



Republic of the Philippines  
**OFFICE OF THE OMBUDSMAN**  
 Agham Road, Diliman, Quezon City, 1105

**SUPPLEMENTAL/BID BULLETIN NO. 1**  
**RE: PUBLIC BIDDING FOR THE SECURITY SERVICES REQUIREMENT OF**  
**THE OFFICE OF THE OMBUDSMAN FOR THREE (3) YEARS**  
**(PB 2020-01)**

**“AMENDMENTS IN THE BIDDING DOCUMENTS”**  
**16 October 2020**

1. All prospective bidders are hereby informed of the amendments/additions in the Bidding Documents particularly in Section VII – Technical Specifications and Section VIII- Checklist of Technical and Financial Documents and Ombudsman Bid Form No. 1; Cost Distribution for Schedule 1-Area I-NCR and Schedule 2-Area II- Pangasinan, which may be downloaded from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and Ombudsman Website, as follows:

Particulars	ORIGINAL SPECIFICATION	BE AMENDED/ MODIFIED TO:
Section VII- Technical Specifications, page 35; and  Section VIII- Ombudsman Bid Form No. 1 , page 44	p. <del>Should have a minimum of one thousand (1,000) licensed security personnel/guards at present; and</del> Has provided security services to at least 10 government or financial institution for the past five (5) years	<b><u>p. The Security Service Provider has provided security services to at least 10 government or financial institution for the past five (5) years</u></b>
Section VIII- II. Financial Component  <u>Schedule 1 – AREA I – METRO MANILA</u> COST DISTRIBUTION, page 50	For <del>93</del> post	<b><u>For 91 post</u></b>
Section VIII- II. Financial Component  <u>Schedule 2 – AREA II- PANGASINAN</u> COST DISTRIBUTION, page 52	WAGE ORDER NO. NCR- _____ (not indicated)	<b><u>WAGE ORDER NO. NCR-22</u></b>
Section VIII. Checklist of Technical Component, page 38	(f) Statement of the bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; <b><u>and</u></b>	<b><u>This statement shall be supported with any of the following:</u></b>  <b><u>1. Notice of Award and/or Contract; or</u></b>  <b><u>2. Notice to Proceed issued by the owner</u></b>  <i>(Reference: Bidding Documents, sample form page 68)</i>

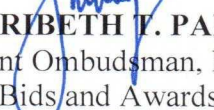
<p><b>Section VIII. Checklist of Technical Component, page 38</b></p>	<p>(g) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the period of five (5) years as provided in the Bidding Documents; <b>and</b></p>	<p><b><u>Note: This statement shall be supported with:</u></b></p> <p><b><u>1. Contract</u></b></p> <p><b><u>2. Official Receipt(s) issued for the contract</u></b></p> <p><b><u>3. End-user's Certificate of Acceptance</u></b></p> <p><i>(Reference: Bidding Documents, sample form page 69))</i></p>
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1. All bidders are reminded to submit **two copies each (Original and Copy 1)** for **Envelope No. 1** - Technical Component and **Envelope No. 2** - Financial Component.
2. All bidders are also reminded to submit the following:

**All pages of the bidding documents for submission must be certified by the authorized signatory of the participating Bidder/ Company. The bidders are also reminded to put proper tab on each bidding documents and should use the prescribed sample forms which are attached in the Bidding Document.**

3. All bidders who have already purchased the bidding documents are reminded to use the following documents which are attached in this Supplemental/Bid Bulletin dated 16 October 2020.
  - a) **Amended Ombudsman Bid Form No. 1;**
  - b) **Amended Schedule 1-Area I- Metro Manila- Cost Distribution; and**
  - c) **Amended Schedule 2- Area II- Pangasinan- Cost Distribution.**

For further inquiries, you may send through email, within the prescribed period allowed, to the Bids and Awards Committee Secretariat at its email address: [bac.ombudsman@hotmail.com](mailto:bac.ombudsman@hotmail.com) & [bac@ombudsman.gov.ph](mailto:bac@ombudsman.gov.ph).

  
**MARIBETH T. PADIOS**  
 Assistant Ombudsman, PIEMS  
 Chairperson, Bids and Awards Committee



**AMENDED OMBUDSMAN BID FORM NO. 1- TECHNICAL SPECIFICATION WITH BIDDER'S STATEMENT OF COMPLIANCE**

**HON. MARIBETH T. PADIOS**  
**Chairman, Bids and Awards Committee**  
**Office of the Ombudsman**  
**Agham Road, North Triangle**  
**Diliman, Quezon City**

**M a d a m :**

Herewith is our **TECHNICAL PROPOSAL** for your office requirement:

**(INSTRUCTION TO BIDDER: Check the “Comply” box if bidder complies with the Ombudsman Specifications. A Technical Proposal containing unchecked “Comply” boxes would be automatically rated as “FAILED.”)**

QTY / UNIT	OFFICE OF THE OMBUDSMAN SPECIFICATIONS	BIDDER'S STATEMENT OF COMPLIANCE
One (1) Lot	<b>SECURITY SERVICES REQUIREMENT FOR THE OFFICE OF THE OMBUDSMAN FOR THREE YEARS</b>	<input type="checkbox"/> Comply
	a. Service Provider shall provide licensed security guards for the Ninety Three (93) posts and necessary services as required under the project ( <i>Reference: Appendix “A”- Post Assignments</i> )	<input type="checkbox"/> Comply
	b. Minimum Qualifications of Security Guards and Security Officers stated in <i>Appendix “B”</i>	<input type="checkbox"/> Comply
	c. The Service Provider is duly licensed to operate under the provisions of Republic Act No. 5487, as amended, otherwise known as the Private Security Agency Law. (issued by the PNP-SOSIA)	<input type="checkbox"/> Comply
	d. The Service Provider shall provide security services for officials and employees of the Office of the Ombudsman in Metro Manila (Ombudsman Central Office, Office of the Special Prosecutor, Ombudsman-MOLEO, Ombudsman-Luzon and its Regional/Sectoral Office in Rosales, Pangasinan, and in other designated places in accordance with the post assignments/details ( <i>Appendix “A”</i> ) of security personnel.	<input type="checkbox"/> Comply
	e. Security Service Provider shall submit a comprehensive security and protocol plan for approval of the Ombudsman within ten (10) calendar days from the Notice to Proceed. The plan shall include a Quick Response Team	<input type="checkbox"/> Comply
	f. Duties and Responsibilities:	<input type="checkbox"/> Comply

	f.1. Service Provider shall provide SECURITY SERVICES to guard, patrol, protect and keep watch of office premises, officials and employees, properties and records in accordance with existing laws.	
	f.2. The Service Provider shall provide adequate and responsible supervision over its personnel and shall assume full responsibility of their proper and efficient performance.	<input type="checkbox"/> Comply
	f.3. The Service Provider shall be solely and exclusively responsible for any act or omission of all its security personnel during their assigned duty/tours of duty.	<input type="checkbox"/> Comply
	f.4. The discipline and administration of the guards shall conform with existing laws and its implementing rules and regulations.	<input type="checkbox"/> Comply
	f.5. The Service Provider shall assume full responsibility for any loss or damages due to theft, pilferage, robbery, sabotage and any form of trespass.	<input type="checkbox"/> Comply
	f.6. The Service Provider shall guarantee absolute non-occurrence of any form of mass action protest, mass leave, or strike by its security guards within the office premises.	<input type="checkbox"/> Comply
	f.7. The Service Provider shall provide at least two security guards with professional driver's license and permit to carry firearms outside the premises.	<input type="checkbox"/> Comply
	f.8. Perform the following security services such as: <ul style="list-style-type: none"> <li>- Inspection of bags of visitors;</li> <li>- Logging in of visitors;</li> <li>- Deposit of visitor's firearms;</li> <li>- Daily inspection of premises for any fire electrical appliances switched on which should be put off;</li> <li>- Securing/guarding/locking of entrances and exits, reporting of unusual activities or packages, etc.</li> </ul>	<input type="checkbox"/> Comply
	f.9. The Service Provider shall not during existence of its services or anytime thereafter disclose to any person or entity any information concerning the affairs of the Office of the Ombudsman which the agency may have acquired by reason of its services.	<input type="checkbox"/> Comply





10 units	Rain coat (heavy duty)	<input type="checkbox"/> Comply
10 units	Rain Boots (heavy duty)	<input type="checkbox"/> Comply
1 unit	Emergency van/Asian Utility Vehicle (AUV)/Multi-Purpose Vehicle (MPV) (model year: at least 2016). Must be in good running condition and on permanent stand-by within the Ombudsman premises for the duration of the contract	<input type="checkbox"/> Comply
1 unit	Not less than 125cc motorcycle (model year: at least 2016). Must be in good running condition and on permanent stand-by within the Ombudsman premises for the duration of the contract	<input type="checkbox"/> Comply
2 units	Platform for Frisking	<input type="checkbox"/> Comply
2 pcs	Bomb Blanket	<input type="checkbox"/> Comply
1 set	Boom (inspection bay main entrance)	<input type="checkbox"/> Comply
2 units	Walk-Through Metal Detector	<input type="checkbox"/> Comply
1 unit	Safety Vault	<input type="checkbox"/> Comply
2 sets	Desktop Computer with printer	<input type="checkbox"/> Comply
1 unit	Photocopying Machine (with automatic feeder)	<input type="checkbox"/> Comply
2 units	4-drawer Steel Filing Cabinet	<input type="checkbox"/> Comply
1 unit	Digital Camera at least 18 MP, at least 25x optical zoom, 32GB memory	<input type="checkbox"/> Comply
2 units	Mobile Phone (Smartphone)	<input type="checkbox"/> Comply
2 units	Security gun cabinet	<input type="checkbox"/> Comply
	h. Security Service Provider must comply with labor laws and standards including wage orders and relevant regulations of SSS, PhilHealth, Pag-Ibig, ECC, PNP-SOSIA, etc.. Service provider must specifically comply with the requirements under Section 6. of DOLE Department Order No. 150-16 series of 2016 on the rights of security guards and other security personnel.	<input type="checkbox"/> Comply
	i. Service Provider must only deploy trained and experienced canine (K9) team who have been issued with Certificate of Accreditation and Certificate of Efficiency by PNP-SOSIA to handle the K9 and security personnel to operate the X-Ray Baggage Inspection/Detector Machine	<input type="checkbox"/> Comply
	j. All security personnel must be duly licensed by the PNP-SOSIA	<input type="checkbox"/> Comply



	k. The Security Service Provider must be in the industry of providing security services for at least five (5) years.	<input type="checkbox"/> Comply
	l. The Security Service Provider's liquidity ratio for CY 2017 and 2018 should be at least 2:1.	<input type="checkbox"/> Comply
	m. Organizational capability of the agency shall be based on its compliance with Appendix "A" (Organizational Structure of Private Security Agencies) of RA 5487 (The Private Security Agency Law). The Security Service Provider shall submit organizational chart.	<input type="checkbox"/> Comply
	n. The Security Service Provider shall have a minimum number of licensed and serviceable firearms (cal .38 and 9mm for hand guns and/or 12 gauge for shotguns)	<input type="checkbox"/> Comply
	o. Communication equipment should be registered in the name of the agency and actually being utilized in their present operation (Communication with base repeater and portable units)	<input type="checkbox"/> Comply
	<b><u>p. The Security Service Provider has provided security services to at least 10 government or financial institution for the past five (5) years</u></b>	<input type="checkbox"/> Comply
	q. The Security Service Provider should maintain a satisfactory level of performance throughout the term of the contract with the Office of the Ombudsman based on a set of Performance Criteria	<input type="checkbox"/> Comply

	<p>r. <b>MANNING SCHEDULE:</b> With security guards for the ninety three (93) posts and necessary services as required under the project:</p> <p><b>Area 1: <u>Metro Manila</u></b></p> <p><b>a. Day Shift (12 hours duty):</b></p> <ol style="list-style-type: none"> <li>1. Six (6) days – thirty (30) posts</li> <li>2. <u>One (1) day</u> – thirty (30) posts for day shift for 52 days only) Seven (7) days</li> </ol> <p><b>b. Dayshift (12 hours duty)</b> Five (5) days – thirty-two (32) posts</p> <p><b>c. Night Shift (12 hours duty):</b> Six (6) days – twenty-nine (29) posts <u>One (1) day</u> – twenty nine (29) posts for night shift for 52 days only) Seven (7) days</p> <p><b>Area 2: <u>Pangasinan Office</u></b></p> <ol style="list-style-type: none"> <li>1. Day Shift (12 hours duty): <b>Seven (7) days – one (1) post</b></li> <li>2. Night Shift (12 hours duty): <b>Seven (7) days – one (1) post</b></li> </ol>	<input type="checkbox"/> Comply
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	s. The Service Provider shall conform to the operating policies and procedures of the Procuring Entity	<input type="checkbox"/> Comply
	t. Ombudsman Performance Criteria as set and required by the Office of the Ombudsman	<input type="checkbox"/> Comply
	u. All terms and conditions accepted as per attached Contract.	<input type="checkbox"/> Comply

Very truly yours,

\_\_\_\_\_  
Signature Over Printed Name

\_\_\_\_\_  
Position

\_\_\_\_\_  
Company

\_\_\_\_\_  
Telephone Number/s

\_\_\_\_\_  
Date

**IMPORTANT NOTE:**

<b>*Statement of Compliance</b>
<p><i>[Bidders must state above 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 Bidder's 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 applicable laws and issuances.]</i></p>



**Amended Schedule 1 – AREA I – METRO MANILA**

COST DISTRIBUTION  
WAGE ORDER NO. NCR-22

	<b>FOR <u>91</u> POSTS</b>			<b>FOR POSTS ON THE 7<sup>TH</sup> DAY</b>	
	<b>COST DISTRIBUTION PER MONTH</b>			<b>COST DISTRIBUTION PER DAY</b>	
<b>DAILY WAGE (DW)</b>	<b>12 HOURS DUTY (DAY SHIFT) 6 Days Work (No. of posts =30)</b>	<b>12 HOURS DUTY (DAY SHIFT) 5 Days Work (No. of posts =32)</b>	<b>12 HOURS DUTY (NIGHTSHIFT) 6 Days Work (No. of posts =29)  (with night differential)</b>	<b>12 HOURS DUTY (DAYSHIFT) 1 Day per Week x 30 Posts (No. of days required=52)</b>	<b>12 HOURS DUTY (NIGHTSHIFT) 1 Day per Week X 29 Posts (No. of days required= 52) (with night differential)</b>
SHIFT	<b>Day</b>	<b>Day</b>	<b>Night</b>	<b>Day</b>	<b>Night</b>
DAYS WORKED PER WEEK	<b>6</b>	<b>5</b>	<b>6</b>	<b>1</b>	<b>1</b>
NO. OF DAYS PER YEAR	<b>313</b>	<b>261</b>	<b>313</b>	<b>52 days</b>	<b>52 days</b>
NO. OF HOURS WORK PER DAY	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>
RATE PER HOUR (OVERTIME PAY)					
<b>DAILY WAGE RATE (DW)</b>					
<b>COLA RATE</b>					
<b>AMOUNT TO GUARD</b>					
<b>AMOUNT DIRECTLY TO GUARD</b>					
1) Basic Ave. Monthly Salary (DW x no. of days per year/12)					
2) Night Differential Pay (Ave. Pay/mo. X 10%)					
3) 13 <sup>th</sup> Month Pay (DW X no. of days per year/12/12)					
4) 5 Days Incentive Pay (DW+COLA x 5/12)					
5) Uniform Allowance (R.A. 5487)					
6) COLA					
7) Overtime pay Day					
Night					
<b>TOTAL AMOUNT DIRECTLY TO GUARD</b>					

<b>ADD: AMOUNT TO GOVT IN FAVOR OF GUARD</b>					
1) RETIREMENT PAY (RA7641) (DWX22.5/12)					
2) SSS PREMIUM (Employer Share)					
3) PHILHEALTH PREMIUM (Employer Share)					
4) STATE INSURANCE FUND (Employer Share)					
5) PAG-IBIG FUND (Employer Share)					
Sub-Total					
<b>A. TOTAL AMOUNT TO GUARD &amp; GOVERNMENT</b>					
<b>B. AGENCY FEE</b> Administrative Overhead and Margin ( %) Per Month/Day					
<b>C. VALUE ADDED TAX</b> = (Agency Fee x 12%VAT)					
<b>MONTHLY/DAILY BILLING RATE/GUARD (A+B+C)</b>					
<b>NO. OF POSTS/GUARDS</b>	<b>30</b>	<b>32</b>	<b>29</b>	<b>30</b>	<b>29</b>
MONTHLY OR DAILY CHARGES					
MULTIPLY BY	<b>12 months</b>	<b>12 months</b>	<b>12 months</b>	<b>52 DAYS</b>	<b>52 DAYS</b>
<b>TOTAL CONTRACT PRICE PER YEAR</b>					

**Note: The Approved Budget for the Contract was computed based on Wage Order No. NCR-22**



**Amended Schedule 2 – AREA II - PANGASINAN**  
**COST DISTRIBUTION**  
**WAGE ORDER NO. NCR-22**

DAILY WAGE (DW)	12 HOURS DUTY (DAY SHIFT) 7 Days Work No. of post – One (1)	12 HOURS DUTY (NIGHT SHIFT) 7 Days Work No. of post – One (1)
<b>DAILY WAGE</b>		
<b>AMOUNT DIRECTLY TO GUARD</b>		
1) Basic Ave. Monthly Salary (DW x no. of days per year/12)		
2) Night Differential Pay (Ave. Pay/mo. X 10%)		
3) 13 <sup>th</sup> Month Pay (DW X no. of days per year/12/12)		
4) 5 Days Incentive Pay (DW+COLA x 5/12)		
5) Uniform Allowance (R.A. 5487)		
6) COLA		
7) Overtime pay Day		
Night		
<b>Sub-Total</b>		
<b>AMOUNT TO GOVT IN FAVOR OF GUARD</b>		
1) SSS PREMIUM		
2) PHILHEALTH PREMIUM		
3) STATE INSURANCE FUND		
4) PAG-IBIG FUND		
5) RETIREMENT		
<b>Sub-Total</b>		
<b>TOTAL AMOUNT TO GUARD &amp; GOVT</b>		
<b>AGENCY FEE (ADMINISTRATIVE OVERHEAD AND MARGIN)</b>		
<b>VAT (AGENCY FEE x 12%)</b>		
<b>CONTRACT RATE PER MONTH</b>		
<b>NO. OF POST/GUARD</b>	1	1
<b>MULTIPLY BY</b>	12 MONTHS	12 MONTHS
<b>TOTAL CONTRACT PRICE PER YEAR</b>		

**SECTION VII –TECHNICAL SPECIFICATIONS  
(As amended)**

QTY / UNIT	OFFICE OF THE OMBUDSMAN SPECIFICATIONS
	<b>SECURITY SERVICES REQUIREMENT FOR THE OFFICE OF THE OMBUDSMAN FOR THREE YEARS</b>
	a. Service Provider shall provide licensed security guards for the Ninety Three (93) posts and necessary services as required under the project ( <i>Reference: Appendix "A"- Post Assignments</i> )
	b. Minimum Qualifications of Security Guards and Security Officers stated in <i>Appendix "B"</i>
	c. The Service Provider is duly licensed to operate under the provisions of Republic Act No. 5487, as amended, otherwise known as the Private Security Agency Law. (issued by the PNP-SOSIA)
	d. The Service Provider shall provide security services for officials and employees of the Office of the Ombudsman in Metro Manila (Ombudsman Central Office, Office of the Special Prosecutor, Ombudsman-MOLEO, Ombudsman-Luzon and its Regional/Sectoral Office in Rosales, Pangasinan, and in other designated places in accordance with the post assignments/details ( <i>Appendix "A"</i> ) of security personnel.
	e. Security Service Provider shall submit a comprehensive security and protocol plan for approval of the Ombudsman within ten (10) calendar days from the Notice to Proceed. The plan shall include a Quick Response Team.
	f. Duties and Responsibilities:
	f.1. Service Provider shall provide SECURITY SERVICES to guard, patrol, protect and keep watch of office premises, officials and employees, properties and records in accordance with existing laws.
	f.2. The Service Provider shall provide adequate and responsible supervision over its personnel and shall assume full responsibility of their proper and efficient performance.
	f.3. The Service Provider shall be solely and exclusively responsible for any act or omission of all its security personnel during their assigned duty/tours of duty.
	f.4. The discipline and administration of the guards shall conform with existing laws and its implementing rules and regulations.
	f.5. The Service Provider shall assume full responsibility for any loss or damages due to theft, pilferage, robbery, sabotage and any form of trespass.
	f.6. The Service Provider shall guarantee absolute non-occurrence of any form of mass action protest, mass leave, or strike by its security guards within the office premises.



	f.7. The Service Provider shall provide at least two security guards with professional driver's license and permit to carry firearms outside the premises.
	f.8. Perform the following security services such as: <ul style="list-style-type: none"> <li>- Inspection of bags of visitors;</li> <li>- Logging in of visitors;</li> <li>- Deposit of visitor's firearms;</li> <li>- Daily inspection of premises for any fire electrical appliances switched on which should be put off;</li> <li>- Securing/guarding/locking of entrances and exits, reporting of unusual activities or packages, etc.</li> </ul>
	f.9. The Service Provider shall not during existence of its services or anytime thereafter disclose to any person or entity any information concerning the affairs of the Office of the Ombudsman which the agency may have acquired by reason of its services.
	f.10. Completeness of Uniforms, Equipment and Paraphernalia <ol style="list-style-type: none"> <li>1. Prescribed Basic Uniform with black shoes</li> <li>2. Nightstick/baton</li> <li>3. Whistle</li> <li>4. Timepiece (synchronized)</li> <li>5. Writing pen</li> <li>6. Notebook and duty checklist (electronic or not)</li> <li>7. Flashlight</li> <li>8. First Aid Kit</li> <li>9. Service Firearm with holster (as required)</li> <li>10. Handcuffs</li> <li>11. Communication Radio</li> <li>12. Teargas</li> </ol>
<b>Qty/Unit</b>	<b>g. Equipment and Materials</b>
	The Security Provider shall deliver, maintain, and make accessible or available the following functional equipment and materials and K9 services:
32 units	9-mm pistol service firearm with sufficient number of ammunition and with valid license for each of the required firearm
22 units	.38 caliber pistol service firearm with sufficient number of ammunition and with valid license for each of the required firearm
4 units	12 ga. Shotgun (semi-automatic shotgun (magazine fed)) with sufficient number of ammunition and with valid license for each of the required firearm
2 units	12 gauge shotgun with sufficient number of ammunition and with valid license for each of the required firearm
12 pcs	Bullet Proof Vest, Certified Level IV
10 units	Hand-Held Metal Detectors
1 unit	Binoculars
3 units	Under-Chassis Mirror
12 sets	Shields and Truncheons
1 unit	Radio Base unit with repeater/antennae

80 units	Handheld Radio with Handset (include spare batteries)
3 units plus 1 back-up	K9 Team with Certificate of Accreditation and Certificate of Efficiency
10 units	Rain coat (heavy duty)
10 units	Rain Boots (heavy duty)
1 unit	Emergency van/Asian Utility Vehicle (AUV)/Multi-Purpose Vehicle (MPV) (model year: at least 2016). Must be in good running condition and on permanent stand-by within the Ombudsman premises for the duration of the contract
1 unit	Not less than 125cc motorcycle (model year: at least 2016). Must be in good running condition and on permanent stand-by within the Ombudsman premises for the duration of the contract
2 units	Platform for Frisking
2 pcs	Bomb Blanket
1 set	Boom (inspection bay main entrance)
2 units	Walk-Through Metal Detector
1 unit	Safety Vault
2 sets	Desktop Computer with printer
1 unit	Photocopying Machine (with automatic feeder)
2 units	4-drawer Steel Filing Cabinet
1 unit	Digital Camera at least 18 MP, at least 25x optical zoom, 32GB memory
2 units	Mobile Phone (Smartphone)
2 units	Security gun cabinet
	h. Security Service Provider must comply with labor laws and standards including wage orders and relevant regulations of SSS, PhilHealth, Pag-Ibig, ECC, PNP-SOSIA, etc.. Service provider must specifically comply with the requirements under Section 6. of DOLE Department Order No. 150-16 series of 2016 on the rights of security guards and other security personnel.
	i. Service Provider must only deploy trained and experienced canine (K9) team who have been issued with Certificate of Accreditation and Certificate of Efficiency by PNP-SOSIA to handle the K9 and security personnel to operate the X-Ray Baggage Inspection/Detector Machine
	j. All security personnel must be duly licensed by the PNP-SOSIA
	k. The Security Service Provider must be in the industry of providing security services for at least five (5) years.
	l. The Security Service Provider's liquidity ratio for CY 2017 and 2018 should be at least 2:1.  Formula for liquidity ratio: Current Assets/Current Liability
	m. Organizational capability of the agency shall be based on its compliance with Appendix "A" (Organizational Structure of Private Security Agencies) of RA



	5487 (The Private Security Agency Law). The Security Service Provider shall submit organizational chart.
	n. The Security Service Provider shall have a minimum number of licensed and serviceable firearms (cal .38 and 9mm for hand guns and/or 12 gauge for shotguns)
	o. Communication equipment should be registered in the name of the agency and actually being utilized in their present operation (Communication with base repeater and portable units)
	p. <b><u>The Security Service Provider has provided security services to at least 10 government or financial institution for the past five (5) years</u></b>
	q. The Security Service Provider should maintain a satisfactory level of performance throughout the term of the contract with the Office of the Ombudsman based on a set of Performance Criteria
	<p>r. <b>MANNING SCHEDULE:</b> With security guards for the ninety three (93) posts and necessary services as required under the project:</p> <p><b>Area 1: <u>Metro Manila</u></b></p> <p><b>a. Day Shift (12 hours duty):</b>  (i) Six (6) days – thirty (30) posts  (ii) <u>One (1) day</u> – thirty (30) posts for day shift for 52 days only  Seven (7) days</p> <p><b>d. Dayshift (12 hours duty)</b>  Five (5) days – thirty-two (32) posts</p> <p><b>e. Night Shift (12 hours duty):</b>  Six (6) days – twenty-nine (29) posts  <u>One (1) day</u> – twenty nine (29) posts for night shift for 52 days only  Seven (7) days</p> <p><b>Area 2: <u>Pangasinan Office</u></b></p> <p><b>f. Day Shift (12 hours duty):</b>  Seven (7) days – one (1) post</p> <p><b>e. Night Shift (12 hours duty):</b>  Seven (7) days – one (1) post</p>
	s. The Service Provider shall conform to the operating policies and procedures of the Procuring Entity
	t. Ombudsman Performance Criteria as set and required by the Office of the Ombudsman
	u. All terms and conditions accepted as per attached Contract.