



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

BIDS AND AWARDS COMMITTEE

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SUPPLEMENTAL / BID BULLETIN No. 1

Project : PROCUREMENT OF SECURITY SERVICE
FOR THE DEPARTMENT OF FOREIGN AFFAIRS
(APRIL TO OCTOBER 2023)
Reference : PB-GS-05-2023
ABC : PhP 74,916,298.03
Date : 20 March 2023

This Supplemental/Bid Bulletin is being issued to inform prospective proponents/bidders of the following changes to the Technical Specifications of the Bidding Documents:

1. Section III, No. 26. The Contractor shall submit, within one (1) month after the issuance of the Notice to Proceed, the BIR, DOLE, NLRC, PAG-IBIG, PhilHealth and SSS clearances or certifications from the appropriate Government Offices that the Contractor is compliant with the relevant rules and regulations of the Government Offices, that there is no pending case against the Contractor, and that premium payments, where required, are updated up to 31 December 2022.
2. Section VIII, No. 3. The bi-monthly invoices shall be submitted within fifteen (15) days from the end of every billing month and shall contain: (1) The fixed billed amount equivalent to fourteen (14) equal installments of the Total Contract Price.
3. Annex A. Equipment for the DFA Main Building/DFA Leased Premises and DFA-Aseana:
 - A. Vehicle - Two (2) Pickup Trucks
 - B. Portable Metal Detectors - Three (3) for the DFA Main Building, and two (2) for DFA-Aseana
 - C. Handcuffs - four (4) for the DFA Main Building, four (4) for DFA-Aseana

The Bidding Documents are amended accordingly.

For the information and guidance of all concerned.


ARMAN R. TALBO
Vice Chair
Bids and Awards Committee

Technical Specifications

**SECURITY SERVICE FOR THE DEPARTMENT OF FOREIGN AFFAIRS
(April to October 2023)**

I.	<p>BACKGROUND</p> <p>The Department intends to procure for April to October 2023 the security services of a private entity to protect and safeguard its facilities and installations, the persons and properties in its 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>	
II.	<p>OBJECTIVE</p> <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>	
III.	TECHNICAL SPECIFICATIONS	STATEMENT OF COMPLIANCE
	<p>A. Qualifications of the Contractor</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, including a valid accreditation and License to Operate (LTO) from the PNP-Supervisory Office for Security and Investigation Agencies (SOSIA) 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 provide the security requirements of the Department and all its offices nationwide including the DFA Main Building, DFA-ASEANA, DFA Consular Offices (COs), and DFA Baguio Cottage, as well as other offices that may be created and/or opened, for the duration of the contract and any extensions thereof.</p>	
	<p>B. Scope of Work</p> <p>The Contractor shall provide the required number and quality of security personnel, equipment, and services, such as, but not limited to, the following:</p> <p>1. Trained and qualified security personnel according to the manpower requirements of the DFA Main Building, DFA-ASEANA, DFA COs, and DFA Baguio Cottage;</p> <p>2. All the necessary paraphernalia and personal protective equipment for every security personnel deployed in the Department and its offices;</p>	

	<ol style="list-style-type: none"> 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 Department 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 Department in pursuit of its operations; 6. Regulate the entry of persons, vehicles, deliveries and/or equipment into the DFA Main Building, DFA-ASEANA, DFA COs, and DFA Baguio Cottage utilizing any Visitor Management System (VMS) or other established protocols as required by the Department; 7. Secure the premises from unauthorized persons found loitering or engaging in unauthorized or unlawful activities within the DFA Main Building, DFA-ASEANA, DFA COs, and DFA Baguio Cottage; 8. Report any incident and/or observation that takes place within the DFA Main Building, DFA-ASEANA, DFA COs, and DFA Baguio Cottage; 9. Secure all ingress and egress within the DFA Main Building, DFA-ASEANA, DFA COs, and DFA Baguio Cottage, and inspect and verify all cargoes, goods, and materials coming in and out of the said DFA offices; and 10. Assist and submit spot reports in cases of unauthorized and unlawful activities, and emergency situations such as accidents, fire, typhoons, earthquakes and other natural calamities. 	
	<p>C. Contractor's Obligation</p> <ol style="list-style-type: none"> 1. The Contractor shall render twenty-four hours a day, seven days a week (24x7) services to secure and safeguard the Department's 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. 	
	<ol style="list-style-type: none"> 2. The Contractor shall provide the Department with professional, trained, duly licensed, and bonded security 	

	<p>personnel who possess the following qualifications:</p> <ul style="list-style-type: none"> a. Filipino citizen; b. Completed at least seventy-two (72) units of college education; c. Physically, mentally and medically fit, with no pre-existing medical conditions and cleared from any communicable or infectious diseases. d. Not less than twenty-one (21) years of age but not more than fifty-five (55); e. Height of at least 5'4" for male and 5'2" for female uniformed guards and safety guards; f. Weight of at least 110 lbs. or 54.5 kgs but not overweight/ obese g. Must have no derogatory record or pending administrative, civil or criminal cases filed against him or her; 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; and l. Select security personnel shall be supplied with the appropriate licensed firearms. 	
	<p>3. The Contractor shall ensure that security personnel have undergone 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"> a. Proper customer relations; 	

	<ul style="list-style-type: none"> b. Proper communication and report writing; c. Proper handling of firearms; d. Fire-fighting, search and rescue operations, evacuation, general emergency procedures, and crowd disturbance management (CDM); e. Philippine Red Cross first aid administration; f. CCTV Operators Certification for those security officers assigned for monitoring and controlling of CCTV Cameras in the DFA Main Building, DFA-Aseana, and at DFA Consular Offices. <p>The Contractor shall also ensure that security personnel assigned to the DFA must have undergone pre-licensing training programs for new recruits, and refresher training programs for security personnel with more than one (1) year experience.</p> <p>The Contractor shall submit certified true copies of the certification and/or license issued by the training facilities and institutions.</p>	
	<p>4. The Contractor shall submit, within fifteen (15) days from receipt of the Notice to Proceed (NTP), valid clearances for all its personnel issued by the following: National Bureau of Investigation (NBI), Philippine National Police (PNP), and barangay.</p> <p>The Contractor shall also submit a Medical Certificate including drug test results from Department of Health (DOH) accredited drug testing laboratories and neuro-psychiatric test results.</p> <p>No personnel, including relievers, shall be deployed without valid clearances and medical certificates.</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 DFA Main Building, DFA-ASEANA, DFA COs, and DFA Baguio Cottage. The Contractor shall submit written reports, within one (1) week, after the assessment to the Intelligence and Security Unit (ISU) of the Office of the Secretary (OSEC).</p>	
	<p>6. The Contractor shall provide, at no cost to its personnel, three (3) sets of proper uniforms and paraphernalia,</p>	

	including identification cards countersigned by the company's representative as required under DOLE Labor Advisory No.11 S.2014.	
	<p>7. The Contractor shall also provide logbooks for each security post for use in the reporting of incidents and observations taking place in the security post's area of responsibility. Specific incidents shall be reported to ISU through a memorandum within twenty-four (24) hours from the occurrence of the incident.</p> <p>All logbooks shall be the property of the Department, to be turned over to the Head of ISU upon its completion. The Contractor shall submit a written report on any reported loss, theft, pilferage or illegal act, and any investigation on the same, occurring within the premises, to ISU including the final outcome of the Contractor's own in-house investigation.</p>	
	8. For the DFA Main Building, and DFA-ASEANA, the Contractor shall provide at all times and, at its own expense, equipment as listed in Annex A. The CCTV equipment shall have a memory capability of at least one-month retention. The Contractor shall surrender all hard disks of the units to ISU for destruction at the end of the contract	
	9. For each CO, the Contractor shall provide, at its own expense, the items listed in Annex B.	
	10. The Contractor shall guarantee that all of the equipment listed in Annexes A and B are delivered in the Department's Main Building, DFA-ASEANA, DFA COs, and DFA Baguio Cottage 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.	
	11. The Department shall have the right to inspect and test the capabilities of all of the equipment listed in Annexes A and B and reserves its right to refuse acceptance of inoperable and inadequate equipment.	
	12. The Contractor shall bear the cost of repair, maintenance, replacement and loss of all equipment under its contract with the Department.	
	<p>13. The Contractor shall submit the following to ISU one (1) month after the commencement of the Contract and ensure compliance by its personnel, unless otherwise instructed by ISU:</p> <p>a. Security plan for DFA Main Building, DFA-ASEANA Building, DFA COs, and DFA Baguio Cottage; and</p> <p>b. Company security personnel operations manual and</p>	

	security protocol.	
	<p>14. The Contractor shall likewise provide at its own expense, the following additional services for the Department:</p> <ol style="list-style-type: none"> a. Specialized Investigation; b. Liaising with the local police and the Local Government Units (LGUs), in coordination with ISU, for the purpose of referring cases involving breach of security or any unusual incidents occurring within the premises of the DFA Main Building, DFA-ASEANA Building, DFA COs, and DFA Baguio Cottage; 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, at no cost to the participating security personnel. 	
	<p>15. The Contractor shall conduct its own unit trainings on firearms proficiency using at least twenty (20) rounds of ammunition per security personnel. 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. All trainings conducted shall not prejudice the deployment of security personnel as an augmentation force, should the same be deemed necessary by ISU.</p> <p>Certificates of Training shall be submitted to ISU.</p>	
	<p>16. The Contractor shall also conduct drills every six (6) months on all the emergency procedures (fire-fighting, first aid and medical evacuation, earthquake drill and evacuation, search and rescue operations, crowd disturbance management, etc.).</p> <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.</p>	
	<p>17. The Contractor shall provide two hundred eighty-three (283) security personnel to the Department, in accordance with Annex C. In the event that there is a need to increase or decrease the number of security guards, subject to availability of funds and the usual accounting and auditing procedures, the Contractor shall comply with the changes in personnel. The following designated security personnel of the Contractor shall be approved by the ISU and shall render duty to the DFA Main Building, DFA-ASEANA</p>	

Building, DFA COs, and DFA Baguio Cottage on day and night shifts, each shift consisting of twelve (12) hours, eight (8) hours regular work time, four (4) hours overtime:
DFA Main Building/ DFA leased premises

- 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 – two (2) for day shift and two (2) for night shift.
- e. Two (2) operators for the baggage x-ray machine.
- f. Two (2) security-drivers.
- g. Eighteen (18) safety guards.

DFA-Aseana

- h. Four (4) passport security escorts, who have Duty Detailed Order (DDO) and appropriate permits to provide protection during passport pick-up and delivery to DFA-ASEANA and DFA COs NCR.
- i. One (1) operator of the baggage x-ray machine.
- j. Three (3) operators who are safety officers at the Security Detachment Control Room (SDCR) with certification as CCTV Operator assigned to the Control Room at DFA-ASEANA – two (2) for day shift and one (1) for night shift.

The rest of the security personnel shall be deployed to the

	existing posts in the DFA Main Building, DFA-ASEANA, DFA COs, and DFA Baguio Cottage on 12-hour shifts, eight (8) hours regular work time, four (4) hours overtime, based on ISU-approved work schedules.	
	18. At least twenty percent (20%) of the security force shall be female guards.	
	19. 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.	
	20. 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, or are under quarantine or are otherwise unable to report for duty. The relievers shall have the same qualifications and undergo the same security clearances as prescribed in the Technical Specifications.	
	21. The Contractor shall assign a timekeeper to render day-to-day time-keeping and other accounting duties. The Contractor shall ensure that security personnel time-keeping shall be conducted through biometric scan machines/devices.	
	22. 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.	
	23. The Contractor shall not require any security personnel to render continued service beyond twelve (12) hours, except in emergency situations upon approval by ISU. A violation of this condition shall be considered sufficient ground to terminate the contract.	
	24. The Contractor shall not remove, replace, or transfer any of its assigned guards without the written approval of the Director of Security/Officer-in-Charge of ISU.	
	25. The Contractor shall ensure the timely and correct payment of salaries and allowances of their security personnel every month for services rendered to ensure the efficient delivery of services, as required by law and supported by documentation.	

	<p>The Contractor shall likewise ensure that their security personnel receive the appropriate legal benefits in case of work-related incidents, injuries or sickness.</p>	
	<p>26. The Contractor shall submit, within one (1) month after the issuance of the Notice to Proceed, the BIR, DOLE, NLRC, PAG-IBIG, PhilHealth and SSS clearances or certifications from the appropriate Government Offices that the Contractor is compliant with the relevant rules and regulations of the Government Offices, that there is no pending case against the Contractor, and that premium payments, where required, are updated up to 31 December 2022..</p> <p>The DOLE clearance shall include the DOLE Certificate of Registration in compliance with 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>The Contractor must fully comply with DOLE DO 150-16 and all other relevant labor laws, rules, and regulations.</p>	
	<p>27. The Contractor shall guarantee that all guards deployed in the Department’s Main Building, DFA-ASEANA, DFA COs, and DFA Baguio Cottage for the duration of the contract are regular employees of the company.</p> <p>The Contractor shall not deploy trainees.</p>	
	<p>28. The Contractor shall be liable for any loss or damage to the Department’s Main Building, DFA-ASEANA, DFA COs, and DFA Baguio Cottage 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>29. The Contractor shall guarantee that all equipment required under the Contract are at all times in working order, and remain in the Department’s Main Building, DFA-ASEANA, DFA COs, and DFA Baguio Cottage for the entire duration of the contract unless withdrawal is approved by the Director of Security, ISU and/or the Head of ISU.</p>	
	<p>30. The Department shall conduct spot inspections 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>31. The Contractor and its security personnel shall comply with the security and safety rules and regulations, security protocols, and office decorum of the Department.</p>	

	<p>32. The Contractor's security personnel shall only be allowed access to the premises of the Department's Main Building, DFA-ASEANA, DFA COs, and DFA Baguio Cottage during their respective work schedules and shall be confined only within their respective assigned areas of work/responsibility unless required to reinforce other areas in response to an emergency situation or need.</p>	
	<p>33. The Contractor shall immediately replace any of the security personnel whose deployment in the Department's Main Building, DFA-ASEANA, DFA COs, and DFA Baguio Cottage is found prejudicial to the Department's interest. The Department shall have the prerogative to remove and ban said security personnel from entry into its premises.</p>	
	<p>34. The Contractor shall at all times enforce strict discipline among its security personnel and ensure that they extend courtesy towards the Department's personnel, visitors and clientele.</p>	
	<p>35. 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, Philhealth and other government-mandated contributions and remittances.</p> <p>The Contractor shall also submit to ISU a monthly certification attesting to the proper payment of their personnel and monthly mandatory contributions.</p>	
	<p>36. The Contractor shall submit the security personnel's biometric scanned daily time records within one (1) week after the billing period as basis for payment.</p>	
	<p>37. The Contractor shall indemnify the Department against claims or actions filed by the Contractor's personnel 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 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>38. There shall be no employer-employee relationship between the Department and the Contractor's security personnel, agents, representatives, or subcontractors.</p>	
	<p>39. The Contractor shall ensure that the number of required</p>	

	security personnel on duty shall always be maintained.	
	<p>40. On the day of 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).</p> <p>The Contractor shall abide by the turn-over procedures to be provided by ISU.</p>	
	41. The Contractor and its personnel shall observe the provisions of the Republic Act No. 10173 or the Data Privacy Act of 2012 in handling information obtained from the DFA. In addition, the Contractor and its personnel, with ISU's supervision, shall be responsible for the destruction of all the data secured from the DFA after the termination of this Contract.	
	42. The Contractor shall not assign or transfer any or all of its rights and obligation herein to any third party without the prior written consent of the DFA.	
	<p>D. Schedule of Requirements</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 Annex D.</p> <p>Unless otherwise stated above, the Contractor shall submit to the DFA within fifteen (15) calendar days from the receipt of the Notice to Proceed, all supporting documents showing the Contractor's compliance with the Technical Parameters indicated in the Implementing Guidelines of RA 9184 for the Procurement of Security and Janitorial Services.</p>	
IV.	<p>Contract Duration</p> <p>The Contract enters into effect on 01 April to 31 October 2023, and maybe extended or renewed to another one (1) year period subject to the same terms and conditions in the original contract and compliance with the requirements of the relevant government procurement laws and regulations.</p>	
V.	<p>Reservation</p> <p>The Department reserves the right to amend Annexes A, C, and D and other provisions in relation thereto, in the event of modifications in the official listings of any DFA Offices, including</p>	

	<p>the transfer of any DFA Offices, opening or closing of Consular Offices, and reassignment of security personnel due to changes in security requirements within the Contract Duration.</p> <p>Thus, all actual charges applicable shall be adjusted 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, DFA-ASEANA, DFA COs, and DFA Baguio Cottage.</p>	
VI.	<p>Confidentiality Clause</p> <p>The Contractor shall ensure that each of its personnel assigned to the Department shall execute and sign a Non-Disclosure Agreement the contents of which shall be subject to approval of the Department, to be submitted to ISU prior to commencement of the service. This clause shall survive the termination of the Contract.</p>	
VII.	<p>Bid Offer</p> <p>The Bid Form shall be accompanied by a detailed cost breakdown as follows:</p> <ol style="list-style-type: none"> a. Amount to be paid directly to each personnel b. Remittances to be paid to government in favor of each personnel (SSS and others) c. Operational expenses d. Overhead and profit margin e. Value-Added Tax f. Total amount per personnel per month g. Required number of personnel h. Total amount per month i. Total Contract Price <p>The Contractor shall submit separate cost breakdowns for the Department's Main Building, DFA-ASEANA, DFA COs, and DFA Baguio Cottage.</p> <p>The Contractor shall submit as part of its bid, an undertaking to pay their security guards the prescribed benefits provided by law in compliance with Section 7.2 of DOLE DO 150-16.</p>	
VIII.	<p>Terms of Payment</p> <ol style="list-style-type: none"> 1. Payments shall be made within thirty (30) working days upon receipt of the bi-monthly invoice, separated as follows: <ol style="list-style-type: none"> a. DFA Main Building; b. DFA-ASEANA and DFA COs in the NCR; and c. Regional/Provincial DFA COs, and DFA Baguio Cottage. 	

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| | <ol style="list-style-type: none">2. Invoices must contain complete requirements as evaluated by Office of Financial Management Services-Financial Resource Management Division (OFMS-FRMD) prior to issuance of List of Due and Demandable Accounts Payable (LDDAP).3. The bi-monthly invoices shall be submitted within fifteen (15) days from the end of every billing month and shall contain: (1) The fixed billed amount equivalent to fourteen (14) equal installments of the Total Contract Price.4. No additional services, including additional equipment or posting of security personnel, shall be billed without the prior written request of the End User for such services.5. Adjustments in billings on the basis of the Contractor's legal obligation and compliance with the relevant labor laws and regulations concerning the payment of salaries, allowances, and benefits to its personnel, shall be allowed only upon mutual written agreement of both parties.6. Upon the Contractor's receipt of the payment for the corresponding billing period, no additional claims thereon shall be entertained and any amount not otherwise indicated in its previous billings shall be considered waived. The Contractor shall assume sole liability for any amounts due to its personnel or any third person which has not been accounted for in its previous invoices, as a result of the Contractor's exclusion thereof, for any reason.7. All payments shall be inclusive of all applicable taxes and other lawful charges.8. 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. | |
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ANNEX A
EQUIPMENT FOR THE DFA MAIN BUILDING/DFA LEASED PREMISES AND DFA-ASEANA

QUANTITY	EQUIPMENT	PARTICULARS
2	(2) Pickup Trucks	Unmarked, at least 2018 model, in good running condition, with well-functioning air-conditioning system, equipped with high-definition dashboard camera and Global Positioning Systems (GPS), supplied with fuel of at least two hundred (200) liters per vehicle per month, and with assigned drivers; for the OFFICIAL USE of ISU personnel and for Department medical, safety and security emergencies. Drivers shall submit trip-tickets on the vehicle usage to the Head of ISU and Director for Security on a weekly basis.
5	Portable Metal Detectors	Three (3) for the DFA Main Building, two (2) for DFA-Aseana
150	Portable Handheld Radios Specs: Frequency - VHF 136 to 174 MHz / UHF 350 to 390 MHz Power - 5 watts VHF / 4 watts UHF Range - up to 50 km at line of sight Frequency Programming - Manual Keypad Channel Capacity - 99 Channels	Top brand handheld radios 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, three (3) units to be issued to ISU security personnel
2	Hand Bag/ Case X-ray Machines (US- made) <ul style="list-style-type: none"> • Heavy duty • High penetration • Image reading and contrast • With accompanying Constant Voltage Transformer 	One (1) for the DFA Main Building, and one (1) for DFA-Aseana
2	Base Stations	Capable of operating within at

		least 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
39	9mm Caliber Handguns	From a licensed gun manufacturer/s One (1) handgun for every two (2) security personnel on day shift duty
27	Shotguns	From a licensed gun manufacturer/s One (1) shotgun for every security personnel on night shift duty
8	Handcuffs	Four (4) for the DFA Main Building, Four (4) for DFA-Aseana
2	Walk-through Metal Detectors	Walkthrough metal detectors shall be installed: one (1) at the DFA Main Building and one (1) at DFA-Aseana
10	Watchman Key Detectors	Seven (7) for the DFA Main Building, Three (3) for DFA-Aseana
2	Time-in System	One (1) for the DFA Main Building, one (1) for DFA-Aseana
24	Portable Tear Gas Canisters	For use of the Crisis and Disaster Management (CDM) Group; twelve (12) for the DFA Main Building, twelve (12) for DFA-Aseana
24	Crowd Management and Anti-Riot Equipment	For use of the CDM Group; Twelve (12) for the DFA Main Building, twelve (12) for DFA-Aseana
5	Oxygen Breathing Apparatus (unexpired)	Oxygen tank supply, to be stored at the 2 nd floor (Clinic), 6 th , 10 th , and 14 th floors of the DFA Main Building, and one at DFA-Aseana
35	Rain Coats	For the guards manning the

		gates, perimeter wall/fence and those involved in traffic management
35	Rain Boots	For the guards manning the gates, perimeter wall/fence and those involved in traffic management
10	Traffic Vests	For the guards manning the front gate and parking area
2	Cameras	Digital, with video recording capability of at least 32GB each camera
2	Binoculars	One (1) for DFA Main Building, one (1) for DFA-Aseana
6	2M Portable Emergency Search Light	Three (3) for the DFA Main Building, three (3) for DFA-Aseana
12	Fire Axes	Eight (8) for the DFA Main Building, four (4) for DFA-Aseana
12	Firefighting Helmets	Six (6) for the DFA Main Building, six (6) for DFA-Aseana
12	Firefighting Boots	Six (6) pairs for the DFA Main Building, six (6) pairs for DFA-Aseana
12	Firefighting Suits/Jackets	Six (6) pairs for the DFA Main Building, six (6) pairs for DFA-Aseana
12	Safety Hand Gloves	Six (6) pairs for the DFA Main Building, six (6) pairs for DFA-Aseana
12	Dust Masks	Six (6) for the DFA Main Building, six (6) for DFA-Aseana
12	Safety Goggles	Six (6) for the DFA Main Building, six (6) for DFA-Aseana
6	Fire Blankets	Three (3) for the DFA Main Building, three (3) for DFA-Aseana
12	Fire Buckets	Six (6) for the DFA Main Building, six (6) for DFA-Aseana
12	Rescue Gloves	Six (6) pairs for the DFA Main Building, six (6) pairs for DFA-Aseana
24	Rescue Helmets	Twelve (12) pairs for the DFA Main Building, twelve (12) pairs for DFA-Aseana
24	Reflective Jackets	Twelve (12) for the DFA Main

		Building, twelve (12) for DFA-Aseana
12	Tactical Bags	Six (6) for the DFA Main Building, six (6) for DFA-Aseana, to contain small tools and other items necessary during the search and rescue operations
12	Demolition Hammers	Six (6) for the DFA Main Building, six (6) for DFA-Aseana
10	Folding Stretchers	Five (5) for the DFA Main Building, five (5) for DFA-Aseana
4	Firearms vaults with lock	Gun depository; Two (2) for the DFA Main Building, two (2) for DFA-Aseana
2	Shoulder-type Megaphones	With batteries; One (1) for the DFA Main Building, one (1) for DFA-Aseana
2	Voice Recorders	With batteries; one (1) for the DFA Main Building, one (1) for DFA-Aseana
2	Desktop Computers	with internet capability, with new printer; exclusively for the use of the Security Detachment; one (1) for the DFA Main Building, one (1) for DFA-Aseana
1	Photocopying machine/printer	For the use of the Security Detachment
3	30-m measuring tapes	Two (2) for the DFA Main Building, one (1) for DFA-Aseana
2	Heavy duty collapsible tent with wheels (3mx4.5m)	One (1) for the DFA Main Building, one (1) for DFA-Aseana
15	CamDisc HNVR Hybrid Network Transmission and Recording for 10 Cameras	Ten (10) for the control room of the DFA Main Building, five (5) for the control room of DFA-Aseana
15	6 TB Hard Disc Drive (3.5") for CamDisc	Ten (10) for the control room of the DFA Main Building, five (5) for the control room of DFA-Aseana
2	8 TB External Hard Drive	For ISU's back-up purposes
MAIN BUILDING		
42	DOME IP CAMERAS Superior Image Quality• Full HD 1080p 25/30	Forty-two (42) in DFA main building and south wing

	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•	
22	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•	Twenty-two (22) in the perimeter, basement, covered court, plaza parking and south wing holding area of the DFA Main Building;
1	IP PTZ CAMERA 1/3 4 Megapixel CMOS, 30x optical zoom, 120dB true WDR, 3D DNR, max. 25/30fps @ 4M/1080P, 25/30/50/60 fps @ 720P, IR distance up to 100m. IP66	One (1) in DFA Main Building
1	Fiber Optic Backbone Wire (Cable Transmitter)	One (1) in DFA Main Building
160	Disinfection supplies(alcohol, Lysol)	Eighty (80) for DFA-Main Building and Eighty (80) for OCA-Aseana
OCA-ASEANA		
36	DOME IP C/AMERAS 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•	Thirty-six (36) in DFA-Aseana
18	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•	Eighteen (18) in the perimeter of DFA-Aseana.
1	IP PTZ CAMERA 1/3 4 Megapixel CMOS, 30x optical zoom, 120dB true WDR, 3D DNR, max. 25/30fps @ 4M/1080P, 25/30/50/60 fps @ 720P, IR distance up to 100m. IP66	One (1) in DFA-Aseana
2	MULTIVIEW Software Video wall software for the display of up to 64 lp-based live video streams	One (1) for the control room of the DFA Main Building, one (1) for the control room of DFA-Aseana
3	CPU greater than Intel Core i5 with 4Ghz or Higher Memory greater than 8GB RAM or Higher Operating System : Windows 10 (Ultimate or Professional) with latest Service	One (1) for the control room of the DFA Main Building, One (1) for ISU, one (1) for the control room of DFA-Aseana

	Pack Hard disk Capacity : 4GB or Higher Graphic Card : Dual Monitor support, minimum 1920 x 1080 pixel (1152 x864 pixel recommended for Event CLIENT Monitor w/ USB Keyboard and Mouse	
6	Monitor - 52" Large Format Display (LFD) with wall mount fixed bracket	(5) For the control room of the DFA Main Building; and (1) for the control room of DFA-Aseana
3	Monitor – 32" Large Format Display (LFD), if necessary with wall mount fixed bracket	For the control room of DFA-Aseana
2	Monitor – 43" Large Format Display (LFD) with wall mount fixed bracket	For ISU's CCTV monitoring
40	Power Over Ethernet (POE) Extender	Twenty (20) for the control room of the DFA Main Building, twenty (20) for the control room of DFA-Aseana
12	POE 24-Ports Network Switch - JL385A 1920	Twelve (12) for the control room of DFA Main Building, five (5) for the control room of DFA-Aseana
12	UPS Rack Mountable 750VA (Liebert PSI 750VA/675W 230V 2U PF 0.9 Rack/Tower USB Multilink®)	Eight (8) for the control room of DFA Main Building, four (4) for the control room of DFA-Aseana
1	APC BX625CI-MS 625VA UPS	For ISU's CCTV monitoring
2	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)	One (1) for the control room of DFA Main Building, one (1) for the control room of DFA-Aseana

ANNEX B

EQUIPMENT FOR ALL DFA CONSULAR OFFICES AND BAGUIO COTTAGE

QUANTITY	EQUIPMENT	PARTICULARS
79	9mm Caliber Handguns	From a licensed gun manufacturer/s Two (2) handguns for every CO, one (1) for DFA Baguio Cottage
40	Shotguns	From a licensed gun manufacturer/s One (1) shotgun for every CO with night shift duty, one (1) for DFA Baguio Cottage
79	Portable metal detector	Two (2) units for every CO; one (1) for DFA Baguio Cottage
80	Portable hand-held radio	One (1) unit for every head security guard on duty and one (1) unit for the OIC/AO of every CO; two (2) units for DFA Baguio Cottage
40	Time-in System	One (1) unit for every CO, one (1) for DFA Baguio Cottage
229	Portable tear gas canister	One (1) unit per every security guard on duty
40	Handcuff	One (1) unit for every CO; one (1) unit for DFA Baguio Cottage

**ANNEX C
DEPLOYMENT OF SECURITY GUARDS**

DFA OFFICES		NO. OF GUARDS	DAY SHIFT	NIGHT SHIFT
DFA MAIN BUILDING		74	52	22
DFA-ASEANA		31	26	5
CONSULAR OFFICES (COs)		176	138	38
DFA BAGUIO COTTAGE		2	1	1
GRAND TOTAL		283	217	66
COs (details of deployment)				
		143	111	32
1.	Angeles	5	4	1
2.	Antipolo	5	4	1
3.	Bacolod	4	3	1
4.	Baguio	4	3	1
5.	Butuan	4	3	1
6.	Cagayan de Oro City	4	3	1
7.	Calasiao	6	5	1
8.	Cebu City	7	6	1
9.	Clarin	4	3	1
10.	Cotabato City	8	6	2
11.	Dasmaringas	4	3	1
12.	Davao City	6	5	1
13.	Dumaguete City	4	3	1
14.	General Santos City	4	3	1
15.	Iloilo City	4	3	1
16.	La Union	4	3	1
17.	Legazpi City	5	4	1
18.	Lipa City	4	3	1
19.	Lucena City	5	4	1
20.	Malolos	4	3	1
21.	Pampanga (San Fernando)	8	7	1
22.	Puerto Princesa City	4	3	1
23.	San Nicolas	4	3	1
24.	San Pablo City	4	3	1
25.	Santiago	4	3	1
26.	Tacloban City	4	3	1
27.	Tarlac (Paniqui)	4	3	1
28.	Tagum	4	3	1

29.	<i>Tuguegarao City</i>	6	4	2
30.	<i>Zamboanga City</i>	6	5	1
DFA-NCR COs		33	27	6
1.	<i>Alabang Town Center</i>	5	4	1
2.	<i>Ali Mall (Cubao)</i>	6	5	1
3.	<i>Galleria</i>	4	3	1
4.	<i>Manila</i>	6	5	1
5.	<i>Megamall</i>	7	6	1
6.	<i>Novaliches</i>	5	4	1

**ANNEX D
SCHEDULE OF REQUIREMENTS**

ITEM NO.	DESCRIPTION	QTY.	DEPLOYMENT, WEEKS/MONTHS
SECURITY PERSONNEL		283	
1.	Security Personnel for DFA Main Building/DFA Leased Premises	74	During the first day of the effectivity of the contract
2.	Security Personnel for DFA-ASEANA	31	During the first day of the effectivity of the contract
3.	Security Personnel for COs	176	During the first day of the effectivity of the contract
4.	DFA Baguio Cottage	2	During the first day of the effectivity of the contract
VEHICLES AND EQUIPMENT (FOR DFA MAIN BUILDING/DFA LEASED PREMISES AND DFA-ASEANA)			<p>During the first day of the effectivity of the contract.</p> <p>Equipment that will require installation shall be delivered and installed within 15 calendar days from the effectivity of the contract.</p>
5.	Vehicles (Pickup Truck, Van)	2	
6.	Portable Metal Detector	5	
7.	Portable handheld radios with microphone, earpiece, charger and corresponding accessories (one per guard)	150	
8.	Hand bag / Case x-ray machine	2	
9.	Base stations	2	
10.	VHF/FM Radio Repeater System	1	
11.	9MM caliber handguns	39	
12.	Shotguns	27	
13.	Handcuffs	8	
14.	Walk-through metal detectors	2	
15.	Watchman Key Detector	10	
16.	Biometric Scanning Device	2	
17.	Portable Tear Gas Canisters	24	
18.	Crowd Management and Anti-Riot Equipment	24	

19.	Oxygen Breathing Apparatus	5	
20.	Rain Coats	35	
21.	Rain Boots	35	
22.	Traffic Vests	10	
23.	Cameras	2	
24.	Binoculars	2	
25.	2M Portable Emergency Search Light	6	
26.	Fire Axes	12	
27.	Firefighting Helmets	12	
28.	Firefighting Boots	12	
29.	Firefighting Suits/Jackets	12	
30.	Safety Hand Gloves	12	
31.	Dust Masks	12	
32.	Safety Goggles	12	
33.	Fire Blankets	6	
34.	Fire Buckets	12	
35.	Rescue Gloves	12	
36.	Rescue Helmets	24	
37.	Reflective Jackets	24	
38.	Tactical Bags	12	
39.	Demolition Hammers	12	
40.	Folding Stretchers	10	
41.	Firearm Vaults with lock	4	
42.	Shoulder-type Megaphones	2	
43.	Voice Recorders	2	
44.	Desktop Computers	2	
45.	Photocopying machine/printer	1	
46.	30-m measuring tapes	3	
47.	Collapsible Tent (3mx4.5m)	2	
48.	Camdisc HNVR	15	
49.	6TB HDD for CamDisc	15	
50.	8 TB External Hard Drive	2	
51.	CCTV Cameras	124	Two (2) PTZ cameras included
52.	MULTIVIEW Software Video wall software for the display of up to 64 Ip-based live video streams	2	
53.	CPU > = Intel Core i5 with Accessories mouse and keyboard	3	
54.	Monitor - 52" Large Format Display (LFD) with wall mount fixed bracket	6	
55.	Monitor - 43" Large Format Display (LFD) with wall mount fixed bracket	2	
56.	Monitor – 32" Large Format Display (LFD), if necessary with wall mount fixed bracket	3	

57.	POE Extender	40	
58.	POE 24-Ports Network Switch - JL385A 1920	12	
59.	UPS Rack Mountable 750VA (Liebert PSI 750VA/675W 230V 2U PF 0.9 Rack/Tower USB Multilink®)	12	
60.	APC BX625CI-MS 625VA UPS	1	
61.	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)	2	
EQUIPMENT (FOR ALL DFA CONSULAR OFFICES AND DFA BAGUIO COTTAGE)			During the first day of the effectivity of the contract.
62.	9MM caliber handgun	79	
63.	Shotgun	40	
64.	Portable metal detector	79	
65.	Portable hand-held radio	80	
66.	Biometric scanning device	40	
67.	Portable teargas canister	229	
68.	Handcuff	40	

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 3.1(a)(ii) and/or **GCC** Clause 2.1(a)(ii).

Conformé:

[Signature/s]

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

[Position]

[Date]