



Republic of the Philippines
Eulogio "Amang" Rodriguez
Institute of Science and Technology
Nagtahan, Sampaloc, Manila

February 13, 2023

INVITATION TO BID
2023-BID-002 APR No. 02-012

The Eulogio "Amang" Rodriguez Institute of Science and Technology through the Bids and Awards Committee (BAC) invites Philgeps **registered contractors/suppliers** to bid for the hereunder projects:

Name of Projects : **SECURITY SERVICES CONTRACT**
Brief Description : Security Service for the Institute – 31 Personnel
(25 EARIST Main, 6-Cavite Campus)
Approved Budget for the Contract : **P10,076,412.36**
Source of Funding : **FUND 164**
Delivery Period : **One (1) Year**

Prospective bidders should have completed a similar contract with a value of at least 50% of the approved budget. The BAC will use non-discretionary pass/fail criteria in the Eligibility Check/Screening as well as the Preliminary Examination of Bids. Post-qualification of the **lowest calculated bid** shall be conducted.

All particulars relative to Eligibility Statement and Screening, Bid Security, Performance Security, Pre-Bidding Conference, Evaluation of Bids, Post-Qualification and Award of Contract shall be governed by the pertinent provisions of R.A. 9184 and its Implementing Rules and Regulation (Revised).

The schedule of activities is as follows:

<u>Activities</u>	<u>Schedule</u>
1. Advertisement	February 14 – 22, 2023
2. Issuance of Bid documents	February 14 – March 08, 2023
3. Pre-Bid Conference	February 21, 2023, 10:00 AM, Tuesday, BAC Office
4. Submission & Opening of Bids	March 14, 2023, 10:00 AM, Tuesday, BAC Office.
5. Bid Evaluation/Post Qualification	Prescribed period of Action base on R.A. 9184
6. Issuance of Notice of Award	
7. Contract preparation/Signing/Approval of Contract	
8. Issuance of Notice to Proceed	

The bid documents will be available at the BAC Secretariat starting February 14, 2023, from 8:00 am to 5:00 pm upon payment of non-refundable fee of P10,000.00. Interested bidders are advised to include name of company in the document request list of PhilGeps posting as needed for the posting of award notice in the PHILGEPS.

Bidders shall submit their duly accomplished and tagged (1) Eligibility Requirements & Technical Proposal (2) Financial Proposal in **3 sets - hardcopy** (1 original & 2 duplicate) and **1 set of soft/scanned copy-saved in flash disk** to the BAC Secretariat, EARIST, Nagtahan, Sampaloc, Manila. **Deadline of submission of bids shall be on March 14, 2023 at 10:00 AM.** Opening of bids will be at the BAC Office, 2nd Flr. Old Special Science Building. **Late Bids shall not be accepted.**

All bids must be accompanied by a Bid Security in the form of Cash, Certified Check, Cashier's Check, and Manager's Check, Bank Draft/Guarantee and Irrevocable Letter of Credit in the amount of Two Percent (2%), Surety Bond in the amount of Five Percent (5%) of the Approved Budget or Bid Securing Declaration (BSD).

EARIST reserves the right to reject any or all bids without offering any reasons, waive any formality or defects and to make an award to the proposal most advantageous to EARIST. EARIST neither assumes any obligation for whatsoever losses that the bidders may incur in the preparation of their bids nor guarantees that an award will be made.

Approved:


Dr. GRANT B. CORNELL
BAC CHAIRMAN

Further inquiries please call the BAC CHAIRMAN at Tel. No.82439467 loc. 104.



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Technical Specifications

The duration of the contract shall be for a period of one (1) year.

SECURITY PLAN OF THE EULOGIO "AMANG" RODRIGUEZ INSTITUTE OF SCIENCE AND TECHNOLOGY

A. MISSION

To conduct comprehensive security operations for the protection of EARIST students, officials, personnel, visitors and properties against assault, arson, mischief, robbery, sabotage, terrorism and theft, including safety measures and response to prevent and minimize loss or damage from calamities and civil disturbance.

B. OBJECTIVE

1. To undertake security measures for total protection of EARIST students, officials, personnel and properties against theft, sabotage, arson, robbery and other unlawful acts.
2. To undertake other security operations such as traffic/crowd control and respond to emergencies (man-made or natural).
3. To undertake preventive measures that will deter unauthorized individuals from entering EARIST and its premises.
4. To enforce existing EARIST security rules and regulations on personnel
5. To perform other operations as deemed necessary by the Institute.

C. CONCEPT OF IMPLEMENTATION

I. PRE-DEPLOYMENT PHASE

In coordination with the EARIST Administration and the outgoing security provider, the incoming security provider shall organize an advance team who will conduct a pre-deployment orientation onsite. At the expense of the winning bidder, the said advance team will render duties side by side with the personnel of the outgoing security provider two (2) days before the formal assumption.

II. SERVICE TAKE-OVER/DEPLOYMENT PHASE

- a. A minimum of eight (8) hours before expiration of the security contract of the outgoing security. Thereafter, they shall be posted alongside with the outgoing security guards to get acquainted with the new assignments. contractor, the incoming security force listed in the manning detail order must attend a briefing to be conducted by the Administrative Services.
- b. With the consent of the officers of both parties, staff of the outgoing security provider shall pass through the security searching and frisking procedures upon their departure from the Institute premises. All equipment and other items with significant value that is to be brought outside the Institute premises shall be accompanied by Gate Pass issued by authorized EARIST Property Officer.
- c. Authorized representative of the outgoing security contractor shall be required to make proper endorsement of accountability to the authorized representative of the incoming security contractor in the presence of the authorized EARIST representative prior to their departure.
- d. During the actual takeover of duties at the EARIST, the security guards shall be accompanied and closely supervised by a Senior Official of the incoming security contractor (agency).
- e. All incoming security personnel who will assume to take over duties shall report in proper uniform with head gears and paraphernalia, prescribed equipment and all necessary documents such as duty detail order, guard's license, copy of firearms license, and individual company ID.

III. LOGISTICS

1. Security Contractor will provide the security force with the minimum equipment required under the bidding rules such as firearms, VHF radios and other equipment deemed necessary in the effective implementation of security policies, rules and regulations of EARIST.
2. The Security Contractor will also provide the daily time record (DTR), other logistical supplies such as logbooks, uniforms and paraphernalia.

IV. ADMINISTRATION

- 1. Organizational Structure – Annex “A”
- 2. Schedule of Security Post, Personnel and Equipment – Annex “B”
- 3. Operating Policies and Procedures – Annex “C”
- 4. Regular monthly meeting with the Administrative Division or as necessary
- 5. Announced and unannounced visit/inspection will be conducted.

V. ADDITIONAL REQUIREMENTS

- 1. Minimum height requirements:
 - a. Male – 5’5”
 - b. Female – 5’3”
- 2. Educational attainment: At least high school graduate
- 3. Three (3) years actual work experience

MINIMUM EQUIPMENT REQUIRED BY EARIST

4 units	Portable metal detectors
10 units	Portable two-way radio communication
10 units	Licensed handguns with sufficient number of ammunities
1 units	Licensed shotgun with sufficient number of ammunities (Cavite Campus)
2 units	Vehicle under chassis mirror
5 units	Thermal Scanner

**SECURITY GUARDS ASSIGNMENTS/TOUR OF DUTIES
EARIST MAIN**

NO.	SECURITY STATION	TOUR OF DUTY	NO. OF HOURS	DAYS OF DUTIES
1	Detachment Commander	0600H-1400H	8	MON-SUN
2	Asst. Detachment Cmdr.	1400H-2200H	8	MON-SUN
3	Main Gate – Pedestrian	0600H-1400H	8	MON-SUN
4	Main Gate – Pedestrian	1400H-2200H	8	MON-SUN
5	Main Gate – Pedestrian	2200H-0600H	8	MON-SUN
6	Main Gate – Vehicles	0600H-1400H	8	MON-SUN
7	Main Gate – Vehicles	1400H-2200H	8	MON-SUN
8	Main Gate – Vehicles	2200H-0600H	8	MON-SUN
9	Back Gate – Entrance	0600H-1400H	8	MON-SUN
10	Back Gate – Entrance	1400H-2200H	8	MON-SUN
11	Back Gate – Entrance	2200H-0600H	8	MON-SUN
12	Back Gate – Exit	0600H-1400H	8	MON-SUN
13	Back Gate – Exit	1400H-2200H	8	MON-SUN
14	Back Gate – Exit	2200H-0600H	8	MON-SUN
15	Back Driveway Gate	0600H=1400H	8	MON-SUN
16	Back Driveway Gate	1400H-2200H	8	MON-SUN
17	CIT Gate	0600H-1400H	8	MON-SUN
18	CIT Gate	1400H-2200H	8	MON-SUN
19	CIT Gate	2200H-0600H	8	MON-SUN
20	Computer Bldg. Basement	0600H-1400H	8	MON-SUN
21	Computer Bldg. Basement	1400H-2200H	8	MON-SUN

22	Administrative Building	0600H-1400H	8	MON-SUN
23	Administrative Building	1400H-2200H	8	MON-SUN
24	Office of the President	0600H-1400H	8	MON-SUN
25	Close-In – President	See Schedule*		MON-SAT

*Schedule: Monday to Saturday - 0600H-2200 (16 x 6) = **96 Hours**

SECURITY GUARDS ASSIGNMENTS/TOUR OF DUTIES

EARIST – CAVITE

NO.	SECURITY STATION	TOUR OF DUTY	NO. OF WORK HOURS	DAYS OF DUTIES
1	Detachment Commander	0800H-1600H	8	MON-SUN
2	Main Gate	0600H-1400H	8	MON-SUN
3	Main Gate	1400H-2200H	8	MON-SUN
4	Main Gate	2200H-0600H	8	MON-SUN
5	Roving	0600H-1400H	8	MON-SUN
6	Roving	1400H-2200H	8	MON-SUN

Prepared and Submitted by:


PEDRO ROMMEL D. KIRON
 Chief, Security Services