

**TERMS OF REFERENCE FOR THE PROCUREMENT OF SECURITY
SERVICES FOR THE PRESIDENTIAL COMMISSION ON GOOD
GOVERNMENT (PCGG) FOR FY 2023**

I. Background

The PCGG, a national government agency created pursuant to Executive Order No. 1, series of 1986 intends to procure the services of a reputable and Philgeps-accredited security agency to provide security services for its office in Mandaluyong City for FY 2023.

II. Approved Budget for the Contract

The Approved Budget for the Contract (ABC) is **FOUR MILLION THREE HUNDRED NINETY THOUSAND PESOS (P4,390,000.00)**, inclusive of 12% VAT and other applicable government taxes, chargeable against the PCGGs Maintenance, Operating and Other Expenses for FY 2023.

III. Mode of Procurement

The mode of procurement shall be public bidding which shall be conducted by the PCGG Bids and Awards Committee (PCGG-BAC) pursuant to the 2016 Revised Implementing Rules and Regulations (R-IRR) of RA 9184 otherwise known as the Government Procurement Reform Act.

IV. Procurement Name and Location

The procurement is for the supply of security services for the PCGG offices located at 82 EDSA, Mandaluyong City, consisting of three-storey and two-storey concrete buildings housing its different departments, including the Independent Realty Corporation (IRC) and Commission on Audit (COA), with approximate floor areas of 1890 sq.m. and 925 sq.m., respectively.

V. General Conditions

The security agency must supply the necessary personnel and equipment for the required services, with the following general conditions:

- v.a the security personnel it shall deploy to PCGG must have good moral character and necessary skills/training/s
- v.b with duly licensed firearms, communication and other equipment necessary to discharge the functions of its security personnel

- v.c medical clearance, including neurology examination, drug test and COVID-19 vaccination card.
- v.d PADPAO member

VI. Scope of Work

The scope of work is to provide security services by deployment of nine (9) guards with detail and tour of duty divided into two (2) shifts daily from 7:00 a.m. to 7:00 p.m., and from 7:00 pm to 7:00 am. They shall provide adequate and appropriate security through round-the-clock vigilance over PCGG offices and its premises, including its records, documents, property and supplies, particularly at:

1. Ground floor, main building housing the COA, conference rooms, Public Information Office, GAD Unit, clinic and main lobby;
2. Second floor, main building housing the offices of Commissioners and Legal Department;
3. Third floor, main building housing the Office of the Chairman, Asset Management Department and Research and Development Department;
4. Annex building housing the Finance and Administration Department, Library & MISD, motorpool unit and canteen.
5. Implements COVID 19 Health Protocol at all times

The above number of guards may be increased or decreased depending on PCGGs requirements.

The PCGG through its Security Unit shall exercise supervisory function over the security guards, including their replacements and/or assignments.

VII. Bidders' Qualifications

The bidder's qualifications shall be indicated in the bidding documents.

VIII. Period

The period of the contract is from **01 January 2023 to 31 December 2023**, subject to its pre-termination clause.

IX. Terms of Payment

Within fifteen (15) days from receipt of the Statement of Account with complete supporting documents, the PCGG or its Regional Office, as the case may be, shall pay the security agency for actual services rendered, subject to existing labor laws and government accounting rules and regulations.

In case a law is passed or a lawful order is issued increasing the minimum wage or requiring additional compensation in any form, the amount of consideration per guard shall be adjusted accordingly.

X. Pre-termination of Contract

The PCGG shall have the sole right and prerogative to terminate the services of security agency by serving notice upon it.

XI. Right to Reject

PCGG reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract pursuant to Section 41 of the 2016 Revised IRR of RA 9184.

APPROVED and ADOPTED this 13th day of October 2022.

THE BIDS AND AWARDS COMMITTEE:


DIR. JOHN SHERWIN S. JAO
Chairperson


ATTY. MIVEZ ANNE I. PAWID
Vice-Chairperson


DIR. ROMULO A. SIAZON
Member


DIR. MARK J. ABELON
Member


RAQUEL S. BUNAG
Member


STEVE M. ALCANTARA
Member

(On-Leave)
GLORIA C. LLANEZA
Member