

TERMS OF REFERENCE FOR THE PROCUREMENT OF SECURITY SERVICES FOR PCGG REGION VIII OFFICE FOR FY 2024

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 2024.

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 2024 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 the People's Center and Library (PCL) and Sto. Niño Shrine & Heritage Museum (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 and drug test.
- 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 2024 to 31 December 2024**, 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 14th day of September 2023.

THE BIDS AND AWARDS COMMITTEE:

DIR. ROMULO A. SIAZON
Chairperson

ATTY. ROSALINE O. ESCOBAR
Vice-Chairperson

DIR. JOHN SHERWIN S. JAO
Member

OIC-DIRECTOR STEVE M. ALCANTARA
Member

RAQUEL S. BUNAG
Member

RANDY Z. SOSA
Member