

**Section VII: Technical Specifications**

**B**

Bidders must state either "Comply" or "Not Comply" or any equivalent term in the column "Statement of Compliance" against each of the individual parameters of each "Specification".

Item	Specifications	Bidders Statement of Compliance
<b>I</b>	<b>PERFORMANCE CRITERIA</b>	
	<p>The contractor shall maintain a satisfactory level of performance throughout the term of the contract based on the following set of performance criteria:</p> <ul style="list-style-type: none"> <li>1) Quality of service delivered;</li> <li>2) Time Management;</li> <li>3) Management and suitability of personnel;</li> <li>4) Attentiveness and presence of mind of guards on duty</li> </ul> <p>The above criteria shall be used to assess quarterly the level of performance of the Security Agency and its Security Personnel as basis of continuity of the contract.</p>	
<b>II</b>	<b>TECHNICAL EVALUATION PARAMETERS</b>	
	<p><b><u>1. Stability</u></b></p> <ul style="list-style-type: none"> <li>1.1. Year of experience -At least 10 years in the business</li> <li>1.2. Liquidity of the contractor.</li> <li>1.3. Organizational Set-up (with good office set-up, personnel and office tools and equipment. The Agency must submit organizational chart.)</li> </ul> <p><b><u>2. Resources</u></b></p> <ul style="list-style-type: none"> <li>2.1. No. of licensed firearms (Agency should have at least 100 licensed firearms and should show proof of the licenses)</li> <li>2.2. No. and kind of communication devices (Agency should have at least 50 available communication devices that are licensed under the NTC)</li> <li>2.3. No. of licensed guards (Agency should have at least 100 licensed guards currently employed)</li> <li>2.4. No. and kind of motor vehicles (Agency should show proof of the number of vehicles they own. They should have at least 5 vehicles and at least 2</li> </ul>	

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	that are in stand by in case of emergencies .	
<b>III</b>	<b>BRIEF SCOPE OF WORK</b>	
	The Contractor shall provide security services by deploying adequately trained and well disciplined security personnel to safeguard the NLP building and other properties from theft, pilferage or damage and ensure safety and security of the employees, visitors, guest or any person working/visiting in the NLP.	
<b>IV</b>	<b>SECURITY PLAN</b>	
<b>A</b>	<p><b>GENERAL SECURITY PROTOCOLS</b></p> <p>A.1 The agency should submit a security plan for the National Library of the Philippines (NLP) and Sentro ng Karunungan Congressional Library (SKL). The plan should include contingencies for all kinds of threats specially dealing with the crowd control.</p> <p>A.1.1. Recruitment and Selection Criteria (Agency should show documentation on their recruitment and selection process which include the training conducted for the Security Guards before deployment, educational and age requirements. )</p> <p>A.1.2. Completeness of Uniforms and other Paraphernalia - as prescribed under RA No. 5487 and its IRR.</p> <p>A.1.3. Track record of security agency as evidenced by certification from previous clients (Agency should submit certification from at least five (5) organizations of their very satisfactory service).</p> <p>A.2 Provide complete continuous security measures on round the clock basis on all days throughout the year, including Saturdays, Sundays and holidays by changing personnel in rotation or replacement in accordance with the deployment schedule provided. Security personnel shall not be allowed to leave the place of duty under any circumstance until and unless properly relieved. The security posts shall not be left unmanned at any time.</p> <p>A.3 Maintain records of security-related activities and relevant inward and outward movements of personnel, visitors and property. Records shall be made available for inspection to the NLP authorized representatives.</p> <p>A.4 Undertake regular rounds in the NLP premises, at least every two hours interval, even after office hours and non-working days.</p> <p>A.5 Perform inspection, detection and investigation of all security related incidents and report the same to appropriate authorities and designated NLP officials/representative.</p> <p>A.6 Prevent employees and security personnel (except for on duty) from staying overnight within the NLP office and premises, unless duly authorized by the Management.</p>	

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A.7	Firearms and other deadly weapons must be deposited to the security guard at the entrance lobby in exchange for a firearm report/receipt.	
A.8	Prevent entry of office and security personnel (except on duty) after office hours and non-working days, including Saturdays, Sundays and holidays, unless duly authorized by NLP Management.	
A.9	Issuance and collection of visitor's pass (for individuals) and gate pass (for non NLP vehicles) after appropriate verification of purpose of visit and when leaving the premises, to ensure that only authorized persons/vehicles enter the premises.	
A.10	Collection of "authority to leave NLP premises" pass from employees going out of the premises during office hours.	
A.11	Deployment of security personnel with appropriate training on the operation of CCTV surveillance cameras.	
A.12	Ensure the CCTV cameras are not obstructed.	
A.13	Switch off the lights, computers, air conditioners, etc. and ensure that windows and doors are closed after office hours.	
<b>B</b>	<b>VEHICLE CONTROL</b>	
B.14	Plain view inspection of all vehicles entering the NLP premises	
B.15	Maintain logbook of incoming and outgoing vehicles in the NLP premises.	
B.16	Ensure orderly marshalling and parking of staff/ visitors' vehicle at the parking area in the NLP premises and keeping watch over them. Overnight parking of non-NLP vehicles shall be prohibited, unless duly authorized by the NLP Management.	
B.17	Collection of "authority to use the office vehicle slip" from the official drivers before issuing the car keys to be driven.	
<b>C</b>	<b>ANTI THEFT PROTOCOLS</b>	
C.18	Secure all entry and exit points.	
C.19	Introduce and implement anti-theft measures to prevent pilferage. In case of theft, loss or pilferage, the Contractor shall investigate and submit a report to the NLP representative and liaise with the police authorities	
C.20	Safeguard properties of NLP, its employees, officials and visitors against theft, damage, misuse. Tools, properties and equipments of the NLP shall not be permitted to be taken out of the premises without valid gate pass.	
C.21	Conduct investigation and submit written report within twenty four (24) hours and assist the NLP Management in reporting to appropriate police authorities incidents of theft to facilitate the immediate apprehension of the culprit.	
C.22	Report to NLP Management. If any abnormal or suspicious activities are noticed in the premises	
<b>V</b>	<b>RECRUITMENT AND SELECTION CRITERIA</b>	

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A.1	<p>The Contractor shall ensure that the character and conduct of the security guards to be deployed have been appropriately verified. The security guards provided by the Contractor shall possess the following qualification:</p> <p>A.1.1. Must be not less than 21 years of age and not more than 50 years old;</p> <p>A.1.2. Must be able to read and write;</p> <p>A.1.3. Must have at least five years experience as a guard or an ex-serviceman;</p> <p>A.1.4. Must be polite but firm, disciplined, physically fit and alert to perform the duties of a guard;</p> <p>A.2 The Contractor shall submit the list of its personnel to be deployed, along with their personal details like name, age, date of birth, permanent address, photograph, etc, for approval. Deployment of any fresh staff in replacement should be only with the prior permission of the NLP. The NLP has the right to advise the Contractor to replace any of the personnel engaged by him who are found unsuitable; the Contractor shall immediately replace such personnel.</p>	
<b>VI</b>	<b>COMPLETENESS OF UNIFORMS AND PARAPHERNALIA:</b>	
A.1	<p>The security personnel deployed should be in proper uniforms with name badges. The incidentals such as belt, shoes, socks, caps shall be borne by the Contractor at its cost. His/her polo must be tucked in neatly and buttoned (except the collar button).</p>	
A.2	<p>The security guard deployed by the Contractor must wear at all times, an identification card, which shall have to be issued to him for said purpose.</p>	
A.3	<p>The Contractor shall provide each security personnel on duty with whistle, umbrella, raincoat, rain boots, torch, medical kits,handcuffs, tear gas, nightsticks, riot shield/truncheon and helmets.</p>	
A.4	<p>The Contractor shall provide one (1) unit of Portable Walk through Metal Detector to be placed in the lobby entrance. Said equipment shall remain in the NLP until the contract duration only and the Contractor is still the owner hereof. The maintenance cost of Portable Walk-through Metal Detector will be carried on by the Contractor.</p>	
<b>VII</b>	<b>OTHER TERMS AND CONDITIONS:</b>	
A.1	<p>The Contractor shall be at all times use all reasonable efforts to maintain discipline and good order among its personnel. The maintain discipline and good order among its personnel. The Contractor shall be responsible for all acts done by the personnel engaged by it. Any act of indiscipline, misconduct, theft, pilferage on the part of any personnel engaged by the Contractor resulting in any loss to the NLP, will be viewed seriously and the NLP shall have the right to levy damages and even terminate the contract forthwith.</p>	
A.2	<p>The Contractor shall comply with the provisions of the Labor Code and shall be solely responsible for liabilities arising out of non-compliance. Insurance and accident risks for the security personnel shall be the responsibility of the Contractor.</p>	
A.3	<p>The Contractor shall make the payment to personnel engaged by it in accordance with the approved PADPAO rates. The Contractor shall satisfy NLP showing adequate recorded proof that the minimum wages and SSS, Philhealth and Pag-ibig contributions are being paid to its personnel.</p>	

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	A.3.1. The Contractor shall submit the monthly bills not later than the <b>second week of the following month</b> along with proof of all monthly statutory remittances, viz SSS, Philhealth, Pag-ibig, withholding tax and a copy of its payroll register for the previous month or a certificate stating that the Contractor has paid to their employees’ the wages for the previous month in accordance with the latest government laws /regulations and remitted the contributions accordingly, in lieu of.				
<p>I hereby certify to comply with all the above Technical Specifications.</p> <p>_____</p> <table> <tr> <td data-bbox="191 516 493 557">Name of Company/Bidder</td> <td data-bbox="705 516 1163 592">Signature Over Printed Name of Representative</td> <td data-bbox="1570 516 1850 557">Date</td> </tr> </table>			Name of Company/Bidder	Signature Over Printed Name of Representative	Date
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