



**Office of the President of the Philippines**  
**Office of the Presidential Adviser on Peace, Reconciliation and Unity**  
 7th Floor, Agustin 1 Building, F. Ortigas Jr. Road, Ortigas Center, 1605 Pasig City Tel (+632) 636-0701 Fax No: (+632) 638-2216

**BIDS AND AWARDS COMMITTEE**

**INVITATION TO BID FOR THE PROCUREMENT OF SECURITY SERVICES FOR OPAPRU ORTIGAS AND COTABATO OFFICES FOR 01 JANUARY 2023 TO 31 DECEMBER 2023**

1. The Office of the Presidential Adviser on Peace Reconciliation and Unity (OPAPRU), intends to apply the sum of **Four Million Five Hundred Thousand Pesos (PhP4,500,000.00)** being the ABC for the **Procurement of Security Services for OPAPRU Ortigas and Cotabato Offices for 1 January 2023 to 31 December 2023**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

Name of Requirement/Brief Description	Contract Period
i. OPAPRU Ortigas, Day Shift (8 Guards) ii. OPAPRU Ortigas, Night Shift (4 Guards) iii. OPAPRU Maguindanao, Day Shift (2 Guards) iv. OPAPRU Maguindanao, Night Shift (2 Guards)	<b>1 January 2023 to 31 December 2023</b>


2. The OPAPRU encourages the submission of bids for the Procurement Project. The delivery date of the goods shall be made on the date indicated in the Notice to Proceed. Interested bidders should have completed, within five (5) years from the date of submission and receipt of bids, a contract similar to the Procurement Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders) thereof.
3. Bidding will be conducted through open competitive bidding procedures using a **non-discretionary "pass/fail" criterion** as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
- Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.
4. Prospective Bidders may obtain further information from OPAPRU BAC Secretariat and inspect the Bidding Documents at the address given below during weekdays (Monday – Friday, except holidays) from 08:00 AM to 05:00 PM.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **17 November 2022** from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by

the GPPB, in the amount of **Five Thousand Pesos (PHP5,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees either in person, by facsimile or through electronic means.

6. The OPAPRU will hold a Pre-Bid Conference on **25 November 2022, (10:00AM)** at the Kapayapaan Conference Room, 7th Floor Agustin I Building, F. Ortigas Jr. Road, Ortigas Center, Pasig City, and/or through video conferencing or webcasting, which shall be open to prospective bidders.
7. Physical Bid Documents must be duly received by the BAC Secretariat at the office address indicated below **not later than 07 December 2022, (10:00AM)**. **Late bids shall not be accepted.** Bid Documents submitted through electronic means shall be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 14**.
9. Bid opening shall be on **07 December 2022, (10:30AM)**. Bids will be opened in the presence of the bidder/s representative/s who choose to attend either physically or through video conferencing or webcasting.
10. The OPAPRU reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to the award of the contract in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

**Bids & Awards Committee Secretariat**  
3rd Floor Agustin I Bldg.  
F.Ortigas Jr. Road, Ortigas Center, Pasig City  
(02) 8636 0706 local 871

Issued on 14<sup>th</sup> day of November 2022, Pasig City.

  
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**EDIR. ANDRES S. ANGUINALDO, JR.**  
*Chairperson*  
Bids & Awards Committee

## TECHNICAL SPECIFICATIONS

### A. Procurement Project

Procurement of Security Services for OPAPRU Ortigas and Cotabato Offices for 1 January 2023 to 31 December 2023

### B. Approved Budget for the Contract

Four Million Five Hundred Thousand Pesos (PhP4,500,000.00).

### C. Contract Duration Period

1 January 2023 to 31 December 2023

### D. Security Services Requirement

#### 1. OPAPRU Ortigas

<i>Shifting Schedule</i>		
Area of Deployment	Day Shift	Night Shift
10 <sup>th</sup> Floor	1	1
7 <sup>th</sup> Floor	2	1
6 <sup>th</sup> Floor	1	1
5 <sup>th</sup> Floor	1	
4 <sup>th</sup> Floor	1	1
Ground Floor	1	
Basement	1	
Sub Total	8	4
<b>TOTAL</b>		<b>12</b>

#### 2. OPAPRU Cotabato

Area of Deployment	Day Shift	Night Shift
OPAPRU Cotabato	2 (1 roving)	2 (1 roving)
SubTotal	2	2
<b>TOTAL</b>		<b>4</b>

### E. Documentary Requirements

1. Duly licensed under existing laws.
2. Must have at least three (3)-years working experience as Security Guard in any government agency.
3. For the Officer-In-Charge: (a) must have at least four (4) years working experience as OIC-security; (b) at least a graduate of two-year course or at least must have satisfactorily completed four (4) semesters in a tertiary level.
4. The following documents shall be submitted by the bidder, among other documents required during Post-Qualification:
  - i. Licenses of the sixteen (16) security guards including the reliever.

- ii. Personal Data Sheet
- iii. Valid NBI Clearances
- iv. For the OIC, diploma or any equivalent document as proof of completing the academic requirements.
- v. Appropriate licenses of Security Guards from the National Telecommunications (NTC) to use/operate a two-way radio.

#### **F. Security Equipment**

1. Licensed Service Firearms: each Security Guard in each floor must have at least a cal. 38 with twelve (12) live ammunitions each or a higher caliber of firearm.
2. VHF Portable handheld radio with duly licenses. Each Security Guard on duty must have hand held radio with extra battery and a charger each.
3. Walk-through metal detector: 2 units to be installed at the main entrances of Agustin I Bldg. and operational at the time the contract takes effect.
4. Hand Held Metal Detector. Each Security Guard on duty must have a hand held metal detector.
5. Install High Definition CCTV cameras in the following areas with at least one (1) TV monitor and recorder with memory for 3 months:
  - i. 10<sup>th</sup> floor
  - ii. 7<sup>th</sup> floor: 2 cameras
  - iii. 6<sup>th</sup> floor
  - iv. 5<sup>th</sup> floor
  - v. 4<sup>th</sup> floor
  - vi. Building-ground floor: 2 cameras
  - vii. Basement
6. Steel Firearm Box with lock: Capable of storing firearms and other security equipment, for use in the OPAPRU.
7. All security/lady guards must have the following:
  - i. Handcuff
  - ii. Medical Kit (4pcs. Alcohol pad, 4pcs plaster strips, 1 pc. Elastic bandage, 1pc surgical tape, 1 pc. Antiseptic cleansing wipes, 2x2 gauze pad 2pcs., 1 small container of povidone iodine, 1 small container ammonia)
  - iii. Whistle
  - iv. Flashlight with Batteries
  - v. Night Stick

#### **G. Uniform**

The OIC in OPAPRU, from Monday to Thursday, shall wear bush jacket while on duty. All other security/lady guard shall wear type "A" long sleeve-uniform while on duty.

#### **H. Other Requirements**

1. Requirements for the OPAPRU Cotabato:
  - i. Patrol the entire compound and secure all entry and exit points.
  - ii. Monitor and implement visitor access systems.
  - iii. Monitor signs of security vulnerabilities and provide suggestions to the OPAPRU officials.
  - iv. 24-hour surveillance of the entire compound looking for suspicious vehicles or individuals that may be passing through looking for vulnerable targets.

2. Security Requirements for the OPAPRU Ortigas:
  - i. The security guard on duty-must maintain a logbook to record the details of the incoming visitor/s (address, purpose, contact details) and/or package/s.
  - ii. Coordination must be made before the visitor be presented to the concerned staff/employee.
  - iii. Using cellphone or any gadgets not necessary for the performance of duty, is strictly prohibited.
  - iv. The Officer-In-Charge (OIC) shall be responsible for the overall management and coordination of work to be performed as per contract provisions.
  - v. Re-shuffling of the duty-assignments shall be made every end of the week (Saturday), for all security guards, except the duty assignment of the OIC which is at the 7th floor of the Agustin I Bldg., unless the OPAPP directs otherwise.
  - vi. In case of emergency or natural calamities, contact proper authorities or institutions, whichever is applicable (ex. Police, hospitals, or BFP).
3. Employees
  - i. Exercise tact and courtesy at all times.
  - ii. Assist employees upon entry and egress from office.
  - iii. Maintain logbook for personnel and property/equipment movements.
  - iv. Observe the policy of the OPAPRU on "No stay-in employees unless with authorization."
  - v. Full Concentration on security work.
4. Visitors/Clients
  - i. Implement strictly the "No ID, No entry rule," for visitors.
  - ii. Frisking and baggage inspection must be implemented.
  - iii. Color-coded visitor's pass must be issued upon entry.
  - iv. Prevent entry to restricted areas without proper authorization/ clearance.
  - v. Exercise tact and courtesy at all times.
5. Facilities and Building
  - i. Check all doors and windows are closed/locked after office hours.
  - ii. Unplugged/Switch-off un-used lights, electric fans and air-conditions when all employees are out of office.
6. Supplies and Equipment
  - i. Maintain a logbook for recording of incoming and outgoing properties, including vehicles, of the OPAPRU.
  - ii. All outgoing properties must be covered with appropriate documents duly signed by the authorized signatories indicating Property Number, person moving the equipment, date, time and other relevant details.
  - iii. Always ensure security of equipment and supplies.
7. Fire
  - i. In case of fire, inform the nearest fire department.
  - ii. Initiate fire alarm.
  - iii. Assist the evacuation of employees, documents and equipment.

8. Earthquake  
Assist on the evacuation of employees, documents and equipment.
9. Public rally within the vicinity of OPAPRU and other similar incidents.  
Such shall be reported immediately to appropriate security agency, (i.e. PNP or AFP) for immediate and appropriate actions.
10. To assist, whenever called upon, on any matters relative to the activities and concerns of OPAPRU.
11. Guards are not allowed to use any equipment, facilities and parking spaces of the OPAPRU, nor shall they use OPAPRU as sleeping quarters.