



## Bid Notice Abstract

### Invitation to Bid (ITB)

**Reference Number** 7840157  
**Procuring Entity** PILI WATER DISTRICT  
**Title** Procurement of Security Services  
**Area of Delivery**

<b>Solicitation Number:</b> 21-07-158	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b> Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b> Public Bidding	<b>Bid Supplements</b>	0
<b>Classification:</b> Goods	<b>Document Request List</b>	0
<b>Category:</b> Security Services	<b>Date Published</b>	19/07/2021
<b>Approved Budget for the Contract:</b> PHP 1,111,652.00	<b>Last Updated / Time</b>	14/07/2021 15:04 PM
<b>Delivery Period:</b>	<b>Closing Date / Time</b>	27/07/2021 17:00 PM
<b>Client Agency:</b>		
<b>Contact Person:</b> Rowena Agrito Mongoso BAC-Secretary Sta. Rita Agro-Industrial Estate San Jose Pili Camarines Sur Philippines 4418 63-054-4777136 63-054-4777136 piliwd@yahoo.com		

#### Description

##### INVITATION TO BID

The PILI WATER DISTRICT, through its BIDS AND AWARDS COMMITTEE invites suppliers/manufacturers to apply for eligibility and to bid for the following projects:

Name of Project: Procurement of Security Services  
 Approved Budget of the Contract: Php 1,111,652.00  
 Cost of Bid Documents: Php 1,500  
 Contract Duration: Four (4) Months (September to December 2021)

The Funding Source is the GOP through the Corporate Budget for 2021 approved by the board. Bids received in excess of the ABC shall be automatically rejected at bid opening. Prospective Bidders should have completed within Five (5) years from the date of submission and receipt of bids, a contract similar to the project and the contract amount should be at least fifty percent (50%) of the ABC to be bid.

Bidding will be conducted through open competitive bidding procedures using non-discretionary pass/fail criterion as specified in the Implementing Rules and Regulations (IRR) of Republic Act 9184 (RA 9184) as amended, otherwise known as the "Government Procurement Reform Act".

The schedule of activities is listed as follows:

##### SCHEDULE OF ACTIVITIES

Issuance and Availability of Bidding Documents July 19, 2021 to August 9, 2021

(8:00 AM-5:00 PM, Monday-Friday)

Pre-bid Conference July 26, 2021 (3:00 PM)

Zoom Meeting Details:

Meeting ID: 330 719 2745

Passcode: bac2021

Zoom Meeting URL:

<https://us02web.zoom.us/j/3307192745?pwd=ZDJNUGhHRFIYaWh2LzMrRHA0ZjJuUT09>

Opening of Bids August 9, 2021 (2:00 PM)

Zoom Meeting Details:

Meeting ID: 330 719 2745

Passcode: bac2021

Zoom Meeting URL:

<https://us02web.zoom.us/j/3307192745?pwd=ZDJNUGhHRFIYaWh2LzMrRHA0ZjJuUT09>

Bidding Documents may be acquired by interested Bidders from Pili Water District office upon payment of a non-refundable amount stated above and can be viewed and downloaded at [www.piliwaterdistrict.gov.ph](http://www.piliwaterdistrict.gov.ph)

Bidding is restricted to eligible bidders as described in ITB 5.1.

Bids must be delivered on or before the above stated scheduled dates at Pili Water District office. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18.1.

The PILI WATER DISTRICT reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

For further information, please contact:

(Sgd.) ROWENA A. MONGOSO

BAC Secretary

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#### TERMS OF REFERENCE FOR THE PROCUREMENT OF SECURITY SERVICES FOR PILI WATER DISTRICT

##### I. APPROVED BUDGET FOR THE CONTRACT

The term of this contract shall be effective for a period of four (4) months starting September 1, 2021 until December 31, 2021 with a total Approved Budget for the Contract (ABC) amounting to One Million One Hundred Eleven Thousand Six Hundred Fifty-Two Pesos Only (Php 1,111,652.00) inclusive of all applicable taxes and fees chargeable against the Maintenance and other Operating Expenses.

##### II. PLACE OF ASSIGNMENT

A. Four (4) security personnel shall be assigned to Pili Water District Main Office with address at Sta Rita Agro-Industrial Park, San Jose, Pili, Camarines Sur.

B. Seven (7) security personnel shall be assigned to the pumping stations at:

1. BSP PUMPING STATION - Cadlan, Pili, Cam Sur
2. SAN JOSE PUMPING STATION- Modern Village, San Jose, Pili, Cam Sur
3. ST. PAUL PUMPING STATION- St. Paul Subdivision, Palestina, Pili, Cam Sur
4. LA PURISIMA I PUMPING STATION- La Purisima, Pili, Camarines Sur
5. LA PURISIMA II PUMPING STATION- La Purisima, Pili, Camarines Sur
6. DEL ROSARIO PUMPING STATION- AFP Housing, Del Rosario, Pili, Cam Sur
7. CAROYROYAN PUMPING STATION- Caroyroyan, Pili, Camarines Sur

##### III. QUALIFICATIONS OF THE SERVICE PROVIDER

The qualifications of the Service Provider are:

A. Must be a member of the Philippine Association of Detective and Protective Agency Operators (PADPAO) in good and active standing;

B. Must be a duly licensed and registered Service Contractor with the Department of Labor and Employment;

C. Should have at least five (5) years of experience in providing security services to government agency;

D. Must be duly registered with the Social Security System (SSS), Home Development Mutual Fund (PAGIBIG) and Philippine Health Insurance Corporation (PHILHEALTH);

E. Must present at least three (3) client satisfaction rating from a government agency or a private corporation with whom the bidder has a past or on-going contract.

F. Must present their Organizational Set-up.

G. Must present that the Security Agency has the following resources:

1. List of Firearms owned and its Licenses
2. List of Communication Devices owned
3. Number of Licensed Guards

#### IV. WORK SCHEDULE

The Security Agency shall provide security services for PILI WATER DISTRICT under the herein schedule of deployments and work shift, to wit:

Offices/ Pumping Station

No. of Guards

Hours of Duty

PIWAD Main Office

Sta. Rita Agro-Industrial Park, San Jose, Pili, Camarines Sur

(a) 2 Guards

Day Duty

(6am – 6pm)

(b) 2 Guards

Night Duty

(6pm – 6am)

12 hours

BSP PUMPING STATION

Cadlan, Pili, Camarines Sur.

1 Guard 12 hours

Night Duty

(6pm – 6am)

SAN JOSE PUMPING STATION

Modern Village, San Jose, Pili, Camarines Sur

1 Guard 12 hours

Night Duty

(6pm – 6am)

ST. PAUL PUMPING STATION

St. Paul Subdivision, Palestina, Pili, Camarines Sur

1 Guard 12 hours

Night Duty

(6pm – 6am)

LA PURISIMA I PUMPING STATION

La Purisima, Pili, Camarines Sur

1 Guard 12 hours

Night Duty

(6pm – 6am)

LA PURISIMA II PUMPING STATION

La Purisima, Pili, Camarines Sur

1 Guard 12 hours

Night Duty

(6pm – 6am)

DEL ROSARIO PUMPING STATION

AFP Housing, Del Rosario, Pili, Camarines Sur

1 Guard 12 hours

Night Duty

(6pm – 6am)

CAROYROYAN PUMPING STATION Caroyroyan, Pili, Camarines Sur

1 Guard 12 hours

Night Duty

(6pm – 6am)

However, future adjustments regarding time scheduling shall be reserved in favor of the PIWAD in consonance with whatever alterations the latter may find necessary. The number of security guards may be subsequently increased or decreased as may be determined by the PIWAD depending upon circumstances.

#### V. QUALIFICATIONS OF SECURITY PERSONNEL

Deployment of qualified, competent, uniformed and armed guards who possess the following qualifications:

a. Must be Filipino citizen;

b. Must be physically and mentally fit and not less than 21 or more than 55 years of age and at least five (5) feet and five (5) inches in height;

c. Of good moral character, courteous, alert and without pending criminal case filed in court or any police record involving criminal acts;

d. Must have passed a Neuro-psychiatric examination and standard drug test conducted by any authorized/ accredited agency/ entity at least six months prior to assumption of duty. Expenses for said tests are chargeable to the Service Provider.

e. Must be a holder of Certificate of Training for Security Guards.

## VI. SCOPE OF SERVICES

To perform the following:

### A. Protection of Life and Property

1. To guard and protect PIWAD properties from theft, arson, pilferage, trespassers, robbery, destruction and other unlawful acts committed by any person as well as maintain peace and order within PIWAD premises.

2. Protect PIWAD officials, employees, visitors and guests from assault, harassment, threat or intimidation, and other criminal acts and to enforce and implement security and safety rules and regulations within PIWAD premises.

3. Conduct inspection of all bags and baggage carried by people coming in and out of the PIWAD premises.

4. Conduct random physical inspection of people coming in and out of the premises, as warranted.

5. Implementation of issuance of "visitor identification card" for visitors and non-employees.

### B. Maintenance of Peace and Order

1. Guarantee that all PIWAD employees and concessionaires are safe from harm which may arise from internal/external chaos/ public disorder.

2. Guard against incidence of theft and other misdemeanors which may constitute breach of peace and order inside PIWAD premises.

### C. Other Duties and Functions

1. Strictly maintain official logbook or record of all incoming and outgoing persons, vehicles, movements of PIWAD properties, among others.

2. Records PIWAD employees' time in and out.

3. After office hours, conduct routine patrol or inspection of the building and report unusual activities or threat to security to the Head Guard.

4. Record all employees rendering overtime services and all other office personnel who are still in the PIWAD premises after office hours.

5. Ensure that all doors and windows of PIWAD building are secured and all electrical connections and lights are turned off. Before the start of office hours inspect all areas for any sign of forced entry.

## VII. TERMS OF PAYMENT

Payment shall be on a monthly basis for four (4) months subject to a submission of billing statement and other supporting documents by the Service Provider. Services shall be billed based on the actual services received by PIWAD.

## VIII. OTHER MATTERS

A. Billing and Submission of Documents- The Security Agency shall comply with the provisions of the Labor Code particularly Chapter III Article 103 which states that wages shall be paid at least once every two (2) weeks or twice a month at intervals not exceeding sixteen (16) days.

Within ten (10) working days upon demand, the Security Agency shall furnish PIWAD a billing, together with copies of remittances with official receipt of SSS, Pag-ibig Fund and PhilHealth in summary form indicating the respective name of security guards and employees assigned to the aforementioned establishment with the corresponding amount duly remitted as a pre-requisite for the release of payment for services rendered by the service provider/contractor to the PIWAD.

B. Wage and Mandated Benefit Increase- Should there be any wage or mandated benefit (i.e. SSS, PAGIBIG, PHILHEALTH) increase in favor of the assigned security personnel subsequent to the execution of the Contract pursuant to a law, Executive Order, Decree or Wage Order, the Security Agency must inform the PIWAD in writing of the wage increase to allow the latter to undertake the appropriate measures to address the same before its

implementation.

C. Cancellation/ Termination of Contract- PIWAD shall have the sole option to cancel/terminate the contract at any time for violation of any of the terms and conditions thereof and/or, if in its judgment, the service it has rendered is substandard and/or unsatisfactory.

D. Evaluation- PIWAD shall conduct an evaluation on the performance of the service provider/contractor using its ISO Aligned Quality Management System Form No. 17 Supplier's Evaluation to determine compliance of all provisions stated in this agreement and to ensure that PIWAD is accorded the best quality in security services.

Performance Criteria shall include among others: (i) quality of service delivered; (ii) time management (iii) management and suitability of personnel; (iv) contract administration and management; and (v) provision of regular progress reports.

The service provider will be notified in writing of the result of its performance evaluation and that in case of "below satisfactory performance rating, it will be given three (3) months to improve its performance and its failure to address the problems mentioned in the performance evaluation within the three (3) months period will be ground for pre-termination of the contract.

E. Employer-Employee Relationship- PIWAD shall not be responsible for any claims for general injury, including death sustained by the security personnel or any third person arising out of or in the course of the performance of the functions of the security guards pursuant to this contract. It is expressly understood that no employer-employee relationship exists between the parties or their employees, representatives and agents.

F. Extension Clause- Extension of Contract is subject to the provisions of RA No. 9184 and its 2016 IRR. The extended term shall automatically terminate upon effectivity of a new contract.

G. Screening and Choosing of Applicants- PIWAD has the right to screen and choose the security guards to be assigned.

H. The contract for security services shall have provisions for general conditions specified in Section IV of the BID Documents, and special conditions specified in Section V of the Bid Documents.

#### IX. PRE-BID CONFERENCE

A Pre-Bid Conference shall be conducted on July 26, 2021 at 3:00 pm to clarify and address the Bidder's questions on the requirements, terms and conditions and specifications stipulated in the Bidding Documents.

Bidders are encouraged to attend the Pre-Bid Conference but their non-attendance shall in no way prejudice their Bid. The Bidders, however are expected to know the changes and/or amendments to the Bidding Documents discussed during the Pre-Bid Conference.

#### X. BIDDING DOCUMENTS

A complete set of Bidding Documents containing other information and instructions to bidders can be purchased by interested bidders at PILI WATER DISTRICT Sta. Rita Agro-Industrial Park, San Jose, Pili, Camarines Sur and upon payment of a non-refundable fee in the amount of One Thousand Five Hundred Pesos (Php 1,500.00).

The Bidding Documents may also be downloaded at the Pili water District website ([www.http://piliwaterdistrict.gov.ph](http://www.piliwaterdistrict.gov.ph)) provided that the bidders shall pay the fee for the bidding documents upon submission of their bids at PIWAD.

#### Pre-bid Conference

Date	Time	Venue
26/07/2021	3:00:00 PM	Zoom Meeting Details: Meeting ID: 330 719 2745 Passcode: bac2021 Zoom Meeting URL: <a href="https://us02web.zoom.us/j/3307192745?pwd=ZDJNUGhHRFIYaWh2LzMrRHA0ZjJuUT09">https://us02web.zoom.us/j/3307192745?pwd=ZDJNUGhHRFIYaWh2LzMrRHA0ZjJuUT09</a>

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**Date Created** 13/07/2021

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