



ASTI-FM 03-11
REV 1/13 January 2020

**DOST-ASTI Bids and Awards Committee
Invitation to Bid (Public Bidding)**

ITB No:	20-12-3321	Date:	December-23-2020
PR No:	GAA-20-11-10645	Date:	November-26-2020
Source of Funds:			
Total ABC:	Php 4,000,000.00		
Time, Date & Venue of Pre-bid Conference:	January 05, 2021, 10:30 AM at Videoconferencing (http://bit.ly/34D4TqQ)		
Time and Date of Submission of Bids:	January 18, 2021, 10:00 AM		
Time, Date & Venue of Opening Bids:	January 18, 2021, 10:30 AM at DOST-ASTI & Videoconferencing (http://bit.ly/2KscmC)		
Date of availability of Complete Set of Documents:	December 28, 2020		
Deadline of Potential Bidder's Clarifications:	January 08, 2021		
Deadline of ASTI's Supplemental Bid Bulletin:	December 11, 2020		
Delivery Schedule:			

The Advanced Science and Technology Institute (ASTI), through its Bids and Awards Committee (BAC), hereby invites all interested bidders to submit their bids for the item(s) listed below. Guidelines regarding the format, eligibility, technical and financial documents needed are described in the Instruction to Bidders of the Philippine Bidding Documents

Bidding will be conducted through open competitive bidding procedures using a non discretionary "pass/fail" criterion as specified in the 2016 R-IRR of RA 9184.

A complete set of Bidding Documents may be purchased by interested bidders upon payment of a fee for the Bidding Documents. It is also downloadable for free of charge at DOST-ASTI's website - www.asti.dost.gov.ph

For further inquiries, contact ASTI's BAC Secretariat via email at bac-sec@asti.dost.gov.ph. Interested bidders may also call the number - (632)-426-7423 and look for ASTI's BAC Secretariat.

Respectfully,

REYNALDO JOSEPH A. CALLAO JR.
BAC Chairman

NO.	TECHNICAL SPECIFICATIONS	QTY	UNIT	UNIT PRICE(Php)	TOTAL PRICE(Php)
1	Provision of Security Services, 8 Security Personnel with Supplies, Materials and Equipment I. QUALIFICATIONS OF THE SERVICE PROVIDER A. Should have at least five (5) years of experience in providing security services to a government agency; B. Must be a member of the Philippine Association of Detective and Protective Agency Operators (PADPAO) in good and active standing; C. Must be a duly licensed and registered Service Contractor with the Department of Labor and Employment; D. Must be duly registered with the Securities and Exchange Commission, Department of Trade and Industry, or Cooperative Development Authority; E. Must be duly registered with the Social Security	1	lot	4000000.00	4,000,000.00

System (SSS), Home Development Mutual Fund (PAGIBIG) and Philippine Health Insurance Corporation (PHILHEALTH);

F. Must be duly registered with the Bureau of Internal Revenue; Net Financial Contracting Capacity at least equal to the ABC or Committed Line of Credit at least equal to 10% of ABC; and

G. Must present at least one (1) Client/Customer Feedback Form, with at least Very Satisfactory Rating, from one (1) government agency, with whom the Contractor has ongoing contract or at least within the past 2 years, upon submission of requirements.

II. WORK SCHEDULE

The Security Agency must provide security personnel, one (1) of each will be designated as the Head Guard in DOST-ASTI and EPDC, who shall observe the following schedules:

B. DOST-ASTI:

1. Weekdays:

Three (3) Guards – 6:00am to 6:00pm

Two (2) Guards – 6:00pm to 6:00am

2. Weekends:

Two (2) Guards – 6:00am to 6:00pm

Two (2) Guards – 6:00pm to 6:00am

C. EPDC:

1. Weekdays:

Two (2) Guards - 6:00am to 6:00pm

One (1) Guard - 6:00pm to 6:00am

2. Weekends:

Two (2) Guards - 6:00am to 6:00pm

One (1) Guard - 6:00pm to 6:00am

The Contractor shall make available, at its own expense, such number of relievers as may be necessary, who are ready to take over the duty schedules of those regularly assigned guards who either report late or are absent for the day at no cost to DOST-ASTI. Relievers shall be introduced first to DOST-ASTI before they ask to report for duty.

At no instance shall a guard be permitted to render service beyond a period of twelve (12) hours continuously and not more than six (6) consecutive days. A violation of this condition shall be considered enough ground to terminate the contract. The Security Agency is required to submit a detailed security plan effecting proper work schedule.

III. QUALIFICATIONS OF SECURITY PERSONNEL

Deployment of eight (8) qualified, uniformed, highly trained and armed Security Personnel with the

following minimum qualifications:

- A. With at least two (2) years of experience in Security Services;
- B. Valid license issued by the Philippine National Police (PNP) /Supervisory Office on Security and Investigation Agencies (SOSIA) and PADPAO;
- C. For security guards, must have completed at least one (1) year in college;
- D. For Head Guard/Security Officer, must completed at least two (2) years in college or if an ex-military (Armed Forces of the Philippines or PNP), with rank of sergeant;
- E. Must be computer literate and capable of operating CCTV monitoring system;
- F. Physically and mentally fit;
- G. Must have passed the neuropsychiatric examination and drug tests conducted by any Philippine National Police (PNP) / National Bureau of Investigation (NBI). Expenses for said tests are chargeable to the Service Provider;
- H. Must have no derogatory record;
- I. Must have undergone training in handling firearms with appropriate certificate and/or licenses;
- J. Has undergone basic in-service training from accredited schools for security guards and supervisory training for security officer; and
- K. Must submit, within fifteen (15) working days upon effectivity of contract, clearances from the NBI, Police, Barangay and Court.

In addition to the above requirements, the Contract is required to submit profile of Head Guard and security guards, which must be attested by its authorized signatory.

IV. SCOPE OF SERVICES

The scope of services or requirements shall include, but not limited to the following:

- A. Protection of Life and Property
 - 1. Observance of rigid inspection of personal belongings of clients / visitors at all entrances.
 - 2. Watch, safeguard and protect the DOST-ASTI and EPDC properties from theft, arson, destruction and damages.
 - 3. Ensure the safety of DOST-ASTI EPDC officials, personnel and visitors from harassment, threat, or intimidation within the premises of the DOST-ASTI and

EPDC.

4. Implementation of issuance of "visitor identification badge/card" for visitors and non-employee affiliates of DOST-ASTI and EPDC.

D. Maintenance of Peace and Order

1. Guarantee that all DOST-ASTI and EPDC employees and clients are safe from harm which may arise from internal/external chaos and public disorder.
2. Guard against incidence of theft and other misdemeanors which may constitute breach of peace and order inside DOST-ASTI and EPDC premises.

E. Strict Observance of DOST-ASTI Policies, Rules and Regulations on Security

1. Strictly observe, enforce and adhere to the DOST-ASTI's rules and regulations as it applies to the security and well-being of the Agency, its employees and clients.

F. Other Duties and Functions

1. Protect entire work area occupied by the DOST-ASTI and EPDC, its employees and clients against unauthorized intrusion, internal or external commotion.
2. Check, entertain and assist clients or visitors entering DOST-ASTI and EPDC premises.
3. Strictly maintains official logbook or record of all incoming and outgoing persons, vehicles, movements of DOST-ASTI and EPDC properties, among others.
4. Records DOST-ASTI and EPDC employees' time in and out.
5. After office hours, conduct routine patrol or inspection of the building and report unusual activities or threat to security to the Head Guard.
6. Record all employees rendering overtime services and all other office personnel who are still in the DOST-ASTI and EPDC premises after office hours.
7. Ensure that all doors and windows of DOST-ASTI and EPDC building are secured and all electrical connections and lights are turned off. Before the start of office hours, inspect all areas for any sign of forced entry.
8. Assist in the implementation of DOST-ASTI and EPDC rules and regulations such as wearing of prescribed office uniforms, identification cards, among others.
9. Assist DOST-ASTI employees in crossing the streets, specifically, CP Garcia Ave.

V. SUPPLIES, MATERIALS & EQUIPMENT

A. The Security Agency shall provide the following:

1. Prescribed basic uniform for each security personnel shall include:
 - a. Night stick or baton
 - b. Whistle
 - c. Flashlight (Heavy Duty)
 - d. First aid Kit

- e. Handcuffs
- f. Tickler notebook

- 2. Teargas, five (5) units (ASTI-3, EPDC-2)
- 3. Metal detectors, four (4) units (ASTI-2, EPDC-2)
- 4. Licensed communication radio, five (5) units (ASTI-3, EPDC-2)
- 5. Service firearms, five (5) units (ASTI-3, EPDC-2)
 - Firearms must be in good condition
 - Covered with license by PNP
 - With complete load of ammunition
 - No "paltik revolvers" should be issued to the security personnel
 - With duty detail order
- 6. Security / Reflector vest, five (5) pieces (ASTI-3, EPDC-2)
- 7. Timepiece, two (2) unit (ASTI-1, EPDC-1)
- 8. Visitor identification badges / cards (numbers 1-80) with shelf or tray, two (2) sets (ASTI-1, EPDC-1)
- 9. Office supplies, which include:
 - a. Logbook, twenty (20) pieces (ASTI-15, EPDC-5)
 - b. Ball pen, two (2) box, color blue (ASTI-1, EPDC-1)
- 10. Weatherproofed crossing guard STOP & GO sign, two (2) pieces (ASTI)
- 11. "No Parking" sign, seven (7) pieces (ASTI-5, EPDC-2)
- 12. Official Cellphone with load to be provided by the Security Service Agency, 2 units (ASTI-1, EPDC-1)

B. Other materials/equipment to be provided by the Security Agency shall be subject for approval of the DOST-ASTI.

C. Loss, maintenance, repair and replacement of tools/equipment necessary and incidental to the performance of obligations stated in this document shall be for the account of the Security Agency.

D. Delivery of required materials, tools and equipment shall be at the DOST-ASTI and EPDC, on the first day of posting of security personnel, to be inspected by the Agency's representative/s.

VI. OTHER MATTERS

A. Furnishing of Bond - The Contractor shall furnish the DOST-ASTI with a valid and enough Performance Bond in accordance with the rules set forth under Government Procurement Reform Act (R.A. No. 9184) and its 2016 Implementing Rules and Regulations (IRR).

B. Payment of Wages - the Service Provider shall ensure the payment of wages on a regular schedule every 15th and 30th of each month in accordance with the minimum wage law and/or provisions of the Labor Code and its implementing rules and regulations.

C. Wage and Mandated Benefit Increase - Should there be any wage or mandated benefit (i.e., SSS,

PAGIBIG and PHILHEALTH) increase in favor of the assigned security personnel subsequent to the execution of the Contract pursuant to a Law, Executive Order, Decree or Wage Order, the Security Agency must inform the DOST-ASTI in writing of the wage increase to allow the latter to undertake the appropriate measures to address the same before its implementation.

D. Billing and Submission of Documents - The Security Agency shall furnish DOST-ASTI a billing, together with copies of payroll, remittances with official receipt of SSS, PAG-IBIG, PHILHEALTH and other state insurance fund contributions for all security personnel assigned, every 15th day of the month. Should the Security Agency fail to comply, DOST-ASTI shall withhold the payment for the current month until the latter shall have complied with subject requirement.

E. Employer-Employee Relationship - The DOST-ASTI shall not be responsible for any claims for general injury, including death sustained by the security personnel or any third person arising out of or in the course of the performance of the functions of the security guards pursuant to this contract. It is expressly understood that no employee-employer relationship exists between the parties or of their employees, representatives and agents.

F. Liability for Losses and Damages - The Security Agency shall be responsible for any loss or damage that may be incurred by its security personnel. The DOST-ASTI may suspend or withhold whatever contract payments may be due the Security Agency should they fail to pay such losses or damages within fifteen (15) days from the date of notice, or until such loss or damage shall have been duly paid, restituted or repaired by the Security Agency, or go after the Performance Bond set forth in this Contract. Likewise, the DOST-ASTI has the option to demand payment for the replacement value of the lost properties, or its replacement by another at least substantially in the same condition as the former.

G. Compliance with the DOST-ASTI Rules and Regulations - Maintain effective discipline and full control and supervision over the security personnel assigned under this Contract, as well as the manner of performance of their duties. However, The Security Agency binds itself to cause the implementation and enforcement of all rules, regulations or directives that DOST-ASTI may issue concerning the conduct of said security personnel.

H. Extension Clause - Extension of Contract is subject to the provisions of R.A. No. 9184 and its 2016 IRR. The extended term shall automatically terminate upon effectivity of a new contract.

I. Screening and Choosing of Applicants - The DOST-ASTI has the right to screen applicants and

choose the personnel to be assigned.

J. Budgetary Cost per Month – The Security Services budgetary cost per month is Php333,333.33.

VII. NOTES

A. Should there be any discrepancy with the technical requirement/s stipulated herein and the Term Sheet, requirement/s provided for in the latter shall govern.

B. Any other term, condition or provision not stipulated in this document will be covered by a separate agreement as proposed and agreed upon by DOST-ASTI and the service provider.

VIII. TERMS OF PAYMENT

Payment shall be made on a monthly basis for twelve (12) months subject to submission of billing statement and other supporting documents by the Service Provider. Services shall only be billed based on the actual services received by DOST-ASTI, hence, may be computed by a fraction of a month.

TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):

Php 4,000,000.00

RESERVATION CLAUSE

The Advanced Science and Technology Institute reserves the right to accept or reject any proposal, to annul the bidding process, and to reject all proposals at any time prior to contract award, without thereby incurring any liability to the affected proponent or proponents.