

Republic of the Philippines  
COMMISSION ON HUMAN RIGHTS  
Regional Office V  
Regional Government Center, Rawis, Legazpi City  
**BIDS AND AWARD COMMITTEE**

**REQUEST FOR QUOTATION No. 12-036, series 2021**

December 1, 2021

Dear Sir/Madam:

Greetings from the Commission on Human Rights!

The Commission on Human Rights-V (CHRV), through its Bids and Awards Committee, will undertake procurement of 24-hour Security Services through Small Value Procurement in accordance with 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184 with Approved Budget for the Contract in the amount of Five Hundred Seventy-Eight Thousand One Hundred Eighty-Eight Pesos **(P578,188.00)**.

The detailed technical specifications are as follows:

Quantity	Unit	Description
3	pax	<p>Provision of Security Guards:</p> <p>Twenty-four (24) hours on duty on shifting schedule for 7 days a week to provide security and protection services to the personnel and properties found within the premises of CHR V regional Office.</p> <ul style="list-style-type: none"><li>• Please see attached TOR and Terms and Conditions</li></ul>

Your quotation/proposal must be submitted using the attached reply slip on or before 12:00 NOON of December 9, 2021 at the Commission on Human Rights, Regional Center Site, Rawis, Legazpi City or through email at [chrbicol2018.procurement@gmail.com](mailto:chrbicol2018.procurement@gmail.com). Opening and evaluation of Proposals will be on December 9, 2021 at 1:00 o'clock in the afternoon at the Conference Room of CHR 5 Regional Office.

For any question and/or clarification, you may contact Ms. Arlene M. de la Torre at (0998) 5753100 or at [chrbicol2018.procurement@gmail.com](mailto:chrbicol2018.procurement@gmail.com)

The CHR reserves the right to reject any and all quotations/bids, to annul the procurement process, declare a failure of bidding, to reject all quotations/bids at any time prior to contract award, or not to award the contract, without thereby incurring any liability to the affected bidder/s, and to accept only the offer that is most advantageous to the Government pursuant to Sec. 41 of the 2016 Revised IRR of RA 9184.

Yours truly,

  
**Atty. XAVIERA MARIE V. REVEREZA**  
Chairperson

**REPLY SLIP**

**PROCUREMENT** : **Security Services**  
**REQUEST FOR QUOTATION NO.** : **12-036, series 2021**

\_\_\_\_ December 2021

**Atty. Xaviera Marie V. Revereza**  
Chairperson  
Bids and Award Committee  
Commission on Human Rights  
Region V  
Regional Government Center, Rawis  
Legazpi City

**Dear Atty. Revereza:**

This is to submit the following bid quotation/proposal for the subject procurement with a total bid price of \_\_\_\_\_ **Pesos (PhP)** \_\_\_\_\_**.00**), inclusive of all existing and appropriate government taxes and charges:

Quantity	Unit	Description

I hereby certify that the above bid quotation/proposal is true and correct, and I accept the rights of the Commission on Human Rights, as the Procuring Entity, under Section 41 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Thank you.

Truly yours,

<b>Name of Bidder</b>	:	_____
<b>Authorized Representative</b>	:	_____
<b>Designation/Position</b>	:	_____
<b>Address</b>	:	_____
<b>Telephone No./Mobile No.</b>	:	_____
<b>Email address</b>	:	_____
<b>PhilGEPS Registration No.</b>	:	_____
<b>Signature</b>	:	_____
<b>TIN</b>	:	_____



Republic of the Philippines  
**COMMISSION ON HUMAN RIGHTS**  
Regional Office V, Legazpi City

## **TERMS OF REFERENCE**

### **2022 PROCUREMENT OF SECURITY SERVICE PROVIDER**

#### **OBJECTIVE/ RATIONALE:**

The Commission on Human Rights (CHR), with its 16 Regional Offices, is an independent National Human Rights Institution (NHRI) created under the 1987 Philippine Constitution. The CHR is mandated to conduct investigation on human rights violations against disadvantaged, marginalized and vulnerable sectors, involving civil and political rights.

In line with the mandate, it is imperative to engage the services of a Security Agency to safeguard the areas and facilities of the CHR Regional Office V that are off-limits to the public, ensure the safety and security of its employees, the general public transacting business thereat including all properties within its premises.

The CHR Regional Office V is inviting interested, qualified and reputable security agencies to join and submit bids in accordance with this Terms and Reference (TOR) to provide 24-hour security services on a daily basis, including weekends and holidays, to secure the CHR employees, building and its properties with office address at Regional Government Center, Rawis, Legazpi City. This early procurement is likewise in compliance with Republic Act 9184, otherwise known as the Government Procurement Law.

#### **I. QUALIFICATIONS OF THE SECURITY AGENCY**

The Security Agency (*Agency for brevity*) must possess and submit the following, to wit:

- A. A duly licensed and registered Agency in accordance with Department Order No. 174, Series of 2017 (D.O. No. 174-11), and engaged in the business for at least 10 years;
- B. A registered member of the Philippine Association of Detective and Protective Agency Operators, Inc. (PADPAO) with proper operating permits (licensed by PNP-SOSIA) and other statutory requirements;
- C. A PHILGEPS registered with Platinum membership;



- D. Its net financial contracting capacity (NFCC) must be at least equal to the approved budget of the contract (ABC);
- E. An Omnibus Sworn Statement<sup>1</sup> that the Agency is compliant with the Labor Laws and other social legislation, among others;
- F. The Agency must warrant that its employees are paid not less than the minimum wage as provided for by law;
- G. Original or certified true copy of Certification<sup>2</sup> of NO RECORD OF VIOLATION/ PENDING CASE as of 24 November 2021. In like manner, the winning agency shall present latest clearance of NO RECORD OF VIOLATION/ PENDING CASE at the time of deployment;
- H. A Client Satisfaction Rating of at least 3 government agencies or private corporations, with whom the Security Agency has a past or ongoing contract outside CHR;
- I. Certification/Clearance from Social Security System<sup>3</sup>, Philippine Health Insurance Corporation (Philhealth)<sup>4</sup> and Home Development Mutual Fund (Pag-IBIG Fund)<sup>5</sup>; and
- J. A Performance Securing Declaration within ten (10) days after receiving the Notice of Award.

## II. DUTIES AND RESPONSIBILITIES OF THE WINNING BIDDER

The Agency shall have the following duties and responsibilities, to wit:

- A. The Agency shall have the direct control and supervision over all security guards. It undertakes to reimburse the CHR for any loss, damage or injury caused by the security guards' negligence or omission to the CHR's employees and properties;
- B. The Agency shall submit to CHR the following documents signed by its duly representative within the prescribed deadline, to wit:
  - a. Every 10<sup>th</sup> day immediately preceding end of the quarter, a duly accomplished forms of the quarterly SSS remittance form together with the corresponding check voucher; and
  - b. Every 5<sup>th</sup> day of the month, a Statement affirming that it has paid all wages and benefits of the security guards for services they rendered during the immediately preceding month.
- C. The Agency is required to provide the CHR of the following:
  - a. An organizational structure, if applicable or necessary;
  - b. Security Plan

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<sup>1</sup> Omnibus Sworn Statement, Section 25.3, IRR of R.A. No. 9184

<sup>2</sup> Certification from Department of Labor and Employment Reg'l Office V & National Labor Relations Commission Reg'l Office V

<sup>3</sup> SSS Clearance that the Service Provider (i.) has paid contributions for the months July-September 2021, (ii.) updated in the payment of loan amortizations of its employees, and (iii.) no pending case.

<sup>4</sup> Philhealth Certificate of Remittance that the Service Provider has paid the premium contributions of its employees for the months of January 2020 to September 2021.

<sup>5</sup> Pag-Ibig Certificate of Remittance that the the Service Provider has paid the premium contribution of its employees for the months of January 2020 to September 2021.

- c. Complete and updated lists, photographs, medical/health certificates, and other documents of the security guards assigned for a thorough background information;
  - d. Updated curriculum vitae of the deployed security guards;
  - e. Clearances such as NBI, Neuro Psychiatric examination, Drug Test conducted by a reputable testing agency duly accredited by the Philippine National Police (PNP) and/or National Bureau of Investigation (NBI) as evidenced by the issuance of a Certification of the accredited agency;
  - f. Monthly rotation-schedule of the three security guards on a 8-hour shift duty; and
  - g. Incident report from the security guard-on-duty of any incidents happened within the premises of the CHR for purposes of investigation.
- D. The Agency is likewise required to provide the following:
- a. Proper uniform (cap, white collar long or short sleeves polo, blue pants and black shoes) and other paraphernalia (night stick, metal detector, hand-cuffs, flashlight, medical kit, raincoats, rain boots, reflectorized vest and umbrellas) for the security guards;
  - b. Safety and security protocols for CHR properties and employees to prevent any possible loss and harm;
  - c. Consistent quality service through its qualified, licensed, bonded, uniformed, highly trained and armed security guards who shall protect CHR's employees, stakeholders, clients and properties;
  - d. One (1) smartphone that will serve as back-up phone to ensure uninterrupted communication.
- E. In case of an unscheduled absence of the scheduled security guard, the Agency must ensure (i.) the availability of a reliever and (ii.) that no security guard shall render double shifts or a 16 hours duty;
- F. The Agency must ensure that the security guard on-duty is wearing the prescribed uniform at all times;
- G. It should deploy well-trained security guards who can perform tasks related to safety and protection which may be prescribed by the CHR, such as but not limited to registration of visitors, inspection of bags or cargoes, escorting VIPs, and other administrative functions;
- H. It shall take ordinary diligence in the performance of its duties, responsibilities and undertakings;
- I. The security guards shall undergo security inspection which will be conducted by CHR at least once a month; and
- J. It shall conduct random inspection to their deployed security guards.

### **III. QUALIFICATIONS OF THE SECURITY GUARDS**

The Security Guard to be deployed by the Agency must possess the following qualifications, to wit:

- A. At least a senior high school graduate with an adequate knowledge in English language;

- B. Must be of good moral character and reputation— courteous, alert, and no criminal or police record;
- C. Physically and mentally fit;
- D. A drug-free and neuro-psychiatric examination passer conducted by a reputable testing center duly accredited by the PNP or NBI;
- E. Have at least three (3) years of experience as security guards;
- F. Must be highly trained and have the technical know-how on appropriate use of security devices.

#### **IV. CONTRACT DURATION**

The duration of the contract is twelve (12) months, commencing from the approval date of the contract.

#### **V. COMPLEMENT**

The Agency shall provide three (3) security guards on a 3-working shifts rotation. Moreover, the Agency shall supply a 1 piece licensed-9mm pistol with at least 1 magazine with 11 rounds per magazine.

#### **VI. APPROVED BUDGET OF THE CONTRACT**

The approved budget for three (3) security guard is **FORTY-EIGHT THOUSAND ONE HUNDRED EIGHTY-TWO PESOS and THIRTY-THREE CENTAVOS (Php 48,182.33)** monthly, inclusive of all existing and appropriate government taxes and charges.

#### **VII. TERMS AND CONDITIONS**

- A. The purchase order (P.O.) and Contract shall be accepted by the supplier prior to project implementation;
- B. Any interlineations, erasures or overwriting shall be valid only if they are signed or initiated by the supplier or his its duly authorized representative;
- C. Any modifications in the contract implementation must be approved by the CHR; and
- D. No subcontracting shall be allowed for the entire project.

#### **VIII. TERMS OF PAYMENT**

Payment shall be made through issuance of Land Bank check, processed within five (5) calendar days upon receipt of statement billing with necessary attachments.



## **IX. EXECUTION AND PRE-TERMINATION OF THE CONTRACT**

- A. This Terms of Reference shall form an integral part of the Contract which shall be executed by and between the CHR and the Agency upon issuance of the Notice of Award.
- B. The Contract and this TOR shall warrant its pre-termination on the ground of violation of any of the terms and conditions stated in this TOR and Contract. In case of pre-termination, the CHR shall inform the Agency within ten (10) calendar days prior to the effectivity of the termination.

The Agency shall then be liable to pay an additional liquidated damages equivalent to five percent (5%) of the Contract Price, in accordance with the Government Accounting Manual, and the Agency shall further be blacklisted or disqualified from participating in any other project of the CHR for one (1) year for the first offense, suspension for two (2) years for the second offense.<sup>6</sup>

## **X. EXTENSION CLAUSE**

Except as otherwise provided, parties shall extend the Contract on a weekly or monthly basis under the above-mentioned terms and conditions, particularly as to scope and quality of services, in the event no new Contract is awarded after the expiration of this Contract. The extended term shall automatically terminate upon effectivity of a new contract.

*Prepared by:*

  
**ARLENE M. DE LA TORRE**  
Administrative Officer IV

*Recommending Approval:*

  
**ATTY. XAVIERA MARIE V. REVEREZA**  
Chairperson, CHR-Bids and Awards Committee

*Approved by:*

  
**ATTY. ARLENE Q. ALANGCO**  
Regional Director, CHR V

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<sup>6</sup> Section 4, Sanctions and Grounds for Blacklisting, Uniform Guidelines for Blacklisting of Manufacturers, Suppliers, Distributors, Contractors and Consultants

## TERMS & CONDITIONS:

1. Interested bidder/s are required to use the attached prescribed format of Quotation which may be printed in the company letterhead;
2. Quotation shall be submitted together with a copy of the following documentary requirements on or before the scheduled deadline of submission as stated in the RFQ. Late submission shall not be accepted:
  - a. 2021 Business / Mayor's Permit
  - b. PhilGEPS Registration
  - c. Brochure, if any (supporting document to your quotation)

The winning bidder will also be required to submit the following documents prior to award of contract:

- a. Omnibus Sworn Statement
  - b. Latest Income Tax Return
3. The Approved Budget for the Contract (ABC) is the ceiling price. Quotation/s exceeding the ABC shall be disqualified pursuant to Section 31.0 of the 2016 IRR of R.A 9184;
4. Failure to comply with any of the technical specifications / requirements will disqualify the quotation;
5. Price quotations shall be in Philippine currency, inclusive of all government taxes, duties and levies;
6. Price validity period shall be minimum of Sixty (60) days from the date of bid submission;
7. Winning bidder will be determined to have submitted the Lowest Calculated Responsive Bid (LCRB). In case of tie, the CHR shall apply the tie-breaking method of "toss a coin" through online coin flipper;
8. Payment shall be made through issuance of Land Bank of the Philippines' Cheque within fifteen (15) calendar days after the complete delivery of service and submission of the requirement documents.

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Signature Over Printed Name

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Position/Designation

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Office Telephone Number

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Mobile Number

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E-mail Address