>7. Ensure individuals not displaying the OWWA identification cards have been approved for building entry, followed sign-in procedures, and are issued an approved visitor's pass.</li> <li>8. Maintain adequate control of all incoming and outgoing persons, including vehicles entering and/or leaving OWWA premises, offices and installations.</li> <li>9. Prevent the entry of unauthorized persons in the area, and if this cannot be done peacefully within the guards' normal duty, the same must be reported to OWWA Officer/Employee concerned for the appropriate legal course of action. In such instance, the guards shall assist but employing only the necessary means of force that is reasonable under the circumstances.</li> <li>10. Contact appropriate OWWA personnel when incoming mail or carrier delivery is received at the security guard post. The OWWA personnel will be responsible for receipt of such material.</li> <li>11. Report any hazardous condition.</li> </ol> <p>In the Performance of the above services the security agency shall deploy:</p> <ol style="list-style-type: none"> <li>1. One (1) DETACHMENT COMMANDER;</li> <li>2. One (1) ASSISTANT DETACHMENT COMMANDER; and</li> <li>3. <i>Sixty-Five (65) security guards</i></li> </ol>	
<b>V. RIGHTS AND OBLIGATIONS OF THE SECURITY AGENCY</b>	<p>The private security agency shall be mainly responsible in meeting the security requirements of OWWA in accordance with the service contract entered into by the two (2) parties.</p> <ol style="list-style-type: none"> <li>1. The private security agency <b>is the direct employer</b> of all the guards assigned under the Contract and shall be</li> </ol>	



	<p>mainly responsible and liable for strict compliance with all pertinent labor and social legislations, rules and regulations.</p> <p>2. The private security agency shall be responsible for any loss or damage to OWWA properties or of third parties received by or placed under the custody of the guards when such loss or damage is due to the fault or negligence of the guards contributed to the cause of, or aggravated the loss or damage, provided, that such loss or damage was not the result of a third party's negligence or malicious act, that such loss or damage is made known in writing to the security agency within five (5) calendar days after occurrence of such loss or damage, that an investigation has been conducted by both OWWA and the security agency, or by the police or any government police agency and that the result of the investigation shows that the loss or damage is attributable to the negligence or malicious act of a third party. Failure to make such report within the period herein stated shall be deemed a waiver by OWWA of any claim for such loss or damage.</p>																																	
<b>VI. DEPLOYMENT OF GUARDS</b>	<p>The successful supplier shall provide OWWA with <b>SIXTY-SEVEN (67) security guards</b> as follows:</p> <p>2 security officers shall render 12 hour duty 6 days a week 43 security guards shall render 8 hour duty 7 days a week 3 security guards shall render 12 hour duty 6 days a week 4 security guards shall render 8 hour duty 6 days a week 5 security guards shall render 12 hour duty 5 days a week 10 security guards shall render 8 hour duty 5 days a week</p> <p>The deployment of security guards shall be as follows:</p> <table><tr><th>POSTS</th><th>TOUR OF DUTY</th><th>NO. OF GUARDS</th><th>SCHEDULE OF DUTY</th></tr><tr><td>Detachment Commander</td><td>6 days (12hrs/day)</td><td>1</td><td>6:00am – 6:00pm</td></tr><tr><td>Assistant Detachment Commander</td><td>6 days (12hrs/day)</td><td>1</td><td>6:00pm – 6:00am</td></tr><tr><td><i>Extra Duty</i></td><td><i>1 day – 2 shifts</i></td><td>(1 reliever)</td><td>In case of day off of duty officer</td></tr><tr><td rowspan="3">Main Entrance -1</td><td rowspan="3">7 days (8hrs/day)</td><td rowspan="3">3</td><td>6:00am - 2:00pm</td></tr><tr><td>2:00pm - 10:00pm</td></tr><tr><td>10:00pm - 6:00am</td></tr><tr><td rowspan="2">Main Entrance – 2</td><td rowspan="2">6 days (8hrs/day) (<i>female guard</i>)</td><td rowspan="2">2</td><td>6:00am – 2:00 pm</td></tr><tr><td>2:00pm-10:00pm</td></tr><tr><td rowspan="2">Main Entrance Counter</td><td rowspan="2">7 days (8hrs/day)</td><td rowspan="2">3</td><td>6:00am - 2:00pm</td></tr><tr><td>2:00pm - 10:00pm</td></tr></table>	POSTS	TOUR OF DUTY	NO. OF GUARDS	SCHEDULE OF DUTY	Detachment Commander	6 days (12hrs/day)	1	6:00am – 6:00pm	Assistant Detachment Commander	6 days (12hrs/day)	1	6:00pm – 6:00am	<i>Extra Duty</i>	<i>1 day – 2 shifts</i>	(1 reliever)	In case of day off of duty officer	Main Entrance -1	7 days (8hrs/day)	3	6:00am - 2:00pm	2:00pm - 10:00pm	10:00pm - 6:00am	Main Entrance – 2	6 days (8hrs/day) ( <i>female guard</i> )	2	6:00am – 2:00 pm	2:00pm-10:00pm	Main Entrance Counter	7 days (8hrs/day)	3	6:00am - 2:00pm	2:00pm - 10:00pm	
POSTS	TOUR OF DUTY	NO. OF GUARDS	SCHEDULE OF DUTY																															
Detachment Commander	6 days (12hrs/day)	1	6:00am – 6:00pm																															
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			2:00pm-10:00pm																															
Main Entrance Counter	7 days (8hrs/day)	3	6:00am - 2:00pm																															
			2:00pm - 10:00pm																															

Roving Guard	7 days (8hrs/day)	3	6:00am - 2:00pm
			2:00pm - 10:00pm
			10:00pm - 6:00am
F.B.Harrison St. parking area	7 days (8hrs/day)	3	6:00am - 2:00pm
			2:00pm - 10:00pm
			10:00pm - 6:00am
7th St. cor FB Harrison	7 days (8hrs/day)	2	6:00am - 2:00pm
			2:00pm - 10:00pm
7 <sup>th</sup> St. Parking area	7 days (8hrs/day)	3	6:00am - 2:00pm
			2:00pm - 10:00pm
			10:00pm - 6:00am
Room 105 – Legal Staff Office	5 days (8hrs/day)	1	8:00 am – 4:00 pm
2 <sup>nd</sup> Floor ROCS	5 days (8hrs/day)	1	8:00 am – 4:00 pm
2 <sup>nd</sup> Floor Lobby (RAD/OPC)	7 days (8hrs/day)	3	6:00am - 2:00pm
			2:00pm - 10:00pm
			10:00pm - 6:00am
3 <sup>rd</sup> Floor Lobby	5 days (8hrs/day)	1	8:00 am – 4:00 pm
4 <sup>th</sup> Floor Lobby	7 days (8hrs/day)	3	6:00am - 2:00pm
			2:00pm - 10:00pm
			10:00pm - 6:00am
5 <sup>th</sup> Floor Lobby	5 days (8hrs/day)	1	8:00 am – 4:00 pm
6 <sup>th</sup> Floor Lobby	5 days (8hrs/day)	1	8:00 am – 4:00 pm
7 <sup>th</sup> Floor Lobby	5 days (8hrs/day)	1	8:00 am – 4:00 pm
8 <sup>th</sup> Floor Lobby	5 days (8hrs/day)	1	8:00 am – 4:00 pm
9 <sup>th</sup> Floor Lobby, Halfway Home	7 days (8hrs/day)	3	6:00am - 2:00pm
			2:00pm - 10:00pm
			10:00pm - 6:00am
Shuttle Driver/Bus Security Assistant	5 days (12hrs/day )	3	6:00am - 6:00pm 6:00pm - 6:00am
Rented Parking Space – Main Gate	7 days (8hrs/day)	3	6:00am - 2:00pm
			2:00pm - 10:00pm
			10:00pm - 6:00am
DMW – Ground Floor (BM)	5 days (8hrs/day)	1	8:00am – 4:00pm
DMW – 2 <sup>nd</sup> floor (Collection)	7 days (8hrs/day)	3	6:00am - 2:00pm
			2:00pm - 10:00pm
			10:00pm - 6:00am
DMW – Satellite Office	5 days (8hrs/day)	1	8:00am – 4:00pm
DMW – Mezzanine Cashier/OWWA Property	5 days (12hrs/day )	2	7:00am – 7:00pm
DevCen – Roving	7 days (8hrs/day)	3	6:00am - 2:00pm
			2:00pm - 10:00pm
			10:00pm - 6:00am
Rented Parking Space 2	7 days (8hrs/day)	3	6:00am - 2:00pm
			2:00pm - 10:00pm
			10:00pm - 6:00am

	DevCen – Main Entrance Assist	6 days (8hrs/day)	1	7:00am – 3:00pm
	DevCen - Perimeter	7 days (8hrs/day)	1	11:00pm – 7:00am
		7 days (8hrs/day)	1	7:00am – 3:00pm
	DevCen – Ground Floor Lobby	6 days (12hrs/day)	1	6:00am – 6:00pm
	Rented Parking Space – Head Guard	6 days (12hrs/day)	1	7:00am – 7:00pm
	DevCen – 3 <sup>rd</sup> Floor Lobby	6 days (8hrs/day)	1	8:00am – 4:00pm
	Rented Warehouse	7 days (8hrs/day)	3	6:00am - 2:00pm
				2:00pm - 10:00pm
				10:00pm - 6:00am
	CCTV - Operator	6 days (12hrs/day)	1	7:00am – 7:00pm
	Clients Waiting Area / Crowd Control	5 days (8hrs/day)	1	9:00am - 5:00pm
	TOTAL NO. OF GUARDS		67 Guards	

Rotation of posts shall be done every 15 days. Accordingly, the private security agency shall submit to the General Administrative Service the posting of security guards every 15 days. The security agency shall **consult OWWA on the changes of deployment of its guards, their operational sector and tours of duty**. It shall allow its guards to render overtime duty provided that:

i. For maintenance of efficiency, **each guard shall serve not more than twelve (12) hours of duty in one shift**; and

ii. **Guard duty in excess of eight (8) hours shall have prior written authorization** issued by the OWWA General Administrative Service.

OWWA may request the **increase/decrease of the number of guards and hours of tour of duty** to be assigned in each detachment as it deems necessary. The increase/decrease of guard/s for each detachment shall be effected within five (5) days after receipt of the security agency of the Notice and shall not require the execution of a supplemental contract.

<b>VII. EQUIPMENT/ SUPPLIES TO BE PROVIDED BY THE SECURITY AGENCY</b>	The equipment mentioned below shall be provided by the security agency. The cost of which shall be bundled with the Administrative Cost charged by the security agency as reflected in the bid price.
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	<p>The equipment shall be at all times in good working condition. A <b>Monthly Report on the Working Condition of the Equipment</b> shall be prepared by the Detachment Commander for the OWWA Center and by the Head Guard for the BFO Development Center and to be signed and certified by the EGSD Chief/OIC and by the BFO Training Head, respectively.</p> <p>The report should indicate the defective equipment and the time and date when defective equipment was replaced and or repaired.</p> <p>Immediate replacement / repair of defective equipment shall be done within twenty-four (24) hours upon verbal / written notice. Non-compliance shall be subject to the provisions indicated on SCC Clause 17.1 page 54 of this bidding document. <i><b>Non-compliance of more than five (5) times in a twelve (12) month (one year) period shall mean termination of contract.</b></i></p> <p>i. FIREARMS</p> <ol style="list-style-type: none"> <li>1. Sidearm with full ammo (9MM caliber with spare/back-up ammo which is not more than three (3) year old - <b>31 UNITS</b></li> <li>2. 12-gauge shotgun – <b>2 UNITS</b></li> </ol> <p>ii. HANDHELD METAL DETECTORS – <b>3 UNITS</b></p> <ol style="list-style-type: none"> <li>1. OWWA CENTER BUILDING – 2 UNITS</li> <li>2. OWWA DEVCEN BUILDING – 1 UNIT</li> </ol> <p>iii. CCTV COLORED CAMERAS &amp; MONITORS</p> <ol style="list-style-type: none"> <li>1. Thirty-Four (<b>34</b>) Units of Dome Type Colored Camera and <b>one (1) unit</b> of Speed Dome type colored camera to be installed at the following locations.</li> </ol> <p><b>FOR OWWA CENTER, PASAY CITY</b></p> <ol style="list-style-type: none"> <li>1.1 FB Harrison Parking Area – Dome</li> <li>2.1 7<sup>th</sup> Street Parking Area – Speed Dome</li> <li>3.1 Garage 1 – Dome</li> <li>4.1 Garage 2 – Dome</li> <li>5.1 Carpentry Area - Dome</li> <li>6.1 Fire Exit Ground Area - Dome</li> <li>7.1 Main Lobby Ground Floor - Dome</li> <li>8.1 Lobby Ground Floor - Dome</li> <li>9.1 2<sup>nd</sup> Floor Lobby - Dome</li> <li>10.1 3<sup>rd</sup> Floor Lobby - Dome</li> <li>11.1 4<sup>th</sup> Floor Lobby – Dome</li> <li>12.1 Office of the Administrator – Dome</li> <li>13.1 Accounting &amp; Cash Division Hallway – Dome</li> <li>14.1 5<sup>th</sup> Floor Lobby – Dome</li> <li>15.1 6<sup>th</sup> Floor Lobby – Dome</li> </ol>	
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	<p>16.1 7<sup>th</sup> Floor Lobby – Dome</p> <p>17.1 8<sup>th</sup> Floor Lobby – Dome</p> <p>18.1 9<sup>th</sup> Floor Lobby – Dome</p> <p>19.1 10<sup>th</sup> Floor Lobby – Dome</p> <p>20.1 10<sup>th</sup> Floor Fire Exit - Dome</p> <p><b>FOR OWWA COLLECTION, DMW</b></p> <p>21.1 2<sup>nd</sup> Floor Collection - Dome</p> <p>22.1 2<sup>nd</sup> Floor Collection – Dome</p> <p>23.1 2<sup>nd</sup> Floor Collection - Dome</p> <p>24.1 Mezzanine Collection - Dome</p> <p>25.1 Mezzanine Collection - Dome</p> <p>26.1 Balik Manggagawa LG/F - Dome</p> <p>27.1 Balik Manggagawa LG/F – Dome</p> <p><b>FOR OWWA DEVCEN BUILDING</b></p> <p>28.1 Ground Floor Entrance - Dome</p> <p>29.1 Ground Waiting Area – Dome</p> <p>30.1 Ground Floor Lobby Area - Dome</p> <p>31.1 2<sup>nd</sup> Floor Lobby Area - Dome</p> <p>32.1 2<sup>nd</sup> Floor Hallway - Dome</p> <p>33.1 3<sup>rd</sup> Floor Lobby Area - Dome</p> <p>34.1 4<sup>th</sup> Floor Lobby Area – Dome</p> <p>35.1 Back of building along Novales St. - Dome</p> <p>2. The CCTV shall be COMPUTER BASED which allows recording of at least three (3) months. The private security agency shall provide two (2) units of 40" LED monitor; <b>One (1)</b> unit multiplexer; three (3) units UPS; and three (3) units computer based DVR with 40" LED monitor. The distribution of the said equipment shall be as follows:</p> <p><b>OWWA Center (Security DMW Office)</b> - one (1) set computer based DVR with 40" TV LED monitors with UPS</p> <p>- one (1) multiplexer</p> <p>- two (2) 40" TV LED Extension Monitor</p> <p><b>PPMD &amp; EGSD</b></p> <p><b>OWWA Collection Unit</b> - one (1) set computer based DVR with 40" LED monitor and UPS</p>	
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	<p><b>OWWA DEVCEN Building</b> - one (1) set computer based DVR with 40" LED monitor and UPS</p> <p>iv. THIRTY-THREE (33) UNITS LONG-DISTANCE COMMUNICATION, HANDHELD TWO-WAY RADIOS of higher power output, a good antenna, and a repeater that can directly communicate on all assigned OWWA areas and outposts in real time. Every Security Personnel should have his/her own issued two-way radio WHILE ON DUTY in all OWWA assigned areas.</p> <p>1. OWWA Center Building, Pasay City - <b>25 UNITS RADIO</b></p> <p>2. DevCen Building - <b>3 UNITS HANDHELD RADIO</b></p> <p>3. DMW, Ortigas Ave. Pasig City - <b>2 UNITS HANDHELD RADIO</b></p> <p>4. Rented Parking, CCP Center - <b>2 UNIT HANDHELD RADIO</b></p> <p>5. NAIA T1 Vitalez Compound - <b>1 UNIT HANDHELD RADIO</b></p> <p>v. RECHARGEABLE HALOGEN SPOTLIGHT (10,000 WATTS) OR LED EQUIVALENT</p> <p>1. OWWA Center, Pasay City - <b>3 UNITS</b></p> <p>2. DevCen Building - <b>2 UNITS</b></p> <p>3. DMW - <b>2 UNITS</b></p> <p>4. MALIBAY WAREHOUSE - <b>1 UNIT</b></p> <p>vi. VEHICLE</p> <p>The private security agency shall provide vehicle identified with company logo. OWWA shall not be responsible for the vehicle maintenance or fuel. OWWA shall provide fuel only if vehicle/s are used by OWWA personnel for purposes not related to Security implementation</p> <p>The vehicle to be provided to OWWA shall be either a passenger van of at least not more than five (5) years old and with at least fifteen (15) seating capacity at the start of contract.</p> <p>The vehicle dedicated to OWWA shall be assigned primarily for the purpose of patrolling the other OWWA premises such as the Malibay Warehouse, and its offices at DMW, Ortigas Ave., Pasig City and other duties as assigned by the designated OWWA representative.</p>	
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	<p>vii. OTHER EQUIPMENT/SUPPLIES to be provided by the private agency</p> <ol style="list-style-type: none"> <li>1. The private security agency must provide a stand alone biometric daily time record equipment installed in areas identified by OWWA on the ff: <ol style="list-style-type: none"> <li>a. OWWA Main Office</li> <li>b. DMW Satellite Office</li> <li>c. Devcen Intramuros</li> </ol> </li> <li>2. The private agency shall provide personal steel locker for each security personnel assigned at the OWWA Head Office and to be installed at the guard's room.</li> <li>3. Office supplies to be provided for use in regular reporting <ol style="list-style-type: none"> <li>a. Mimeo Paper / Bond Paper</li> <li>b. Ball pen</li> <li>c. Logbook</li> <li>d. Marking pen</li> <li>e. Paper Clip</li> <li>f. Rubber Band</li> </ol> </li> </ol>	
<b>VIII. OBLIGATIONS AND RIGHTS OF OWWA</b>	<p>A. OWWA shall pay the successful bidder <b>within twenty (20) days from receipt of the corresponding monthly bill covering the services already rendered</b>, subject to its usual accounting and auditing rules and regulations and the submission by the Agency of the documents as required in this agreement.</p> <p>B. <b>OWWA shall have the right to conduct spot inspection of the performance of the guards at any time it may deem necessary.</b> This right, however, shall not diminish or absolve the successful bidder's guards from their obligations to OWWA which are expressed, implied and/or necessary for the carrying out of its obligations under this contract which includes their compliance to social and labor laws.</p> <p>OWWA shall evaluate the performance of the successful bidder monthly. The end-user shall submit the monthly performance evaluation of supplier to PPMD quarterly.</p>	
<b>IX. OTHER DOCUMENTARY REQUIREMENTS</b>	<p>Aside from the bidding documents submitted by the winning bidder, the following shall also be submitted within Thirty (30) calendar days upon signing of the contract and NTP:</p> <ol style="list-style-type: none"> <li>A. Personal Data Sheet and photocopy of Valid License of Detachment Commander and Assistant Detachment Commander.</li> <li>B. Personal Data Sheet and photocopy of Valid License of all guards to be assigned to OWWA.</li> <li>C. Photocopy of licensed firearms to be supplied to OWWA guards.</li> </ol>	

	<p>D. Result of psychological exam, drug test and medical exam (i.e. chest x-ray; complete blood count; urinalysis and Hepatitis B surface antigen) of all guards to be deployed to OWWA. The OWWA and the security agency shall mutually agree where the tests will be conducted.</p> <p>E. List of long-distance communication hand-held two-way radio. The list shall include the serial number of each unit including a photocopy of valid Network Radio Station License from National Telecommunications Commission (NTC). <u>The list should comply with the requirements of OWWA as indicated in this bidding documents.</u></p> <p>F. Photocopy of Official Receipt (OR) and Car Registration (CR) of the vehicle. <u>The vehicle to be provided should comply with the requirements of OWWA as indicated in this bidding documents.</u></p> <p>G. List of the thirty-four (34) units CCTV colored camera; six (6) units of 40" TV LED monitor; one (1) unit multiplexer; five (5) units UPS; and five (5) units computer based DVR. The list shall include the serial number and description of each equipment. <u>The list should comply with the requirements of OWWA as indicated in this bidding documents.</u></p> <p>H. List of handheld metal detectors and halogen spotlight. The list shall include the serial numbers of each unit. <u>The list should comply with the requirements of OWWA as indicated in this bidding documents.</u></p> <p>I. Copy of the Company Rules on Personnel Management specifying among others the terms and conditions of work, codes of discipline and grievance handling.</p>	
<b>X. CONTRACT DURATION AND IMPLEMENTATION</b>	<p>The contract for security services shall be for Seven (7) months. The private security agency shall maintain a satisfactory level of performance throughout the term of the contract based on the following performance criteria:</p> <ol style="list-style-type: none"> <li>1. Quality of service delivered</li> <li>2. Time management</li> <li>3. Time</li> <li>4. Management and suitability of personnel</li> <li>5. Contract administration and management</li> <li>6. Provision of regular reports</li> <li>7. Uniform</li> <li>8. Equipment</li> </ol> <p>OWWA shall conduct an assessment or evaluation of the performance of the service of the security agency every six</p>	

	<p>(6) months based on the set of performance criteria mentioned.</p> <p>Based on its assessment, the OWWA may pre-terminate the contract for failure by the security agency to perform its obligations thereon following the procedure described under the Guidelines on Termination of Contracts issued by the GPPB under Resolution No. 018-2004 dated 22 December 2004.</p>	
<b>XI. BILLING AND PAYMENT</b>	<p>The private security agency shall submit to OWWA its <b>monthly billing rate within five (5) days</b> after services were rendered for the month, together with the following documents:</p> <ol style="list-style-type: none"> <li>1. Sworn statement showing that <b>actual services have been rendered</b> by the guards for the regular billing period and billing for overtime services shall be supported by a copy of actual <b>Biometric Daily Time Record certified by the Detachment Commander/Officer-in-Charge.</b></li> <li>2. <b>Proof of payment of the salaries, wages and/or benefits</b> of all its guards for the previous billing period.</li> <li>3. <b>Photocopy of Official Receipt of remittances of SSS / PhilHealth / Pag-Ibig premiums/payments</b> and other deductions/contributions required or authorized by law. The OR shall be supported by a list of the guards whose premiums/payments and other deductions/contributions were remitted and the amount of remittance for each.</li> <li>4. <b>Sworn statement that the salaries and other fringe benefits of guards for the preceding month have been paid</b> without any unlawful deductions.</li> <li>5. <b>Daily Report of the Working Condition of the Equipment supplied by the security agency (i.e. motor vehicle, CCTV, CCTV camera's, etc...)</b> prepared by the Detachment Commander and signed and certified by the GAS Director or EGSD Chief for the report in the Central Office. The report from BFO Development Center shall be prepared by the Head Guard and signed and certified by the BFO Training Head.</li> </ol> <p>The number of security guards and their rate of compensation may be changed by mutual agreement of the parties <b>depending upon the needs of the security situation and</b></p>	



	changes in the cost of labor, subject to existing laws as implemented by the Department of Labor and Employment and the Regional Tripartite Wages and Productivity Board - NCR. Both parties shall agree that the said changes shall be affected without the necessity of executing a Supplemental Contract, <b>except in cases where the compensation for the additional guards exceeds twenty five percent (25%) of the total amount provided in the Contract.</b>	
<b>XII. TAXES</b>	The Security Agency shall be fully responsible and accountable for the timely payment of taxes in full.	
<b>XIII. APPROVED BUDGET FOR THE CONTRACT (ABC)</b>	An approved budget for the contract (ABC) in the amount equal to <b><u>SIXTEEN MILLION ONE HUNDRED THIRTY-SIX THOUSAND TWO HUNDRED TWENTY-TWO &amp; 06/100 (Php 16,136,222.06)</u></b> for seven (7) months chargeable against MOOE Security Services FY2025.	

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## Price Schedule

Name of Bidder \_\_\_\_\_ Project ID No. \_\_\_\_\_ Page \_\_\_\_ of \_\_\_\_

ITEM DESCRIPTION	GUARD SECURITY DUTY DETAIL									
	DUTY DC1	DUTY DC2	DUTY DC (Extra)	DUTY A	DUTY B	DUTY C	DUTY D	DUTY E	DUTY F	DUTY G
No. of days duty/week	6	6	1	7	7	6	6	5	5	5
Equivalent days/year (EQD)	313	313	52	395	395	313	313	261	261	261
No. of hours duty per day (HR)	12	12	12	8	8	12	8	12	12	8
Duty Schedule:	6AM-6PM (DC1)	6PM-6AM (DC2)	12hrs during day-off - Detachment Commander	6AM-2PM (A1) 2PM-10PM (A2) 7AM-3PM (A3)	10PM-6AM (B1) 11PM-7AM (B2)	6AM-6PM (C1) 7AM-7PM (C2)	6AM-2PM (D1) 2PM-10PM (D2) 7AM-3PM (D3) 8AM-4PM (D4)	6AM-6PM (E1) 7AM-7PM (E2)	6PM-6AM (F2)	8AM-4PM (G1) 9AM-3PM (G2)
Daily Wage (NCR-25, Series of 2024) (DW)	645.00	645.00	645.00	645.00	645.00	645.00	645.00	645.00	645.00	645.00
I. Amount Directly to Guard and Government										
<b>A. Amount Directly to Guard</b>										
Average Basic Salary/Month (DWx EQD/12)	16,823.75	16,823.75	2,795.00	21,231.25	21,231.25	16,823.75	16,823.75	14,028.75	14,028.75	14,028.75
Night Shift Differential (Ave. Mo. Pay x 10%) for 8hours	-	1,121.58	-	-	2,123.13	-	-	-	935.25	-
13th Month Pay (DW x EQD/12/12)	1,401.98	1,401.98	232.92	1,769.27	1,769.27	1,401.98	1,401.98	1,169.06	1,169.06	1,169.06
5 Days Service Incentive Leave (DWx5/12)	268.75	268.75	-	268.75	268.75	268.75	268.75	268.75	268.75	268.75
Uniform Allowance (RAS487)	100.00	100.00	-	100.00	100.00	100.00	100.00	100.00	100.00	100.00
Overtime Pay, Holiday, & Special Day Premium										
Regular Days (DW/8x125%x300daysx4/12)	10,078.13	10,078.13	10,078.13	-	-	10,078.13	-	10,078.13	10,078.13	-
Regular Holidays (DW/8x200%x130%x12daysx4/12)	838.50	838.50	-	-	-	838.50	-	838.50	838.50	-
Regular Holidays w/ Premium (DW/8x230%x130%x1dayx4/12)	80.36	80.36	-	-	-	80.36	-	80.36	80.36	-
Sunday & Special Holidays (DW/8x130%x130%x54daysx4/12)	2,452.61	2,452.61	-	-	-	2,452.61	-	2,452.61	2,452.61	-
TOTAL AMOUNT DIRECTLY TO GUARD	32,044.07	33,165.66	13,106.04	23,369.27	25,492.40	32,044.07	18,594.48	29,016.16	29,951.41	15,566.56
<b>B. Amount to Government in favor of Guard</b>										
Retirement Benefit (RA7641) (DWx22.5/12)	1,209.38	1,209.38	-	1,209.38	1,209.38	1,209.38	1,209.38	1,209.38	1,209.38	1,209.38
SSS Premium (effective contribution January 1, 2025)	2,000.00	2,000.00	-	2,000.00	2,000.00	2,000.00	1,900.00	2,000.00	2,000.00	1,850.00
SSS Mandatory Provident Fund	855.00	950.00	-	475.00	950.00	855.00	-	617.50	617.50	-
Philhealth Premium (Monthly Basic Salary x 2.5%)	420.59	420.59	-	530.78	530.78	420.59	420.59	350.72	350.72	350.72
State Insurance Fund	30.00	30.00	-	30.00	30.00	30.00	30.00	30.00	30.00	10.00
PAG-IBIG Contribution	200.00	200.00	-	200.00	200.00	200.00	200.00	200.00	200.00	200.00
TOTAL AMOUNT TO GOVT IN FAVOR OF GUARD	4,714.97	4,809.97	-	4,445.16	4,920.16	4,714.97	3,759.97	4,407.59	4,407.59	3,620.09
<b>C. Total Amount to Guard &amp; Govt</b>	<b>36,759.04</b>	<b>37,975.63</b>	<b>13,106.04</b>	<b>27,814.43</b>	<b>30,412.55</b>	<b>36,759.04</b>	<b>22,354.45</b>	<b>33,423.75</b>	<b>34,359.00</b>	<b>19,186.66</b>
II. Administrative Overhead & Margin including Cost of Equipment										
III. 12% VAT (12% OF II. Per Revenue Memo Circular No. 59-2007, Jan. 22, 2007)										
IV. MONTHLY RATE PER GUARD (C+II+III)										
Number of Guard Duty Total = 67	1	1		30	13	3	4	3	2	10
TOTAL AMOUNT PER MONTH										
<b>TOTAL CONTRACT AMOUNT FOR 7 MONTHS</b>										
<b>TOTAL CONTRACT AMOUNT</b>										

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

*K*