

TERMS OF REFERENCE FOR THE PROCUREMENT OF SECURITY SERVICES FOR PCGG REGION VIII OFFICE 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 Region VIII Office for FY 2023.

II. Approved Budget for the Contract

The Approved Budget for the Contract (ABC) is **ONE MILLION ONE HUNDRED TEN THOUSAND PESOS (Php1,110,000.00)**, inclusive of 12% VAT and other applicable government taxes, chargeable against the PCGG's Maintenance, Operating and Other Expenses (MOOE) – Special Provision for FY 2023 GAA.

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 Region VIII Office in Tacloban, to provide adequate and appropriate security through round-the-clock- vigilance over People's Center and Library (PCL) and Sto. Niño Shrine (SNS) and its premises, including its records, documents, property and supplies.

V. General Conditions

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

- v.1 the security personnel it shall deploy must have good moral character and necessary skills/training/s
- v.2 with duly licensed firearms, communication and other equipment necessary to discharge the functions of its security personnel
- v.3 medical clearance, including neurology examination, drug test and COVID-19 vaccination card.
- v.4 PADPAO member

VI. Scope of Work

The scope of work is to provide security services by deployment of **three (3) 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 People's Center and Library (PCL) and Sto. Niño Shrine (SNS) and its premises, including its records, documents, property and supplies, and implement 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 Supervising Officer for Region VIII 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 26th 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. BUÑAG
Member


STEVE M. ALCANTARA
Member

(On-Leave)
GLORIA C. LLANEZA
Member

Date: October 27, 2022

**COST DISTRIBUTION FOR THE PROCUREMENT OF
SECURITY SERVICES FOR PCGG REGION VIII OFFICE FOR FY 2023**

A	AMOUNT DIRECTLY TO GUARD	2 Guards Night Shift	1 Guard Day Shift
	New Daily Wage (DW) ₱ 375.00 @ 12 Hours Duty		
	Average Pay/month (DW x 394.4/12)	₱ 12,325.00	₱ 12,325.00
	Night Differential Pay (Ave. pay/mo.x10%)	1,232.50	-
	13th month pay (DW x 365/12/12)	950.52	950.52
	5 days incentive leave (DW x 5/12)	156.25	156.25
	Uniform allowance	100.00	100.00
	Overtime	7,805.99	7,805.99
	TOTAL AMOUNT DIRECTLY TO GUARD	22,570.26	21,337.76
B	AMOUNT TO GOV'T IN FAVOR OF GUARD		
	Retirement Benefit (R.A. 7641) (DW x 22.5 /12)	703.13	703.13
	SSS Premium (Employer's share)	1,700.00	1,700.00
	SSS Mandatory Provident Fund	212.50	127.50
	Philhealth Contribution (Employer's share) 4.5% of Mo. Basic / 2	277.31	277.31
	State Insurance Fund	30.00	30.00
	PAG-IBIG Fund	100.00	100.00
	Total	3,022.94	2,937.94
C	TOTAL AMOUNT TO GUARD AND GOV'T	25,593.20	24,275.70
D	ADMIN. OVERHEAD AND MARGIN		
E	12% Value Added Tax (12%x D)		
F	MINIMUM CONTRACT RATE (C+D+E)		
G	BID PROPOSAL FOR TWELVE HOURS FOR 12 MONTHS (F X 12 months x no. of guards)		
H	TOTAL BID FOR THREE (3) GUARDS FOR 12 MONTHS		

Note: Bids should be rounded off to two (2) decimal places.