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**SUPPLEMENTAL / BID BULLETIN No. 1**

Project : Procurement of 2018 Security Service for the Department of  
Foreign Affairs  
Reference No. : PB-GS-07-2018  
ABC : PhP 87,791,760.00  
Date : 10 April 2018

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This supplemental/bid bulletin is issued to provide information to the prospective proponents/bidders on the following changes to the Bidding Documents:

- I. Technical Specifications (Section VII)** – The Technical Specifications (Section VII) of the Bidding Documents is superseded by ANNEX A of this Supplemental/Bid Bulletin No. 1 after considering inputs from prospective bidders during the pre-bid conference on 05 April 2018

The Bidding Documents is amended accordingly.

For the information and guidance of all concerned.

(Sgd.)

**MA. ANTONINA M. MENDOZA-OBLENA**  
BAC Vice-Chairperson

## Technical Specifications

### 2018 SECURITY SERVICE FOR THE DEPARTMENT OF FOREIGN AFFAIRS

<b>I.</b>	<b>BACKGROUND</b>	
	<p>The Department of Foreign Affairs (DFA) intends to procure for CY 2018 the security services of a private entity to protect and safeguard its properties and installations, the persons and properties in the premises against threats and unlawful acts of any person, provide emergency response to mitigate the effects of any natural and man-made crises, and maintain peace and order in its premises.</p>	
<b>II.</b>	<b>OBJECTIVE</b>	
	<p>To provide qualified private security services for the Department from a company that has the necessary manpower, equipment, training, experience, financial resources, and capability to provide the needed protection for the Department's assets and interests to ensure continuing and unhampered operations and provision of public services.</p>	
<b>III.</b>	<b>TECHNICAL SPECIFICATIONS</b>	<b>STATEMENT OF COMPLIANCE</b>
	<p><b>A. Qualifications of the Contractor</b></p> <p>1. The Contractor shall be a corporation or company duly organized and existing under Philippine laws, a member in good standing of the Philippine Association of Detective and Protective Agency Operators, Inc. (PADPAO), and has been duly licensed by appropriate government authorities for a minimum of five (5) years.</p>	
	<p>2. The Contractor shall have the necessary capability, expertise, equipment, manpower, financial resources and experience to undertake the security requirements of the DFA and all its offices nationwide Main Building, OCA-Aseana, DFA Consular Offices NCR, Consular Offices (COs), and DFA Baguio Cottage, including other offices that may be created and/or opened, for the duration of the contract and any extensions thereof.</p>	

**B. Scope of Work**

The Contractor shall provide the required number and quality of security personnel, equipment, and services, such as, but not limited to, the following:

1. Trained and qualified security personnel according to the manpower requirements of the DFA's main building, OCA-Aseana, DFA Consular Offices NCR, Consular Offices;
2. All the necessary paraphernalia for every security personnel deployed in the Department and its offices;
3. Install, and ensure proper maintenance of all the pieces of equipment enumerated in the Technical Specifications;
4. Protection of the properties and other proprietary interest of the DFA offices against theft, robbery, arson, trespass, espionage, sabotage, riot, insurrection, destruction or damage, and other wrongful and/or unlawful acts;
5. Implementation of regulations, rules, guidelines and policies laid down by the DFA in pursuit of its operations;
6. Regulate the entry of persons, vehicles, and/or equipment within DFA's main building, OCA-Aseana, DFA Consular Offices NCR, and Consular Offices;
7. Secure the premises from unauthorized persons found loitering or engaging in unauthorized or unlawful activities within the DFA's main building, OCA-Aseana, DFA Consular Offices NCR and Consular Offices;
8. Report any incident and/or observation that take place within the DFA's main building, OCA-Aseana, DFA Consular Offices NCR and Consular Offices;
9. Secure all ingress and egress within the DFA's main building, OCA-Aseana, Consular Offices, DFA Consular Offices NCR, and inspect and verify all cargoes, goods, and materials coming in and out of the said DFA offices;
10. Assist and submit spot reports in cases of emergency situations such as accidents, fire, typhoons, earthquakes and other natural calamities.

**C. Contractor's Obligation**

1. The Contractor shall render twenty-four hours/seven days a week (24/7) services to secure and safeguard the DFA operations and assets, including, but not limited to, furniture, equipment, motor vehicles, cash, documents, personnel and their belongings, as well as visitors and guests within its premises, from threats, hazards, risks, including sabotage, theft, pilferage, robbery, and other unlawful acts.

2. The Contractor shall provide the DFA with professional, trained, duly licensed, bonded, and armed security personnel who possess the following qualifications:

- a. Filipino citizen;
- b. Completed at least seventy-two (72) units of college education;
- c. Physically and mentally fit;
- d. Not less than twenty-one (21) years of age but not more than fifty (50);
- e. Height of at least 5'4" for both male and female uniformed guards and safety guards;
- f. Weight of at least 120 lbs. or 54.5 kgs.;
- g. Must have no derogatory record or pending case, both administrative or criminal;
- h. Must have passed the standard neuro-psychiatric test required by the Philippine National Police (PNP);
- i. Must have passed the drug test conducted by any government forensic laboratories or by any of the drug-testing laboratories accredited and monitored by the Department of Health (DOH) to safeguard the quality of test results;
- j. Must be courteous, hardworking, and cooperative, and possesses good moral character;
- k. Must speak and understand the local dialect in the place of assignment;

	<p>3. The Contractor shall ensure that its security personnel underwent within the last six (6) months the following training programs with the corresponding certifications and/or licenses from duly-licensed training facilities or institutions:</p> <ul style="list-style-type: none"> <li>a. Proper customer relations;</li> <li>b. Proper handling of firearms;</li> <li>c. Fire-fighting, search and rescue operations, evacuation, general emergency procedures, and crowd disturbance management (CDM);</li> <li>d. Philippine Red Cross first aid administration;</li> <li>e. CCTV Operators Certification for those security officers assigned for monitoring and controlling of CCTV Cameras in the Main Building and at OCA-Aseana.</li> </ul> <p>The Contractor shall also submit certified true copy of the license issued to the training facilities and institutions.</p>	
	<p>4. The Contractor shall submit, upon receipt of the Notice to Proceed (NTP), valid clearances for all its personnel as follows: National Bureau of Investigation (NBI), police, Philippine Drug Enforcement Agency (PDEA) drug test, Barangay Clearance and Medical Certificate. No personnel, including relievers, shall be deployed without valid clearances.</p>	
	<p>5. The Contractor shall, for the duration of the Contract, conduct at least two (2) security risk assessments of all Department facilities, including the Main Building, OCA-Aseana, DFA COs NCR, COs, and DFA Baguio Cottage. The first assessment shall be conducted one (1) month after the commencement of the Contract, and the second six (6) months thereafter. The Contractor shall submit written reports, within one (1) week, after each assessment to the Intelligence and Security Unit (ISU) of the Office of the Secretary (OSEC).</p>	
	<p>6. The Contractor shall provide its security and safety guards with proper uniforms and paraphernalia, including identification cards countersigned by the company's representative.</p>	

	<p>7. The Contractor shall also provide logbooks for each post for use in the reporting of incidents and observations taking place in the post's area of jurisdiction, and specific incident reports to be submitted to ISU in a memorandum within twenty-four (24) to seventy-two (72) hours from occurrence of incident.</p>	
	<p>8. For the DFA Main Building and OCA-Aseana, the Contractor shall provide at all times and, at its own expense, brand new equipment as listed in <b>Annex A and B</b>, with the exception of motor vehicles and firearms. The CCTV equipment shall have a memory capability of at least one-month retention.</p>	
	<p>9. For each COs and DFA COs NCR, the Contractor shall provide, at its own expense, the items of brand new equipment listed in <b>Annex B</b>, with the exception of firearms.</p>	
	<p>10. The Contractor shall provide specialized K9 and handler units and polygraph examination with qualified operator, on a need basis, for the DFA Main Building, OCA-Aseana, COs and DFA COs NCR.</p>	
	<p>11. The Contractor shall guarantee that all of the equipment listed in <b>Annexes A and B</b> are delivered in the Department's Main Building, OCA-Aseana, DFA COs NCR and COs within seven (7) working days before the start of the Contract. Equipment that will require installation shall be delivered and installed within fifteen (15) calendar days from the effectivity of the Contract.</p>	
	<p>12. The Department shall have the right to inspect and test the capabilities of all of the equipment listed in <b>Annexes A and B</b> and reserves its right to refuse acceptance of inoperable and inadequate equipment.</p>	
	<p>13. The Contractor shall bear the cost of repair, maintenance and loss of all equipment under their contract with the Department.</p>	

	<p>14. The Contractor shall provide the following to be submitted to ISU and ensure compliance of its personnel unless otherwise instructed by ISU:</p> <ul style="list-style-type: none"> <li>a. Security plan for DFA Main Building, OCA-Aseana Building, DFA COs NCR, COs and;</li> <li>b. Company security personnel operations manual <b>and security protocol.</b></li> </ul>	
	<p>15. The Contractor shall ensure compliance of its personnel with the security protocol of the Department.</p>	
	<p>16. The Contractor shall likewise provide at its own expense, the following additional services for the Department:</p> <ul style="list-style-type: none"> <li>a. Specialized Investigation;</li> <li>b. Liaising with the local police for the purpose of referring cases involving breach of security or any unusual incidents occurring within the premises of the Department;</li> <li>c. Training and seminars for the detachment officers, shifts-in-charge, safety officers and guards, including on safety and security (e.g. fire safety, earthquake drill), gender sensitivity and anti-sexual harassment policies.</li> </ul>	
	<p>17. The Contractor shall conduct its own unit trainings on gun firing using at least twenty (20) rounds of ammunition. The first training shall be conducted one (1) month after the Contractor’s assumption of duties and obligations under the security Contract, and the second, six (6) months after the first training.</p> <p>Certificates of Training shall be submitted to ISU.</p>	
	<p>18. The Contractor shall also conduct drills every three months on all the emergency procedures (fire-fighting, first aid and medical evacuation, earthquake drill and evacuation, search and rescue operations, and crowd disturbance management).</p>	

The drill, which shall be evaluated by ISU personnel, shall give priority to security personnel who are directly involved in search and rescue operations.

19. The Contractor shall provide three hundred thirty-five (335) security personnel to the Department, in accordance with **Annex C**. The following designated security personnel of the Contractor shall be approved by the ISU and shall render duty to the Department and all its COs and DFA COs NCR on day and night shifts, each shift consisting of 12 hours:

DFA Main Building

- a. One (1) Detachment Commander who shall be at least a Lieutenant in the reserve force of the AFP/PNP and two (2) Deputy Detachment Commanders with appropriate training and certification as Security and Safety Officers.
- b. Four (4) Detachment Shift-in-Charge/Detective-Investigators on day and night shifts. They shall be duly licensed as security officers and have at least three (3) years of experience in investigation or intelligence work from any government law enforcement or military agency (in this instance, the age requirement may be waived), and shall have training in, and possess certifications for, security firefighting and safety.
- c. Two (2) Head Guards at Gate 1.
- d. Four (4) Operators who are safety officers at the Security Detachment Control Room (SDCR) with certification as CCTV Operator.
- e. Two (2) operators of the baggage x-ray machines.
- f. Two (2) security-drivers.
- g. Ten (10) document security officers who shall be assigned to the Consular Records Division. They can be removed from Post at any time upon OCA-Aseana's declaration that they are no longer necessary in the operations of OCA-Aseana.
- h. Eighteen (18) safety guards.

OCA-Aseana/DFA COs NCR/COs



	<p>i. Four (4) passport security escorts to provide protection during passport pick-up and delivery to OCA-Aseana and DFA COs NCR.</p> <p>j. One (1) operator of the baggage x-ray machine.</p> <p>The rest of the security personnel shall be deployed to the existing posts in the DFA main building, OCA-Aseana, DFA COs NCR, COs and DFA Baguio Cottage on twelve (12)-hour duty shifts, based on ISU-approved work schedules.</p>	
	<p>20. At least twenty percent (20%) of the security force shall be female guards.</p>	
	<p>21. The Contractor shall seek the approval of the ISU for the deployment of any new security personnel to replace incumbent personnel due to resignation, removal or dismissal as the case may be. The Contractor shall likewise provide orientation briefings for the new security personnel before deployment.</p>	
	<p>22. The Contractor shall make available, at its own expense, at least ten (10) relievers who are ready to take over the duty schedules of those regularly assigned guards who either report late or are absent for the day.</p> <p>The relievers shall have the same qualifications and undergo the same security clearances as prescribed in the Technical Specifications.</p>	
	<p>23. The Contractor shall assign a timekeeper to render day-to-day time-keeping and other accounting duties.</p>	
	<p>24. The Contractor shall assign an area inspector from its main office who shall inspect the provision of services, and report to ISU on a weekly basis, to ensure that services rendered are according to requirements as indicated in the Terms of Reference.</p>	
	<p>25. The Contractor shall not require any security personnel to render continued service beyond twelve (12) hours. A violation of this</p>	

	<p>condition shall be considered sufficient ground to terminate the contract.</p>	
	<p>26. The Contractor shall not remove, replace, or transfer any of its assigned guards without the written approval of the Security Director, ISU.</p>	
	<p>27. The Contractor shall ensure the timely payment of salaries and allowances of their security personnel every month for services rendered to ensure the efficient delivery of services.</p>	
	<p>28. The total Contract Price shall be compliant with labor laws, rules, and regulations, including DOLE DO-18A series of 2011, DOLE DO 174 series of 2017, <b>and DO 150-16.</b></p>	
	<p>29. The Contractor shall submit, within one (1) month after the issuance of the Notice to Proceed, the BIR, DOLE, NLRC and SSS clearances from appropriate government offices where its main office is registered and located.</p> <p>The DOLE clearance shall include the DOLE Certificate of Registration in compliance with DO 18-A series of 2011, DOLE DO 174 series of 2017, and Certificates of Compliance on General Labor Standards and on Occupational Safety and Health Standards per DOLE DO No.131 series of 2013.</p> <p><b>The Contractor must fully comply with DOLE Department Order 150-16 Section 4 for Service Agreements states on letter b:</b></p> <p><i>The place of work and terms and condition governing the contracting arrangement which shall include the agreed amount of the security services to be rendered and the standard administrative fee of not less than (20%) of the total cost.</i></p>	
	<p>30. The Contractor shall guarantee that all guards deployed in the Department's Main Building, OCA-Aseana, DFA COs NCR and COs for the duration of the contract are regular workers of the company.</p>	

	<p>The Contractor shall not deploy trainees.</p>	
	<p>31. The Contractor shall be liable for any loss or damage to the Department's Main Building, OCA-Aseana, DFA COs NCR and COs property, personnel, or third persons, caused by or attributed to the security personnel's fault, negligence or misbehavior within the Department's premises.</p>	
	<p>32. The Contractor shall guarantee that all equipment required under the Contract shall at all times be in working order, and shall remain in the Department (Main Building, OCA Aseana, DFA COs NCR and COs for the entire duration of the contract unless information on its withdrawal has been sent to the Director, Security, ISU and approved by the latter.</p>	
	<p>33. The Department shall conduct spot inspection of the services rendered by the Contractor's security personnel to determine the quality, acceptability of the services rendered, and guards' readiness at all times.</p>	
	<p>34. The Contractor and all its representatives and security personnel shall comply with the security and safety rules and regulations of the Department.</p>	
	<p>35. The Contractor's security personnel shall only be allowed access to the premises of the Department during their respective scheduled work and shall be confined only within their respective assigned areas of work unless required to reinforce in response to an emergency situation or need.</p>	
	<p>36. The Contractor shall immediately replace any of the security personnel whose deployment in the Department or any of its offices nationwide is found prejudicial to the Department's interest. The Department shall have the prerogative to ban said security personnel from entry into its premises.</p>	

	<p>37. The Contractor shall at all times enforce strict discipline among its security personnel and ensure that they extend courtesy towards the Department's personnel and clientele.</p>	
	<p>38. The Contractor shall authorize the Department, upon the latter's request, to inspect and have access to the Contractor's books and records including its payroll, SSS, Pag-Ibig and other government-mandated contributions and remittances.</p> <p>The Contractor shall also submit a monthly accomplishment report and original copy of the company's VAT remittances.</p>	
	<p>39. The Contractor shall submit the security personnel daily time records within one (1) week after the billing period as basis for payment.</p>	
	<p>40. The Contractor shall indemnify the Department against claims or actions filed by the Contractor's guards where the Department is made a co-respondent/defendant. In the event where the Department is subjected to any judicial or administrative action filed by the Contractor's guard/personnel, the Contractor shall shoulder all legal expenses that would be incurred by the Department in its defense. The selection of the counsel, if needed, shall be at the sole discretion of the Department.</p>	
	<p>41. The Contractor shall submit written report on any reported loss, theft, pilferage or illegal act, and any investigation on the same, occurring within the premises, to the Department's Intelligence and Security Unit (ISU) including the final outcome of the Contractor's own in-house investigation.</p>	
	<p>42. There shall be no employer-employee relationship between the Department and the security personnel.</p>	
	<p>43. The contract shall cover a period of eight (8) months that could be extended, at the option of the Department, on a month-to-month</p>	

	<p>basis not exceeding eight (8) months and under the same terms and conditions as provided for under the original contract.</p>	
	<p>44. The Contractor shall ensure that the number of required security personnel on duty shall always be maintained.</p>	
	<p>45. At least two weeks before the effectivity of the Contract, the Contractor shall submit to ISU the list of security personnel to be deployed to the Department, including their work schedules and Personal History Statements (PHS). The Contractor shall abide by the turn-over procedures to be provided by ISU.</p>	
	<p><b>D. Schedule of Requirements</b></p> <p>All the required security personnel shall be deployed, and equipment, vehicles, etc. shall be made available and/or installed and ready for rendering services at all DFA offices on the first day of the effectivity of the contract, except as described in <b>Annex D</b>.</p>	
<b>IV.</b>	<p><b>Contract Duration</b></p> <p>The Contract enters into effect on 01 May 2018 at 00:00 hours for a period of eight (8) months.</p>	
<b>V.</b>	<p><b>Reservation</b></p> <p>The Department reserves the right to amend the Terms and Conditions in the event that retrofitting of the DFA main building is implemented. The provisions of the contract applicable to the deployment of security personnel and equipment to the DFA Main Building shall be amended accordingly upon the latter's transfer to another location. Thus, all charges applicable to the main building, as reflected in the Contractor's cost breakdown, shall be deducted from the monthly billing.</p> <p>For this purpose, the Contractor shall provide a price breakdown of its offer reflecting those for DFA Main building, including South Wing Annex, OCA-Aseana, DFA Consular Offices NCR and Consular Offices,.</p>	
<b>VI.</b>	<p><b>Confidentiality Clause</b></p> <p>The Contractor shall ensure that each of its personnel assigned to the Department shall execute and sign a Non-Disclosure Agreement, to be submitted to the Department prior to commencement of the service.</p>	

<p><b>VII.</b></p>	<p><b>Bid Offer</b></p> <p>The Bid Form shall be accompanied by a detailed cost breakdown as follows:</p> <ul style="list-style-type: none"> <li>a. Amount to be paid directly to each guard</li> <li>b. Amount to be paid to government in favor of each guard (SSS and others)</li> <li>c. Operational expenses</li> <li>d. Overhead and profit margin</li> <li>e. Value-Added Tax</li> <li>f. Total amount per head per month</li> <li>g. Required number of guards</li> <li>h. Total amount per month</li> <li>i. Total Contract Price</li> </ul> <p>The Contractor shall submit separate cost breakdowns for the DFA Main Building, OCA-Aseana, DFA Consular Offices NCR, and Consular Offices.</p>	
<p><b>VIII.</b></p>	<p><b>Terms of Payment</b></p> <ul style="list-style-type: none"> <li>1. Payments shall be made thirty (30) working days upon receipt of the monthly invoice, <b>within the first week of the following month</b>, with complete requirements through List of Due and Demandable Accounts Payable (LDDAP).</li> <li>2. All payments shall be inclusive of Value Added Tax (VAT) and other lawful charges.</li> <li>3. All taxes withheld shall form part of the amount paid to the Contractor. A Certificate of Tax Withheld shall be issued by the Department to accompany each payment.</li> <li>4. The list of documentary requirements needed for payment will be provided by the Office of Financial Management Services-Financial Resource Management Division (OFMS-FRMD) upon signing of the contract.</li> </ul>	

**ANNEX A**

**EQUIPMENT FOR THE DFA MAIN BUILDING AND OCA-ASEANA**

<b>QUANTITY</b>	<b>EQUIPMENT</b>	<b>PARTICULARS</b>
2	Sport Utility Vehicles (SUV)	Unmarked, at least 2016 model, in good running condition, with well-functioning air-conditioning system, supplied with fuel not exceeding one hundred ten (110) liters per month, and with assigned drivers; for the use of the security force
1	Motorcycle	With engine displacement not lower than 150cc, at least 2016 model, and supplied with fuel not exceeding twenty (20) liters per month
8	Brand New Portable Metal Detectors	4 for the main building, 4 for OCA-Aseana
140	<b>Portable Handheld Radios</b> <b>Specs:</b> <b>Frequency - VHF 136 to 174 MHz / UHF 350 to 390 MHz</b> <b>Power - 5 watts VHF / 4 watts UHF</b> <b>Range - up to 50 km at line of sight</b> <b>Frequency Programming - Manual Keypad</b> <b>Channel Capacity - 99 Channels</b>	<b>Top brand handheld radios</b> such as Motorola, Kenwood, HYT or Harris, each with microphone, earpiece, charger and corresponding accessories, twelve (12) units of which shall be used by the Search and Rescue Team in case of emergencies (1 unit to be issued to the Director/Deputy Director for Security for direct contact)
2	Hand Bag/ Case X-ray Machines (US- made)	1 each for DFA Main and Aseana <ul style="list-style-type: none"> <li>• Heavy duty</li> <li>• High penetration</li> <li>• Image reading and contrast</li> <li>• With accompanying Constant Voltage Transformer</li> </ul>
2	Base Stations	Capable of operating at least with a four (4) kilometer radius, in two (2) different frequencies, located at the DFA Main Building

1	VHF/FM radio repeater system	With a minimum power output of fifty (50) watts and phone patch capability to be securely installed at the rooftop of the DFA Main Building
117	9mm Caliber Handguns	<b>From a licensed gun manufacturer/s</b> <b>One handgun for every security personnel on day shift duty</b>
16	Shotguns	<b>From a licensed gun manufacturer/s</b> <b>One shotgun for every two security personnel on night shift duty</b>
16	Handcuffs	8 for the main building, 8 for OCA-Aseana
2	Walk- <b>through</b> Metal Detectors	Two <b>walk-through</b> metal detectors shall be installed at the DFA Main building and one at OCA-Aseana; Multi-zone
10	Watchman Key Detectors	7 for DFA Main Building, 3 for OCA-Aseana
2	Biometric Bundy Clocks	1 for DFA Main Building, 1 for OCA-Aseana
24	Portable Tear Gas Canisters	For use of the Crisis and Disaster Management (CDM) Group; 12 for the main building, 12 for OCA-Aseana
20	Crowd Management and Anti-Riot Equipment	For use of the CDM Group; 10 for the main building, 10 for OCA-Aseana
4	Oxygen Breathing Apparatus	Each with oxygen tank supply, to be stored at the 2 <sup>nd</sup> floor (Clinic), 6 <sup>th</sup> and 14 <sup>th</sup> floors of the DFA Main Building, and at OCA-Aseana
35	Rain Coats	For the guards manning the gates, perimeter fence and those involved in traffic management
35	Rain Boots	For the guards manning the gates, perimeter fence and those involved in traffic management
10	Traffic Vests	For the guards manning the front gate and parking area
2	Cameras	Nikon, Canon, Olympus or Minolta Digital, with video



		recording capability of at least one hour
2	Binoculars	1 for the main building, 1 for OCA-Aseana
6	2M Portable Emergency Search Light	3 for the main building, 3 for OCA-Aseana
12	Fire Axes	8 for the main building, 4 for OCA-Aseana
12	Firefighting Helmets	8 for the main building, 4 for OCA-Aseana
12	Firefighting Boots	6 pairs for the main building, 6 pairs for OCA-Aseana
12	Firefighting Suits/Jackets	6 pairs for the main building, 6 pairs for OCA-Aseana
12	Safety Hand Gloves	6 pairs for the main building, 6 pairs for OCA-Aseana
12	Dust Masks	6 for the main building, 6 for OCA-Aseana
12	Safety Goggles	6 for the main building, 6 for OCA-Aseana
6	Fire Blankets	3 for the main building, 3 for OCA-Aseana
12	Fire Buckets	3 for the main building, 3 for OCA-Aseana
12	Rescue Gloves	6 pairs for the main building, 6 pairs for OCA-Aseana
24	Rescue Helmets	12 pairs for the main building, 12 pairs for OCA-Aseana
24	Reflective Jackets	12 for the main building, 12 for OCA-Aseana
12	Tactical Bags	6 for the main building, 6 for OCA-Aseana, to contain small tools and other items necessary during the search and rescue operations
12	Demolition Hammers	6 for the main building, 6 for OCA-Aseana
4	Folding Stretchers	5 for the main building, 5 for OCA-Aseana
3	<b>Firearm Vaults</b> with Lock	Gun depository; 2 for the main building, 1 for OCA-Aseana
2	Shoulder-type Megaphones	With batteries; 1 for the main office, 1 for OCA-Aseana
2	Voice Recorders	With batteries; 1 for the main building, 1 for OCA-Aseana
2	Desktop Computers	with internet capability, with new printer; exclusively for the use of the Security Detachment;

		1 for the main building, 1 for OCA-Aseana
1	Photocopying machine	For the use of the Security Detachment
1	Facsimile Machine	For the use of the Security Detachment
2	30-m Measuring Tapes	1 for the main building, 1 for OCA-Aseana
<b>2</b>	<b>Collapsible Tent (3x4m.5)</b>	<b>1 for the main building, 1 for OCA-Aseana</b>
10	Camdisc VG HNVR Hybrid Network Transmission and Recording for 10 Cameras	For control room main building
10	6 TB HDD-s for CamDisc+ E and VG series 6 TB Hard Disc Drive (3,5") for CamDisc+ E and CamDisc VG series	For control room main building
67	DOME IP CAMERAS Superior Image Quality• Full HD 1080p 25/30 fps image with a 1/2.7" or 1/2.8" 2 megapixel sensor, or full HD 4 MP 20 fps image with a 1/3" 4 megapixel sensor•	For south wing and main building
33	BULLET IP CAMERAS Superior Image Quality• Full HD 1080p 25/30 fps image with a 1/2.7" or 1/2.8" 2 megapixel sensor, or full HD 4 MP 20 fps image with a 1/3" 4 megapixel sensor•	For perimeter, basement and covered court
1	MULTIVIEW Software Video wall software for the display of up to 64 Ipbased live video streams	For control room main building
1	CPU greater than Intel Core i5 with 4Ghz or Higher Memory greater than 4GB RAM or Higher Operating System : Windows 7 (Ultimate or Professional) with latest Service Pack Hard disk Capacity : 320GB or Higher Graphic Card : Dual Monitor support, minimum 1024 x 768 pixel (1152 x864 pixel recommended for Event CLIENT Monitor w/ USB Keyboard and Mouse	For control room main building
2	Monitor - 43" Large Format Display (LFD) with wallmount fixed bracket	For control room main building
20	Power Over Ethernet (POE) Extender	For control room main building
10	POE 24-Ports Network Switch - JL385A 1920	For control room main building
8	UPS Rack Mountable 750VA (Liebert PSI 750VA/675W 230V 2U PF 0.9 Rack/Tower USB Multilink®)	For control room main building

1	UPS Rack Mountable 1KVA (Liebert GXT4 On-Line 1000VA 230V LCD PF0.9 2U Extended 1 32,000.00 32,000.00While Supplies LastRun Rack/Tower Multilink® Software, Rail Kit Bundled)	For control room main building
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**ANNEX B**

**EQUIPMENT FOR THE /DFA CONSULAR OFFICES NCR/CONSULAR OFFICES**

<b>QUANTITY</b>	<b>EQUIPMENT</b>	<b>PARTICULARS</b>
<b>154</b>	9mm Caliber Handguns	<b>From a licensed gun manufacturer/s One handgun for every security personnel on day shift duty</b>
<b>16</b>	Shotguns	<b>From a licensed gun manufacturer/s One shotgun for every two security personnel on night shift duty</b>
54	Portable metal detector	<b>Two units for every CO</b>
214	Portable hand-held radio	<b>One unit for every security guard on duty and one unit for the OIC of every CO</b>
27	Bundy clock	<b>One unit for every CO</b>
187	Portable tear gas canister	One unit for every security guard on duty
27	Handcuff	<b>One unit for every CO</b>

## ANNEX C

### DEPLOYMENT OF SECURITY GUARDS

DFA OFFICES		NO. OF GUARDS	DAY SHIFT	NIGHT SHIFT
DFA MAIN BUILDING		92	66	26
OFFICE OF CONSULAR AFFAIRS (OCA)		56	51	5
CONSULAR OFFICES (COs)		137	111	26
DFA CONSULAR OFFICE NCR, (DFA COs NCR)		48	42	6
DFA BAGUIO COTTAGE		2	1	1
<b>GRAND TOTAL</b>		<b>335</b>	<b>271</b>	<b>64</b>
<i>COs (details of deployment)</i>		<i>137</i>	<i>111</i>	<i>26</i>
1.	<i>Angeles</i>	<i>11</i>	<i>9</i>	<i>2</i>
2.	<i>Bacolod</i>	<i>5</i>	<i>4</i>	<i>1</i>
3.	<i>Baguio</i>	<i>7</i>	<i>6</i>	<i>1</i>
4.	<i>Butuan</i>	<i>4</i>	<i>3</i>	<i>1</i>
5.	<i>Cagayan de Oro City</i>	<i>4</i>	<i>3</i>	<i>1</i>
6.	<i>Calasiao</i>	<i>6</i>	<i>5</i>	<i>1</i>
7.	<i>Cebu City</i>	<i>9</i>	<i>8</i>	<i>1</i>
8.	<i>Cotabato City</i>	<i>8</i>	<i>7</i>	<i>1</i>
9.	<i>Davao City</i>	<i>8</i>	<i>7</i>	<i>1</i>
10.	<i>Dumaguete City</i>	<i>6</i>	<i>5</i>	<i>1</i>
11.	<i>General Santos City</i>	<i>4</i>	<i>3</i>	<i>1</i>
12.	<i>Iloilo City</i>	<i>5</i>	<i>4</i>	<i>1</i>
13.	<i>La Union</i>	<i>8</i>	<i>7</i>	<i>1</i>
14.	<i>Legazpi City</i>	<i>6</i>	<i>4</i>	<i>2</i>
15.	<i>Lipa City</i>	<i>4</i>	<i>3</i>	<i>1</i>
16.	<i>Lucena City</i>	<i>8</i>	<i>7</i>	<i>1</i>
17.	<i>Pampanga</i>	<i>13</i>	<i>11</i>	<i>2</i>
18.	<i>Puerto Princesa City</i>	<i>4</i>	<i>3</i>	<i>1</i>
19.	<i>Tacloban City</i>	<i>4</i>	<i>3</i>	<i>1</i>

20.	<i>Tuguegarao City</i>	7	4	3
21.	<i>Zamboanga City</i>	6	5	1
<b><i>DFA COs NCR (details of deployment)</i></b>		<b>48</b>	<b>42</b>	<b>6</b>
1.	<i>Alabang Town Center</i>	6	5	1
2.	<i>Ali Mall</i>	8	7	1
3.	<i>Robinsons Galleria</i>	7	6	1
4.	<i>SM Manila</i>	9	8	1
5.	<i>SM Megamall</i>	12	10	2
6.	<i>Robinsons Novaliches</i>	6	6	0

**ANNEX D**

**SCHEDULE OF REQUIREMENTS**

<b>ITEM NO.</b>	<b>DESCRIPTION</b>	<b>QTY.</b>	<b>DEPLOYMENT, WEEKS/MONTHS</b>
<b>SECURITY PERSONNEL</b>		<b>335</b>	
1.	Security Personnel for DFA Main Building	92	During the first day of the effectivity of the contract
2.	Security Personnel for OCA (ASEANA)	46	During the first day of the effectivity of the contract
3.	Document Security Officers for OCA	10	First working day of the effectivity of the contract
4.	Security Personnel for CO	137	During the first day of the effectivity of the contract
5.	Security Personnel for DFA Consular Office, DFA COs NCR	48	During the first day of the effectivity of the contract
6.	DFA Baguio Cottage	2	During the first day of the effectivity of the contract
<b>VEHICLES AND EQUIPMENT (FOR DFA MAIN BUILDING AND OCA-ASEANA)</b>			7 working days before the start of the Contract.  Equipment that will require installation shall be delivered and installed within 15 calendar days from the effectivity of the contract.
7.	Vehicles (SUV)	2	
8.	Motorcycle (150cc)	1	
9.	Portable Metal Detector	8	
10.	Portable handheld radios with microphone, earpiece, charger and corresponding accessories (one per guard)	140	
11.	Hand bag / Case x-ray machine (US)	2	1 each for DFA-Main and Aseana
12.	Base stations	2	
13.	VHF/FM Radio Repeater System	1	
14.	9MM caliber handguns	138	
15.	Shotguns	12	

16.	Watchman Key Detector	8	
17.	Handcuffs	16	
18.	<b>Collapsible Tent (3x4m.5)</b>	<b>2</b>	<b>1 for the main building, 1 for OCA-Aseana</b>
19.	Camdisc VG HNVR	10	
20.	6 TB HDD-s for CamDisc+ E and VG series 6 TB Hard Disc Drive	10	
21.	CCTV Cameras	100	
22.	MULTIVIEW Software Video wall software for the display of up to 64 Ipbased live video streams	1	
23.	CPU > = Intel Core i5 with Accessories mouse and keyboard	1	
24.	Monitor - 43" Large Format Display (LFD) with wall mount fixed bracket	20	
25.	POE Extender	2	
26.	POE 24-Ports Network Switch - JL385A 1920	10	
27.	UPS Rack Mountable 750VA (Liebert PSI 750VA/675W 230V 2U PF 0.9 Rack/Tower USB Multilink®)	18	
28.	UPS Rack Mountable 1KVA (Liebert GXT4 On-Line 1000VA 230V LCD PF0.9 2U Extended 1 32,000.00 32,000.00While Supplies LastRun Rack/Tower Multilink® Software, Rail Kit Bundled)	1	
<b>EQUIPMENT</b> <b>(for COs, DFA Consular Office NCR, &amp; DFA Baguio Cottage)</b>			7 working days before the start of the contract.
29.	9MM caliber handgun (one per SG)	154	
30.	Shotgun (one each for the night SG)	16	
31.	Portable metal detector (two per CO/SO)	54	



32.	Portable hand-held radio (one for each SG/OIC)	214	
33.	Bundy clock (one per CO/ DFA CO's NCR)	27	
34.	Portable teargas canister (one per SG)	187	
35.	Handcuff (one per CO/DFA CO's NCR)	27	

Note:

Bidder must state compliance to each of the provisions in the Terms of Reference/Technical Specifications, as well as to the Schedule of Requirements. The Statement of Compliance must be signed by the authorized representative of the Bidder, with proof of authority to sign and submit the bid for and in behalf of the Bidder concerned. If the Bidder is a joint venture, the representative must have authority to sign for and in behalf of the partners to the joint venture. All documentary requirements should be submitted on or before the deadline for the submission of bids.

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 Bidders 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 provisions of **ITB Clause Error! Reference source not found.** and/or **GCC Clause Error! Reference source not found.**

Conformé:

[Signature/s]

[Name of the Bidder/ Bidder’s Authorized Representative/s]

[Position]

[Date]