

**TERMS OF REFERENCE FOR THE PROCUREMENT OF SECURITY  
SERVICES FOR THE PRESIDENTIAL COMMISSION ON GOOD  
GOVERNMENT (PCGG) 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 office in Pasig City for FY 2024.

**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 2024.

**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 17<sup>th</sup>, 21<sup>st</sup> and 22<sup>nd</sup> Floors, JMT Corporate Condominium, ADB Ave. Ortigas Center Pasig City, housing its different departments, including the COA, Basement Parking area assigned to PCGG, and a storage facility located at IRC Payanig property Ortigas Ave., Pasig City.

**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
- v.d PADPAO member

**VI. Scope of Work**

The scope of work is to provide security services by deployment of seven (7) 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. 22<sup>nd</sup> Floor -Executive Offices {OTC/CRCD}, PIO, Legal Dept., Asset Management Dept., Security Office and Conference Room.
2. 21<sup>st</sup> Floor – Executive Office {CRMP} , COA Office , Commission Secretary, Research and Development Dept., Finance Admin Dept. MISD, Library Div., Cash Unit, and Administrative Services Division.
3. 17<sup>th</sup> Floor Library Records Room and Clinic Facility.
4. Basement 4 Parking Area.
5. Storage Facility located at IRC Property, Payanig Ortigas Ave. Pasig City.

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 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 JAO**  
Member

**OIC- DIR. STEVE M. ALCANTARA**  
Member

**RAQUEL S. BUNAG**  
Member

**RANDY Z. SOSA**  
Member