

TRANSMITTAL

HRMAS ADMIN DIV - PROCUREMENT SECTION
DOCUMENTARY CHECKLIST

Date Started: October 7, 2021

Project Name: **Procurement of Security Services for FY 2022**
 End-User: Various Legal Divisions
 Mode : **Public Bidding**
 Purchase Request No : **PR No. 021-10-175(2022)**
 Purchase Order No. : **PO No. 022-01-002**
 Supplier: **HACKETT SECURITY AGENCY**

ABC : **P10,000,000.00**
 Date : **October 7, 2021**
 Date : **January 12, 2022**
 Amount: **P9,994,735.20**

ADMIN COPY

DATE: _____

Documents	Attached		Reference No.	Remarks
	Yes	No		
1 Obligation Request and Status (ORS) dtd February 16, 2022	✓		SN 02-101101-2022-02-042	Fund Cluster: 101; Security Services
2 PhilGEPS Posting: Award Notice Abstract	✓		3461719	Created by: Christian Buat; Published Date: Jan 30, 2022
3 Notice to Proceed	✓		Conforme: Francia Desquitado dtd Jan. 29, 2022	Procurement of Security Services for FY 2022
4 Purchase Order dtd January 12, 2022	✓		PO No. 022-01-002	<u>Awarded to:</u> HACKETT SECURITY AGENCY P9,994,735.20 Conforme: Francia Desquitado dtd Jan. 21, 2022 Approved by: Dir. Editha R. Buendia; Funds Available by: CA Ariel Ubina
5 Contract Agreement	✓		Notarized on January 17, 2022	Contract Price: P9,994,735.20
6 Performance Security	✓		Bond No. G(13) 107951	Alpha Insurance & Surety Company, Inc. (AISC) Amount: P 2,998,420.56 HACKETT SECURITY AGENCY
7 Certification of Availability of Funds dtd January 5, 2022	✓		CAF No. 2022-01-04	Signed by: Chief Accountant Ariel Ubina P 10,000,000.00: FY 2022 NEP; MOOE Procurement of Security Services for FY 2022
8 Notice of Award	✓		HACKETT SECURITY AGENCY	Amount: P9,994,735.20 Conforme by: Francia C. Desquitado dtd Jan. 7, 2022
9 Decision of HoPE (approval of awarding of Contract) dtd. December 27, 2021	✓		HACKETT SECURITY AGENCY	Signed by SolGen Jose C. Calida
10 BAC Resolution declaring winning Bidder and recommending award of Contract	✓		BAC Resolution No. 2021-12-009	signed by OSG-BAC
11 BAC Memorandum recommending award of Contract dtd. December 16, 2021	✓		Procurement of Security Services for FY 2022	signed by OSG-BAC
12 BAC's Notification dtd. November 29, 2021	✓		Result of Motion for Reconsideration	signed by OSG-BAC
13 2nd Post Qualification Evaluation Summary Report dtd November 29, 2021			a/s	signed by the TWG headed by ASG Rigodon with recommendation to award the contract to HACKETT SECURITY AGENCY as LCRB
14 Motion for Reconsideration dtd. November 25, 2021	✓		HACKETT SECURITY AGENCY	signed by Francia C. Desquitado
15 BAC's Notification of Post Disqualification dtd. November 23, 2021	✓		HACKETT SECURITY AGENCY	signed by OSG-BAC
16 Post Qualification Evaluation Summary dtd. November 23, 2021	✓		a/s	signed by the TWG headed by ASG Rigodon with Post Disqualification of Hackett Security Agency with Attendance Sheet
17 Memo of BAC to TWG dtd: November 15, 2021	✓		Request for Post-Qualification	signed by OSG-BAC
18 Abstract of Bids	✓		OSG PR No. 021-10-175 dtd Nov. 15, 2021 @3:30pm	1 bidder: Hackett Security Agency; P9,994,735.20
19 Minutes of Bid Opening	✓		November 15, 2021; 3:30pm	signed by OSG-BAC; w/ Attached Attendance Sheet - 1 supplier
20 Bidders Proof of buying bidding documents	✓		OR No. 2646939	Payor: Hackett Security Agency Amt: P10,000.00
21 Invitation dtd. November 10, 2021	✓		Submission and Opening of Bids	to TWG; to BAC Secretariat; to BAC Members; Observers: Union Church of Manila Philippines Foundation, Inc.; Angelo King Foundation, Inc.; IA IV Chrissdale S. Gagan-Lipit; OSGEA Pres Gina A. Soriano; COA ATL Imelda Baguisa
22 Supplemental Bulletin, if any		✓	None	Not Applicable
23 Minutes of Pre-Bid Conference, if any	✓		November 3, 2021; 3:30pm	signed by OSG-BAC; w/ Attached Attendance Sheet
24 Invitation dtd. October 25, 2021	✓		Pre-Bid Conference	to TWG; to BAC Secretariat; to BAC Members; Observers: Union Church of Manila Philippines Foundation, Inc.; Angelo King Foundation, Inc.; IA IV Chrissdale S. Gagan-Lipit; OSGEA Pres Gina A. Soriano; COA ATL Imelda Baguisa

25	PhilGEPS Posting of Invitation to Bid	✓		8114450	Posted by: Christian D. Buat; Date Published: October 23, 2021
26	Bidding Documents template	✓		OSG PR No. 021-10-175 (2022)	Procurement of Security Services for FY 2022
	a. Invitation to Bid	✓		pg 7	*attached to the Bidding Documents Template
27	1st Indorsement dtd. October 20, 2021	✓		from Admin to BAC	signed by SAO Rodrigo Ojenal
28	Purchase Request dtd. October 7, 2021	✓		PR No. 021-10-175(2022)	Funds Available of: ₱10,000,000.00 Approved by: ASG Marissa B. Dela-Cruz-Galandines *with email approval of IAD
29	Statement of Availability in FY 2022 National Expenditure Program (NEP) dtd. October 13, 2021	✓			Procurement of Security Services for FY 2022 Signed by: Ricardo G. Lopez ₱ 10,000,000.00: FY 2022 NEP; MOOE
30	Memorandum dtd. September 24, 2021	✓		Revised Terms of Reference	signed by TWG Members
31	Terms of Reference	✓		n.d.	Re: Revised Terms of Reference for Procurement of Security Services
32	Minutes of Pre-Procurement Conference, if any	✓		September 23, 2021; 2:30pm	signed by OSG-BAC; w/ Attached Attendance Sheet
33	Indicative APP for CY 2022	✓		pg 4	Security Services: ₱ 10,000,000.00
34	Other Documents Attached				
	Supplier's Documentary Requirements				
	a. Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) or :	✓		201006340438584513	Platinum Membership
	i. Registration certificate from Securities and	✓	✓	None	Unsubmitted
	ii. Mayor's or Business permit issued by the city or	✓		Makati; BP No. 00549	CY 2021
	iii. Tax Clearance per EO No. 398, s. of 2005, as finally reviewed and approved by the BIR.	✓		TIN 123-021-577-000	issued date: December 11, 2020
	iv. Other documents attached by the Supplier.	✓		DTI Business Name No. 2816180	DTI Certificate of Business Name Registration
	b. Statement of the prospective Bidder of all its on-going government and private contracts including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid.	✓		Total Contract: ₱82,259,306.23	signed by: Francia C. Desquitado; total of 24 contracts
	c. Statement of the Bidder's SLCC similar to the contract to be bid, equivalent to at least 50% of the ABC.	✓		₱ 26,464,549.92	DENR with Supporting Documents: Certificate of Completion and Acceptance; Notice of Award; Notice to Proceed; and Contract
	d. Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission; or Original copy of Notarized Bid Securing Declaration.	✓		Bid Securing Declaration signed by Francia Desquitado	notarized last Nov. 10, 2021; with photocopies of 2 IDs
	e. Conformity with the Technical Specifications , which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable.	✓		Comply	with compliance of delivery of 15 Calendar days;
	Other Documents Attached:				
	<i>Undertaking</i>	✓		signed by Francia Desquitado	with copies of ID
	<i>PNP Civil Security Group Certificate of Operation</i>	✓		issued last Nov. 21, 2019	
	<i>NPC National Headquarters Philippine National Police Civil Security Group Certificate of Registration</i>	✓		issued last June 13, 2019	
	<i>DOLE Certificate of Registration</i>	✓		valid until May 16, 2023	
	<i>DOLE NCR - Certification of no Pending Case</i>	✓		2110-128-S	issued Oct. 15, 2021
	<i>NLRC Certification of No Pending Case</i>	✓			issued Oct. 12, 2021
	<i>PhilHealth Certificate of Remittance</i>	✓		issued Nov. 3, 2021	from Oct 2020 to Sept 2021
	<i>Paq-IBIG Fund Clearance Certificate</i>	✓		1112-000007-P	issued last March 18, 2021
	<i>SSS Clearance Certificate</i>	✓		A 006002	issued October 18, 2021
	<i>Disposition of Clients, Guards, and Firearms</i>	✓		for the Month of September 2021	Male Guards: 742; Lady Guards: 81; Training - Instructor: 2; Officer: 2 (32 pages)
	<i>Recruitment and Selection Criteria</i>	✓		issued by Hackett Security Agency	
	<i>TESDA Certificate of TVET Program Registration</i>	✓		NTR0313060070	issued to Valiant Security Training Center Inc.; with Memorandum of Agreement between Ma. Victoria Ballesteros of Valiant Security Training Center and Francia Desquitado of Hackett Security Agency
	<i>A list of the establishments, institutions, companies or agencies for which it provides security services</i>	✓		with 12 private contractors; 12 government contractors	
	<i>Organizational Chart</i>	✓		Hackett Security Agency	
	<i>Security Plan</i>	✓		for Office of the Solicitor General	39 pages
	<i>PNP Civil Security Group Firearms and Explosives Office - Firearms Records Verification</i>	✓		Total of 307 firearms	valid until July 21, 2023; with List of Firearms (347); with Certificate of Firearms Registration for Juridical (45 pages)
	<i>List of Registered Radios</i>	✓		Total of 92 radios	with NTC-NCR Network Radio Station License (2 pages); NTC - Special Permit (22 pages)

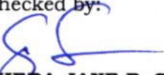
Standard Uniform for Security Male Guard	✓		with 20 parts, 6 accessories (right), 6 accessories (left) and 8 accessories (back)	4 pages
Standard Uniform for Security Female Guard	✓		with 21 parts, 7 accessories (right), and 8 accessories (back)	3 pages
Pictures of Accessories	✓		various accessories	17 pages
List of Guards to be Deployed at Office of the Solicitor	✓		Total of 31 firearms	with 31 Personal Profile (each guard)
f. Original duly signed Omnibus Sworn Statement (OSS); and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.	✓		dtd November 10, 2021	signed by: Francia C. Desquitado; with Sworn Affidavit; Special Power of Attorney
g. The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.	✓		for CY 2020	received by BIR last May 7, 2021; and BTR-BIR Deposit Slip for BIR Form 1701-Annual ITR
h. The prospective bidder's computation of Net Financial Contracting Capacity (NFCC); or A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.	✓		P344,732,613.77	signed by Francia C. Desquitado dtd Nov. 12, 2021
i. If applicable, a duly signed Joint Venture Agreement (JVA) in case the joint venture is already in existence; or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is	✓	✓	None	Not Applicable
j. Original of duly signed and accomplished Financial Bid Form; and	✓		amt: P9,994,735.20	signed by Francia C. Desquitado dtd Nov. 12, 2021
k. Original of duly signed and accomplished Price Schedule(s).	✓		amt: P9,994,735.20	signed by: Francia C. Desquitado; with Sworn Affidavit; Special Power of Attorney
l. Other Documentary Requirements of Supplier:				
Income Tax Return with AFS	✓		BIR form 1701	CY 2020 (with BIR Confirmation); and Audited FS
BIR Form 2550Q	✓		July to Sept 2021	with BIR E-payment and eFPS Payment Form
BIR Form 2550M	✓		Aug-21	with BIR E-payment and eFPS Payment Form
BIR Form 2550M	✓		Jul-21	with BIR E-payment and eFPS Payment Form
BIR Form 2550Q	✓		April to June 2021	with BIR E-payment and eFPS Payment Form
BIR Form 2550M	✓		May-21	with BIR E-payment and eFPS Payment Form
BIR Form 2550M	✓		Apr-21	with BIR E-payment and eFPS Payment Form
DOLE Certificate of Registration	✓		NCR-MPFO-80100 051721-946-R	valid until May 16, 2023
SSS Clearance Certificate	✓		Serial Number A 006002	issued last Oct. 18, 2021
PhilHealth Certificate of of Remittance	✓		from October 2020 to September 2021	issued Nov. 3, 2021
Pag-IBIG Fund Clearance Certificate	✓		Control No. 1112-000007-P	issued last Mar. 18, 2021
DOLE NCR - Certification of no Pending Case	✓		2110-128-S	issued Oct. 15, 2021
NLRC Certification of No Pending Case	✓			issued Oct. 12, 2021
Statement of all its Ongoing Government and Private Contracts Attachments				
a. Governance Commission for GOCCs	✓		P 1,978,397.76	with Notice of Award; Notice to Proceed; Contract;
b. Department of Public Works and Highways - Office of the Regional Director (NCR)	✓		P 9,110,915.28	with Notice of Award; Notice to Proceed; Contract;
c. Insurance Commission	✓		P 7,805,324.64	with Notice of Award; Notice to Proceed; Contract;
d. Philippine Aerospace Development Corporation	✓		P 2,621,777.04	with Notice of Award; Notice to Proceed; Contract;
e. DTI-Construction Industry Authority of the Philippines	✓		P 3,415,012.08	with Notice of Award; Notice to Proceed; Contract;
f. Small Business Guarantee and Finance Corporation	✓		P 681,060.24	with Notice of Award; Notice to Proceed; Contract;
g. Food and Drug Administration	✓		P 8,031,351.00	with Notice of Award; Notice to Proceed; Contract;
h. Department of Environment and Natural Resources	✓		P 44,430,562.80	with Notice of Award; Notice to Proceed; Contract;
i. Land Transportation Office - Region III	✓		P 22,951,134.48	with Notice of Award; Notice to Proceed; Contract;
k. DENR - Mines and Geosciences Bureau	✓		P 5,683,581.24	with Notice of Award; Notice to Proceed; Contract;
l. Office of the Solicitor General	✓		P 9,010,421.76	with Notice of Award; Notice to Proceed; Contract;
m. San Lazaro Hospital	✓		P 13,951,205.16	with Notice of Award; Notice to Proceed; Contract;
n. BG West Properties	✓		P 1,487,312.09 per month	Contract
o. BG North Properties, Inc.	✓		P 23,945,3320.50	Contract
p. Avida Settings Cabanatuan Homeowners'	✓		P 3,961,356.24	Notice to Proceed; Contract
q. Shanghai Electric Power Construction Philippine	✓		P 35,000,000.00	Contract
r. Gentle Supreme Philippines, Inc.	✓		not stated	Contract

s. Jubilee Christian Academy, Inc.	✓		not stated	Contract
t. C-E Construction Corporation	✓		P 33,000.00 per month	Contract
u. Betonbau Phil., Inc.	✓		not stated	Contract
v. Megaworld Corporation	✓		P 28,000 per month	2 contracts
w. Manila Bayshore Property Holdings, Inc.	✓		P 28,000 per month	Contract
x. Townsquare Development, Inc.	✓		P 25,000 per month	Contract
Monthly Disposition Form (attachment to the Motion				
a. November 5, 2021	✓		Total: 835	33 pages
b. October 8, 2021	✓		Total: 835	32 pages
c. September 8, 2021	✓		Total: 835	32 pages
d. August 2, 2021	✓		Total: 831	29 pages
e. July 9, 2021	✓		Total: 831	29 pages
f. June 10, 2021	✓		Total: 841	30 pages
g. May 10, 2021	✓		Total: 836	29 pages
h. April 8, 2021	✓		Total: 835	29 pages
i. March 9, 2021	✓		Total: 835	29 pages
j. February 8, 2021	✓		Total: 817	27 pages
k. January 5, 2021	✓		Total: 726	23 pages
l. December 2, 2021	✓		Total: 726	23 pages
m. November 5, 2021	✓		Total: 717	22 pages

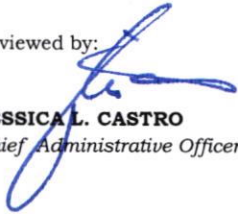
Prepared by:


RHODORA T. CARDEL
 Administrative Officer II

Checked by:


SHERA JANE B. SOLON
 Administrative Officer V

Reviewed by:


JESSICA L. CASTRO
 Chief Administrative Officer



OBLIGATION REQUEST AND STATUS

Serial No. **02-101101-2022-02-042**
 Date **Feb. 16, 2022**
 Fund Cluster: **101**

Payee	HACKETT SECURITY AGENCY				
Agency					
Address	UNIT 201 ESE BUILDING, 3671-73 BAUTISTA STREET, PALANAN, MAKATI CITY				
Responsibility Center	Particulars	MFO/PAP	UACS Code/ Expenditure	Attribution	Total
ADM. DIV.	TO OBLIGATE: P.O. 022-01-002 dtd. Jan. 12, 2022, Re: 1 Year Procurement of Security Services for Fy 2022. Period covered: Jan. 29, 2022 to Jan. 28, 2023. Breakdown: Total Contract Price (1 year) 9,994,735.20 Monthly Due (divided by 12 mos.) 832,894.60 Charged to Current year Jan. 29 - 31, 2022 80,602.70 (3 days/31) Feb. to Dec. 31, 2022 9,161,840.60 Total due for fy 2022 9,242,443.30 Charge to Fy 2023 Jan. 1-28, 2023 752,291.90 9,994,735.20				
	SECURITY SERVICES	103001000100000	50213060 01		Php9,242,443.30
TOTAL					Php9,242,443.30

A.	Certified: Charges to appropriation/allotment are necessary, lawful and under my direct supervision; and supporting documents valid, proper and legal	B.	Certified: Allotment available and obligated for the purpose/ adjustment necessary as indicated above.
Signature		Signature	
Printed Name	ARIEL J. UBIÑA	Printed Name	RICARDO C. LOPEZ
Position	Chief Accountant FMS - Accounting Division	Position	Chief Administrative Officer FMS - Budget Division
Date		Date	
C.			

Reference			Amount				
Date	Particulars	ORS/JEV/LDDAP/TRA No.	Obligation (a)	Payable (b)	Payment (c)	Not Yet Due (a-b)	Due and Demandable (b-c)
Feb. 16, 2022	SECURITY SERVICES	02-101101-2022-02-042	Php9,242,443.30				



PhilGEPS

Philippine Government Electronic Procurement System

Central Portal for
Philippine Government
Procurement Opportunities

Award Notice Abstract (Ref No.: 3461719)

Status: Updated

<p>Reference Number: 8114450</p> <p>Control Number: OSG PR#021-10-175 (2022)</p> <p>Bid Notice Title: PROCUREMENT OF SECURITY SERVICES (FY 2022 NEP)</p> <p>Approved Budget: Php10,000,000.00</p> <p>Procurement Mode: Public Bidding</p> <p>Classification: Goods - General Support Services</p> <p>Category: Security Services</p> <p>Applicable Procurement Rules: Implementing Rules and Regulations</p> <p>Funding Source: Government of the Philippines (GOP)</p> <p>Funding Instrument: National Expenditure Program (NEP) for the succeeding year - Single Year</p> <p>Location: Metro Manila</p> <p>Contract Duration: 1 Year/s</p> <p>Contact Person: Christian Buat</p> <p>Created By: Christian Buat</p>	<p align="center">OFFICE OF THE SOLICITOR GENERAL OSG Building, 134 Amorsolo St., Legaspi Village, Makati City Metro Manila, NCR, Philippines</p> <p align="center">Security Services FY2022</p> <p>Awardee : HACKETT SECURITY AGENCY</p> <p>Address : Unit 201 FSE Building, 3671-73 Bautista Street, Barangay Palanan Makati City Metro Manila, NCR, Philippines</p> <p>Contact Person : Francia Cruzata Desquitado</p> <p>Designation : General Manager</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">#</th> <th style="text-align: left;">Product/Service/Project Name</th> <th style="text-align: left;">Budget</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Security Services FY2022, PROCUREMENT OF SECURITY SERVICES (FY 2022 NEP), 92121504, 1, Lot</td> <td>Php10,000,000.00</td> </tr> </tbody> </table> <p>Reason for Award : Lowest Calculated and Responsive Bid</p>	#	Product/Service/Project Name	Budget	1	Security Services FY2022, PROCUREMENT OF SECURITY SERVICES (FY 2022 NEP), 92121504, 1, Lot	Php10,000,000.00	<p>Award Type: Award Notice</p> <p>Contract Amount: Php9,994,735.20</p> <p>Award Date: 07-Jan-2022</p> <p>Publish Date: 30-Jan-2022</p> <p>Date Last Updated: 30-Jan-2022</p> <p>Contract Number: OSG PO#022-01-002</p> <p>Proceed Date: 29-Jan-2022</p> <p>Contract Effectivity Date: 17-Jan-2022</p> <p>Contract End Date: 28-Jan-2023</p> <p>Created By: Christian Daus Buat</p> <p>Date Created: 30-Jan-2022</p> <p>Approver:</p> <p>View Documents: 4</p>
#	Product/Service/Project Name	Budget						
1	Security Services FY2022, PROCUREMENT OF SECURITY SERVICES (FY 2022 NEP), 92121504, 1, Lot	Php10,000,000.00						



Republic of the Philippines
Office of the Solicitor General

ATTENTION: FRANCIA C. DESQUITADO
Proprietor

HACKETT SECURITY AGENCY
Unit 201 FSE Building, No. 3671-3673,
Bautista cor. Dayap Street, Brgy. Palanan, Makati City.

NOTICE TO PROCEED


“Procurement of Security Services for FY 2022 NEP”

This serves as your notice to proceed to perform your contractual obligations to supply and deliver the contracted security services, within the period stipulated in Sec. VI – Schedule of Requirements of the Bidding Documents. You are hereby required to fulfill the terms and conditions stipulated in the attached Contract Agreement.

Makati City, Philippines.


JOSE C. CALIDA
Solicitor General

CONFORME:


FRANCIA C. DESQUITADO
Proprietor

Date Received: 1.29.22

Republic of the Philippines
OFFICE OF THE SOLICITOR GENERAL
 134 Amorsolo St., Legaspi Village
 Makati City

PURCHASE ORDER



Supplier: **HACKETT SECURITY AGENCY**
 Address: Unit 201 ESE Building, 3671-73 Bautista Street., Palanan, Makati City
 P.O. # **022-01-002** FEB 11 PM 1:34
 Date: January 12, 2022
 Mode of Procurement: Public Bidding
 TIN: 123-021-577-000 Bank: LBP (Export Plaza Building)
 Account No.: 1781 1283 21 Fax: 220 Sen Gil J Puyat Ave., Makati City
 Telephone: 8552-7491 Email address: marketing@hackettsecurityagency.com

Gentlemen:
 Please furnish this Office the following articles subject to the terms and conditions contained herein:


Place of Delivery: **OFFICE OF THE SOLICITOR GENERAL** Delivery Term: w/n Fifteen (15) days upon receipt of NTP with one (1) year contract


Date of Delivery: Payment Term: Every 1st and 15th of the Month w/in Fifteen (15) days from receipt of the Statement of Account (SOA) (Bank to Bank)


Stock No.	Unit	Description	Qty.	Unit Cost	Amount																
	year	<p>PROCUREMENT OF SECURITY SERVICES FOR FY 2022 FOR OSG OFFICES</p> <p><i>Inclusion:</i> Twenty (20) Security Personnel (consisting of eighteen [18] ordinary guards and two [2] officers-in-charge), with three [3] relievers during the rest day of the ordinary guards</p> <p><i>Period:</i> One Year from Date Receipt of Notice to Proceed</p> <p><i>Scope of Work:</i> Provide twenty-four (24) hours security services to the Office of the Solicitor General at its establishment</p> <p>Guards shall render twelve (12) hours of security service per shift daily, including Sundays and holidays, to adequately guard and protect the OSG's properties, premises, personnel, and clients around and within the OSG's premises, extension offices, and the parking areas</p> <p>Posting of Security Personnel</p> <table border="1" data-bbox="370 1179 873 1348"> <thead> <tr> <th>Shift</th> <th>Time</th> <th>Number of Security Guards</th> <th>Number of OIC's</th> </tr> </thead> <tbody> <tr> <td>Morning Shift</td> <td>7am to 7pm</td> <td>12</td> <td>1</td> </tr> <tr> <td>Evening Shift</td> <td>7pm to 7am</td> <td>6</td> <td>1</td> </tr> <tr> <td colspan="4">Total Number of Security Personnel: 20</td> </tr> </tbody> </table> <p>The following documents shall be deemed to form & be read & construed as part of this agreement:</p> <ul style="list-style-type: none"> Contract Agreement Philippine Bidding Documents <ul style="list-style-type: none"> - Schedule of Requirements - Technical Specifications / Terms of Reference - General and Special Conditions of Contract - Supplemental or Bid Bulletins Eligibility Requirements, Technical and Financial Proposal Performance Security Notice of Award Notice to Proceed Other documents as may be required by laws 	Shift	Time	Number of Security Guards	Number of OIC's	Morning Shift	7am to 7pm	12	1	Evening Shift	7pm to 7am	6	1	Total Number of Security Personnel: 20				1	Php 9,994,735.20	Php 9,994,735.20
Shift	Time	Number of Security Guards	Number of OIC's																		
Morning Shift	7am to 7pm	12	1																		
Evening Shift	7pm to 7am	6	1																		
Total Number of Security Personnel: 20																					

Total Amount in Words: **Nine Million Nine Hundred Ninety-Four Thousand Seven Hundred Thirty Five Pesos and 20/100 Only** Php **9,994,735.20**

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.


Very truly yours,

JESSICA L. CASTRO
 CAO, Administrative Division


Conforme: 
FRANCIA C. DESQUITADO
 (Signature over printed name)
 Jan 21, 2022
 (Date)


EDITHA R. BUENDIA
 Director IV, HRMAS

Funds Available: ALOBS: **02-10101-2022-02-042**
 Amount: **₱ 9,242,443.30**

This is to certify that this procurement was posted at Philgeps in compliance with RA 9184


ARIEL J. UBINA
 Chief Accountant


CHRISTIAN D. BUAT
 Admin Assistant I, Administrative Division

Republic of the Philippines
OFFICE OF THE SOLICITOR GENERAL
 134 Amorsolo St., Legaspi Village
 Makati City

PURCHASE ORDER

Supplier: HACKETT SECURITY AGENCY Address: Unit 201 ESE Building, 3671-73 Bautista Street., Palanan, Makati City	P.O. # 022-01-002 Date: January 12, 2022
TIN: 123-021-577-000 Account No.: 1781 1283 21 Telephone: 8552-7491	Bank: LBP (Export Plaza Building) Fax: 220 Sen Gil J Puyat Ave., Makati City Email address: marketing@hackettsecurityagency.com

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 Please furnish this Office the following articles subject to the terms and conditions contained herein:

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Very truly yours,

FRANCIA C. DESQUITADO
 Conformer: _____
 (Signature over printed name)
 Jan 21, 2022
 (Date)

JESSICA L. CASTRO
 CAO, Administrative Division

EDITHA R. BUENDIA
 Director IV, HRMAS

Funds Available: _____ ALOBS: **02-10101-2022-02-042**

Amount: **9,242,443.30**

ARIEL J. UBIÑA
 Chief Accountant

This is to certify that this procurement was posted at Philgeps in compliance with RA 9184

CHRISTIAN D. BUAT
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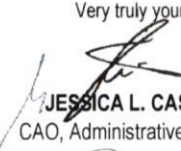
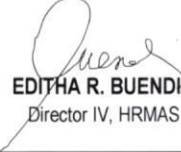
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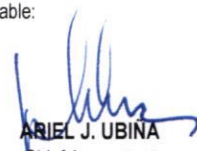
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 (Signature over printed name)
 Jan 21, 2022
 (Date)

Very truly yours,

JESSICA L. CASTRO
 CAO, Administrative Division

EDITHA R. BUENDIA
 Director IV, HRMAS

Funds Available: 
ARIEL J. UBINA
 Chief Accountant

ALOSB: 02-101101-2022.02-042
 Amount: ₱ 9,242,443.20

This is to certify that this procurement was posted at Philgeps in compliance with RA 9184


CHRISTIAN D. BUAT
 Admin Assistant I, Administrative Division

Republic of the Philippines
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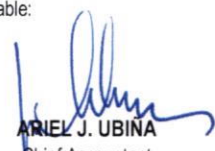

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Stock No.	Unit	Description	Qty.	Unit Cost	Amount																
	year	PROCUREMENT OF SECURITY SERVICES FOR FY 2022 FOR OSG OFFICES <i>Inclusion:</i> Twenty (20) Security Personnel (consisting of eighteen [18] ordinary guards and two [2] officers-in-charge), with three [3] relievers during the rest day of the ordinary guards <i>Period:</i> One Year from Date Receipt of Notice to Proceed <i>Scope of Work:</i> Provide twenty-four (24) hours security services to the Office of the Solicitor General at its establishment Guards shall render twelve (12) hours of security service per shift daily, including Sundays and holidays, to adequately guard and protect the OSG's properties, premises, personnel, and clients around and within the OSG's premises, extension offices, and the parking areas Posting of Security Personnel <table border="1" style="margin: 10px auto; border-collapse: collapse;"> <thead> <tr> <th>Shift</th> <th>Time</th> <th>Number of Security Guards</th> <th>Number of OIC's</th> </tr> </thead> <tbody> <tr> <td>Morning Shift</td> <td>7am to 7pm</td> <td style="text-align: center;">12</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Evening Shift</td> <td>7pm to 7am</td> <td style="text-align: center;">6</td> <td style="text-align: center;">1</td> </tr> <tr> <td colspan="4">Total Number of Security Personnel: 20</td> </tr> </tbody> </table>	Shift	Time	Number of Security Guards	Number of OIC's	Morning Shift	7am to 7pm	12	1	Evening Shift	7pm to 7am	6	1	Total Number of Security Personnel: 20				1	Php 9,994,735.20	Php 9,994,735.20
Shift	Time	Number of Security Guards	Number of OIC's																		
Morning Shift	7am to 7pm	12	1																		
Evening Shift	7pm to 7am	6	1																		
Total Number of Security Personnel: 20																					

The following documents shall be deemed to form & be read & construed as part of this agreement:

- Contract Agreement
- Philippine Bidding Documents
 - Schedule of Requirements
 - Technical Specifications / Terms of Reference
 - General and Special Conditions of Contract
 - Supplemental or Bid Bulletins
- Eligibility Requirements, Technical and Financial Proposal
- Performance Security
- Notice of Award
- Notice to Proceed
- Other documents as may be required by laws

Total Amount in Words: **Nine Million Nine Hundred Ninety-Four Thousand Seven Hundred Thirty Five Pesos and 20/100 Only** **Php 9,994,735.20**

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.

Conforme: _____
 (Signature over printed name)

(Date)

Very truly yours,

JESSICA L. CASTRO
 CAO, Administrative Division

EDITHA R. BUENDIA
 Director IV, HRMAS

Funds Available:	ALOBS: <u>02-101101-2022-02-042</u> Amount: <u>79,242,443.30</u>	This is to certify that this procurement was posted at Philgeps in compliance with RA 9184 <p style="text-align: center;">CHRISTIAN D. BUAT Admin Assistant I, Administrative Division</p>
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HACKETT SECURITY AGENCY

Security Excellence

Ref. No. : HAS-DOC-007-2022

Date : January 24, 2022

DOCUMENT TRANSMITTAL

TO :	OFFICE OF THE SOLICITOR GENERAL
ATTN :	Jessica L. Castro - Cao, Administrative Division
SUBJECT :	OSG Purchase Order

No	Description	Qty.	Remarks
1	OSG Purchase Order	3 copies	all original
	*** nothing follows**		

Notes :
 Documents are enclosed. Please check and execute signature of the authorize signatory. You can send a signed copy via e-mail (marketing@hackettsecurityagency.com) / returned all original copy for Notary.
 Thank You.

Issued by:
Name : Jim Mansalud
Signature :
Date : 1-24-22

RECEIVED BY :
Name : STEFAN JAMES PAUL
Signature :
Date : 1/24/2022

Procurement of Security Services for FY 2022 NEP

CONTRACT AGREEMENT

THIS AGREEMENT made the _____ day of _____ 20____ between **OFFICE OF THE SOLICITOR GENERAL** of the Philippines (hereinafter called "the Entity") of the one part and **HACKETT SECURITY AGENCY**, of Unit 201 FSE Building, No. 3671-3673, Bautista cor Dayap Street, Brgy. Palanan, Makati City (hereinafter called "the Supplier") of the other part;

WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly "**Procurement of Security Services for FY 2022 NEP**" and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of **Nine Million Nine Hundred Ninety-Four Thousand Seven Hundred Thirty-Five Pesos and 20/100 (Php9,994,735.20), VAT Inclusive** (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, viz.:
 - i. Philippine Bidding Documents (PBDs);
 - i. Schedule of Requirements;
 - ii. Technical Specifications/Terms of Reference;
 - iii. General and Special Conditions of Contract; and
 - iv. Supplemental or Bid Bulletins, if any.
 - ii. Winning bidder's bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

Bid form, including all the documents/statements contained in the Bidder's bidding envelopes, as annexes, and all other documents submitted (e.g., Bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
 - iii. Performance Security;
 - iv. Notice of Award of Contract; and the Bidder's conforme thereto; and
 - v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**
3. In consideration for the sum of **Nine Million Nine Hundred Ninety-Four Thousand Seven Hundred Thirty-Five Pesos and 20/100 (Php9,994,735.20), VAT Inclusive** or such other sums as may be ascertained, **HACKETT SECURITY AGENCY**, agrees to comply with its undertaking under the "**Procurement of Security Services for FY 2022 NEP**" in accordance with his/her/its Bid.
4. The **OFFICE OF THE SOLICITOR GENERAL** agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.


JOSE C. CALIDA

Solicitor General

for:

OFFICE OF THE SOLICITOR GENERAL

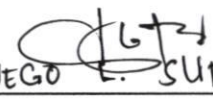

FRANCIA C. DESQUITADO

Proprietor

for:

HACKETT SECURITY AGENCY

SIGNED IN THE PRESENCE OF:


DIEGO E. SUPERAL

Acknowledgment


REPUBLIC OF THE PHILIPPINES)
IN THE CITY OF MAKATI CITY)S.S.

BEFORE ME, a Notary Public, for and in the City of MAKATI CITY, Philippines, personally appeared **Jose C. Calida**, with Passport Number EC7887900 issued at Manila on August 10, 2016 and **Francia C. Desquitado** with _____ issued at _____ on _____, both known to me to be the same persons who executed the foregoing Contract for the **Procurement of Security Services for FY 2022 NEP** and acknowledged the same to be their own free act and deed.

This instrument is for the **Procurement of Security Services for FY 2022 NEP** consisting of two (2) pages including the page in which this Acknowledgement is written and signed at the corresponding spaces provided therefore by the Parties and their instrumental witnesses and sealed with my notarial seal.

WITNESS MY HAND AND SEAL, this JAN 17 2022 day of _____ in MAKATI CITY Philippines.

Doc. No. 362 ;
Page No. 79 ;
Book No. 2 ;
Series of 7022 .


ATTY. JOSE N. SUCION
NOTARY PUBLIC FOR MAKATI CITY
UNTIL DECEMBER 31, 2021
EXTENDED PER B.M. NO. 3795
U-203 CARREON BLDG.
2746 ZENAIDA ST. POBLACION MAKATI CITY
IBP NO. 169458/01/02/2022
PTR NO. 170/01/01/2022
NOTARY PUBLIC
MCLE COMPLIANCE NO. VI-0018184/2-28-19
ROLL NO. 60799
APPOINTMENT NO. M-223

Procurement of Security Services for FY 2022 NEP

CONTRACT AGREEMENT

THIS AGREEMENT made the _____ day of _____ 20____ between **OFFICE OF THE SOLICITOR GENERAL** of the Philippines (hereinafter called "the Entity") of the one part and **HACKETT SECURITY AGENCY**, of Unit 201 FSE Building, No. 3671-3673, Bautista cor Dayap Street, Brgy. Palanan, Makati City (hereinafter called "the Supplier") of the other part;

WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly "**Procurement of Security Services for FY 2022 NEP**" and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of **Nine Million Nine Hundred Ninety-Four Thousand Seven Hundred Thirty-Five Pesos and 20/100 (Php9,994,735.20), VAT Inclusive** (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, viz.:
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 - ii. Technical Specifications/Terms of Reference;
 - iii. General and Special Conditions of Contract; and
 - iv. Supplemental or Bid Bulletins, if any.
 - ii. Winning bidder's bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

Bid form, including all the documents/statements contained in the Bidder's bidding envelopes, as annexes, and all other documents submitted (e.g., Bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
 - iii. Performance Security;
 - iv. Notice of Award of Contract; and the Bidder's conforme thereto; and
 - v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.
3. In consideration for the sum of **Nine Million Nine Hundred Ninety-Four Thousand Seven Hundred Thirty-Five Pesos and 20/100 (Php9,994,735.20), VAT Inclusive** or such other sums as may be ascertained, **HACKETT SECURITY AGENCY**, agrees to comply with its undertaking under the "**Procurement of Security Services for FY 2022 NEP**" in accordance with his/her/its Bid.
4. The **OFFICE OF THE SOLICITOR GENERAL** agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

JOSE C. CALIDA

Solicitor General

for:

OFFICE OF THE SOLICITOR GENERAL

FRANCIA C. DESQUITADO

Proprietor

for:

HACKETT SECURITY AGENCY

SIGNED IN THE PRESENCE OF:

DIEGO C. SUPERAL

Acknowledgment

REPUBLIC OF THE PHILIPPINES)
IN THE CITY OF MAKATI CITY)S.S.

BEFORE ME, a Notary Public, for and in the City of MAKATI CITY, Philippines, personally appeared **Jose C. Calida**, with Passport Number EC7887900 issued at Manila on August 10, 2016 and **Francia C. Desquitado** with _____ issued at _____ on _____, both known to me to be the same persons who executed the foregoing Contract for the **Procurement of Security Services for FY 2022 NEP** and acknowledged the same to be their own free act and deed.

This instrument is for the **Procurement of Security Services for FY 2022 NEP** consisting of two (2) pages including the page in which this Acknowledgement is written and signed at the corresponding spaces provided therefore by the Parties and their instrumental witnesses and sealed with my notarial seal.

WITNESS MY HAND AND SEAL, this JAN 17 2022 day of _____ in MAKATI CITY Philippines.

Doc. No. 762 ;
Page No. 73 ;
Book No. 2 ;
Series of 2022 .

ATY. JOSEFINO N. SUCION
NOTARY PUBLIC FOR MAKATI CITY
UNTIL DECEMBER 31, 2021
EXTENDED PER B.M. NO. 3795
U-203 CARREON BLDG.
2746 ZENAIDA ST. POBLACION MAKATI CITY
IBP NO. 169458/01/02/2022
PTR NO. 117/03/2022
NOTARY PUBLIC
MCLE COMPLIANCE NO. VI-0018184/2-23-19
ROLL NO. 60799
APPOINTMENT NO. M-223

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CONTRACT AGREEMENT

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IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

JOSE C. CALIDA

Solicitor General

for:

OFFICE OF THE SOLICITOR GENERAL

FRANCIA C. DESQUITADO

Proprietor

for:

HACKETT SECURITY AGENCY

SIGNED IN THE PRESENCE OF:

DIEGO L. SUPERA

Acknowledgment

REPUBLIC OF THE PHILIPPINES)
IN THE CITY OF MAKATI CITY)S.S.

BEFORE ME, a Notary Public, for and in the City of MAKATI CITY, Philippines, personally appeared **Jose C. Calida**, with Passport Number EC7887900 issued at Manila on August 10, 2016 and **Francia C. Desquitado** with _____ issued at _____ on _____, both known to me to be the same persons who executed the foregoing Contract for the **Procurement of Security Services for FY 2022 NEP** and acknowledged the same to be their own free act and deed.

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WITNESS MY HAND AND SEAL, this JAN 17 2022 day of _____ in MAKATI CITY, Philippines.

Doc. No. 362 ;
Page No. 33 ;
Book No. 2 ;
Series of 2022 .

J. Sucion
ATTY. JOSELINO N. SUCION
NOTARY PUBLIC FOR MAKATI CITY
UNTIL DECEMBER 31, 2021
EXTENDED PER B.M. NO. 3795
U-203 CARREON BLDG.
2746 ZENAIDA ST. POBLACION MAKATI CITY
IBP NO. 169438/01/02/2022
PTR NO. 8851617/01-03-2022
MCLE COMPLIANCE NO. M-0018184/2-28-19
ROLL NO. 60799
APPOINTMENT NO. M-223



1025 Alpha Insurance Centre, San Marcelino St., Zone 71 District V Brgy. 660-A,
Ermita, NCR, City of Manila, First District, Philippines 1000
VAT Reg. TIN: 000-433-024-00000

OFFICIAL RECEIPT No. 2888838 BA

_____, 20____

RECEIVED from Hackett Security Agency
the sum of PESOS Twenty One Thousand Ninety Nine
& 91/100 Pesos Only (P 21,099.91)

Business style _____ TIN _____
in payment of the following:

1. PREMIUMS::		
Fire Policy No. <u>Php2,998,420.56</u>		
Marine Policy No. _____		
Motor Car Policy No. _____		
Accident Policy No. _____		
Bond Policy No. <u>G(13)107951</u>		<u>16,491.31</u>
2. Documentary Stamps _____		<u>2,061.50</u>
3. Premium Tax _____		<u>1,978.96</u>
4. Fire Service Tax _____		<u>-</u>
5. Local Gov't Tax _____		<u>18.14</u>
6. Notarial Fee _____		<u>300.00</u>
7. Others _____		<u>250.00</u>
Vatable _____		
Vat-Exempt Sale _____		
Vat-Zero Rated Sales _____		
Less: SC/PWD Discount _____		
Less: Withholding Tax _____		
VAT Amount _____		
Total Sales _____		
12% Value Added Tax _____		


Above payment (s) are received subject to all the condition stipulated at the back hereof.
Warranted no known Loss at the time of issuance of this Official Receipts.

Total Payment P 21,099.91

Sr. Citizen TIN	
OSCA/PWD ID NO:	SIGNATURE

Alpha Insurance & Surety Co., Inc.

Bank: check
Check No. _____
Date: _____

By: 

15000 BKIts. (50 x 5) 2780001 BA - 3530000 BA
BIR Authority to Print No.: 125AU20210000001217
Date Issued: 02-24-2021 Valid until 02-23-2026
TRIPLE FFF PRINTMASTER • 3561 Mag. Araullo St., Alabang,
Zone 061 Brgy. 610, Sta. Mesa, Manila • VAT Reg. TIN: 110-007-039-000
Printer's Accreditation No.: 032MP201800000000000
Date Issued: 11-27-2018 Valid Until: 11-27-2023

" THIS OFFICIAL RECEIPT SHALL BE VALID FOR FIVE (5) YEARS FROM THE DATE OF ATP "



1635 Alora Insurance Center, San Marcelino St., Zone 71 Claju, P.R. Box 880-A
Emilio NOR, City of Manila, First District, Philippines 1000
VAT Reg. TIN: 000-433-024-00090

OFFICIAL RECEIPT No. 288888 BA

20

The payment(s) represented by this receipt are received subject to the following:

C O N D I T I O N S

1. This receipt shall not be binding upon the company for any part of said payment(s) covered by a check, bill of exchange or other mercantile document other than cash unless such remittance is promptly honored on presentation for payment and actually cashed.
2. If payment is not acceptable for the purpose offered, it will be returned in the normal course of business without interest.
3. Acceptance of payment shall not make alter or discharge contracts, prejudice any of the company's rights remedies or pending legal actions, or waive forfeitures or remedies stipulated in covered contract(s) due to customer's default.

This Official Receipt is being issued on the assumption that there is/are no known loss/losses affecting the policy for which this payment is being applied, otherwise this Official Receipt is automatically considered null and void.

Alpha Insurance & Surety Co., Inc.

By: 

Total Payment \$1,000.00

12% Value Added Tax

Total Sales

VAT Amount

Less: Withholding Tax

Less: GRPW Discount

Vat-Exempted Sales

Vat-Zero Rated Sales

7. Others \$50.00

6. Notarial Fee \$100.00

5. Documentary Stamps

4. Bond Policy No.

3. Motor Car Policy No.

2. Maritime Policy No.

1. Motor Vehicle Policy No.

Business style in payment of the following:

RECEIVED from Hackett Security Agency

the sum of PESOS 1,000.00 (One Thousand Pesos Only)

20

Alpha Insurance & Surety Co., Inc.

By: 

Bank: check

Check No.

Date:

Signature

Signature

Signature

Signature

Signature

Signature

Signature



ALPHA INSURANCE & SURETY CO., INC.

1025 Alpha Insurance Centre, San Marcelino St., Zone 71 District V
Barangay 660-A Ermita, NCR, City of Manila, First District, Philippines 1000
Trunkline 525-1301 / Fax No. 522-6131
TIN 000-433-024-000-VAT

Statement of Account

A 1097379

HACKETT SECURITY AGENCY

Unit 201, FSE Bldg., 3671-73 Bautista Cor., Dayap Sts., Brgy. Palanan Makati City

January 7, 2022

Date:

Policy/Bond No. G(13)107951

Sum Insured/Bond Amount: TWO MILLION NINE HUNDRED NINETY EIGHT THOUSAND NINE HUNDRED
TWENTY AND 56/100 PESOS ONLY (P 2,998,420.56)

Period Covered: From January 1, 2022, 20
To December 31, 2022

Particulars:

PERFORMANCE BOND
OFFICE OF THE SOLICITOR GENERAL

CODE DASAY
IMPORTANT: Please make check/s payable to ALPHA INSURANCE & SURETY CO., INC. No payment is deemed to be made to the Company unless a Printed Numbered Receipt in the Official Form of the Company duly signed by an authorized personnel or authorized general agent of the Company is issued for such payment. (Please notify us if the Official Receipt is not delivered within five (5) days of payment.)

Premium	P	16,491.31
Doc. Stamps		2,061.50
E-VAT		1,978.96
Local Gov't Tax		18.14
Fire Tax		300.00
Notarial Fee		250.00
Other Charges		
Total	P	21,099.91

Please note that under the Insurance Code "No" policy or contract of insurance is valid and binding unless and until the premiums thereof has been paid.

15,000 Bkts. (50 x 6) A 0500001 - A 1250000
BIR Authority to Print No.: BAU000144582E
Date Issued: 02-20-2018; Valid until: 02-19-2023
TRIPLE FFF PRINTMASTER
4628-II Valenzuela St., Sta. Mesa, Manila
Tel. 253-6390 • TIN: 110-007-059-000 VAT

BIR Accreditation No.: 032MP2013000000030
Date Issued: 12/27/2013

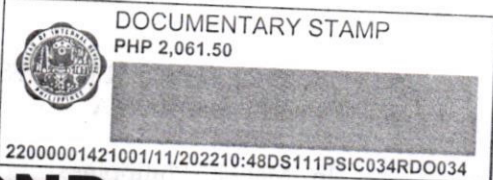


THIS DOCUMENT IS NOT VALID FOR CLAIMING INPUT TAXES
THIS STATEMENT OF ACCOUNT SHALL BE VALID FOR FIVE (5) YEARS FROM THE DATE OF ATP

PREMIUM	₱
DOC. STAMPS	:
EVAT	:
NOTARY FEE	:
OTHERS	:
TOTAL	₱



ALPHA INSURANCE CENTRE
 1025 San Marcelino St., Ermita, Manila
 Trunkline 525-1301 / Fax No. 522-6131



PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS:

That we, HACKETT SECURITY AGENCY of Unit 201, FSE Bldg., 3671-73 Bautista Cor., Dayap Sts.,
 on the 07th day of JANUARY 202022 Brgy. Palanan Makati City
 as principal and ALPHA INSURANCE AND SURETY COMPANY, INC., a corporation duly
 organized and existing under and by virtue of the Republic of the Philippines with principal office at Manila, as surety are held
 & firmly bound unto OFFICE OF THE SOLICITOR GENERAL
 of Two Million Nine Hundred Ninety Eight Thousand Four Hundred Twenty and 56/100 Pesos Only (P. 2,998,420.56
 Philippine Currency, for the payment of which sum, well and truly to be made, we bind ourselves, our heirs, executors,
 administrators, successor, and assigns jointly and severally, firmly by these presents.
 THE CONDITIONS OF THIS OBLIGATIONS ARE AS FOLLOWS:

WHEREAS, the above-bounden Principal has been required by the obligee to post this Performance Bond to fully & faithfully guarantee the Procurement of Security Services as per Notice of Award dated a copy of which is hereto attached as Annex "A" and made an integral part of this bond.
 WHEREAS, this bond does not guarantee any loss or damage due to theft, pilferage and negligence of the employees/worker of the Principal.
 It is agreed and understood that this bond does not cover liabilities to benefit employees of the Security Agency, that is provided for under the Labor Code of the Philippines as well as any rules and regulations of the Department of Labor. It is likewise does not cover any liability of the Security Agency imposed by any International Law, rules and regulations regarding privileges and benefit of the employees laborers and workers.
 PROVIDED, however, that the liability of the Surety Company under this bond shall in no case exceed the sum of PESOS: TWO MILLION NINE HUNDRED NINETY EIGHT THOUSAND FOUR HUNDRED TWENTY AND 56/100 (Php.2,998,420.56) only Philippine Currency.
 This bond shall be callable on demand

WHEREAS, said Contract requires said principal to give a good and sufficient bond in the above stated sum to secure the full and faithful performance on his part of said contract.
 NOW THEREFORE, if the principal shall well and truly perform and fulfill all the undertakings, covenants, terms, conditions, and agreements stipulated in said Contract then, this obligation shall be null and void, otherwise, it shall remain in full force and effect.
 The liability of ALPHA INSURANCE AND SURETY COMPANY, INC. under this bond will expire on DECEMBER 31, 202022 and the SURETY does not assume any responsibility for any liability incurred or created after said date, notice of claims against the SURETY must be given to the bonding company not later than (10) ten days from said expiration date, and failure to do so shall release the SURETY from all liabilities under this bond and shall be a bar to any action against it.

WITNESS OUR HANDS, AND SEAL this 07TH day of JANUARY, 202022
 at Manila, Philippines.
HACKETT SECURITY AGENCY
 BY: [Signature]
FRANCIA C. DESQUITADO
 Proprietress
 Principal
ALPHA INSURANCE AND SURETY COMPANY, INC.
 BY: [Signature]
MACALINTAL COPRUZ
 SVP-Underwriting
 SIGNED IN THE PRESENCE OF:
ANGELINA L. PEREZ C/O AISCI
 Tin: 145-872-538
MARCO H. MACALINTAL c/o AISCI
 Tin: 256-995-879

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
 IN THE CITY of MANILA) S.S.


In Manila, Philippines 07TH day of JANUARY 20 2022 A.D., personally appeared before me.

NAME	Res. Cert. No.	ISSUED	
		At	On
Mr. <u>FRANCIA C. DESQUITADO</u>			
Mr. _____			
Mr. _____			

and Mr. MACARIO P. CORPUZ with Res. Cert. No. TIN-101 731 484 Issued at _____ on _____ for and in behalf of **ALPHA INSURANCE AND SURETY COMPANY, INC.** with Res. Cert. No. C- TIN NO. 000-433-024-000 issued at Manila, on _____ to me known to be the same persons who signed and executed the foregoing instrument and acknowledged before me that the same is of their own voluntary act and deed.

In Witness Whereof, I have hereunto set my hand and affixed my notarial seal at the place and date first above written.

Doc. No. 404
 Page No. 82
 Book No. I
 Series of 20 2022


VONN ALEXIS V. REMO
 Notary Public-City Of Manila
 Notarial Commission # 2020-Ga3
NOTARY PUBLIC
 Roll Of Acty. 68393
 My Commission expires Dec, 31, 20_____
 PTR # MIA-0097330/01-03-_____
 MCLE Compl # VI-0015304/Unde_____
3/F Alpha Insurance Centre, 1025 San Marcelino Street, Ermita M
 Commission Extended Until June 30, 2022
 SC EN BANC H.M. No. 3175

REPUBLIC OF THE PHILIPPINES)
 IN THE CITY of MANILA) S.S.

I, MACARIO P. CORPUZ - SVP - Underwriting


_____ of **ALPHA INSURANCE AND SURETY COMPANY, INC.** having been duly sworn states and deposes that the said **ALPHA INSURANCE AND SURETY COMPANY, INC.** is a corporation duly organized and existing under and by virtue of the laws of the Philippines, with its principal office at Manila and is duly authorized to execute and furnish surety bonds for all purposes within the said Philippines, and that it is actually worth the amount specified in the foregoing undertaking to wit TWO MILLION NINE HUNDRED NINETY EIGHT THOUSAND FOUR HUNDRED TWENTY AND 56/100 PESOS ONLY Pesos, (P 2,998,420.56) Philippine Currency, over and above all just debts and obligations and property exempt from execution.

ALPHA INSURANCE AND SURETY COMPANY, INC.
 TIN 000-433-024-000-VAT

By MACARIO P. CORPUZ
SVP - Underwriting

Subscribed and sworn to before me this _____ day of JANUARY, 202022 at MANILA Philippines. Affiant exhibited to me his Residence Certificate and that the corporations as above mentioned.

Doc. No. 405
 Page No. 82
 Book No. I
 Series of 20 2022


VONN ALEXIS V. REMO
 Notary Public-City Of Manila
 Notarial Commission # 2020-003
 Until December 31, 2021
 Roll Of Acty. 68393
NOTARY PUBLIC
 My Commission expires Dec, 31, 20_____
 PTR # MIA-0097330/01-03-_____
3/F Alpha Insurance Centre, 1025 San Marcelino Street, Ermita Mla.
 Commission Extended Until June 30, 2022
 SC EN BANC H.M. No. 3175



Republika ng Pilipinas
Republic of the Philippines
Kagawaran ng Pananalapi
Department of Finance
INSURANCE COMMISSION

ITO AY PATUNAY na ang **ALPHA INSURANCE & SURETY COMPANY, INC.**
(This is to certify that

NG LUNGSOD NG MAYNILA, PILIPINAS

na isang

pang **DI-BUHAY**

a

NON-LIFE

(FIRE, MARINE, CASUALTY & SURETY*)

na kompanya ng seguro ay nakatugon sa lahat ng mga kailangang itinakda ng batas
insurance company, has complied with all requirements of law

ng Pilipinas kaugnay sa gayong mga kompanya ng seguro, kung kaya pinagkakalooban
of the Philippines relative to such insurance companies, and it is hereby granted

nitong **KATIBAYAN NG PAGKAMAYKAPANGYARIHAN** upang makipagnegosyo ng
this CERTIFICATE OF AUTHORITY to transact

uri ng seguro na itinakda sa itaas hanggang ikalabingdalawa ng hatinggabi, ng ikatatumpu't isang
the class of insurance business above set forth until twelve o'clock midnight, on the thirty-first

araw ng Disyembre, taong dalawang libo't dalawampu't apat
day of December 2024

maliban kung agad na bawiin o pigilin ng may makatuwirang dahilan.
unless sooner revoked or suspended for cause.)



Bilang **KATUNAYAN NITO**, inilagda ko ang aking pangalan
(In WITNESS WHEREOF, I have hereunto subscribed my name

at ikinintal ang Opisyal na Tatak ng aking Tanggapan
and caused my Official Seal to be affixed,

sa Lungsod ng Maynila, Pilipinas. Ito ay may bisa
at the City of Manila, Philippines. This becomes

simula ika-isa ng Enero 2022.
effective on 1 January 2022.)

DENNIS B. FUNA
Insurance Commissioner



*AO No. 244 issued on
May 31, 1957

Date Issued: _____



Republic of the Philippines
OFFICE OF THE SOLICITOR GENERAL
134 Amorsolo St., Legaspi Village, Makati City

CAF No. 2022-01-04

CERTIFICATION OF AVAILABILITY OF FUNDS

Pursuant to the provisions of RA 9184, Section 86 of PD 1445, LOI 968, and Section 46 of PD 1177, I hereby certify that the amount of **Ten Million Pesos (Php10,000,000.00)** has been duly allocated in the Agency Specific Budget for Maintenance and Other Operating Expenses (MOOE) under R.A. 11639 or the General Appropriations Act of FY 2022.

I certify further that said amount is necessary to cover the **Procurement of Security Services for FY 2022**, which is available for the current fiscal year for expenditures on account thereof.

Issued this 5th day of January 2022 at Makati City, Philippines.

ARIEL J. UBIÑA
Chief Accountant
Accounting Division
Financial Management Service



Republic of the Philippines
Office of the Solicitor General

NOTICE OF AWARD

HACKETT SECURITY AGENCY

Unit 201 FSE Building, No. 3671-3673,
Bautista cor. Dayap Street, Brgy. Palanan, Makati City.

Attention: **Francia C. Desquitado**
Proprietor

Dear Ms. Desquitado:

You are hereby notified that pursuant to BAC Resolution No. 2021-12-009, the Office of the Solicitor General (OSG) AWARDS to **HACKETT SECURITY AGENCY**, the contract for "**Procurement of Security Services for FY 2022 NEP**" with financial bid of **Nine Million Nine Hundred Ninety-Four Thousand Seven Hundred Thirty-Five Pesos and 20/100 (Php9,994,735.20)**, inclusive of all government taxes and charges.

Accordingly, you are required to provide within ten (10) days from receipt hereof, a Performance Security in the form and amount stipulated in Section 3 of Section IV – General Conditions of Contract of the bidding document. Failure to provide the required Performance Security shall constitute sufficient ground for the immediate cancellation of this award and forfeiture

Makati City, Philippines.


JOSE C. CALIDA
Solicitor General

Conforme:


Francia C. Desquitado
Proprietor

Date Received: 1.7.22



Republic of the Philippines
Office of the Solicitor General

DECISION OF THE HEAD OF PROCURING ENTITY

Acting on the Bids and Awards Committee Resolution No. 2021-12-009 dated December 16, 2021 for the **PROCUREMENT OF SECURITY SERVICES FOR F.Y. 2022** covered by P.R. No. 021-10-175 (2022), the dispositive portion of which reads:


“NOW, THEREFORE, be it resolved, as it is hereby resolved by the BAC to recommend the contract for the **PROCUREMENT OF SECURITY SERVICES FOR F.Y. 2022**, amounting to **Nine Million Nine Hundred Ninety-Four Thousand Seven Hundred Thirty-Five Pesos and 20/100 (Php9,994,735.20)**, be awarded to **Hackett Security Agency** as the Bidder with the Single Calculated and Responsive Bid.”

The same is hereby **APPROVED**, pursuant to Section 37.1.2¹ of the 2016 Revised Implementing Rules and Regulation of Republic Act No. 9184 otherwise known as the Government Procurement Reform Act.

Makati City, December 27, 2021.


JOSE C. CALIDA
Solicitor General

Recommending Approval


ASG/SHARON E. MILLAN-DECANO
Chairperson – Bids and Awards Committee



OSG211228Y0005648

¹ 37.1.2. Within a period not exceeding fifteen (15) calendar days from the determination by the BAC of the bidder with the LCRB, HRRB, SCRB, or SRRB, and the recommendation to award the contract, the HoPE or his duly authorized representative shall approve or disapprove the said recommendation.



OSG211228Y0015648

Republic of the Philippines
OFFICE OF THE SOLICITOR GENERAL
134 Amorsolo St., Legaspi Village
Makati City
Tel Nos. 818-6301 to 09
Fax. No. 817-9843

OSG BIDS AND AWARDS COMMITTEE

Resolution No. 2021-12-009

Approved Budget for the Contract (ABC): Php10,000,000.00

PROCUREMENT OF SECURITY SERVICES FOR F.Y. 2022

Whereas, on 13 October 2021 the Chief Administrative Officer, Budget Division, Financial Management Services of the Office of the Solicitor General (OSG) issued a Statement of Availability of Funds in the amount of **Ten Million Pesos (Php10,000,000.00)** to cover the Office of the Solicitor General's (OSG) Procurement of Security Services for F.Y. 2022;¹

Whereas, the Administrative Division issued the 1st Indorsement dated 07 October 2021 forwarding to the Bids and Awards Committee (BAC) the approved **Purchase Request (PR) No. 021-10-175(2022)** dated **07 October 2021** amounting to **Ten Million Pesos (Php10,000,000.00)**;²

Whereas, prior thereto, the BAC conducted a Pre-Procurement Conference on 23 September 2021 to determine its readiness for the procurement activity;³

Whereas, the OSG advertised the Invitation to Bid in the Philippine Government Electronic Procurement System (PhilGEPS);⁴

Whereas, in response to said advertisement, representatives from the following suppliers/providers attended the Pre-Bid Conference conducted on 03 November 2021:⁵

1. Radiant Security Agency Corp.

¹ Annex A

² Annex B

³ Annex C

⁴ Annex D

⁵ Annex E

2. Hackett Security Agency

Whereas, on 15 November 2021, during the Submission and Opening of Bids, **Hackett Security Agency (Hackett)** submitted its eligibility and technical requirements for evaluation;⁶

Whereas, using the non-discretionary “PASS-FAIL” criterion, **Hackett** passed the eligibility and technical requirements for the procurement;

Whereas, Hackett also submitted its financial bid in the amount of **Nine Million Nine Hundred Ninety-Four Thousand Seven Hundred Thirty-Five Pesos and 20/100 (Php9,994,735.20)**;

Whereas, considering that **Hackett** passed the eligibility and technical requirements, and its financial bid is within the ABC, it was declared as the bidder with the single calculated bid for the instant procurement, subject to post-qualification;

Whereas, during the post-qualification, the Technical Working Group (TWG) found that Hackett was not responsive to the technical specifications of the instant procurement, particularly Item 2(a) which requires the submission of Monthly Disposition Reports;⁷

Whereas, the BAC notified Hackett of its non-compliance and post-disqualification through a letter dated 23 November 2021;⁸

Whereas, on 25 November 2021, the BAC received Hackett’s letter seeking for a reconsideration of its post-disqualification, and attaching therewith the copies of the lacking post-qualification documents;⁹

Whereas, the TWG, subsequently, re-evaluated Hackett’s submitted documents and determined that it has fully complied with the post-qualification requirements;¹⁰

Whereas, the BAC, through a letter dated 29 November 2021, informed Hackett of its decision to reconsider the latter’s post-disqualification, and declared Hackett as the bidder with the single calculated and responsive bid.¹¹

NOW, THEREFORE, be it resolved, as it is hereby resolved by the BAC to recommend the contract for the **PROCUREMENT OF SECURITY SERVICES FOR F.Y. 2022**, amounting to **Nine Million Nine Hundred**

⁶ Annex F

⁷ Annex G

⁸ Annex H

⁹ Annex I

¹⁰ Annex J

¹¹ Annex K

Ninety-Four Thousand Seven Hundred Thirty-Five Pesos and 20/100 (Php9,994,735.20), be awarded to **Hackett Security Agency** as the Bidder with the Single Calculated and Responsive Bid.

Makati City, 16 December 2021.


ASG SHARON E. MILLAN-DECANO
Chairperson


SSS AILEEN P. ESPINA-DALWATAN
Vice-Chairperson


ASG ARLEEN T. REYES
Member


SSI JOCELYN P. CASTILLO-SARMIENTO
Member


ASIII ALANNA GAYLE ASHLEY B. KHIO
Member


ASIII EMILE JUSTIN D. CEBRIAN
Member


DIR. BERNADETTE M. LIM
Member

MEMORANDUM

FOR: Jose C. Calida
Solicitor General

FROM: BIDS and AWARDS COMMITTEE

RE: PROCUREMENT OF SECURITY SERVICES FOR F.Y. 2022

DATE: 16 December 2021

On 13 October 2021 the Chief Administrative Officer, Budget Division, Financial Management Services of the Office of the Solicitor General (OSG) issued a Statement of Availability of Funds in the amount of **Ten Million Pesos (Php10,000,000.00)** to cover the Office of the Solicitor General's (OSG) Procurement of Security Services for F.Y. 2022.

The Administrative Division issued the 1st Indorsement dated 07 October 2021 forwarding to the Bids and Awards Committee (BAC) the approved **Purchase Request (PR) No. 021-10-175(2022)** dated **07 October 2021** amounting to **Ten Million Pesos (Php10,000,000.00)**.

Prior thereto, the BAC conducted a Pre-Procurement Conference on 23 September 2021 to determine its readiness for the procurement activity.

The OSG advertised the Invitation to Bid in the Philippine Government Electronic Procurement System (PhilGEPS).

In response to said advertisement, representatives from the following suppliers/providers attended the Pre-Bid Conference conducted on 03 November 2021:

1. Radiant Security Agency Corp.
2. Hackett Security Agency

On 15 November 2021, during the Submission and Opening of Bids, **Hackett Security Agency (Hackett)** submitted its eligibility and technical requirements for evaluation.

Using the non-discretionary "PASS-FAIL" criterion, **Hackett** passed the eligibility and technical requirements for the procurement.

Hackett also submitted its financial bid in the amount of **Nine Million Nine Hundred Ninety-Four Thousand Seven Hundred Thirty-Five Pesos and 20/100 (Php9,994,735.20)**.

**Memorandum
PROCUREMENT OF SECURITY SERVICES
FOR F.Y. 2022**

16 December 2021

x-----x

2

Considering that **Hackett** passed the eligibility and technical requirements, and its financial bid is within the ABC, it was declared as the bidder with the single calculated bid for the instant procurement, subject to post-qualification.

During the post-qualification, the Technical Working Group (TWG) found that Hackett was not responsive to the technical specifications of the instant procurement, particularly Item 2(a) which requires the submission of Monthly Disposition Reports;

The BAC notified Hackett of its non-compliance and post-disqualification through a letter dated 23 November 2021.

On 25 November 2021, the BAC received Hackett's letter seeking for a reconsideration of its post-disqualification and attaching therewith the copies of the lacking post-qualification documents.

The TWG, subsequently, re-evaluated Hackett's submitted documents and determined that it has fully complied with the post-qualification requirements.

The BAC, through a letter dated 29 November 2021, informed Hackett of its decision to reconsider the latter's post-disqualification, and declared Hackett as the bidder with the single calculated and responsive bid.

REQUESTED ACTION:

The BAC respectfully recommends the contract for the **PROCUREMENT OF SECURITY SERVICES FOR F.Y. 2022**, amounting to **Nine Million Nine Hundred Ninety-Four Thousand Seven Hundred Thirty-Five Pesos and 20/100 (Php9,994,735.20)**, be awarded to **Hackett Security Agency** as the Bidder with the Single Calculated and Responsive Bid.

Makati City, 16 December 2021.


ASG SHARON E. MILLAN-DECANO
Chairperson


SSS AILEEN P. ESPINA-DALWATAN
Vice-Chairperson


ASG ARLEEN T. REYES
Member


SSII JOCELYN P. CASTILLO-SARMIENTO
Member


ASIII ALANNA GAYLE ASHLEY B. KHIO
Member


ASIII EMILE JUSTIN D. CEBRIAN
Member


DIR. BERNADETTE M. LIM
Member



Republic of the Philippines
OFFICE OF THE SOLICITOR GENERAL
134 Amorsolo St., Legaspi Village,
Makati City

November 29, 2021

Francia C. Desquitado
Proprietor
Hackett Security Agency
Unit 201 FSE Building, 3671-3673
Bautista Street, Brgy. Palanan
Makati City

Dear. **Ms. Desquitado**,

This pertains to your Motion for Reconsideration of Hackett Security Agency's Post-Disqualification for the procurement of Security Services (NEP 2022).¹

After the re-evaluation and verification by the Technical Working Group (TWG) and the Bids and Awards Committee (BAC) of the submitted documents, it was determined that Hackett Security Agency's submission of *Monthly Disposition Reports*, covering twelve (12) months prior to the most recent month, completing its initial submission of the *Monthly Disposition Report* for October 2021, is in keeping with Item 5 of the *Post-Qualification Documents* and Item 2(a) of the *Compliance with Technical Specifications* outlined for the above-mentioned procurement project.

The BAC finds this to be in conformity with Section 34.3(b)(i) of the *2016 Revised Implementing Rules and Regulations of R.A. No. 9184*, which includes, as part of the post-qualification process, the "[v]erification and validation of the bidder's stated competence and experience, and the competence and experience of the bidder's key personnel to be assigned to the project," as well as GPPB Non-Policy Matter 137-2017.²

¹ Dated November 25, 2021. Received by OSG on even date.

² Applicable by analogy. The NPM provides: "[I]n fine, what is important for purposes of bidding is the fact of filing, which means that the bidder paid its tax obligations. **As to whether the submitted ITR and BTR by the bidder are valid, this can be verified, validated and ascertained by the Bids and Awards Committee during the post-qualification stage, which includes a verification of whether the said deleted parts in the bidders' submission are relevant or not by the purpose for which the documents are submitted.**"

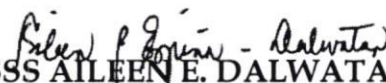
In view of the foregoing, the BAC hereby **RECONSIDERS** its prior decision dated November 23, 2021 post-disqualifying Hackett Security Agency and **DECLARES** said agency as the bidder with the single lowest calculated and responsive bid.

For your information and guidance.


Sincerely,

OSG- BIDS and AWARDS COMMITTEE


ASG SHARON E. MILLAN-DECANO
Chairperson


SSS AILEEN E. DALWATAN
Vice-Chairperson


ASG ARLEEN T. REYES
Member


SSII JOCELYN P. CASTILLO-SARMIENTO
Member


ASIII ALANNA GAYLE ASHLEY B. KHIO
Member


ASIII EMILE JUSTIN D. CEBRIAN
Member


DIRECTOR BERNADETTE M. LIM
Member



Republic of the Philippines
OFFICE OF THE SOLICITOR GENERAL
134 Amorsolo St., Legaspi Village,
Makati City

MEMORANDUM

FOR : Assistant Solicitor General Sharon E. Millan-Decano
Chairperson, Bids and Awards Committee

FROM : The Technical Working Group for the
Procurement of Security Services

RE : Post-Qualification Evaluation Summary Report for the
Annual Procurement of Security Services FY 2022 (NEP)

DATE : 29 November 2021

The Technical Working Group (TWG) hereby submits the Post-Qualification Evaluation Summary Report (Report) for the Annual Procurement of Security Services, pursuant to the Motion for Reconsideration filed by Hackett Security Agency.

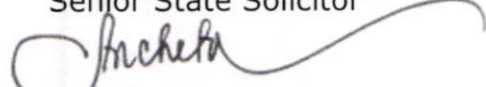
The members of the TWG take note of the complete submission of Monthly Disposition Reports covering the most recent month (October 2021) and twelve months prior to such most recent month (October 2020). This is in relation to Item 5 of the "Post-Qualification Documents" and Item 2(a) of "Compliance with Technical Specifications" of this Report.

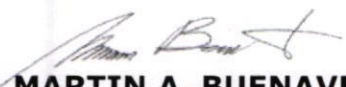
For your consideration and further instruction. Thank you.

Very truly yours,


RAYMUND I. RIGODON
Assistant Solicitor General


IVAN MARK S. LADORES
Senior State Solicitor


GLENN THYRON S. ANCHETA
State Solicitor



MIGUEL MARTIN A. BUENAVENTURA
Associate Solicitor I



RUFINO SAMUEL III R. MANTOS
Associate Solicitor I



EDWIN M. BAGOS
Senior Administrative Assistant III



RUBBY JEAN S. EVANGELISTA
Administrative Assistant II



MARCELO G. FRIAS
Security Officer III



Republic of the Philippines
OFFICE OF THE SOLICITOR GENERAL
134 Amorsolo St., Legaspi Village,
Makati City

**BIDS AND AWARDS COMMITTEE
TECHNICAL WORKING GROUP**

ANNUAL PROCUREMENT OF SECURITY SERVICES (NEP 2022)

POST QUALIFICATION EVALUATION SUMMARY REPORT

OSG PR No. 021-10-175 (2022) dated October 7, 2021, Annual Procurement of Security Services

Pre-Bid Conference – November 3, 2021 @ 3:30PM

Submission of Bids – November 15, 2021 @ 3:25PM

Opening of Bids – November 15, 2021 @ 3:30PM

Venue for the Pre-Bid Conference & Opening of Bids – 9th Floor, Padilla Hall, OSG Building,
134 Amorsolo St., Legaspi Village, Makati City

POST- QUALIFICATION

A. Validation/Verification of Documents: Eligibility and Technical Components

REQUIREMENTS		PARTIES CONSULTED	FINDINGS/REMARKS
(a) Eligibility Documents			
1	PhilGEPS Registration	Philippine Government Electronic Procurement System Portal	RESPONSIVE HACKETT SECURITY AGENCY, registered at PhilGEPS on March 3, 2021, as a Supplier; with PhilGEPS Certificate Reference No: 201006340438584513 (Platinum Membership). This certificate is valid until March 3, 2022 (see attached letter A)

2	Statement of all its ongoing and completed government and private contracts, including contracts awarded but not yet started.	-	<p>RESPONSIVE</p> <p>On-going Government & Private Provided Security Services -</p> <ul style="list-style-type: none"> • for Governance Commission for GOCC; Contract Price – Php 1,978,397.76; Contract Duration – August 4, 2021 to August 3, 2022; • for Department of Public Works and Highways National Capital Region; Contract Price – Php 9,110,915.28; Contract Duration – October 13, 2021 to October 12, 2022; • for Insurance Commission; Contract Price – Php 23,415,973.92; Contract Duration – August 1, 2019 to July 31, 2022; • for Philippine Aerospace Development Corporation Hangar 2; Contract Price – Php 7,865,331.12; Contract Duration – June 1, 2019 to May 31, 2022; • for Construction Industry Authority of the Philippines; Contract Price – Php 10,245,036.24; Contract Duration – May 16, 2018 – May 15, 2021; • for Small Business Corporation ; Contract Price – Php 2,043,180.72; Contract Duration – January 1, 2019 – December 31, 2021; • for Food and Drug Administration; Contract Price – Php 8,031,351.00;
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			<p>Contract Duration – November 1, 2020 to October 31, 2020;</p> <ul style="list-style-type: none"> • for Department of Environment and Natural Resources Main Office; Contract Price – Php 44,430,562.80; Contract Duration – June 1, 2021 to May 31, 2022; • for Land Transportation Office Regional Office III; Contract Price – Php 22,951,134.48; Contract Duration – January 1, 2021 to December 31, 2021; • for Department of Environment and Natural Resources Mines and Geosciences Bureau; Contract Price – Php 5,683,581.24; Contract Duration – January 1, 2021 to December 31, 2021; • for San Lazaro Hospital; Contract Price – Php 13,951,205.16; Contract Duration – May 1, 2021 to April 30, 2022; • for BG West Properties, Inc; Contract Price – Php 17,847,745.08; Contract Duration – September 1, 2020 to August 31, 2021; • for BG North Properties, Inc.; Contract Price – Php 23,945,320.50; Contract Duration – January 2020 to December 2022; • for Avida Setting, Cabanatuan Homeowners Association; Contract Price – Php 3,961,356.24;
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			<p>Contract Duration – November 1, 2021 to October 31, 2022;</p> <ul style="list-style-type: none"> • for Shanghai Electric Power Construction Philippines Corp.; Contract Price – Php 35,000,000.00; Contract Duration – July 15, 2020 to March 14, 2021; • for Gentle Supreme Philippines; Contract Price – Php3,646,211.76; Contract Duration – October 15, 2020 to October 14, 2021; • for Jubilee Christian Academy; Contract Price – Php 1,201,282.68; Contract Duration – November 1, 2021 to October 31, 2022; • for CE Construction Corporation; Contract Price – Php 8,712,000.00; Contract Duration – February 1, 2021 to January 31, 2022; • for Betonbau Phils., Inc.; Contract Price – Php 4,800,700.92; Contract Duration – March 29, 2021 to March 28, 2022 • for Megaworld Corporation; Contract Price – Php 3,360,000.00; Contract Duration – May 12, 2021 to May 21, 2022; • for Megaworld Corporation; Contract Price – Php 2,688,000.00; Contract Duration – May 21, 2021 to May 21, 2022; • for Megaworld Corporation; Contract Price –
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			<p>Php2,016,000.00; Contract Duration – March 1, 2021 to March 1, 2022;</p> <ul style="list-style-type: none"> for Megaworld Corporation; Contract Price – Php 5,400,000.00; Contract Duration – February 16, 2021 to February 15, 2022 <p>(see attached letter F)</p>
3	Statement of Single Largest Completed Contracts (SLCC) similar to the contract to be bid.	-	<p>RESPONSIVE</p> <p>Government: Provided Security Services -</p> <ul style="list-style-type: none"> for Department of Environment and Natural Resources; Contract Price – Php 26,464,549.92; Contract Duration – June 1, 2019 to May 31, 2021 <p>(see attached letter G)</p>
4	Net Financial Contracting Capacity (NFCC) computation - [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started coinciding with the contract to be bid.	-	<p>RESPONSIVE</p> <p>- NFCC amount: Php344,732,613.77</p> <p>(see attached letter L)</p>
(b) Technical Documents			
5	Joint Venture Agreement (JVA) (if applicable)	-	<p>RESPONSIVE</p> <p>- Not Applicable</p> <p>(see attached letter M)</p>
6	Bid Securing Declaration / Bidders	-	RESPONSIVE



	Bond		<p>- submitted a Notarized Bid Securing Declaration signed by Francia C. Desquitado, authorized representative, Licensee/Proprietor of HACKETT SECURITY AGENCY</p> <p>(see attached letter H)</p>
7	Omnibus Sworn Statement in accordance with Section 25.3 of the 2016 Revised IRR of R.A. No. 9184 and using the form prescribed in Section VIII. Bidding Forms	-	<p>RESPONSIVE</p> <p>- submitted an Omnibus Sworn Statement signed by Francia C. Desquitado, authorized representative, Sole Proprietor of HACKETT SECURITY AGENCY</p> <p>(see attached letter J)</p>
8	Conformity with technical specifications, as enumerated and specified in Sections VI and VII of the Bidding Documents		<p>RESPONSIVE</p> <p>- for Section VI. Schedule of Requirements - will comply within 15 days upon receipt of Notice to Proceed and for Section VII. Technical Specifications - "Comply"</p> <p>(see attached letter I)</p>
9	Manual of Recruitment and Selection Criteria		<p>RESPONSIVE</p> <p>- provided a manual of recruitment and selection criteria and obligations</p> <p>(see attached letter I)</p>
10	Certificate of Recognition from TESDA		<p>RESPONSIVE</p> <p>- has an existing contract with another institution that provides security training and with TESDA certificate (Valiant Security Training Center Inc.)</p> <p>(see attached letter I)</p>
Eligibility and Technical Components			



11	List of establishments, institutions, companies or agencies for which it provides security services		<p>RESPONSIVE</p> <p>- provided a list of Twenty-Four (24) establishments, institutions, companies, or agencies for which it provides security services</p> <p>(see attached letter I)</p>
12	Copy of the contract with institution that provides security training, if applicable		<p>RESPONSIVE</p> <p>- provided a Memorandum of Agreement with Valiant Security Training Center dated November 9, 2021</p> <p>(see attached letter I)</p>
13	List of at least one hundred (100) licensed security guards in its roster		<p>RESPONSIVE</p> <p>- provided a total of Eight Hundred Twenty-Three (823) male and female security guards in its roster</p> <p>(see attached letter I)</p>
14	List of at least fifty (50) licensed/registered firearms		<p>RESPONSIVE</p> <p>- provided a total of Three Hundred Forty-Seven (347) licensed/registered firearms</p> <p>(see attached letter I)</p>
15	List of at least fifty (50) handheld radio/telecommunication devices		<p>RESPONSIVE</p> <p>- provided a total of Ninety-Two (92) handheld radio/telecommunication devices</p> <p>(see attached letter I)</p>
Post Qualification Documents			
1	Certification or proof of remittances to proper government agencies, such as Social Security System		<p>RESPONSIVE</p> <p>- Submitted proof of remittances to proper government agencies, such as Social Security System</p>



	(SSS), Pag-Ibig Fund (Pag-Ibig) and Philippine Health Insurance Corporation (PhilHealth), the required contributions with the corresponding management share as mandated by law, and the income taxes due thereto, if applicable.		(SSS), Pag-Ibig Fund (Pag-Ibig) and Philippine Health Insurance Corporation (PhilHealth) (see attached letter I)
2	Registration certificate from SEC, DTI, or CDA or any proof of such registration whichever may be appropriate under existing laws of the Philippines		RESPONSIVE - provided DTI Certificate of Business Name Registration No. 2816180 issued on April 6, 2021 with Business Name of HACKETT SECURITY AGENCY (see attached letter O)
3	Mayor's/Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zone or Areas	Business Permits & License Office, Makati City	RESPONSIVE - provided Business Permit No. 00549 issued on January 12, 2021 in Makati City, valid until December 31, 2021 (see attached letter C)
4	Tax Clearance per EO No. 398, Series of 2005, as finally reviewed and approved by the BIR	Bureau of Internal Revenue, BIR Road, Quezon City	RESPONSIVE - submitted Tax Clearance Certificate of FRANCIA CRUZATA DESQUITADO (HACKETT SECURITY AGENCY), with TCC NO. 08A-048-12-11-0913-2020 and Taxpayer Identification Number 123-021-577-000, valid as of December 11, 2021 (see attached letter D)



5	Proof of compliance with the rules and regulations issued by the PNP-SAGSD concerning the lawful operation and good standing, through Monthly Disposition Reports covering the most recent month and twelve months prior to such most recent month.		<p>RESPONSIVE</p> <ul style="list-style-type: none"> - submitted a Private Security Agency Regular License to Operate No.PSA-R-14-165714-2654 valid until April 30, 2023 <p>(see attached letter I)</p> <ul style="list-style-type: none"> - submitted the Monthly Disposition Reports for October 2020 to October 2021
Financial Envelope			
	Bid Price		<p>RESPONSIVE</p> <p>Nine Million Nine Hundred Ninety-Four Thousand Seven Hundred Thirty-Five Pesos & 20/100. (Php9,994,735.20)</p> <p>(see attached letter B)</p>

Compliance with Technical Specifications

Item No.	Description	Statement of Compliance	BAC-TWG
1.	The AGENCY shall provide a twenty-four (24)-hour security service to the OFFICE OF THE SOLICITOR GENERAL (OSG) at its establishment located at 134 Amorsolo St., Legaspi Village, Makati City and its extension offices located at the nearby APMC and Montepino Buildings, and the parking areas at Mile Long located at Amorsolo St., Legaspi Village, Makati City.	"COMPLY"	"PASSED"
2	The AGENCY shall be a wholly-owned Filipino private security agency and holder of a regular license to operate issued by the Philippine National Police-Security Agencies and Group	"COMPLY"	"PASSED"



	<p>Supervision Division (PNP-SAGSD). The AGENCY must be engaged in the business of providing security services for at least ten (10) years and shall operate its own security training institution or have an existing contract with another institution that provides security training. In either case, these institutions must be recognized by the Technical Education and Skills Development Authority (TESDA).</p> <p>For this purpose, the AGENCY shall also submit:</p> <ul style="list-style-type: none"> a. Proof of compliance with the rules and regulations issued by the PNP-SAGSD concerning its lawful operation and good standing, through Monthly Disposition Reports covering the most recent month and twelve months prior to such most recent month; b. Its Manual of Recruitment and Selection Criteria; c. Its Certificate of Recognition from TESDA; d. A list of the establishments, institutions, companies, or agencies for which it provides security services; and e. A copy of the contract with the institution that provides security training, if applicable. f. Organizational Chart; and g. Security Plan for the OSG 	<p>"COMPLY"</p>	<p>"PASSED"</p>
<p>3.</p>	<p>The AGENCY shall possess other qualifications, namely:</p> <ul style="list-style-type: none"> a. At least one hundred (100) licensed security guards in its roster; b. At least fifty (50) licensed/registered firearms; and c. At least fifty (50) handheld radio/telecommunication devices. 	<p>"COMPLY"</p>	<p>"PASSED"</p>
<p>4</p>	<p>The Contract will commence fifteen (15) days from receipt of the notice of award and will be effective for one (1) year. The AGENCY shall provide twenty (20) security personnel (composed of eighteen [18] ordinary guards and two [2] officers-in-charge), with three (3) relievers during the rest day of the ordinary guards. The guards assigned shall render twelve (12) hours of security service per shift daily, including Sundays and holidays, to adequately guard and protect OSG's properties, premises, personnel and clients around and within the OSG's premises and extension offices and the parking areas.</p>	<p>"COMPLY"</p>	<p>"PASSED"</p>



5	<p>The posting of the security personnel shall be as follows:</p> <table border="1" data-bbox="393 336 1053 676"> <thead> <tr> <th data-bbox="393 336 533 438">Shift</th> <th data-bbox="533 336 665 438">Time</th> <th data-bbox="665 336 811 438">Number of Security</th> <th data-bbox="811 336 959 438">Number of OIC's</th> <th data-bbox="959 336 1053 438">Total</th> </tr> </thead> <tbody> <tr> <td data-bbox="393 438 533 540">Morning Shift</td> <td data-bbox="533 438 665 540">7:00AM to 7:00PM</td> <td data-bbox="665 438 811 540">12</td> <td data-bbox="811 438 959 540">1</td> <td data-bbox="959 438 1053 540">13</td> </tr> <tr> <td data-bbox="393 540 533 642">Evening Shift</td> <td data-bbox="533 540 665 642">7:00PM to 7:00AM</td> <td data-bbox="665 540 811 642">6</td> <td data-bbox="811 540 959 642">1</td> <td data-bbox="959 540 1053 642">7</td> </tr> <tr> <td colspan="4" data-bbox="393 642 959 676">Total of Security Personnel</td> <td data-bbox="959 642 1053 676">20</td> </tr> </tbody> </table>	Shift	Time	Number of Security	Number of OIC's	Total	Morning Shift	7:00AM to 7:00PM	12	1	13	Evening Shift	7:00PM to 7:00AM	6	1	7	Total of Security Personnel				20	"COMPLY"	"PASSED"
Shift	Time	Number of Security	Number of OIC's	Total																			
Morning Shift	7:00AM to 7:00PM	12	1	13																			
Evening Shift	7:00PM to 7:00AM	6	1	7																			
Total of Security Personnel				20																			
6.	<p>The security guards to be assigned by the AGENCY to the OSG shall possess the following qualifications:</p> <ul style="list-style-type: none"> a. Good moral character and reputation, and without any criminal, police or derogatory records; b. Physically and mentally fit; c. Not less than twenty-one (21) years old and more than forty-five (45) years old; d. At least five feet and six inches (5'6") in height; e. Must have reached college level/vocational level or its equivalent; f. Graduate of a pre-licensure training course duly certified by PNP-SAGSD and Civil Security Group (CSG); g. Duly licensed and properly screened and cleared by the PNP, National Bureau of Investigation (NBI) and other government offices that issue clearances for employment; h. In proper uniform and other paraphernalia, armed with shotgun and pistol, with sufficient ammunition at all times during his duty, unless the circumstances require otherwise; and i. In possession of such other qualifications as may be required by the provisions of Republic Act No. 5487 otherwise known as "The Private Security Agency Law" as amended <p>The Officers-in-Charge to be assigned by the AGENCY to the OSG shall possess the following qualifications:</p>	"COMPLY"	"PASSED"																				



	<ul style="list-style-type: none"> a. Good moral character and reputation, and without any criminal, police or derogatory record; b. Physically and mentally fit; c. Not less than thirty-five (35) years old and not more than forty-five (45) years old; d. At least five feet and six inches (5'6") in height; e. College graduate; f. Certified Security Professional (CSP) or Certified Security and Safety Professional (CSSP) g. Two (2) years of relevant supervisory experience; h. Duly licensed and properly screened and cleared by the PNP, NBI and other government offices that issue clearances for employment; i. In proper uniform and other paraphernalia, armed with shotgun and pistol with sufficient ammunition at all times during his tour of duty, unless the circumstances require otherwise; and j. In possession of such other qualifications as required by the provisions of R.A. No. 5487, otherwise known as "The Private Security Agency Law" as amended. 		
7.	<p>The assigned security guards shall have the following responsibilities:</p> <ul style="list-style-type: none"> a. Maintain peace and order within the OSG premises; b. Watch, safeguard, and protect all properties of the OSG; c. Protect all officers and employees and its visitors from assault, harassment, threat or intimidation, within the OSG premises; and d. Enforce and implement policies, rules and regulations of the OSG aimed in maintaining peace and order therein. <p>7.1. Before the deployment of any security guard to OSG, he/she shall be briefed and oriented about OSG's rules and regulations, policies and other pertinent matters or requirement.</p> <p>7.2. In cases of emergency situations and upon request by the OSG, the AGENCY shall provide an additional of at least four (4) security guards within thirty (30) minutes from said request.</p>	"COMPLY"	"PASSED"



8.	<p>The payment for the security services rendered shall be made by the OSG to the Agency in two equal installments. Services rendered by the AGENCY from the 1st to 15th of the month shall be paid within fifteen (15) days from receipt of its Statement of Account (SOA) while the services rendered by the AGENCY from the 16th to the end of the month shall be paid within (15) days from receipt of its SOA.</p> <p>a. The monthly contract rate for each assigned Security Guard shall be not less than Thirty Three Thousand Two Hundred Seventy Five Pesos and Twelve Centavos (P33,275.12) for a day shift, and not less than Thirty Five Thousand Thirty Seven Pesos and Thirty Eight Centavos (P35,037.38) for a night shift, inclusive of 13th Month Pay, 5-day Service Incentive Leave Pay, Uniform Allowance, Retirement Benefits. Employees' Compensation, Overtime Pay, and Night Shift Differential for twelve (12) hours' duty; and</p> <p>b. The monthly contract rate for each assigned Officer-In-Charge shall be not less than Thirty Three Thousand Two Hundred Seventy Five Pesos and Twelve Centavos (P33,275.12) for a day shift, and not less than Thirty Five Thousand Thirty Seven Pesos and Thirty Eight Centavos (P35,037.38) for a night shift, inclusive of 13th Month Pay, 5-day Service Incentive Leave Pay, Uniform Allowance, Retirement Benefits. Employees Compensation, Overtime Pay and Night Shift Differential for twelve (12) hours duty.</p>	"COMPLY"	"PASSED"
9.	<p>Should there be any wage increase in favor of the assigned security guards subsequent to the execution of the Contract pursuant to a law, executive order, decree, or wage order, the AGENCY is entitled to receive the same. The AGENCY, however, must first inform the OSG in writing of the wage increase to allow the latter to undertake the appropriate measures to address the same before its implementation. However, special non-working holidays proclaimed through Executive Orders shall entitle the assigned security guards to an automatic rate adjustment.</p>	"COMPLY"	"PASSED"
10.	<p>The AGENCY shall submit to the OSG a certification or proof that it has remitted or paid to the proper government agencies, such as Social Security System (SSS), Pag-Ibig (Pag-Ibig) and Philippine Health Insurance Corporation</p>	"COMPLY"	"PASSED"



	(PhilHealth), the required contributions with the corresponding management share as mandated by law, and the income taxes due thereto, if applicable. The AGENCY shall warrant that it has remitted or paid to the appropriate government agency, together with the management share in the contribution, as required by law. The AGENCY shall further warrant that the assigned security guards are paid not less than the minimum wage as provided for by law. The OSG shall not be held liable for any claims and/or damages arising from the failure of the AGENCY to pay, withhold, or remit said contributions to applicable government agencies.		
11.	The AGENCY shall periodically submit to the OSG the following statements/reports: a. Within the first fifteen (15) days of every month, a statement signed by the AGENCY's duly authorized representative that it has paid all wages, salaries, compensation, contribution and other benefits due to the assigned security guards, together with proof of remittances and/or payments and that such remittance and payments were all made in accordance with the law; and b. Within the first ten (10) days of every quarter, a copy of its duly accomplished forms signed by the AGENCY's authorized representative of the quarterly SSS remittance together with the corresponding proof of payments.	"COMPLY"	"PASSED"
12.	The OSG , through its duly authorized representative, shall periodically verify the above-mentioned documents or require the AGENCY to submit other documents, as may be necessary, to ensure that it complies with the required payments or remittances under the law.	"COMPLY"	"PASSED"
13.	The OSG shall not be held liable for any claims of the AGENCY's assigned security guards for their salaries and wages, benefits, compensation for death or sickness due to them or for any other claim arising from or in connection with their employment with the AGENCY , except those required by law to be paid by the OSG through the AGENCY . In case the OSG is held liable thereof, the AGENCY shall immediately reimburse the OSG upon notice of any claims or other expenses paid by latter.	"COMPLY"	"PASSED"
14.	The AGENCY shall have direct supervision over	"COMPLY"	"PASSED"



	<p>and control of the assigned security guards. The AGENCY shall have the exclusive and absolute right to reshuffle, reassign, suspend, lay off, terminate and/or impose disciplinary measures, direct and control the services and determine the wages, salaries and compensation of the security guards who are assigned to the OSG; <i>Provided</i> that the reshuffle, reassignment, suspension, lay off, termination and/or disciplinary measures imposed on the security guards by the AGENCY shall not affect the performance by the AGENCY of its obligations and undertakings under this Contract. Before the AGENCY reshuffles, reassigns, suspends, lay off, terminates or imposes disciplinary measure on the security guards assigned to the OSG, it must first inform the OSG in writing of such action at least five (5) days prior thereto.</p>		
15.	<p>The OSG shall have the right to monitor and review the assigned security guard's performance, capability or attitude as may be necessary, in connection with the quality and acceptability of the security service rendered. The OSG has the right to report any untoward act of negligence, misconduct, or misfeasance committed by the AGENCY's assigned security guards. The AGENCY shall, upon its own investigation and evaluation of the OSG's investigation report, move for the immediate replacement or substitution of assigned security guard and/or impose the corresponding disciplinary action.</p>	"COMPLY"	"PASSED"
16.	<p>The security guards that will be assigned to the OSG must be equipped with duly licensed firearms, ammunitions, nightsticks, uniforms and other paraphernalia (e.g. flashlights, two-way radios, raincoats, boots, and umbrellas, anti-riot equipment such as shields or armor, among others) for security purposes. For this purpose, the AGENCY shall submit to the OSG a list of the firearms, with their corresponding license numbers, and communication devices that will be used by its security guards. The AGENCY shall provide the OSG a closed-circuit television (CCTV) system and install at least ten (10) CCTV camera units and a CCTV monitor, to be placed in designated areas as determined by OSG.</p>	"COMPLY"	"PASSED"



17.	Subject to existing rules and regulations, the AGENCY shall provide transportation services to the security guards assigned to the OSG , in case of public transportation restrictions beyond the control of the security guards.	"COMPLY"	"PASSED"
18.	The AGENCY ensure that the security guards to be assigned to the OSG have been certified to be COVID-19 negative. The AGENCY shall cooperate with the OSG in preventing and controlling the spread of COVID-19 or other infectious diseases in the premises , extension offices, and parking areas of the OSG . In the event a member of the security personnel assigned to the OSG has to undergo self-quarantine or treatment due to COVID-19 or other infectious diseases, the AGENCY shall ensure the timely substitution of the security guard/officer-in-charge, to meet the required number of security personnel for the morning and evening shift.	"COMPLY"	"PASSED"
19.	<p>The AGENCY shall be responsible and liable to the OSG for any loss or damage to any of its property or injury on its employees which the AGENCY is bound to secure and protect. The AGENCY shall also be responsible and liable to the OSG for any loss, damage or injury caused by the AGENCY's assigned security guards or by third persons. The AGENCY, however, shall not be liable when:</p> <p>a. The loss, damage or injury occurs inside a closed office and/or building which the AGENCY or its assigned security guards have no access. However, the AGENCY shall be liable, regardless of whether the AGENCY or its security guards have access therein, when it is shown that the door or any part of the building or office has been forcibly opened; <i>Provided</i> that the loss, damage or injury is reported to the AGENCY in writing within forty-eight (48) hours from its discovery;</p> <p>b. A property is officially issued to an OSG employee and the loss or damage thereof was due to the fault or negligence of said employee UNLESS its loss or damage was caused by or attributable to any of AGENCY's assigned security guards;</p> <p>c. When the loss, damage or defacement of any permanent fixture within the OSG is due to the fault or negligence of an OSG employee,</p>	"COMPLY"	"PASSED"



	<p>UNLESS any of the AGENCY's assigned security guards have assisted or cooperated with said employee; or</p> <p>d. If the following conditions are present: (i) The property was kept in an open storage; (ii) It was not duly turned over to the AGENCY or any of its authorized representatives, and (iii) No actual and documented inventory of the property was made in the presence of an authorized representative of both the OSG and the AGENCY.</p>		
20.	<p>The above exemptions notwithstanding, the AGENCY shall be liable to the OSG for any loss or damage to any of its property or injury to its employees caused by or arising out of fraud, larceny, robbery or theft, if, after due investigation, it was determined that the loss, damage or injury was due to the fault or negligence of any of the AGENCY's assigned security guards.</p>	"COMPLY"	"PASSED"
21.	<p>The AGENCY shall submit to the OSG the daily attendance and monitoring report as to the manner in which the AGENCY has rendered security services to the OSG.</p>	"COMPLY"	"PASSED"
22.	<p>The AGENCY shall cooperate and extend necessary assistance to OSG in providing any pertinent evidence which the AGENCY or any of its employees may have in its/their possession in support of or tending to support any criminal or civil action that may be filed or pursued against any perpetrator or person responsible for any unlawful or prejudicial acts committed within the OSG premises.</p>	"COMPLY"	"PASSED"
23.	<p>The AGENCY shall submit a bid security, in accordance with the following schedule as stated under Section 27.2 of the Implementing Rules and Regulations of Republic Act No.9184:</p> <p>a. Cash or cashier's/manager's check issued by a universal or commercial bank (2% of the ABC); or</p> <p>b. Bank draft / guarantee or irrevocable letter of credit issued by a universal or commercial bank; provided , however, that it shall be confirmed or authenticated by a universal or commercial bank, if issued by a foreign bank (2% of the ABC); or</p> <p>c. Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security (5% of the</p>	"COMPLY"	"PASSED"



	ABC); or d. Bid Securing Declaration.		
24.	<p>Prior to the signing of the contract, the AGENCY shall post a performance security in favor of the OSG, in accordance with the following schedule stated under Section 39 of the Implementing Rules and Regulations of Republic Act No. 9184:</p> <p>a. Cash or cashier's/manager's check issued by a universal or commercial bank (2% of the ABC); or</p> <p>b. Bank draft / guarantee or irrevocable letter of credit issued by a universal or commercial bank; provided , however, that it shall be confirmed or authenticated by a universal or commercial bank, if issued by a foreign bank (2% of the ABC); or</p> <p>c. Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security (5% of the ABC); or</p> <p>d. Performance Securing Declaration (per GPPB Resolution No. 09-2020).</p>	"COMPLY"	"PASSED"
25.	<p>The Contract of Security Services (Contract) shall be effective for one (1) year. However, either party may terminate the said Contract for violation of any of the terms/conditions therein, including the failure of the AGENCY to render the required security service on account of strikes/protests of the AGENCY's assigned security guards; <i>Provided</i> that the written notice must be served to the other party at least thirty (30) days prior to the intended date of termination. The Contract may also be terminated for any reason at the instance of either party; <i>Provided</i> that the written notice must be served to the other party at least thirty (30) days prior to the intended date of termination.</p>	"COMPLY"	"PASSED"
26.	<p>In case of any violation of this by the AGENCY of the terms and conditions of the Contract, the OSG may terminate it by serving a written notice to the AGENCY at least thirty (30) days prior to the intended date of termination. In the event that the AGENCY becomes insolvent, the OSG shall have the right to terminate the Contract by serving a written notice to the AGENCY at least fifteen (15) days prior to the intended date of termination</p>	"COMPLY"	"PASSED"
27.	<p>In the event that the AGENCY's license to engage</p>	"COMPLY"	"PASSED"



	in the security business is suspended, cancelled, revoked or otherwise rendered ineffective for any reason by the Philippine National Police-Supervisory Office for Security and Investigation Agencies , the AGENCY shall undertake to inform OSG of such development. Upon written notice to the OSG , the Contract shall be automatically terminated as of the date of said suspension, cancellation, revocation or ineffectiveness.		
28.	After the expiration of the contract, all claims which may have accrued to either party prior to the date of the expiration of the contract shall be respected.	"COMPLY"	"PASSED"
29.	In the event that the security contract expires without a successful procurement of security services, the contract may be extended for one (1) month, or for such period necessary until a successful procurement of security services. The extension shall be subject to the availability of funds from the Finance Management Service (FMS) of the OSG and the approval of the Head of the OSG . The extension shall be subject to termination upon thirty (30) days' written notice by one party to the other.	"COMPLY"	"PASSED"

OBSERVATIONS

After carefully checking and reviewing the post-qualification documents submitted by HACKETT SECURITY AGENCY as part of its Motion for Reconsideration, the TWG takes note of the complete submission of the Monthly Disposition Reports covering the most recent month (October 2021) and twelve months prior to such most recent month (October 2020). This is in relation to Item 5 of the "Post-Qualification Documents" and Item 2(a) of "Compliance with Technical Specifications" of this Report.

For BAC's information and further instructions.

TECHNICAL WORKING GROUP FOR THE ANNUAL PROCUREMENT OF SECURITY SERVICES FOR FISCAL YEAR 2022 (NEP)


Chairperson


RAYMUND I. RIGODON
Assistant Solicitor General

Members:


IVAN MARK S. LADORES
Senior State Solicitor





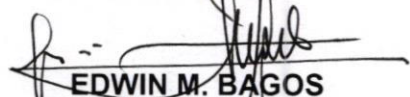
GLENN THYRON S. ANCHETA
State Solicitor



MIGUEL MARTIN A. BUENAVENTURA
Associate Solicitor II



RUFINO SAMUEL III R. MANTOS
Associate Solicitor I



EDWIN M. BAGOS
Senior Administrative Assistant III



RUBBY JEAN S. EVANGELISTA
Administrative Assistant II



MARCELO G. FRIAS
Security Officer III





HACKETT SECURITY AGENCY

Security Excellence

November 25, 2021

OSG-BIDS AND AWARDS COMMITTEE

Office of the Solicitor General
134 Amorsolo Street, Legaspi Village
Makati City

Attention : **ASG SHARON E. MILLAN-DECANO**
Chairperson

Subject : **Motion for Reconsideration on the Post-Disqualification of Hackett Security Services for the procurement of Security Services**

Dear ASG Decano:

Greetings!

This has reference to the above-subject matter. In the said notice of Post-Disqualification dated November 23, 2021, it was mentioned that Hackett Security Agency is NON-REPONSIVE with the Technical Specifications, particularly item number 2(a) in the Terms of Reference.

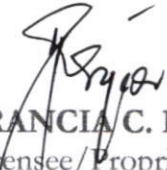
May we respectfully inform your good office that Hackett Security Agency has the above-mentioned documents and is most respectful requesting reconsideration that it be allowed to submit the same together with this Motion for Reconsideration. Attached please find Annex A for the xerox copies of the Monthly Disposition Reports covering the period from October 2020 to October 2021 thirteen (13) months period starting to the most recent and twelve (12) months backward.

The Notice of Disqualification was received yesterday, November 23, 2021 and in time to submit this motion.

Hope this merits the favorable consideration of your good office.

Thank you.

Sincerely yours,


FRANCIA C. DESQUITADO
Licensee/Proprietor





Republic of the Philippines
OFFICE OF THE SOLICITOR GENERAL
134 Amorsolo St., Legaspi Village,
Makati City

November 23, 2021

Francia C. Desquitado
Proprietor
Hackett Security Agency
Unit 201 FSE Building, 3671-3673
Bautista Street, Brgy Palanan
Makati City

Dear. Ms. Desquitado,

This pertains to the Post-Qualification Evaluation of the Bid submitted by Hackett Security Agency (Hackett), whose bid was declared the single lowest calculated bid for the procurement of Security Services (NEP 2022) last November 15, 2021. Such declaration, however, is subject to Hackett passing the post-qualification evaluation.

After thorough evaluation by the Technical Working Group (TWG) and the Bids and Awards Committee (BAC), it was determined that Hackett's technical bid is NON-RESPONSIVE with the Technical Specifications, particularly item number 2(a) thereof.

Specifically, Hackett Security Agency did not submit *Monthly Disposition Reports*, save one for October 2021 only. The Technical Specifications explicitly provide:

[...]

For this purpose, the AGENCY shall also submit:

- a. Proof of compliance with the rules and regulations issued by the PNP-SAGSD concerning its lawful operation and good standing, **through Monthly Disposition Reports covering the most recent month and twelve months prior to such most recent month; [...]** (*Emphasis supplied.*)

In view of the foregoing, **Hackett Security Agency is POST-DISQUALIFIED** for the Annual Procurement of Security Services FY 2022 (NEP).

For your information and guidance.

Sincerely,

OSG-BIDS and AWARDS COMMITTEE


ASG SHARON E. MILLAN-DECANO
Chairperson


SSS AILEEN P. ESPINA-DALWATAN
Vice-Chairperson


ASG ARLEEN T. REYES
Member


SSII JOCELYN P. CASTILLO-SARMIENTO
Member


A/S III ALANNA GAYLE ASHLEY B. KHIO
Member


A/S III EMILE JUSTIN D. CEBRIAN
Member


DIR. BERNADETTE M. LIM
Member



Republic of the Philippines
OFFICE OF THE SOLICITOR GENERAL
134 Amorsolo St., Legaspi Village,
Makati City

MEMORANDUM

FOR : Assistant Solicitor General Sharon E. Millan-Decano
Chairperson, Bids and Awards Committee

FROM : The Technical Working Group for the
Procurement of Security Services

RE : Post-Qualification Evaluation Summary Report for the
Annual Procurement of Security Services FY 2022 (NEP)

DATE : 23 November 2021

The Technical Working Group (TWG) hereby submits the Post-Qualification Evaluation Summary Report (Report) for the Annual Procurement of Security Services.

The members of the TWG noticed that a certain post-qualification requirement of Hackett Security Agency was not responsive. This relates to the submission of Monthly Disposition Reports (see Item 5 of the "Post-Qualification Documents" and Item 2(a) of "Compliance with Technical Specifications" of this Report).

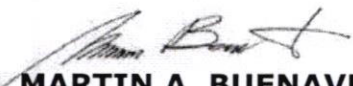
For your consideration and further instruction. Thank you.

Very truly yours,

RAYMUND I. RIGODON
Assistant Solicitor General

IVAN MARK S. LADORES
Senior State Solicitor

GLENN THYRON S. ANCHETA
State Solicitor



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Security Officer III



Republic of the Philippines
OFFICE OF THE SOLICITOR GENERAL
134 Amorsolo St., Legaspi Village,
Makati City

**BIDS AND AWARDS COMMITTEE
TECHNICAL WORKING GROUP**

ANNUAL PROCUREMENT OF SECURITY SERVICES (NEP 2022)

POST QUALIFICATION EVALUATION SUMMARY REPORT

OSG PR No. 021-10-175 (2022) dated October 7, 2021, Annual Procurement of Security Services

Pre-Bid Conference – November 3, 2021 @ 3:30PM

Submission of Bids – November 15, 2021 @ 3:25PM

Opening of Bids – November 15, 2021 @ 3:30PM

Venue for the Pre-Bid Conference & Opening of Bids – 9th Floor, Padilla Hall, OSG Building,
134 Amorsolo St., Legaspi Village, Makati City

POST- QUALIFICATION

A. Validation/Verification of Documents: Eligibility and Technical Components

REQUIREMENTS		PARTIES CONSULTED	FINDINGS/REMARKS
(a) Eligibility Documents			
1	PhilGEPS Registration	Philippine Government Electronic Procurement System Portal	RESPONSIVE HACKETT SECURITY AGENCY, registered at PhilGEPS on March 3, 2021, as a Supplier; with PhilGEPS Certificate Reference No: 201006340438584513 (Platinum Membership). This certificate is valid until March 3, 2022 (see attached letter A)

2	Statement of all its ongoing and completed government and private contracts, including contracts awarded but not yet started.	-	<p>RESPONSIVE</p> <p>On-going Government & Private Provided Security Services -</p> <ul style="list-style-type: none"> • for Governance Commission for GOCC; Contract Price – Php 1,978,397.76; Contract Duration – August 4, 2021 to August 3, 2022; • for Department of Public Works and Highways National Capital Region; Contract Price – Php 9,110,915.28; Contract Duration – October 13, 2021 to October 12, 2022; • for Insurance Commission; Contract Price – Php 23,415,973.92; Contract Duration – August 1, 2019 to July 31, 2022; • for Philippine Aerospace Development Corporation Hangar 2; Contract Price – Php 7,865,331.12; Contract Duration – June 1, 2019 to May 31, 2022; • for Construction Industry Authority of the Philippines; Contract Price – Php 10,245,036.24; Contract Duration – May 16, 2018 – May 15, 2021; • for Small Business Corporation ; Contract Price – Php 2,043,180.72; Contract Duration – January 1, 2019 – December 31, 2021; • for Food and Drug Administration; Contract Price – Php 8,031,351.00;
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			<p>Contract Duration – November 1, 2020 to October 31, 2020;</p> <ul style="list-style-type: none"> • for Department of Environment and Natural Resources Main Office; Contract Price – Php 44,430,562.80; Contract Duration – June 1, 2021 to May 31, 2022; • for Land Transportation Office Regional Office III; Contract Price – Php 22,951,134.48; Contract Duration – January 1, 2021 to December 31, 2021; • for Department of Environment and Natural Resources Mines and Geosciences Bureau; Contract Price – Php 5,683,581.24; Contract Duration – January 1, 2021 to December 31, 2021; • for San Lazaro Hospital; Contract Price – Php 13,951,205.16; Contract Duration – May 1, 2021 to April 30, 2022; • for BG West Properties, Inc; Contract Price – Php 17,847,745.08; Contract Duration – September 1, 2020 to August 31, 2021; • for BG North Properties, Inc.; Contract Price – Php 23,945,320.50; Contract Duration – January 2020 to December 2022; • for Avida Setting, Cabanatuan Homeowners Association; Contract Price – Php 3,961,356.24;
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			<p>Contract Duration – November 1, 2021 to October 31, 2022;</p> <ul style="list-style-type: none"> • for Shanghai Electric Power Construction Philippines Corp.; Contract Price – Php 35,000,000.00; Contract Duration – July 15, 2020 to March 14, 2021; • for Gentle Supreme Philippines; Contract Price – Php3,646,211.76; Contract Duration – October 15, 2020 to October 14, 2021; • for Jubilee Christian Academy; Contract Price – Php 1,201,282.68; Contract Duration – November 1, 2021 to October 31, 2022; • for CE Construction Corporation; Contract Price – Php 8,712,000.00; Contract Duration – February 1, 2021 to January 31, 2022; • for Betonbau Phils., Inc.; Contract Price – Php 4,800,700.92; Contract Duration – March 29, 2021 to March 28, 2022 • for Megaworld Corporation; Contract Price – Php 3,360,000.00; Contract Duration – May 12, 2021 to May 21, 2022; • for Megaworld Corporation; Contract Price – Php 2,688,000.00; Contract Duration – May 21, 2021 to May 21, 2022; • for Megaworld Corporation; Contract Price –
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			<p>Php2,016,000.00; Contract Duration – March 1, 2021 to March 1, 2022;</p> <ul style="list-style-type: none"> for Megaworld Corporation; Contract Price – Php 5,400,000.00; Contract Duration – February 16, 2021 to February 15, 2022 <p>(see attached letter F)</p>
3	Statement of Single Largest Completed Contracts (SLCC) similar to the contract to be bid.	-	<p>RESPONSIVE</p> <p>Government: Provided Security Services -</p> <ul style="list-style-type: none"> for Department of Environment and Natural Resources; Contract Price – Php 26,464,549.92; Contract Duration – June 1, 2019 to May 31, 2021 <p>(see attached letter G)</p>
4	Net Financial Contracting Capacity (NFCC) computation - [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started coinciding with the contract to be bid.	-	<p>RESPONSIVE</p> <p>- NFCC amount: Php344,732,613.77</p> <p>(see attached letter L)</p>
(b) Technical Documents			
5	Joint Venture Agreement (JVA) (if applicable)	-	<p>RESPONSIVE</p> <p>- Not Applicable</p> <p>(see attached letter M)</p>
6	Bid Securing Declaration / Bidders	-	RESPONSIVE



	Bond		<p>- submitted a Notarized Bid Securing Declaration signed by Francia C. Desquitado, authorized representative, Licensee/Proprietor of HACKETT SECURITY AGENCY</p> <p>(see attached letter H)</p>
7	Omnibus Sworn Statement in accordance with Section 25.3 of the 2016 Revised IRR of R.A. No. 9184 and using the form prescribed in Section VIII. Bidding Forms	-	<p>RESPONSIVE</p> <p>- submitted an Omnibus Sworn Statement signed by Francia C. Desquitado, authorized representative, Sole Proprietor of HACKETT SECURITY AGENCY</p> <p>(see attached letter J)</p>
8	Conformity with technical specifications, as enumerated and specified in Sections VI and VII of the Bidding Documents		<p>RESPONSIVE</p> <p>- for Section VI. Schedule of Requirements - will comply within 15 days upon receipt of Notice to Proceed and for Section VII. Technical Specifications - "Comply"</p> <p>(see attached letter I)</p>
9	Manual of Recruitment and Selection Criteria		<p>RESPONSIVE</p> <p>- provided a manual of recruitment and selection criteria and obligations</p> <p>(see attached letter I)</p>
10	Certificate of Recognition from TESDA		<p>RESPONSIVE</p> <p>- has an existing contract with another institution that provides security training and with TESDA certificate (Valiant Security Training Center Inc.)</p> <p>(see attached letter I)</p>
Eligibility and Technical Components			



11	List of establishments, institutions, companies or agencies for which it provides security services		RESPONSIVE - provided a list of Twenty-Four (24) establishments, institutions, companies, or agencies for which it provides security services (see attached letter I)
12	Copy of the contract with institution that provides security training, if applicable		RESPONSIVE - provided a Memorandum of Agreement with Valiant Security Training Center dated November 9, 2021 (see attached letter I)
13	List of at least one hundred (100) licensed security guards in its roster		RESPONSIVE - provided a total of Eight Hundred Twenty-Three (823) male and female security guards in its roster (see attached letter I)
14	List of at least fifty (50) licensed/registered firearms		RESPONSIVE - provided a total of Three Hundred Forty-Seven (347) licensed/registered firearms (see attached letter I)
15	List of at least fifty (50) handheld radio/telecommunication devices		RESPONSIVE - provided a total of Ninety-Two (92) handheld radio/telecommunication devices (see attached letter I)
Post Qualification Documents			
1	Certification or proof of remittances to proper government agencies, such as Social Security System		RESPONSIVE - Submitted proof of remittances to proper government agencies, such as Social Security System



	(SSS), Pag-Ibig Fund (Pag-Ibig) and Philippine Health Insurance Corporation (PhilHealth), the required contributions with the corresponding management share as mandated by law, and the income taxes due thereto, if applicable.		(SSS), Pag-Ibig Fund (Pag-Ibig) and Philippine Health Insurance Corporation (PhilHealth) (see attached letter I)
2	Registration certificate from SEC, DTI, or CDA or any proof of such registration whichever may be appropriate under existing laws of the Philippines		RESPONSIVE - provided DTI Certificate of Business Name Registration No. 2816180 issued on April 6, 2021 with Business Name of HACKETT SECURITY AGENCY (see attached letter O)
3	Mayor's/Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zone or Areas	Business Permits & License Office, Makati City	RESPONSIVE - provided Business Permit No. 00549 issued on January 12, 2021 in Makati City, valid until December 31, 2021 (see attached letter C)
4	Tax Clearance per EO No. 398, Series of 2005, as finally reviewed and approved by the BIR	Bureau of Internal Revenue, BIR Road, Quezon City	RESPONSIVE - submitted Tax Clearance Certificate of FRANCIA CRUZATA DESQUITADO (HACKETT SECURITY AGENCY), with TCC NO. 08A-048-12-11-0913-2020 and Taxpayer Identification Number 123-021-577-000, valid as of December 11, 2021 (see attached letter D)



5	Proof of compliance with the rules and regulations issued by the PNP-SAGSD concerning the lawful operation and good standing, through Monthly Disposition Reports covering the most recent month and twelve months prior to such most recent month.		<p>NOT RESPONSIVE</p> <p>- submitted a Private Security Agency Regular License to Operate No.PSA-R-14-165714-2654 valid until April 30, 2023</p> <p>(see attached letter I)</p> <p>- submitted the Monthly Disposition Report for October 2021 only</p>
Financial Envelope			
	Bid Price		<p>RESPONSIVE</p> <p>Nine Million Nine Hundred Ninety-Four Thousand Seven Hundred Thirty-Five Pesos & 20/100. (Php9,994,735.20)</p> <p>(see attached letter B)</p>

Compliance with Technical Specifications

Item No.	Description	Statement of Compliance	BAC-TWG
1.	The AGENCY shall provide a twenty-four (24)-hour security service to the OFFICE OF THE SOLICITOR GENERAL (OSG) at its establishment located at 134 Amorsolo St., Legaspi Village, Makati City and its extension offices located at the nearby APMC and Montepino Buildings, and the parking areas at Mile Long located at Amorsolo St., Legaspi Village, Makati City.	"COMPLY"	"PASSED"
2	The AGENCY shall be a wholly-owned Filipino private security agency and holder of a regular license to operate issued by the Philippine National Police-Security Agencies and Group	"COMPLY"	"PASSED"



	<p>Supervision Division (PNP-SAGSD). The AGENCY must be engaged in the business of providing security services for at least ten (10) years and shall operate its own security training institution or have an existing contract with another institution that provides security training. In either case, these institutions must be recognized by the Technical Education and Skills Development Authority (TESDA).</p> <p>For this purpose, the AGENCY shall also submit:</p> <p>a. Proof of compliance with the rules and regulations issued by the PNP-SAGSD concerning its lawful operation and good standing, through Monthly Disposition Reports covering the most recent month and twelve months prior to such most recent month;</p> <p>b. Its Manual of Recruitment and Selection Criteria;</p> <p>c. Its Certificate of Recognition from TESDA;</p> <p>d. A list of the establishments, institutions, companies, or agencies for which it provides security services; and</p> <p>e. A copy of the contract with the institution that provides security training, if applicable.</p> <p>f. Organizational Chart; and</p> <p>g. Security Plan for the OSG</p>	"COMPLY"	"FAILED"
3.	<p>The AGENCY shall possess other qualifications, namely:</p> <p>a. At least one hundred (100) licensed security guards in its roster;</p> <p>b. At least fifty (50) licensed/registered firearms; and</p> <p>c. At least fifty (50) handheld radio/telecommunication devices.</p>	"COMPLY"	"PASSED"
4	<p>The Contract will commence fifteen (15) days from receipt of the notice of award and will be effective for one (1) year. The AGENCY shall provide twenty (20) security personnel (composed of eighteen [18] ordinary guards and two [2] officers-in-charge), with three (3) relievers during the rest day of the ordinary guards. The guards assigned shall render twelve (12) hours of security service per shift daily, including Sundays and holidays, to adequately guard and protect OSG's properties, premises, personnel and clients around and within the OSG's premises and extension offices and the parking areas.</p>	"COMPLY"	"PASSED"



5	<p>The posting of the security personnel shall be as follows:</p> <table border="1" data-bbox="370 326 1031 670"> <thead> <tr> <th data-bbox="370 326 516 428">Shift</th> <th data-bbox="516 326 646 428">Time</th> <th data-bbox="646 326 792 428">Number of Security</th> <th data-bbox="792 326 938 428">Number of OIC's</th> <th data-bbox="938 326 1031 428">Total</th> </tr> </thead> <tbody> <tr> <td data-bbox="370 428 516 529">Morning Shift</td> <td data-bbox="516 428 646 529">7:00AM to 7:00PM</td> <td data-bbox="646 428 792 529">12</td> <td data-bbox="792 428 938 529">1</td> <td data-bbox="938 428 1031 529">13</td> </tr> <tr> <td data-bbox="370 529 516 631">Evening Shift</td> <td data-bbox="516 529 646 631">7:00PM to 7:00AM</td> <td data-bbox="646 529 792 631">6</td> <td data-bbox="792 529 938 631">1</td> <td data-bbox="938 529 1031 631">7</td> </tr> <tr> <td colspan="4" data-bbox="370 631 938 670">Total of Security Personnel</td> <td data-bbox="938 631 1031 670">20</td> </tr> </tbody> </table>	Shift	Time	Number of Security	Number of OIC's	Total	Morning Shift	7:00AM to 7:00PM	12	1	13	Evening Shift	7:00PM to 7:00AM	6	1	7	Total of Security Personnel				20	"COMPLY"	"PASSED"
Shift	Time	Number of Security	Number of OIC's	Total																			
Morning Shift	7:00AM to 7:00PM	12	1	13																			
Evening Shift	7:00PM to 7:00AM	6	1	7																			
Total of Security Personnel				20																			
6.	<p>The security guards to be assigned by the AGENCY to the OSG shall possess the following qualifications:</p> <ul style="list-style-type: none"> a. Good moral character and reputation, and without any criminal, police or derogatory records; b. Physically and mentally fit; c. Not less than twenty-one (21) years old and more than forty-five (45) years old; d. At least five feet and six inches (5'6") in height; e. Must have reached college level/vocational level or its equivalent; f. Graduate of a pre-licensure training course duly certified by PNP-SAGSD and Civil Security Group (CSG); g. Duly licensed and properly screened and cleared by the PNP, National Bureau of Investigation (NBI) and other government offices that issue clearances for employment; h. In proper uniform and other paraphernalia, armed with shotgun and pistol, with sufficient ammunition at all times during his duty, unless the circumstances require otherwise; and i. In possession of such other qualifications as may be required by the provisions of Republic Act No. 5487 otherwise known as "The Private Security Agency Law" as amended <p>The Officers-in-Charge to be assigned by the AGENCY to the OSG shall possess the following qualifications:</p>	"COMPLY"	"PASSED"																				



	<ul style="list-style-type: none"> a. Good moral character and reputation, and without any criminal, police or derogatory record; b. Physically and mentally fit; c. Not less than thirty-five (35) years old and not more than forty-five (45) years old; d. At least five feet and six inches (5'6") in height; e. College graduate; f. Certified Security Professional (CSP) or Certified Security and Safety Professional (CSSP) g. Two (2) years of relevant supervisory experience; h. Duly licensed and properly screened and cleared by the PNP, NBI and other government offices that issue clearances for employment; i. In proper uniform and other paraphernalia, armed with shotgun and pistol with sufficient ammunition at all times during his tour of duty, unless the circumstances require otherwise; and j. In possession of such other qualifications as required by the provisions of R.A. No. 5487, otherwise known as "The Private Security Agency Law" as amended. 		
7.	<p>The assigned security guards shall have the following responsibilities:</p> <ul style="list-style-type: none"> a. Maintain peace and order within the OSG premises; b. Watch, safeguard, and protect all properties of the OSG; c. Protect all officers and employees and its visitors from assault, harassment, threat or intimidation, within the OSG premises; and d. Enforce and implement policies, rules and regulations of the OSG aimed in maintaining peace and order therein. <p>7.1. Before the deployment of any security guard to OSG, he/she shall be briefed and oriented about OSG's rules and regulations, policies and other pertinent matters or requirement.</p> <p>7.2. In cases of emergency situations and upon request by the OSG, the AGENCY shall provide an additional of at least four (4) security guards within thirty (30) minutes from said request.</p>	"COMPLY"	"PASSED"



8.	<p>The payment for the security services rendered shall be made by the OSG to the Agency in two equal installments. Services rendered by the AGENCY from the 1st to 15th of the month shall be paid within fifteen (15) days from receipt of its Statement of Account (SOA) while the services rendered by the AGENCY from the 16th to the end of the month shall be paid within (15) days from receipt of its SOA.</p> <p>a. The monthly contract rate for each assigned Security Guard shall be not less than Thirty Three Thousand Two Hundred Seventy Five Pesos and Twelve Centavos (P33,275.12) for a day shift, and not less than Thirty Five Thousand Thirty Seven Pesos and Thirty Eight Centavos (P35,037.38) for a night shift, inclusive of 13th Month Pay, 5-day Service Incentive Leave Pay, Uniform Allowance, Retirement Benefits. Employees' Compensation, Overtime Pay, and Night Shift Differential for twelve (12) hours' duty; and</p> <p>b. The monthly contract rate for each assigned Officer-In-Charge shall be not less than Thirty Three Thousand Two Hundred Seventy Five Pesos and Twelve Centavos (P33,275.12) for a day shift, and not less than Thirty Five Thousand Thirty Seven Pesos and Thirty Eight Centavos (P35,037.38) for a night shift, inclusive of 13th Month Pay, 5-day Service Incentive Leave Pay, Uniform Allowance, Retirement Benefits. Employees Compensation, Overtime Pay and Night Shift Differential for twelve (12) hours duty.</p>	"COMPLY"	"PASSED"
9.	<p>Should there be any wage increase in favor of the assigned security guards subsequent to the execution of the Contract pursuant to a law, executive order, decree, or wage order, the AGENCY is entitled to receive the same. The AGENCY, however, must first inform the OSG in writing of the wage increase to allow the latter to undertake the appropriate measures to address the same before its implementation. However, special non-working holidays proclaimed through Executive Orders shall entitle the assigned security guards to an automatic rate adjustment.</p>	"COMPLY"	"PASSED"
10.	<p>The AGENCY shall submit to the OSG a certification or proof that it has remitted or paid to the proper government agencies, such as Social Security System (SSS), Pag-Ibig (Pag-Ibig) and Philippine Health Insurance Corporation</p>	"COMPLY"	"PASSED"



	(PhilHealth), the required contributions with the corresponding management share as mandated by law, and the income taxes due thereto, if applicable. The AGENCY shall warrant that it has remitted or paid to the appropriate government agency, together with the management share in the contribution, as required by law. The AGENCY shall further warrant that the assigned security guards are paid not less than the minimum wage as provided for by law. The OSG shall not be held liable for any claims and/or damages arising from the failure of the AGENCY to pay, withhold, or remit said contributions to applicable government agencies.		
11.	The AGENCY shall periodically submit to the OSG the following statements/reports: a. Within the first fifteen (15) days of every month, a statement signed by the AGENCY's duly authorized representative that it has paid all wages, salaries, compensation, contribution and other benefits due to the assigned security guards, together with proof of remittances and/or payments and that such remittance and payments were all made in accordance with the law; and b. Within the first ten (10) days of every quarter, a copy of its duly accomplished forms signed by the AGENCY's authorized representative of the quarterly SSS remittance together with the corresponding proof of payments.	"COMPLY"	"PASSED"
12.	The OSG , through its duly authorized representative, shall periodically verify the above-mentioned documents or require the AGENCY to submit other documents, as may be necessary, to ensure that it complies with the required payments or remittances under the law.	"COMPLY"	"PASSED"
13.	The OSG shall not be held liable for any claims of the AGENCY's assigned security guards for their salaries and wages, benefits, compensation for death or sickness due to them or for any other claim arising from or in connection with their employment with the AGENCY , except those required by law to be paid by the OSG through the AGENCY . In case the OSG is held liable thereof, the AGENCY shall immediately reimburse the OSG upon notice of any claims or other expenses paid by latter.	"COMPLY"	"PASSED"
14.	The AGENCY shall have direct supervision over	"COMPLY"	"PASSED"



	<p>and control of the assigned security guards. The AGENCY shall have the exclusive and absolute right to reshuffle, reassign, suspend, lay off, terminate and/or impose disciplinary measures, direct and control the services and determine the wages, salaries and compensation of the security guards who are assigned to the OSG; <i>Provided</i> that the reshuffle, reassignment, suspension, lay off, termination and/or disciplinary measures imposed on the security guards by the AGENCY shall not affect the performance by the AGENCY of its obligations and undertakings under this Contract. Before the AGENCY reshuffles, reassigns, suspends, lay off, terminates or imposes disciplinary measure on the security guards assigned to the OSG, it must first inform the OSG in writing of such action at least five (5) days prior thereto.</p>		
15.	<p>The OSG shall have the right to monitor and review the assigned security guard's performance, capability or attitude as may be necessary, in connection with the quality and acceptability of the security service rendered. The OSG has the right to report any untoward act of negligence, misconduct, or misfeasance committed by the AGENCY's assigned security guards. The AGENCY shall, upon its own investigation and evaluation of the OSG's investigation report, move for the immediate replacement or substitution of assigned security guard and/or impose the corresponding disciplinary action.</p>	"COMPLY"	"PASSED"
16.	<p>The security guards that will be assigned to the OSG must be equipped with duly licensed firearms, ammunitions, nightsticks, uniforms and other paraphernalia (e.g. flashlights, two-way radios, raincoats, boots, and umbrellas, anti-riot equipment such as shields or armor, among others) for security purposes. For this purpose, the AGENCY shall submit to the OSG a list of the firearms, with their corresponding license numbers, and communication devices that will be used by its security guards. The AGENCY shall provide the OSG a closed-circuit television (CCTV) system and install at least ten (10) CCTV camera units and a CCTV monitor, to be placed in designated areas as determined by OSG.</p>	"COMPLY"	"PASSED"



17.	Subject to existing rules and regulations, the AGENCY shall provide transportation services to the security guards assigned to the OSG , in case of public transportation restrictions beyond the control of the security guards.	"COMPLY"	"PASSED"
18.	The AGENCY ensure that the security guards to be assigned to the OSG have been certified to be COVID-19 negative. The AGENCY shall cooperate with the OSG in preventing and controlling the spread of COVID-19 or other infectious diseases in the premises , extension offices, and parking areas of the OSG . In the event a member of the security personnel assigned to the OSG has to undergo self-quarantine or treatment due to COVID-19 or other infectious diseases, the AGENCY shall ensure the timely substitution of the security guard/officer-in-charge, to meet the required number of security personnel for the morning and evening shift.	"COMPLY"	"PASSED"
19.	<p>The AGENCY shall be responsible and liable to the OSG for any loss or damage to any of its property or injury on its employees which the AGENCY is bound to secure and protect. The AGENCY shall also be responsible and liable to the OSG for any loss, damage or injury caused by the AGENCY's assigned security guards or by third persons. The AGENCY, however, shall not be liable when:</p> <p>a. The loss, damage or injury occurs inside a closed office and/or building which the AGENCY or its assigned security guards have no access. However, the AGENCY shall be liable, regardless of whether the AGENCY or its security guards have access therein, when it is shown that the door or any part of the building or office has been forcibly opened; <i>Provided</i> that the loss, damage or injury is reported to the AGENCY in writing within forty-eight (48) hours from its discovery;</p> <p>b. A property is officially issued to an OSG employee and the loss or damage thereof was due to the fault or negligence of said employee UNLESS its loss or damage was caused by or attributable to any of AGENCY's assigned security guards;</p> <p>c. When the loss, damage or defacement of any permanent fixture within the OSG is due to the fault or negligence of an OSG employee,</p>	"COMPLY"	"PASSED"



	<p>UNLESS any of the AGENCY's assigned security guards have assisted or cooperated with said employee; or</p> <p>d. If the following conditions are present: (i) The property was kept in an open storage; (ii) It was not duly turned over to the AGENCY or any of its authorized representatives, and (iii) No actual and documented inventory of the property was made in the presence of an authorized representative of both the OSG and the AGENCY.</p>		
20.	The above exemptions notwithstanding, the AGENCY shall be liable to the OSG for any loss or damage to any of its property or injury to its employees caused by or arising out of fraud, larceny, robbery or theft, if, after due investigation, it was determined that the loss, damage or injury was due to the fault or negligence of any of the AGENCY's assigned security guards.	"COMPLY"	"PASSED"
21.	The AGENCY shall submit to the OSG the daily attendance and monitoring report as to the manner in which the AGENCY has rendered security services to the OSG .	"COMPLY"	"PASSED"
22.	The AGENCY shall cooperate and extend necessary assistance to OSG in providing any pertinent evidence which the AGENCY or any of its employees may have in its/their possession in support of or tending to support any criminal or civil action that may be filed or pursued against any perpetrator or person responsible for any unlawful or prejudicial acts committed within the OSG premises.	"COMPLY"	"PASSED"
23.	<p>The AGENCY shall submit a bid security, in accordance with the following schedule as stated under Section 27.2 of the Implementing Rules and Regulations of Republic Act No.9184:</p> <p>a. Cash or cashier's/manager's check issued by a universal or commercial bank (2% of the ABC); or</p> <p>b. Bank draft / guarantee or irrevocable letter of credit issued by a universal or commercial bank; provided , however, that it shall be confirmed or authenticated by a universal or commercial bank, if issued by a foreign bank (2% of the ABC); or</p> <p>c. Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security (5% of the</p>	"COMPLY"	"PASSED"



	ABC); or d. Bid Securing Declaration.		
24.	<p>Prior to the signing of the contract, the AGENCY shall post a performance security in favor of the OSG, in accordance with the following schedule stated under Section 39 of the Implementing Rules and Regulations of Republic Act No. 9184:</p> <p>a. Cash or cashier's/manager's check issued by a universal or commercial bank (2% of the ABC); or</p> <p>b. Bank draft / guarantee or irrevocable letter of credit issued by a universal or commercial bank; provided , however, that it shall be confirmed or authenticated by a universal or commercial bank, if issued by a foreign bank (2% of the ABC); or</p> <p>c. Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security (5% of the ABC); or</p> <p>d. Performance Securing Declaration (per GPPB Resolution No. 09-2020).</p>	"COMPLY"	"PASSED"
25.	<p>The Contract of Security Services (Contract) shall be effective for one (1) year. However, either party may terminate the said Contract for violation of any of the terms/conditions therein, including the failure of the AGENCY to render the required security service on account of strikes/protests of the AGENCY's assigned security guards; <i>Provided</i> that the written notice must be served to the other party at least thirty (30) days prior to the intended date of termination. The Contract may also be terminated for any reason at the instance of either party; <i>Provided</i> that the written notice must be served to the other party at least thirty (30) days prior to the intended date of termination.</p>	"COMPLY"	"PASSED"
26.	<p>In case of any violation of this by the AGENCY of the terms and conditions of the Contract, the OSG may terminate it by serving a written notice to the AGENCY at least thirty (30) days prior to the intended date of termination. In the event that the AGENCY becomes insolvent, the OSG shall have the right to terminate the Contract by serving a written notice to the AGENCY at least fifteen (15) days prior to the intended date of termination</p>	"COMPLY"	"PASSED"
27.	<p>In the event that the AGENCY's license to engage</p>	"COMPLY"	"PASSED"



	in the security business is suspended, cancelled, revoked or otherwise rendered ineffective for any reason by the Philippine National Police-Supervisory Office for Security and Investigation Agencies , the AGENCY shall undertake to inform OSG of such development. Upon written notice to the OSG , the Contract shall be automatically terminated as of the date of said suspension, cancellation, revocation or ineffectiveness.		
28.	After the expiration of the contract, all claims which may have accrued to either party prior to the date of the expiration of the contract shall be respected.	"COMPLY"	"PASSED"
29.	In the event that the security contract expires without a successful procurement of security services, the contract may be extended for one (1) month, or for such period necessary until a successful procurement of security services. The extension shall be subject to the availability of funds from the Finance Management Service (FMS) of the OSG and the approval of the Head of the OSG . The extension shall be subject to termination upon thirty (30) days' written notice by one party to the other.	"COMPLY"	"PASSED"

OBSERVATIONS

After carefully checking and reviewing the post qualification documents submitted by HACKETT SECURITY AGENCY, the TWG noticed non-compliance with Item 5 of "Post-Qualification Documents" and Item 2(a) of "Compliance with Technical Specifications" of this Report relating to: *Proof of compliance with the rules and regulations issued by the PNP-SAGSD concerning its lawful operation and good standing, through Monthly Disposition Reports covering the most recent month and twelve months prior to such most recent month.*

For BAC's information and further instructions.

TECHNICAL WORKING GROUP FOR THE ANNUAL PROCUREMENT OF SECURITY SERVICES FOR FISCAL YEAR 2022 (NEP)

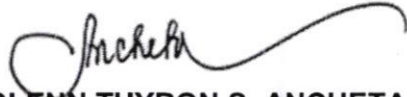
Chairperson


RAYMUND I. RIGODON
Assistant Solicitor General

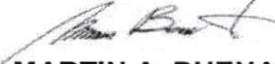
Members:


IVAN MARK S. LADORES
Senior State Solicitor





GLENN THYRON S. ANCHETA
State Solicitor



MIGUEL MARTIN A. BUENAVENTURA
Associate Solicitor II



RUFINO SAMUEL III R. MANTOS
Associate Solicitor I



EDWIN M. BAGOS
Senior Administrative Assistant III









RUBBY JEAN S. EVANGELISTA
Administrative Assistant II



MARCELO G. FRIAS
Security Officer III



ATTENDANCE SHEET
TWG-Procurement of Security Services Meeting
22 November 2021

NAME	POSITION	SIGNATURE
RAYMUND I. RIGODON	Assistant Solicitor General	
IVAN MARK S. LADORES	Senior State Solicitor	
GLENN THYRON S. ANCHETA	State Solicitor I	
MIGUEL MARTIN A. BUENAVENTURA	Associate Solicitor II	
RUFINO SAMUEL III R. MANTOS	Associate Solicitor I	
EDWIN M. BAGOS	Senior Administrative Assistant III	
RUBBY JEAN S. EVANGELISTA	Administrative Assistant II	
MARCELO G. FRIAS	Security Officer III	

MEMORANDUM

FOR: ASG RAYMUND I. RIGODON
Chairperson, Technical Working Group

FROM: BIDS and AWARDS COMMITTEE

RE: POST-QUALIFICATION EXAMINATION (PROCUREMENT OF SECURITY SERVICES FOR FY 2022 NEP)

DATE: November 15, 2021

OFFICE OF THE
SECRETARY OF DEFENSE
NOV 18 2021
DIVISION OF ASG RIGODON
BY: *[Signature]* 3:00 pm

The Bids and Awards Committee (BAC) respectfully requests the Technical Working Group (TWG) to conduct the post-qualification examination of the documentary requirements of Hackett Security Agency. Please be guided of the following provision of the Implementing Rules and Regulations of R.A. No. 9184, to wit:

34.8. **The post-qualification process shall be completed in not more than twelve (12) calendar days from the determination of the Lowest Calculated Bid/Highest Rated Bid.** In exceptional cases, the **post-qualification period may be extended by the HoPE**, but in no case shall the aggregate period exceed forty-five (45) calendar days for Goods and Infrastructure Projects, or thirty (30) calendar days in Consulting Services.

Hackett Security Agency was declared the bidder with the lowest calculated bid on November 15, 2021, subject to post-qualification examination. In view thereof, **the BAC requests that the post-qualification result be submitted on or before November 26, 2021.**

Thank you for your usual support.

[Signature]
ASG SHARON E. MILLAN-DECANO
Chairperson

[Signature]
SSS AILEEN E. DALWATAN
Vice Chairperson

[Signature]
ASG ARLEEN T. REYES
Member

[Signature]
SSII JOCELYN P. CASTILLO-SARMIENTO
Member

[Signature]
ASIII ALANNA GAYLE ASHLEY B. KHIO
Member

[Signature]
ASIII EMILE JUSTIN D. CEBRIAN
Member

[Signature]
DIR. BERNADETTE M. LIM
Member

OFFICE OF THE SOLICITOR GENERAL
SUBMISSION AND OPENING OF BIDS

PROCUREMENT OF SECURITY SERVICES (FY 2022 NEP)

MONDAY, November 15, 2021 @ 3:30 P.M.

ATTENDANCE SHEET

BIDDERS/REP NAME		COMPANY	ADDRESS OF THE COMPANY	CONTACT NO./ CP NO.	E-MAIL ADDRESS	SIGNATURE
1	Kim Monalud / Francis Desgato	SHACKETT SECURITY AGENCY				
2						
3						
4						
5						
6						
7						
8						
9						
10						

OFFICE OF THE SOLICITOR GENERAL
ABSTRACT OF BIDS

Procurement of Security Services (FY 2022 NEP)

OSG PR No. 021-10-175(2022) (ABC = ₱10,000,000.00)

Opening of Bids - Monday, November 15, 2021 @ 3:30pm

		Bidder I	Bidder II	Bidder III	Bidder IV	Bidder V	Bidder VI
TECHNICAL & FINANCIAL COMPONENTS							
I. TECHNICAL COMPONENT		HACKETT SECURITY AGENCY					
<i>Class "A" Documents</i>							
1.	Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) or:	✓					
	i. Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document, and						
	ii. Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas; and						
	iii. Tax Clearance per EO No. 398, s. of 2005, as finally reviewed and approved by the BIR.						
2.	Statement of the prospective Bidder of all its on-going government and private contracts including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid.	✓					
3.	Statement of the Bidder's SLCC similar to the contract to be bid, equivalent to at least 25% of the ABC.	✓					
4.	Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission; or Original copy of Notarized Bid Securing Declaration.	✓					
5.	Conformity with the Technical Specifications , which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable.	✓					
6.	Original duly signed Omnibus Sworn Statement (OSS); and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.	✓					
7.	The Supplier's audited financial statements , showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.	✓					
8.	The prospective bidder's computation of Net Financial Contracting Capacity (NFCC); or A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.	✓					
<i>Class "B" Documents</i>							
9.	If applicable, a duly signed Joint Venture Agreement (JVA) in case the joint venture is already in existence; or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.	N/A					
II. FINANCIAL COMPONENT							

		Bidder I	Bidder II	Bidder III	Bidder IV	Bidder V	Bidder VI
	TECHNICAL & FINANCIAL COMPONENTS						
10.	Financial Bid. (ABC = ₱10,000,000.00) (a) Original of duly signed and accomplished Financial Bid Form; and (b) Original of duly signed and accomplished Price Schedule(s).	HACKETT SECURITY 9,994,735.20					

OSG-BIDS AND AWARDS COMMITTEE:


ASG SHARON E. MILLAN-DECANO
 CHAIRPERSON


SSS AILEEN E. DALWATAN
 VICE-CHAIRPERSON


ASG ARLEEN T. REYES
 MEMBER

SSI JOCELYN P. CASTILLO-SARMIENTO
 MEMBER

ASIII ALANNA GAYLE ASHLEY B. KHIO
 MEMBER

AS II EMILE JUSTIN D. CEBRIAN
 MEMBER


DIR. BERNADETTE M. LIM
 MEMBER

ASG PEÑAFRANCIA C. CARPIO-DEVESA
 ALTERNATE MEMBER

SSS CATALINA A. CATRAL-TALATALA
 ALTERNATE MEMBER

ASII MARIA LUCIA R. FERNANDEZ
 ALTERNATE MEMBER

OFFICE OF THE SOLICITOR GENERAL
ABSTRACT OF BIDS

Procurement of Security Services (FY 2022 NEP)

OSG PR No. 021-10-175(2022) (ABC = **₱10,000,000.00**)
Opening of Bids - Monday, November 15, 2021 @ 3:30pm

		Bidder I	Bidder II	Bidder III	Bidder IV	Bidder V	Bidder VI
TECHNICAL & FINANCIAL COMPONENTS							
I. TECHNICAL COMPONENT							
<i>Class "A" Documents</i>							
1.	Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) or : i. Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document, and ii. Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas; and iii. Tax Clearance per EO No. 398, s. of 2005, as finally reviewed and approved by the BIR.						
2.	Statement of the prospective Bidder of all its on-going government and private contracts including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid.						
3.	Statement of the Bidder's SLCC similar to the contract to be bid, equivalent to at least 25% of the ABC.						
4.	Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission; or Original copy of Notarized Bid Securing Declaration.						
5.	Conformity with the Technical Specifications , which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable.						
6.	Original duly signed Omnibus Sworn Statement (OSS); and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.						
7.	The Supplier's audited financial statements , showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.						
8.	The prospective bidder's computation of Net Financial Contracting Capacity (NFCC); or A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.						
<i>Class "B" Documents</i>							
9.	If applicable, a duly signed Joint Venture Agreement (JVA) in case the joint venture is already in existence; or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.						
II. FINANCIAL COMPONENT							

		Bidder I	Bidder II	Bidder III	Bidder IV	Bidder V	Bidder VI
	TECHNICAL & FINANCIAL COMPONENTS						
10.	Financial Bid. (ABC = ₱10,000,000.00) (a) Original of duly signed and accomplished Financial Bid Form; and (b) Original of duly signed and accomplished Price Schedule(s).						

OSG-BIDS AND AWARDS COMMITTEE:


ASG SHARON E. MILLAN-DECANO
 CHAIRPERSON

SSS AILEEN E. DALWATAN
 VICE-CHAIRPERSON

ASG ARLEEN T. REYES
 MEMBER

SSI JOCELYN P. CASTILLO-SARMIENTO
 MEMBER

ASIII ALANNA GAYLE ASHLEY B. KHIO
 MEMBER

AS II EMILE JUSTIN D. CEBRIAN
 MEMBER

DIR. BERNADETTE M. LIM
 MEMBER

ASG PEÑAFRANCIA C. CARPIO-DEVESA
 ALTERNATE MEMBER

SSS CATALINA A. CATRAL-TALATALA
 ALTERNATE MEMBER

ASII MARIA LUCIA R. FERNANDEZ
 ALTERNATE MEMBER

Office of the Solicitor General
BIDS AND AWARDS COMMITTEE

134 Amorsolo St., Legaspi Village, Makati City

PROCUREMENT OF SECURITY SERVICES (F.Y. 2022 NEP)

MINUTES OF THE SUBMISSION AND OPENING OF BIDS
November 15, 2021, 3:30 PM, via Video Conference and at the Padilla Hall
9th Floor, 134 Amorsolo Street, Legaspi Village, Makati City

A. ATTENDANCE

1. Bids and Awards Committee

ASG Sharon E. Millan-Decano - Chairperson
SSS Aileen E. Dalwatan – Vice Chairperson
ASG Arleen T. Reyes – Member
SSII Jocelyn P. Castillo-Sarmiento – Member
ASIII Alanna Gayle Ashley B. Khio – Member
ASIII Emile Justin D. Cebrian – Member
Director Bernadette Lim – Member
SSII Ma. Victoria Sarmiento for ASG Peñafrancia Carpio-Devesa – A. Member

2. BAC Secretariat

SS II John Dale A. Balilan
ASIII Alexis Joseph R. Noble
ASIII Franco David B. Barateta
ASII Ma. Carina G. Lopez
AOV Shera Jane B. Solon
AOIV Marijoie V. Castillo
AOIV Angelito E. Frias
AOII Ma. Desiree C. Andaya
AOII Rhodora Cardel
ADAS I Christian D. Buat
ADAS I Israel C. Dalluay
ADAVI Sonny Bermudez

3. TWG

SSS Ivan Mark S. Ladores
SS Glenn Thyron S. Ancheta
ASIII Miguel Martin A. Buenaventura
ASI Rufino Samuel III R. Mantos
SADASII Edwin M. Bagos
ADASII Rubby Jean S. Evangelista
SOIII Marcelo G. Frias

4. OSG Internal Audit

Rocaina Mandangan

5. COA Representative

(Notified but did not attend)

6. Bidder

Kim Monsalud - Hackett Security Agency

B. CALL TO ORDER. The proceeding was called to order by the Bids and Awards Committee (BAC) Chairperson at 3:50 PM.

The Total Approved Budget for the Contract is **Php10,000,000.00**

The OSG COA Representative was duly notified of the instant activity, however, no representative was present during the Opening of Bids.

The BAC will be using the non-discretionary "PASS-FAIL Criterion" as embodied in the Bid Documents. The BAC reminded the bidder that the documents submitted are still subject to post-qualification.

BIDS SUBMITTED. The BAC received a lone bid from Hackette Security Agency.

C. OPENING OF THE BIDS. The eligibility and technical documents of the bidder were opened for inspection and evaluation.

		Bidder
TECHNICAL & FINANCIAL COMPONENTS		
I. TECHNICAL COMPONENT		
<i>Class "A" Documents</i>		
1.	Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) or:	✓
	i. Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document, and	
	ii. Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas; and	
	iii. Tax Clearance per EO No. 398, s. of 2005, as finally reviewed and approved by the BIR.	
2.	Statement of the prospective Bidder of all its on-going government and private contracts including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid.	✓
3.	Statement of the Bidder's SLCC similar to the contract to be bid, equivalent to at least 25% of the ABC.	✓
4.	Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission; or Original copy of Notarized Bid Securing Declaration.	✓
5.	Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable.	✓
6.	Original duly signed Omnibus Sworn Statement (OSS); and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.	✓

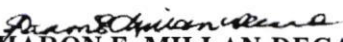
7.	The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.	✓
8.	The prospective bidder's computation of Net Financial Contracting Capacity (NFCC); or A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.	✓
<i>Class "B" Documents</i>		
9.	If applicable, a duly signed Joint Venture Agreement (JVA) in case the joint venture is already in existence; or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.	N/A
II. FINANCIAL COMPONENT		
10.	Financial Bid. (ABC = ₱10,000,000.00) (a) Original of duly signed and accomplished Financial Bid Form; and (b) Original of duly signed and accomplished Price Schedule(s).	✓ Php9,994,735.20

A. RESULT.

Considering that **Hackett Security Agency** was able to comply with the eligibility and technical documents and its financial bid was within the ABC, it was declared as the bidder with the lowest calculated bid, subject to post-qualification. Hackett Security Agency is directed to submit its post-qualification documents within five (5) calendar days from today.


B. ADJOURNMENT. The BAC adjourned the proceeding at 4:10 P.M.

Approved on November 15, 2021, 3:30 PM, Makati City.

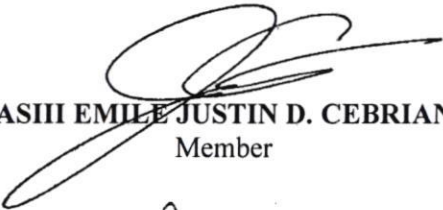

 ASG SHARON E. MILLAN-DECANO
 Chairperson


 SSS AILEEN E. DALWATAN
 Vice-Chairperson


 ASG ARLEEN T. REYES
 Member


SSII JOCELYN P. CASTILLO-SARMIENTO
Member


ASII ALANNA GAYLE ASHLEY B. KHIO
Member

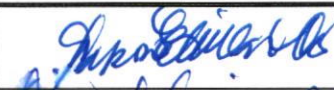
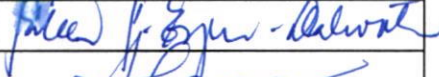
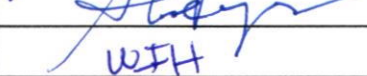
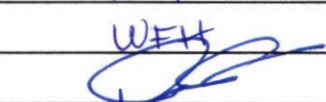
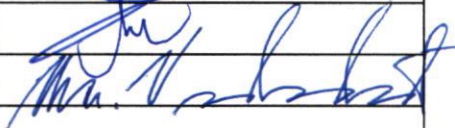

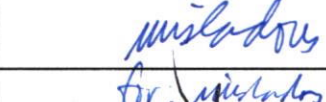

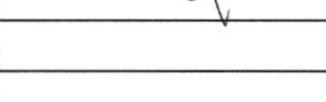

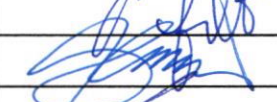

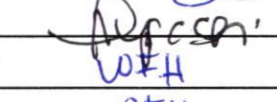



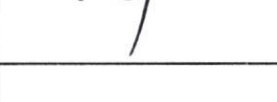
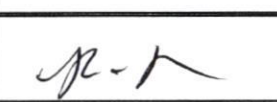
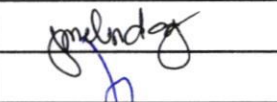
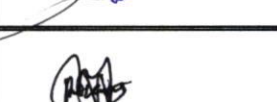
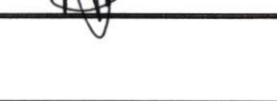


ASII EMILE JUSTIN D. CEBRIAN
Member



DIR. BERNADETTE LIM
Member

OFFICE OF THE SOLICITOR GENERAL
SUBMISSION & OPENING OF BIDS
PROCUREMENT OF SECURITY SERVICES (FY 2022 NEP)

MONDAY, November 15, 2021 @ 3:30 P.M.

ATTENDANCE SHEET

NAME:	SIGNATURE:
BIDS & AWARDS COMMITTEE (BAC)	
ASG SHARON E. MILLAN-DECANO - CHAIRPERSON	
SSS AILEEN E. DALWATAN - VICE CHAIRPERSON	
ASG ARLEEN T. REYES - MEMBER	
SSI JOCELYN P. CASTILLO-SARMIENTO - MEMBER	WFH
ASIII ALANNA GAYLE ASHLEY B. KHIO - MEMBER	WFH
ASII EMILE JUSTIN D. CEBRIAN - MEMBER	
DIR BERNADETTE M. LIM - MEMBER	
ASG PEÑAFRANCIA C. CARPIO-DEVESA - ALTERNATE MEMBER	
SSS CATALINA A. CATRAL-TALATALA - ALTERNATE MEMBER	
ASII MARIA LUCIA R. FERNANDEZ - ALTERNATE MEMBER	
TECHNICAL WORKING GROUP (TWG)	
SSS IVAN MARK S. LADORES	
AS I MIGUEL MARTIN A. BUENAVENTURE	
SECO III MARCELO G. FRIAS	
BAC SECRETARIAT & PROCUREMENT SECTION	
SSII JOHN DALE A. BALLINAN	
ASIII FRANCO DAVID B. BARATETA	
ASIII ALEXIS JOSEPH R. NOBLE	
ASII MA. CARINA G. LOPEZ	
AOV SHERA JANE B. SOLON	
AOIV MARIJOIE V. CASTILLO	
AOIV ANGELITO E. FRIAS	WFH
AOII MA. DESIREE C. ANDAYA	WFH
AOII RHODORA T. CARDEL	
AOII CHRISTINE MARIE C. CRISOSTOMO	
ADASI CHRISTIAN D. BUAT	
ADASI ISRAEL C. DALLUAY	WFH
ADAVI SONNY S. BERMUDEZ	
COA REPRESENTATIVE:	
TALID HAMED, JR.	
OBSERVERS:	
Seco I Polan & Atol Mr. Rivero, Jr.	
Paalisco melinda	
	
OSG INTERNAL AUDIT:	
RICANA S. MANDANGAN	
OSGEA REPRESENTATIVE:	

	Official Receipt of the Republic of the Philippines		
	N ^o 2646939 B		
	Date <i>Nov. 12, 2021</i>		
Agency <i>OSG</i>	Fund		
Payor <i>Hackett Security Agency</i>			
Nature of Collection	Account Code	Amount	
<i>Bid Documents</i>		P <i>10,000</i>	
TOTAL		P <i>10,000</i>	
Amount in Words <i>Ten thousand pesos only</i>			
<input checked="" type="checkbox"/> Cash	Drawee Bank	Number	Date
<input type="checkbox"/> Check			
<input type="checkbox"/> Money Order			
Received the amount stated above.			
<i>JAN BENOR</i> Collecting Officer			
NOTE: Write the number and date of this receipt on the back of check or money order received.			

hackett_s@mail.com

Ms. Francia - 09175227912



Republic of the Philippines
Office of the Solicitor General

MEMORANDUM

FOR : **TECHNICAL WORKING GROUP FOR SECURITY**

ASG Raymund I. Rigodon, Chairperson
SSS Ivan Mark S. Ladores, Member
SS I Glenn Thyron S. Ancheta, Member
AS II Miguel Martin A. Buenaventura, Member
AS I Rufino Samuel III R. Mantos, Member
SADAS III Edwin M. Bagos, Member
ADAS II Rubby Jean S. Evangelista, Member
SECO III Marcelo G. Frias, Member

FROM : Chairperson, Bids and Awards Committee

SUBJECT : **SUBMISSION & OPENING OF BIDS** for
Procurement of Security Services (FY 2022 NEP), **Nov. 15 @ 3:30pm.**

DATE : November 10, 2021

Please be informed that the **Submission & Opening of Bids** for the *Procurement of Security Services (FY 2022 NEP)* will be held on **November 15, 2021, 3:30 p.m.**, at the Padilla Hall 9th Floor OSG Building, 134 Amorsolo St., Legaspi Village, Makati City and/or through video conferencing via **Microsoft Teams**. Invitation link for video conference will be sent in your email address/es.

In this regard, may we request your presence during the said Submission and Opening of bids.

Thank you.

ASG SHARON E. MILLAN-DECANO
Chairperson, Bids and Awards Committee



Republic of the Philippines
Office of the Solicitor General

MEMORANDUM

TO : SSII John Dale A. Ballinan
Head – BAC Secretariat

ASIII Alexis Joseph R. Noble
ASIII Franco David Barateta
ASII Ma. Carina G. Lopez
AOV Shera Jane B. Solon
AOIV Marijoie V. Castillo
AOIV Angelito E. Frias
AOII Ma. Desiree C. Andaya
AOII Rhodora T. Cardel
AOII Christine Marie C. Crisostomo
ADASI Christian D. Buat
ADASI Israel C. Dalluay
ADAVI Sonny S. Bermudez
Members – BAC Secretariat & Procurement Section

FROM : *Chairperson, Bids and Awards Committee*

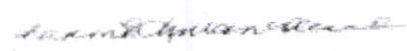
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Thank you.


ASG SHARON E. MILLAN-DECANO
Chairperson, Bids and Awards Committee



Republic of the Philippines
Office of the Solicitor General

MEMORANDUM

TO : SSS Aileen E. Dalwatan
Vice-Chairperson

ASG Arleen T. Reyes
SSI Jocelyn P. Castillo-Sarmiento
ASIII Alanna Gayle Ashley B. Khio
ASII Emile Justin D. Cebrian
Dir. Bernadette M. Lim
Members

ASG Peñafrancia Carpio-Devesa
SSS Catalina Catral-Talatala
AS Lucia R. Fernandez
Alternates

FROM : Chairperson, Bids and Awards Committee


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Chairperson, Bids and Awards Committee



Republic of the Philippines
Office of the Solicitor General

MEMORANDUM

FOR : **Ms. Chrissdale S. Gagan-Lipit**
Internal Auditor IV - OIC

Gina A. Soriano
President, OSGEA

FROM : *Chairperson*, Bids and Awards Committee


SUBJECT : **SUBMISSION & OPENING OF BIDS** for
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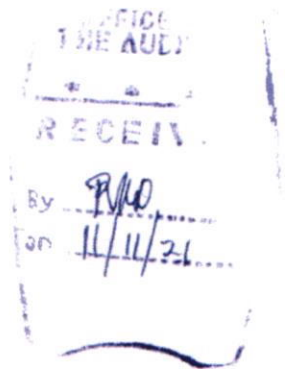
Thank you.


ASG SHARON E. MILLAN-DECANO
Chairperson, Bids and Awards Committee



Republic of the Philippines
Office of the Solicitor General

November 10, 2021



MS. IMELDA G. BAGUISA

Audit Team Leader

Office of the Solicitor General Audit Team
Commission on Audit

RE: SUBMISSION & OPENING OF BIDS for:

- 01.) Procurement of Copy Paper for FY 2022 NEP, Nov. 15 @ 10:30pm.**
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- 04.) Procurement of Security Services (FY 2022 NEP), Nov. 15 @ 3:30pm.**

Dear Ms. Baguisa:

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Herewith are the documents pertinent to the said procurement. Thank you.

Very truly yours,

ASG SHARON E. MILLAN-DECANO
Chairperson, Bids and Awards Committee



Republic of the Philippines
Office of the Solicitor General

November 10, 2021

Union Church of Manila Philippines Foundation, Inc.
5th Level, Union Church of Manila Bldg.
Rada cor. Legaspi Village, Makati City

To Whom It May Concern:

In our efforts to promote and ensure transparency in compliance of Republic Act No. 9184 otherwise known as the **GOVERNMENT PROCUREMENT REFORM ACT**, we would like to invite your organization to serve as an observer during the **Submission & Opening of Bids** for the *Procurement of Copy Paper for FY 2022 NEP, Lease of Digital Multifunction Copiers (Monochrome) for FY 2022 NEP, Procurement of Janitorial Services (FY 2022 NEP)*, and also the *Procurement of Security Services (FY 2022 NEP)*.

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We are hoping for your favorable response.

Thank you.

Very truly yours,

ASG SHARON E. MILLAN-DECANO
Chairperson, Bids and Awards Committee

11-15-21
RECEIVED BY
SG. MABSORA NGONES



Republic of the Philippines
Office of the Solicitor General

November 10, 2021

Angelo King Foundation, Inc.
2/F King Court's 1 Building
2129 Pasong Tamo, Makati City

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In our efforts to promote and ensure transparency in compliance of Republic Act No. 9184 otherwise known as the **GOVERNMENT PROCUREMENT REFORM ACT**, we would like to invite your organization to serve as an observer during the **Submission & Opening of Bids** for the *Procurement of Copy Paper for FY 2022 NEP, Lease of Digital Multifunction Copiers (Monochrome) for FY 2022 NEP, Procurement of Janitorial Services (FY 2022 NEP)*, and also the *Procurement of Security Services (FY 2022 NEP)*.

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Thank you.

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ASG SHARON E. MILLAN-DECANO
Chairperson, Bids and Awards Committee

sg dela Cruz
Pena Jr. Ricarte
11/15/2021 0805H

**OFFICE OF THE SOLICITOR GENERAL
BIDS AND AWARDS COMMITTEE**

134 Amorsolo St., Legaspi Village, Makati City

PROCUREMENT OF SECURITY SERVICES (NEP 2022)

MINUTES OF THE PRE-BID CONFERENCE

**3 November 2021, 3:30 PM, Padilla Hall, 9th Floor, OSG Building, 134 Amorsolo Street,
Legaspi Village, Makati City
(and through Videoconference *via* Microsoft Teams)**

A. ATTENDANCE

1. Bids and Awards Committee

ASG Sharon E. Millan-Decano - Chairperson
SSS Aileen E. Dalwatan – Vice Chairperson
ASG Arleen T. Reyes - Member
SS Jocelyn P. Castillo-Sarmiento– Member
ASIII Alanna Gayle Ashley B. Khio - Member
ASIII Emile Justin D. Cebrian - Member
Director Bernadette Lim – Member
SSII Maria Victoria Sarmiento – Alternate member

2. BAC Secretariat

SS John Dale A. Ballinan
ASIII Alexis Joseph R. Noble
ASIII Franco David B. Barateta
ASII MA. Carina G. Lopez

3. Procurement

AOII Deisy Andaya
AOII Christine Crisostomo
AOV Shera Jane Solon
AOIV Angelito Frias
AOIV Marijoie Castillo
AOII Rhodora Cardel
ADASI Christian Buat
ADASI Israel Dalluay
ADAVI Sonny Bermudez

4. Internal Audit

IAII Jannie Rose Carlos
IAIV Chrissdale Gapan-Lipit
IAI Rocaina Mandangan

5. OSGEA

CTMT Nino Chua

6. TWG

ASG Raymund Rigodon
SSS Ivan Mark Ladores
SS I Glenn Thyron Ancheta
ASII Miguel Martin Buenaventura
ASI Rufino Samuel Mantos

X-----X

SADASIII Edwin Bagos
ADASV Rubby Jean Evangelista
SECO II Marcelo Frias

7. Bidder/s

Edison Gelito B. Dela Cruz - Radiant Security Agency Corp
Kim Monsalud- Hackett Security Agency
Francia c. Desquitado - Hackett Security Agency

B. CALL TO ORDER. The proceeding was called to order by the Bids and Awards Committee (BAC) Chairperson at 3:30 PM.

This is an Early Procurement Activity. The Total Approved Budget for the Contract is Php 10,000,000.00 inclusive of all applicable government taxes, service charges and standard administrative fee.

C. PRE-BID CONFERENCE PROPER.


The prospective bidder/s then asked the following questions which were answered by the BAC/TWG:

QUERY	ANSWER
Hackett Security Agency 1. What is this TESDA Certification?	1. Stated under para 2 of the TOR is that the agency shall operate its own security training institution or must have an existing contract with another institution that provides security training. In both cases, the training institution must be recognized by the Technical Education and Skills Development Authority (TESDA).
2. What Administrative Fee is to be used, 150-16 or GPPB	2. Latest issuance of DOLE will be used which is 20 %
3. Are all ongoing contracts need to be submitted or just a statement?	3. Statement only. No need to attach contracts
4. Any Security Survey requirement or plans?	4. Yes, under para 2, letter g of the TOR

The submission of bids will be on or before 15 November 2021 at 3:25 PM and the opening of bids will be conducted on even date at 3:30 PM at the 9th Floor, Padilla Hall, OSG Building, 134 Amorsolo Street, Legaspi Village, Makati City and/or through video conferencing or webcasting via Microsoft Teams.

D. ADJOURNMENT. The BAC adjourned the proceeding at 4:00 PM.

Approved on 3 November 2021 at 9th Floor, Padilla Hall, OSG Building, 134 Amorsolo Street, Legaspi Village, Makati City Through Videoconference via Microsoft Teams)


ASG SHARON E. MILLAN-DECANO
Chairperson


SSS AILEEN P. ESPINA-DALWATAN
Vice-Chairperson


ASG ARLEEN T. REYES
Member


SSI JOCELYN P. CASTILLO-SARMIENTO
Member


ASIII ALANNA GAYLE ASHLEY B. KHIO
Member


ASIII EMILE JUSTIN D. CEBRIAN
Member

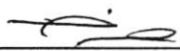
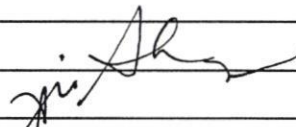
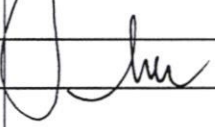


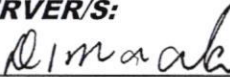
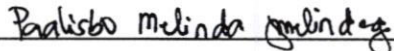
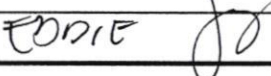


DIR. BERNADETTE M. LIM
Member

**OFFICE OF THE SOLICITOR GENERAL
PRE-BID CONFERENCE**

PROCUREMENT OF SECURITY SERVICES (FY 2022 NEP)

WEDNESDAY, November 3, 2021 @ 3:30 P.M.

ATTENDANCE SHEET

NAME:	SIGNATURE:
BIDS & AWARDS COMMITTEE (BAC)	
ASG SHARON E. MILLAN-DECANO - CHAIRPERSON	
SSS AILEEN E. DALWATAN - VICE CHAIRPERSON	
ASG ARLEEN T. REYES - MEMBER	
SSI JOCELYN P. CASTILLO-SARMIENTO - MEMBER	
ASIII ALANNA GAYLE ASHLEY B. KHIO - MEMBER	
ASII EMILE JUSTIN D. CEBRIAN - MEMBER	
DIR BERNADETTE M. LIM - MEMBER	
ASG PEÑAFRANCIA C. CARPIO-DEVESA - ALTERNATE MEMBER	
SSS CATALINA A. CATRAL-TALATALA - ALTERNATE MEMBER	
ASII MARIA LUCIA R. FERNANDEZ - ALTERNATE MEMBER	
TECHNICAL WORKING GROUP (TWG)	
BAC SECRETARIAT & PROCUREMENT SECTION	
SSII JOHN DALE A. BALLINAN	
ASIII FRANCO DAVID B. BARATETA	
ASIII ALEXIS JOSEPH R. NOBLE	
ASII MA. CARINA G. LOPEZ	
AOV SHERA JANE B. SOLON	
AOIV MARIJOIE V. CASTILLO	
AOIV ANGELITO E. FRIAS	
AOII MA. DESIREE C. ANDAYA	
AOII RHODORA T. CARDEL	
AOII CHRISTINE MARIE C. CRISOSTOMO	
ADASI CHRISTIAN D. BUAT	
ADASI ISRAEL C. DALLUAY	
ADAVI SONNY S. BERMUDEZ	
COA REPRESENTATIVE:	
TALID HAMED, JR.	
OBSERVERS:	
 Dimas	 Enalisto Melinda
LEGASPI	
Mark	 Eddie
OSG INTERNAL AUDIT:	
JANNIE CARLOS & CHRISDAVE GAGAN-LUPIT	
OSGEA REPRESENTATIVE:	

Republic of the Philippines
Office of the Solicitor General

MEMORANDUM

FOR : **TECHNICAL WORKING GROUP FOR SECURITY**

ASG Raymund I. Rigodon, Chairperson
SSS Ivan Mark S. Ladores, Member
SS I Glenn Thyron S. Ancheta, Member
AS II Miguel Martin A. Buenaventura, Member
AS I Rufino Samuel III R. Mantos, Member
SADAS III Edwin M. Bagos, Member
ADAS II Rubby Jean S. Evangelista, Member
SECO III Marcelo G. Frias, Member

FROM : Chairperson, Bids and Awards Committee


SUBJECT : **PRE-BID CONFERENCE** for
Procurement of Security Services (FY 2022 NEP), **Nov. 3 @ 3:30pm.**

DATE : October 25, 2021

Please be informed that the **Pre-Bid Conference** for the *Procurement of Security Services (FY 2022 NEP)* will be held on **November 3, 2021, 3:30 p.m.**, at the Padilla Hall 9th Floor OSG Building, 134 Amorsolo St., Legaspi Village, Makati City and/or through video conferencing via **Microsoft Teams**. Invitation link for video conference will be sent in your email address/es.

In this regard, may we request your presence during the said Pre-Bid Conference.

Thank you.


ASG SHARON E. MILLAN-DECANO
Chairperson, Bids and Awards Committee

Republic of the Philippines
Office of the Solicitor General

MEMORANDUM

TO : SSII John Dale A. Ballinan
Head – BAC Secretariat

ASIII Alexis Joseph R. Noble
ASIII Franco David Barateta
ASII Ma. Carina G. Lopez
AOV Shera Jane B. Solon
AOIV Marijoie V. Castillo
AOIV Angelito E. Frias
AOII Ma. Desiree C. Andaya
AOII Rhodora T. Cardel
AOII Christine Marie C. Crisostomo
ADASI Christian D. Buat
ADASI Israel C. Dalluay
ADAVI Sonny S. Bermudez
Members – BAC Secretariat & Procurement Section

FROM : *Chairperson, Bids and Awards Committee*

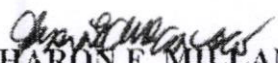
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ASG SHARON E. MILLAN-DECANO
Chairperson, Bids and Awards Committee

Republic of the Philippines
Office of the Solicitor General

MEMORANDUM

TO : SSS Aileen E. Dalwatan
Vice-Chairperson

ASG Arleen T. Reyes
SSI Jocelyn P. Castillo-Sarmiento
ASIII Alanna Gayle Ashley B. Khio
ASII Emile Justin D. Cebrian
Dir. Bernadette M. Lim
Members

ASG Peñafrancia Carpio-Devesa
SSS Catalina Catral-Talatala
AS Lucia R. Fernandez
Alternates

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ASG SHARON E. MILLAN-DECANO
Chairperson, Bids and Awards Committee

Republic of the Philippines
Office of the Solicitor General

MEMORANDUM

FOR : **Ms. Chrissdale S. Gagan-Lipit**
Internal Auditor IV - OIC

Gina A. Soriano
President, OSGEA

FROM : *Chairperson, Bids and Awards Committee*


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Chairperson, Bids and Awards Committee

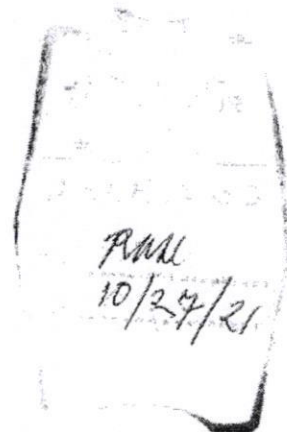
Republic of the Philippines
Office of the Solicitor General

October 25, 2021

MS. IMELDA G. BAGUISA

Audi: Team Leader

Office of the Solicitor General Audit Team
Commission on Audit



RE: PRE-BID CONFERENCE for:

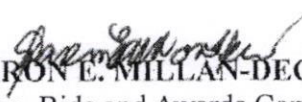
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ASG SHARON E. MILLAN-DECANO
Chairperson, Bids and Awards Committee

Republic of the Philippines
Office of the Solicitor General

October 25, 2021

Union Church of Manila Philippines Foundation, Inc.
5th Level, Union Church of Manila Bldg.
Rada cor. Legaspi Village, Makati City

To Whom It May Concern:


In our efforts to promote and ensure transparency in compliance of Republic Act No. 9184 otherwise known as the **GOVERNMENT PROCUREMENT REFORM ACT**, we would like to invite your organization to serve as an observer during the **Pre-Bid Conference** for the **Procurement of Copy Paper for FY 2022 NEP, Lease of Digital Multifunction Copiers (Monochrome) for FY 2022 NEP, Procurement of Janitorial Services (FY 2022 NEP)**, and also the **Procurement of Security Services (FY 2022 NEP)**.

This will be held on **November 3, 2021, 10:30 a.m., 1:30 p.m., 2:30 p.m., & 3:30 p.m.**, respectively, at the Padilla Hall 9th Floor OSG Building, 134 Amorsolo St., Legaspi Village, Makati City and/or through video conferencing via **Microsoft Teams**. Kindly send us your confirmation email for your attendance thru – osg.procurement@gmail.com, for us to forward the invitation link for video conference.

We are hoping for your favorable response.

Thank you.

Very truly yours,


ASG SHARON E. MILLAN-DECANO
Chairperson, Bids and Awards Committee


10/29/21
Ramil Butalan

Republic of the Philippines
Office of the Solicitor General

October 25, 2021

Angelo King Foundation, Inc.
2/F King Court's 1 Building
2129 Pasong Tamo, Makati City

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
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Thank you.

Very truly yours,


ASG SHARON E. MILLAN-DECANO
Chairperson, Bids and Awards Committee


MEL VIRAY
10/27/21



PhilGEP

Philippine Government Electronic Procurement System

Central Portal for
Philippine Government
Procurement Opportunities

[Help](#)

Bid Notice Abstract

Invitation to Bid (ITB)

Reference Number 8114450
Procuring Entity OFFICE OF THE SOLICITOR GENERAL
Title PROCUREMENT OF SECURITY SERVICES (FY 2022 NEP)
Area of Delivery Metro Manila

Solicitation Number:	OSG PR#021-10-175 (2022)	Status	Awarded
Trade Agreement:	Implementing Rules and Regulations	Associated Components	4
Procurement Mode:	Public Bidding	Bid Supplements	0
Classification:	Goods - General Support Services	Document Request List	9
Category:	Security Services	Date Published	23/10/2021
Approved Budget for the Contract:	PHP 10,000,000.00	Last Updated / Time	30/01/2022 00:08 AM
Delivery Period:	1 Year/s	Closing Date / Time	15/11/2021 15:30 PM
Client Agency:			
Contact Person:	Christian Daus Buat Administrative Assistant I OSG Building, 134 Amorsolo St., Legaspi Village, (Corner Gamboa & Amorsolo Street) Makati City Metro Manila Philippines 1229 63-2-88363314 63-2-88131174 osg.procurement@gmail.com		

Description

INVITATION TO BID FOR
PROCUREMENT OF SECURITY SERVICES (FY 2022 NEP)

- The Office of the Solicitor General, through the FY 2022 National Expenditure Program (NEP), Agency Specific Budget intends to apply the sum of Ten Million Pesos (Php10,000,000.00) for the Procurement of Security Services (FY 2022 NEP) / OSG PR No. 021-10-175 (2022). Bids received in excess of the Approved Budget for the contract (ABC) of Ten Million Pesos (Php10,000,000.00) shall be automatically rejected at bid opening.
 - The OSG now invites bids for the above Procurement Project. Delivery of the Goods is required by within 15 days upon receipt of NTP for One (1) Year Contract. Bidders should have completed, within two (2) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
 - Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
- Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.
- Prospective Bidders may obtain further information from OSG and inspect the Bidding Documents at the address given below during Monday to Friday 8:00am to 5:00pm.
 - A complete set of Bidding Documents may be acquired by interested Bidders from Monday to Friday, between

8:00am to 5:00pm starting 25 October 2021 until 12:00 noon of 15 November 2020, from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Ten Thousand Pesos (Php10,000.00). Interested bidders may purchase the bidding documents by depositing the amount of Ten Thousand Pesos (Php10,000.00) with the OSG Trust Fund 101 Account Number 1802-1016-23, Office of the Solicitor General, Land Bank of the Philippines, Paseo de Roxas Branch, Makati City and submitting the proof of deposit at fms@osg.gov.ph, or by paying directly with the Cashier's Office at the Office of the Solicitor General, 134 Amorsolo Street, Legaspi Village, Makati City.

6. The OSG will hold a Pre-Bid Conference open to prospective bidders on 3 November 2021 @ 3:30pm at the 9th Floor, Padilla Hall, OSG Building, 134 Amorsolo St., Legaspi Village, Makati City and/or through video conferencing or webcasting via Microsoft Teams.

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before 3:25pm of 15 November 2021. Late bids shall not be accepted.

8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.

9. Bid opening shall be on 3:30pm of 15 November 2021 at the 9th Floor, Padilla Hall, OSG Building, 134 Amorsolo St., Legaspi Village, Makati City and/or via Microsoft Teams. Bids will be opened in the presence of the bidders' representatives who choose to personally attend the activity.

10. Prospective Bidders are required to submit (1) one additional hard copy of their bid as allowed in ITB Clause 15.

Further Prospective Bidders are notified that this procurement is undertaken through Early Procurement Activity. In this regard, prospective bidders are enjoined to refer to the GPPB Circular 06-2019 dated July 17, 2019 and other related issuances.

Also, for purposes of videoconferencing, prospective bidders are advised to provide their email addresses not later than thirty (30) minutes before the activity at the email address below. While the BAC can conduct face-to-face pre-bid conference and opening of the bids amidst the quarantine imposed by the National Government, prospective bidders are enjoined to send only one (1) representative so that health and safety protocols can be properly observed.

11. The OSG reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

12. For further information, please refer to:

Christian D. Buat
ADMIN Division – Procurement Section / BAC Sec
Office of the Solicitor General
OSG Building, 134 Amorsolo St., Legaspi Village, Makati City 1229
E-mail Address: osg.procurement@gmail.com
Tel No. (02) 8988-1674 loc. 777 / (02) 8836-3314 / Telefax No. (02) 8813-1174
Website: www.osg.gov.ph

13. You may visit the following websites:

For downloading of Bidding Documents: <https://osg.gov.ph/page?call=proc-biditems>

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Security Services FY2022	PROCUREMENT OF SECURITY SERVICES (FY 2022 NEP)	1	Lot	10,000,000.00

Pre-bid Conference

Date	Time	Venue
03/11/2021	3:30:00 PM	9th Floor, Padilla Hall, OSG Building, 134 Amorsolo St., Legaspi Village, Makati City and/or through video conferencing or webcasting via Microsoft Teams.

Created by Christian Daus Buat

Date Created 22/10/2021


The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.

Republic of the Philippines
Office of the Solicitor General

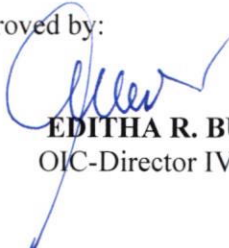
1st Indorsement
October 20, 2021

Respectfully forwarded to the Bids and Awards Committee (BAC), **ATTENTION: Assistant Solicitor General SHARON E. MILLAN-DECANO**, Chairperson, the attached Purchase Request and other related documents, for your appropriate action.

PR Date	PR No.	Description	Amount
Oct. 7, 2021	021-10-175 (2022)	Procurement of Security Services for FY 2022 for OSG Offices. <i>Note: For Public Bidding (Early Procurement Activity FY 2022).</i>	₱10,000,000.00


RODRIGO L. OJENAL
Supervising Administrative Officer
Administrative Division

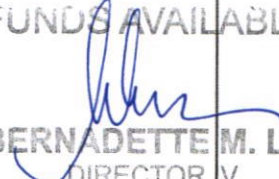
Approved by:


EDITHA R. BUENDIA
OIC-Director IV, HRMAS

PURCHASE REQUEST
OFFICE OF THE SOLICITOR GENERAL
 (Agency)

Department: **Administrative Division** PR No. 021-10-175 (2022) Date: October 7, 2021
 Section: SAI No. Date:

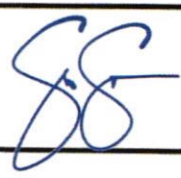


Stock No.	Unit	Item Description	Qty	Estimated Unit Cost	Estimated Amount																				
	year	<p>Procurement of Security Services for FY 2022 for OSG Offices</p> <p><i>Inclusion</i> Twenty (20) Security Personnel (consisting of eighteen [18] ordinary guards and two [2] officers-in-charge), with three [3] relievers during the rest day of the ordinary guards</p> <p><i>Scope of Work:</i> *The Agency shall provide twenty-four (24) hours security services to the Office of the Solicitor General at its establishment</p> <p>*The guards assigned shall render twelve (12) hours of security service per shift daily, including Sundays and holidays, to adequately guard and protect the OSG's properties, premises, personnel, and clients around and within the OSG's premises, extension offices, and the parking areas</p> <table border="1"> <thead> <tr> <th>Shift</th> <th>Time</th> <th>Number of Security Guards</th> <th>Number of OIC's</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Morning Shift</td> <td>7:00 A.M to 7:00PM</td> <td>12</td> <td>1</td> <td>13</td> </tr> <tr> <td>Evening Shift</td> <td>7:00PM to 7:00AM</td> <td>6</td> <td>1</td> <td>7</td> </tr> <tr> <td colspan="4">Total Number of Security Personnel</td> <td>20</td> </tr> </tbody> </table> <p><i>Delivery Term:</i> The Contract of Security Services (Contract) will commence fifteen (15) days from receipt of the Notice to Proceed (NTP) and will be effective for one (1) year</p> <p><i>Others (See attached Term of Reference):</i></p> <ul style="list-style-type: none"> * Security Guard Qualifications * OIC's Qualifications * Security Guards Responsibilities <p><i>Attached: Memorandum and Approved Terms of Reference (TOR) from Technical Working Group for the procurement of Security Services for the year 2022</i></p>	Shift	Time	Number of Security Guards	Number of OIC's	Total	Morning Shift	7:00 A.M to 7:00PM	12	1	13	Evening Shift	7:00PM to 7:00AM	6	1	7	Total Number of Security Personnel				20	1	Php 10,000,000.00 VAT INCLUDED	10,000,000.00
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FUNDS AVAILABLE:

BERNADETTE M. LIM
 DIRECTOR V



OSG211014Y0004470

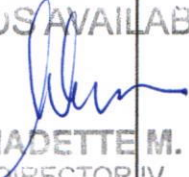
Amount in Words: **Ten Million Pesos Only** Php 10,000,000.00
 Purpose: **For Bidding (Early Procurement Activity FY 2022)**

Prepared By:	Recommending Approval:	Approved by:
		
SHERA JANE B. SOLON	EDITHA R. BUENDIA	ASG MARISSA B. DELA CRUZ - GALANDINES
Administrative Officer V	OIC-Director IV, HRMAS	Officer in Charge

PURCHASE REQUEST
OFFICE OF THE SOLICITOR GENERAL
 (Agency)




Department: **Administrative Division** PR No. 021-10-175 (2022) Date: October 7, 2021
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BERNADETTE M. LIM
 DIRECTOR IV

Amount in Words: **Ten Million Pesos Only** Php 10,000,000.00

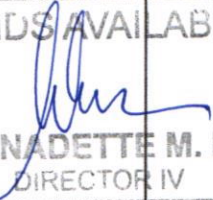
Purpose: **For Bidding (Early Procurement Activity FY 2022)**

Prepared By:	Recommending Approval:	Approved by:
		
SHERA JANE B. SOLON	EDITHA R. BUENDIA	ASG MARISSA B. DELA CRUZ - GALANDINES
Administrative Officer V	OIC-Director IV, HRMAS	Officer in Charge

PURCHASE REQUEST
OFFICE OF THE SOLICITOR GENERAL
(Agency)

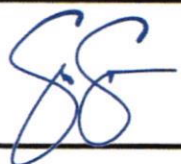


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FUNDS AVAILABLE:

BERNADETTE M. LIM
DIRECTOR IV

Amount in Words: **Ten Million Pesos Only** Php 10,000,000.00

Purpose: **For Bidding (Early Procurement Activity FY 2022)**

Prepared By:	Recommending Approval:	Approved by:
		
SHERA JANE B. SOLON	EDITHA R. BUENDIA	ASG MARISSA B. DELA CRUZ - GALANDINES
Administrative Officer V	OIC-Director IV, HRMAS	Officer in Charge



OSG Procurement <osg.procurement@gmail.com>

Re: PR 021-10-175 (2022) PROCUREMENT OF SECURITY SERVICES FOR FY 2022 FOR OSG OFFICES

1 message

OSG Internal Audit <osgaudit@gmail.com>

Wed, Oct 13, 2021 at 2:22 PM

To: OSG Procurement <osg.procurement@gmail.com>

PR 021-10-175 for the procurement of Security Services for FY 2022 for OSG Offices with ABC of PhP10,000,000.00 is ready for signature. The mode of procurement is Public Bidding. Thank you.

Best regards,

On Wed, Oct 13, 2021 at 1:46 PM OSG Procurement <osg.procurement@gmail.com> wrote:

Hi Ma'am,

This is to forward the PR 021-10-175: Procurement of Security Services for FY 2022 for OSG Offices, for your review and approval.

Best Regards,

Shera B. Solon

Procurement Management Unit

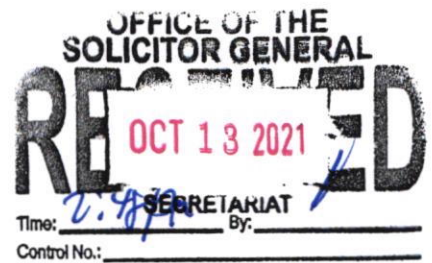
Office of the Solicitor General

134 Amorsolo St., Legaspi Village,
Makati City, 1229

Tel nos.: +63(2) 8988-1674 loc 777 , +63(2) 8836-3314

Telefax: +63(2) 8813-1174

Email: osg.procurement@gmail.com



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CHRISSDALE S. GAGAN-LIPIT

Internal Auditor IV - Internal Audit Division

G/F APMC Bldg., 136 Amorsolo St., Legaspi Village, Makati City

Direct Line / Fax: (+632) 8893-0812

Trunkline: 8988-1695 ; 8988-1674 loc. 790

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Republic of the Philippines
Office of the Solicitor General

**STATEMENT OF AVAILABILITY IN
FY 2022 NATIONAL EXPENDITURE PROGRAM (NEP)**

The undersigned certify to the existence of proposed funding in the FY 2022 NEP intended for the purpose/s indicated below:

Purpose	Procurement of Security Services FY 2022
Amount	PhP 10,000,000.00
Funding Source	FY 2022 National Expenditure Program, Agency Specific Budget
Program/Activity/Project	General and Administration Services
Allotment Class	Maintenance and Other Operating Expenses (MOOE)

Issued this 13th day of October, 2021.


RICARDO G. LOPEZ
Chief Administrative Officer
FMS - Budget Division

OFFICE OF THE
SOLICITOR GENERAL
RECEIVED
SEP 27 2021
Time: 1:20 pm
SECRETARIAT
Control No. _____

MEMORANDUM:

**FOR: ASSISTANT SOLICITOR GENERAL MA. ANTONIA
EDITA C. DIZON (OFFICER-IN-CHARGE)**

**FROM: THE TECHNICAL WORKING GROUP FOR THE
PROCUREMENT OF SECURITY SERVICES**

RE: REVISED TERMS OF REFERENCE

DATE: 24 September 2021

Following the discussion during the Pre-Procurement Conference on 23 September 2021, wherein the proposed increase in security personnel encountered budgetary constraint, the undersigned members of the Technical Working Group for the Procurement of Security Services respectfully submit the revised Terms of Reference.

Thank you.

Very truly yours,



05G21C92879004225

M.I.R.
RAYMUND I. RIGODON
Assistant Solicitor General

imsladous
IVAN MARK S. LADORES
Senior State Solicitor

Glenn
GLENN THYRON S. ANCHETA
State Solicitor I

Miguel
MIGUEL MARTIN A. BUENAVENTURA
Associate Solicitor II

Rufino
RUFINO SAMUEL III R. MANTOS
Associate Solicitor I

EM
EDWIN M. BAGOS
Senior Administrative Assistant III

Rubby
RUBBY JEAN S. EVANGELISTA
Administrative Assistant II

MARCELO G. FRIAS
Security Officer III

Recommending Approval:

BIDS AND AWARDS COMMITTEE

By:

Sharon E. Millan-Decano
SHARON E. MILLAN-DECANO
Assistant Solicitor General

APPROVED/DISAPPROVED <i>R. Rigodon</i>
DATE: 9/24/21

MEMORANDUM:

**FOR: ASSISTANT SOLICITOR GENERAL MA. ANTONIA
EDITA C. DIZON (OFFICER-IN-CHARGE)**

**FROM: THE TECHNICAL WORKING GROUP FOR THE
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GLENN THYRON S. ANCHETA
State Solicitor I


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Associate Solicitor II


RUFINO SAMUEL III R. MANTOS
Associate Solicitor I


EDWIN M. BAGOS
Senior Administrative Assistant III


RUBBY JEAN S. EVANGELISTA
Administrative Assistant II

MARCELO G. FRIAS
Security Officer III

Recommending Approval:

BIDS AND AWARDS COMMITTEE

By:

SHARON E. MILLAN-DECANO
Assistant Solicitor General

rec'd by: 9/27/21
CAROL S. BOLATID

OSG, the **AGENCY** shall provide at least four (4) more security guards within thirty (30) minutes from said request.

8. The payment for the security services rendered shall be made by the **OSG** to the **AGENCY** in two equal installments. Services rendered by the **AGENCY** from the 1st to the 15th of the month shall be paid within fifteen (15) days from receipt of its Statement of Account (SOA), while the services rendered by the **AGENCY** from the 16th to the end of the month shall be paid within (15) days from receipt of its SOA.

a. The monthly contract rate for each assigned Security Guard shall be not less than **Thirty-Three Thousand Four Hundred Six Pesos and Sixty-Eight Centavos (PhP33,406.68)** for a day shift, and not less than **Thirty-Five Thousand One Hundred Sixty-Eight Pesos and Ninety-Four Centavos (PhP35,168.94)** for a night shift, inclusive of 13th Month Pay, 5-day Service Incentive Leave Pay, Uniform Allowance, Retirement Benefits, Employees' Compensation, Social Security System contribution, Philippine Health Insurance Corporation contribution, Pag-Ibig Fund contribution, Overtime Pay, and Night Shift Differential for twelve (12) hours' duty; and

b. The monthly contract rate for each assigned Officer-In-Charge shall be not less than **Thirty-Three Thousand Four Hundred Six Pesos and Sixty-Eight Centavos (PhP33,406.68)** for a day shift, and not less than **Thirty-Five Thousand One Hundred Sixty-Eight Pesos and Ninety-Four Centavos (PhP35,168.94)** for a night shift, inclusive of 13th Month Pay, 5-day Service Incentive Leave Pay, Uniform Allowance, Retirement Benefits, Employees' Compensation, Social Security System contribution, Philippine Health Insurance Corporation contribution, Pag-Ibig Fund contribution, Overtime Pay, and Night Shift Differential for twelve (12) hours' duty.

9. Should there be any wage increase in favor of the assigned security guards subsequent to the execution of the Contract pursuant to a law, executive order, decree, or wage order, the **AGENCY** shall be entitled to receive the same. The **AGENCY**, however, must first inform the **OSG** in writing of the wage increase to allow the latter to undertake the appropriate measures to address the same before its implementation. However, special non-working holidays proclaimed through Executive Orders shall entitle the assigned security guards to an automatic rate adjustment.

10. The **AGENCY** shall submit to the **OSG** a certification or proof that it has remitted or paid to the proper government agencies, such as the Social Security System (SSS), Pag-Ibig, and the Philippine Health Insurance Corporation, the required contributions with the corresponding management share as mandated by law, and the income taxes due thereon, if applicable. The **AGENCY** shall warrant that it has remitted or paid to the appropriate government agency, together with the management share in the contribution, as required by law. The **AGENCY** shall further warrant that the assigned security guards are paid not less than the minimum wage as provided for by law. The **OSG** shall not be held liable for any claims and/or damages arising from the failure of the **AGENCY** to pay, withhold, or remit said contributions to applicable government agencies.

11. The **AGENCY** shall periodically submit to the **OSG** the following statements/reports:

a. Within the first fifteen (15) days of every month, a statement signed by the **AGENCY**'s duly authorized representative that it has paid all wages, salaries, compensation, contribution, and other benefits due to the assigned security guards, together with proof of remittances and/or payments and that such remittance and payments were all made in accordance with the law; and

b. Within the first ten (10) days of every quarter, a copy of its duly accomplished forms signed by the **AGENCY**'s authorized representative

of the quarterly SSS remittance, together with the corresponding proof of payments.

12. The **OSG**, through its duly authorized representative, shall periodically verify the above-mentioned documents or require the **AGENCY** to submit other documents, as may be necessary, to ensure that it complies with the required payments or remittances under the law.

13. The **OSG** shall not be held liable for any claims of the **AGENCY**'s assigned security guards for their salaries and wages, benefits, compensation for death or sickness due to them or for any other claim arising from or in connection with their employment with the **AGENCY**, except those required by law to be paid by the **OSG** through the **AGENCY**. In case the **OSG** is held liable therefor, the **AGENCY** shall immediately reimburse the **OSG** upon notice of claims or other expenses paid by the latter.

14. The **AGENCY** shall have direct supervision over and control of the assigned security guards. The **AGENCY** shall have the exclusive and absolute right to reshuffle, reassign, suspend, lay off, terminate and/or impose disciplinary measures, direct and control the services, and determine the wages, salaries and compensation of the security guards who are assigned to the **OSG**; *Provided* that the reshuffling, reassignment, suspension, layoff, termination and/or disciplinary measures imposed on the security guards by the **AGENCY** shall not affect the performance by the **AGENCY** of its obligations and undertakings under this Contract. Before the **AGENCY** reshuffles, reassigns, suspends, lays off, terminates, or imposes disciplinary measure on the security guards assigned to the **OSG**, it must first inform the **OSG** in writing of such action at least five (5) days prior thereto.

15. The **OSG** shall have the right to monitor and review the assigned security guard's performance, capability, or attitude as may be necessary, in connection with the quality and acceptability of the security service rendered. The **OSG** has the right to report any untoward act of negligence, misconduct, or misfeasance committed by the **AGENCY**'s assigned security guards. The **AGENCY** shall, upon its own investigation and evaluation of the **OSG**'s investigation report, move for the immediate replacement or substitution of the assigned security guard and/or impose the corresponding disciplinary action.

16. The security guards that will be assigned to the **OSG** must be equipped with duly licensed firearms, ammunitions, nightsticks, proper uniforms (as prescribed by the Philippine National Police-Supervisory Office for Security and Investigation Agencies) and other paraphernalia (e.g. flashlights, two-way radios, raincoats, boots, umbrellas, whistle, writing pen, notebook, first aid kit, anti-riot equipment such as shields or armor, among others). For this purpose, the **AGENCY** shall submit to the **OSG** a list of the firearms, with their corresponding license numbers and communication devices that will be used by its security guards. The **AGENCY** shall provide the **OSG** a closed-circuit television (CCTV) system and install at least seventeen (17) CCTV camera units and CCTV monitor to be placed in designated areas as determined by the **OSG**, with digital video recorder and video management software.

17. Subject to existing rules and guidelines, the **AGENCY** shall provide transportation services to the security guards assigned to the **OSG**, in case of public transportation restrictions beyond the control of the security guards.

18. The **AGENCY** shall ensure that the security guard to be assigned to the **OSG** has a negative result for COVID-19 swab test (RT-PCR) two (2) days before deployment. The **AGENCY** shall endeavor to encourage the security guard to get vaccinated against COVID-19 or other infectious diseases prior to assignment to the **OSG**. The **AGENCY** shall cooperate with the **OSG** in preventing and controlling the spread of COVID-19 or other infectious diseases in the premises, extension offices, and parking areas of the **OSG**. In the event that a member of the security personnel assigned to the **OSG** has to undergo self-quarantine or treatment due to COVID-19 or other infectious diseases, the **AGENCY** shall ensure the timely substitution of the security guard/officer-in-charge, to meet the required number of security personnel for the

morning shift and evening shift.

19. The **AGENCY** shall be responsible and liable to the **OSG** for any loss or damage to any of its property or injury on its employees which the **AGENCY** is bound to secure and protect. The **AGENCY** shall also be responsible and liable to the **OSG** for any loss, damage or injury caused by the **AGENCY**'s assigned security guards or by third persons. The **AGENCY**, however, shall not be liable when:

- a. The loss, damage or injury occurs inside a closed office and/or building which the **AGENCY** or its assigned security guards have no access to. However, the **AGENCY** shall be liable, regardless of whether the **AGENCY** or its security guards have access thereto, when it is shown that the door or any part of the building or office has been forcibly opened; *Provided* that the loss, damage or injury is reported to the **AGENCY** in writing within forty-eight (48) hours from its discovery;
- b. A property is officially issued to an **OSG** employee and the loss or damage thereof was due to the fault or negligence of said employee unless its loss or damage was caused by or attributable to any of the **AGENCY**'s assigned security guards;
- c. When the loss, damage or defacement of any permanent fixture within the **OSG** is due to the fault or negligence of an **OSG** employee, unless any of the **AGENCY**'s assigned security guards have assisted or cooperated with said employee; or
- d. If the following conditions are present: (i) the property was kept in an open storage; (ii) it was not duly turned over to the **AGENCY** or any of its authorized representatives, and (iii) no actual and documented inventory of the property was made in the presence of an authorized representative of both the **OSG** and the **AGENCY**.

20. The above exemptions notwithstanding, the **AGENCY** shall be liable to the **OSG** for any loss or damage to any of its property or injury to its employees caused by or arising out of fraud, larceny, robbery or theft, if, after due investigation, it was determined that the loss, damage or injury was due to the fault or negligence of any of the **AGENCY**'s assigned security guards.

21. The **AGENCY** shall submit to the **OSG** the daily attendance and monitoring report as to the manner in which the **AGENCY** has rendered security services to the **OSG**;

22. The **AGENCY** shall cooperate with and extend necessary assistance to **OSG** in providing any pertinent evidence which the **AGENCY** or any of its employees may have in its/their possession in support of or tending to support any criminal or civil action that may be filed or pursued against any perpetrator or person responsible for any unlawful or prejudicial acts committed within the **OSG** premises.

23. The **AGENCY** shall submit a bid security, in accordance with the following schedule stated under Section 27.2 of the Implementing Rules and Regulations of Republic Act No. 9184:

- a. Cash or cashier's/manager's check issued by a universal or commercial bank (not less than 2% of the Approved Budget for the Contract); or
- b. Bank draft / guarantee or irrevocable letter of credit issued by a universal or commercial bank; *Provided*, however, that it shall be confirmed or authenticated by a universal or commercial bank, if issued by a foreign bank (not less than 2% of the Approved Budget for the Contract); or
- c. Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security (not less than 5% of the Approved Budget for the Contract); or
- d. Bid Securing Declaration.

24. Prior to the signing of the contract, the **AGENCY** shall post a performance security in favor of the **OSG**, in accordance with the following schedule stated under Section 39 of the Implementing Rules and Regulations of Republic Act No. 9184:

- a. Cash or cashier's/manager's check issued by a universal or commercial bank (not less than 5% of the Total Contract Price); or
- b. Bank draft/guarantee or irrevocable letter of credit issued by a universal or commercial bank; *Provided*, however, that it shall be confirmed or authenticated by a universal or commercial bank, if issued by a foreign bank (not less than 5% of the Total Contract Price); or
- c. Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security (not less than 30% of the Total Contract Price); or
- d. Performance Securing Declaration (per GPPB Resolution No. 09-2020).

25. The Contract shall be effective for one (1) year. However, either party may terminate the Contract for violation of any of the terms/conditions therein, including the failure of the **AGENCY** to render the required security service on account of strikes/protests of the **AGENCY's** assigned security guards; *Provided* that written notice must be served to the other party at least thirty (30) days prior to the intended date of termination. The Contract may also be terminated for any reason at the instance of either party; *Provided* that the written notice thereof must be served to the other party at least thirty (30) days prior to the intended date of termination.

26. In case of any violation by the **AGENCY** of the terms and conditions of the Contract, the **OSG** may terminate it by serving a written notice to the **AGENCY** at least thirty (30) days prior to the intended date of termination. In the event that the **AGENCY** becomes insolvent, the **OSG** shall have the right to terminate the Contract by serving a written notice to the **AGENCY** at least fifteen (15) days prior to the intended date of termination.


27. In the event that the **AGENCY's** license to engage in the security business is suspended, cancelled, revoked, or otherwise rendered ineffective for any reason by the Philippine National Police-Supervisory Office for Security and Investigation Agencies, the **AGENCY** shall undertake to inform the **OSG** of such development. Upon written notice to the **OSG**, the Contract shall be automatically terminated as of the date of said suspension, cancellation, revocation or ineffectiveness.

28. After the expiration of the contract, all claims which may have accrued to either party prior to the date of the expiration of the contract shall be respected.

29. In the event that the Contract expires without a successful procurement of security services, the Contract may be extended for one (1) month, or for such period necessary until a successful procurement of security services. The extension shall be subject to the availability of funds from the Finance Management Service (FMS) of the **OSG** and the approval of the Head of the **OSG**. The extension shall be subject to termination upon thirty (30) days' written notice by one party to the other.

Prepared by:

**TECHNICAL WORKING GROUP FOR THE
PROCUREMENT OF SECURITY SERVICES**


RAYMUND I. RIGODON
Assistant Solicitor General
TWG Chairperson

Members:

imsladous *

IVAN MARK S. LADORES
Senior State Solicitor

Ancheta

GLENN THYRON S. ANCHETA *
State Solicitor I

Miguel Buena

MIGUEL MARTIN A. BUENAVENTURA *
Associate Solicitor II

Rufino

RUFINO SAMUEL III R. MANTOS
Associate Solicitor I

Edwin

EDWIN M. BAGOS *
Senior Administrative Assistant III

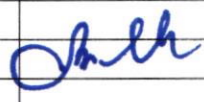
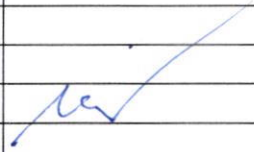



Rubby

RUBBY JEAN S. EVANGELISTA *
Administrative Assistant II

MARCELO G. FRIAS *
Security Officer III

OFFICE OF THE SOLICITOR GENERAL
PRE-BID CONFERENCE
PRE PROCUREMENT CONFERENCE OF SECURITY SERVICES
FOR FY 2022

THURSDAY, September 23, 2021 @ 2:30 P.M.

ATTENDANCE SHEET		
NAME:		SIGNATURE:
BIDS & AWARDS COMMITTEE (BAC)		
ASG SHARON E. MILLAN-DECANO - CHAIRPERSON	WFH	
SSS AILEEN E. DALWATAN - VICE CHAIRPERSON	WFH	
ASG ARLEEN T. REYES - MEMBER	WFH	
SSI JOCELYN P. CASTILLO-SARMIENTO - MEMBER	WFH	
ASIII ALANNA GAYLE ASHLEY B. KHIO - MEMBER	WFH	
ASII EMILE JUSTIN D. CEBRIAN - MEMBER	WFH	
DIR BERNADETTE M. LIM - MEMBER	WFH	
ASG PEÑAFRANCIA C. CARPIO-DEVESA - ALTERNATE MEMBER	WFH	
SSS CATALINA A. CATRAL-TALATALA - ALTERNATE MEMBER	WFH	
ASII MARIA LUCIA R. FERNANDEZ - ALTERNATE MEMBER	WFH	
TECHNICAL WORKING GROUP (TWG)		
ASG RAYMUND I. RIGODON	WFH	
SSS IVAN MARK S. LADORES	WFH	
SS I GLENN THYRON S. ANCHETA	SWF	
AS I MIGUEL MARTIN A. BUENAVENTURA	WFH	
AS I RUFINO SAMUEL III R. MANTOS	WFH	
SADAS III EDWIN M. BAGOS	WFH	
ADAS II RUBBY JEAN S. EVANGELISTA	WFH	
SECO III MARCELO G. FRIAS	SWF	
BAC SECRETARIAT & PROCUREMENT SECTION		
SSII JOHN DALE A. BALLINAN	WFH	
ASIII FRANCO DAVID B. BARATETA	WFH	
ASIII ALEXIS JOSEPH R. NOBLE	WFH	
ASII MA. CARINA G. LOPEZ	WFH	
AOV SHERA JANE B. SOLON	SWF	
AOIV MARIJOIE V. CASTILLO	WFH	
AOIV ANGELITO E. FRIAS	WFH	
AOII MA. DESIREE C. ANDAYA	WFH	
AOII RHODORA T. CARDEL	SWF	
AOII CHRISTINE MARIE C. CRISOSTOMO	WFH	
ADASI CHRISTIAN D. BUAT	SWF	
ADASI ISRAEL C. DALLUAY	WFH	
ADAVI SONNY S. BERMUDEZ	WFH	
COA REPRESENTATIVE:		
OBSERVER/S:		
OSG INTERNAL AUDIT:		
OSGEA REPRESENTATIVE:		

TERMS OF REFERENCE
PROCUREMENT OF SECURITY SERVICES

1. The **AGENCY** shall provide twenty-four (24)-hour security services to the **OFFICE OF THE SOLICITOR GENERAL (OSG)** at its establishment located at the Office of the Solicitor General Building, 134 Amorsolo Street, Legaspi Village, Makati City, its extension offices located at APMC Building (with business address at 136 Amorsolo Street, Legaspi Village, Makati City) and Montepino Building (with business address at 138 Adelantado Street, Legaspi Village, Makati City), and the parking areas of Mile Long (with address at Amorsolo Street, Legaspi Village, Makati City).

2. The **AGENCY** shall be a wholly-owned Filipino private security agency and holder of a regular license to operate issued by the Philippine National Police-Security Agencies and Group Supervision Division (PNP-SAGSD). The **AGENCY** must be engaged in the business of providing security services for at least ten (10) years and shall operate its own security training institution or have an existing contract with another institution that provides security training. In either case, the training institution must be recognized by the Technical Education and Skills Development Authority (TESDA).

For this purpose, the **AGENCY** shall submit:

- a. Proof of compliance with the rules and regulations issued by the PNP-SAGSD concerning its lawful operation and good standing, through Monthly Disposition Reports covering the most recent month and twelve months prior to such most recent month;
- b. Its Manual of Recruitment and Selection Criteria;
- c. Its Certificate of Recognition from TESDA;
- d. A list of the establishments, institutions, companies or agencies for which it provides security services;
- e. A copy of the contract with the institution that provides security training, if applicable;
- f. Organizational chart; and
- g. Security plan for the **OSG**.

3. The **AGENCY** shall possess other qualifications, namely:

- a. At least one hundred (100) licensed security guards in its roster;
- b. At least fifty (50) licensed/registered firearms; and
- c. At least fifty (50) handheld radio/telecommunication devices.

4. The Contract of Security Services (Contract) will commence fifteen (15) days from receipt of the notice to proceed and will be effective for one (1) year. The **AGENCY** shall assign **twenty (20) security personnel (consisting of eighteen [18] ordinary guards and two [2] officers-in-charge), with three [3] relievers during the rest day of the ordinary guards.** The guards assigned shall render twelve (12) hours of security service per shift daily, including Sundays and holidays, to adequately guard and protect the **OSG's** properties, premises, personnel, and clients around and within the **OSG's** premises, extension offices, and the parking areas.

5. The posting of the security personnel shall be as follows:

Shift	Time	Number of Security Guards	Number of OICs	Total
Morning Shift	7:00 A.M to 7:00 P.M	12	1	13
Evening Shift	7:00 P.M to 7:00 A.M	6	1	7
Total Number of Security Personnel				20

6. The security guards to be assigned by the **AGENCY** to the **OSG** shall possess the following qualifications:

- a. Good moral character and reputation, and without any criminal, police or derogatory record;
- b. Physically, psychologically, and mentally fit;
- c. Not less than twenty-one (21) years old and not more than forty-five (45) years old;
- d. At least five feet and six inches (5'6") in height for male and five feet and two inches (5'2") in height for female;
- e. Must have reached college level/vocational level or its equivalent;
- f. Graduate of a pre-licensure training course duly certified by PNP-SAGSD and Civil Security Group (CSG);
- g. Duly licensed and properly screened and cleared by the PNP, National Bureau of Investigation (NBI), and other government offices that issue clearances for employment;
- h. In proper uniform and other paraphernalia, armed with shotgun and pistol, with sufficient ammunition at all times during his duty, unless the circumstances require otherwise; and
- i. In possession of such other qualifications as may be required by the provisions of Republic Act No. 5487 otherwise known as "The Private Security Agency Law," as amended.

The Officers-in-Charge to be assigned by the **AGENCY** to the **OSG** shall possess the following qualifications:

- a. Good moral character and reputation, and without any criminal, police or derogatory record;
- b. Physically, psychologically, and mentally fit;
- c. Not less than thirty-five (35) years old and not more than forty-five (45) years old;
- j. At least five feet and six inches (5'6") in height for male and five feet and two inches (5'2") in height for female;
- d. College graduate;
- e. Certified Security Professional (CSP) or Certified Security and Safety Professional (CSSP);
- f. Two (2) years of relevant supervisory experience;
- g. Duly licensed and properly screened and cleared by the PNP, NBI, and other government offices that issue clearances for employment;
- h. In proper uniform and other paraphernalia, armed with shotgun and pistol with sufficient ammunition at all times during his tour of duty, unless the circumstances require otherwise; and
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7. The assigned security guards shall have the following responsibilities:

- a. Maintain peace and order within the **OSG** premises;
- b. Watch, safeguard, and protect all properties of the **OSG**;
- c. Protect all officers and employees and its visitors from assault, harassment, threat, or intimidation within the **OSG** premises; and
- d. Enforce and implement policies, rules, and regulations of the **OSG** aimed at maintaining peace and order therein.

7.1. Before the deployment of any security guard to **OSG**, he/she shall be briefed and oriented about **OSG's** rules and regulations, policies, and other pertinent matters or requirements.

7.2. In cases of emergency situations and upon request by the

ATTENDANCE SHEET
TWG-Procurement of Security Services Meeting
22 September 2021

NAME	POSITION	SIGNATURE
IVAN MARK S. LADORES¹	Senior State Solicitor	<i>imsladores</i>
GLENN THYRON S. ANCHETA²	State Solicitor I	<i>Anchor</i>
MIGUEL MARTIN A. BUENAVENTURA³	Associate Solicitor II	<i>Miguel Buena</i>
RUFINO SAMUEL III R. MANTOS⁴	Associate Solicitor I	<i>RFM</i>
EDWIN M. BAGOS⁵	Senior Administrative Assistant III	<i>EWB</i>
RUBBY JEAN S. EVANGELISTA⁶	Administrative Assistant II	<i>RJE</i>
MARCELO G. FRIAS	Security Officer III	

¹ Work from Home.

² Work from Home.

³ Work from Home.

⁴ Reported for work.

⁵ Reported for work.

⁶ Reported for work.

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- d. College graduate;
- e. Certified Security Professional (CSP) or Certified Security and Safety Professional (CSSP);
- f. Two (2) years of relevant supervisory experience;
- g. Duly licensed and properly screened and cleared by the PNP, NBI, and other government offices that issue clearances for employment;
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OSG, the **AGENCY** shall provide at least four (4) more security guards within thirty (30) minutes from said request.

8. The payment for the security services rendered shall be made by the **OSG** to the **AGENCY** in two equal installments. Services rendered by the **AGENCY** from the 1st to the 15th of the month shall be paid within fifteen (15) days from receipt of its Statement of Account (SOA), while the services rendered by the **AGENCY** from the 16th to the end of the month shall be paid within (15) days from receipt of its SOA.

a. The monthly contract rate for each assigned Security Guard shall be not less than **Thirty-Three Thousand Four Hundred Six Pesos and Sixty-Eight Centavos (PhP33,406.68)** for a day shift, and not less than **Thirty-Five Thousand One Hundred Sixty-Eight Pesos and Ninety-Four Centavos (PhP35,168.94)** for a night shift, inclusive of 13th Month Pay, 5-day Service Incentive Leave Pay, Uniform Allowance, Retirement Benefits, Employees' Compensation, Social Security System contribution, Philippine Health Insurance Corporation contribution, Pag-Ibig Fund contribution, Overtime Pay, and Night Shift Differential for twelve (12) hours' duty; and

b. The monthly contract rate for each assigned Officer-In-Charge shall be not less than **Thirty-Three Thousand Four Hundred Six Pesos and Sixty-Eight Centavos (PhP33,406.68)** for a day shift, and not less than **Thirty-Five Thousand One Hundred Sixty-Eight Pesos and Ninety-Four Centavos (PhP35,168.94)** for a night shift, inclusive of 13th Month Pay, 5-day Service Incentive Leave Pay, Uniform Allowance, Retirement Benefits, Employees' Compensation, Social Security System contribution, Philippine Health Insurance Corporation contribution, Pag-Ibig Fund contribution, Overtime Pay, and Night Shift Differential for twelve (12) hours' duty.

9. Should there be any wage increase in favor of the assigned security guards subsequent to the execution of the Contract pursuant to a law, executive order, decree, or wage order, the **AGENCY** shall be entitled to receive the same. The **AGENCY**, however, must first inform the **OSG** in writing of the wage increase to allow the latter to undertake the appropriate measures to address the same before its implementation. However, special non-working holidays proclaimed through Executive Orders shall entitle the assigned security guards to an automatic rate adjustment.

10. The **AGENCY** shall submit to the **OSG** a certification or proof that it has remitted or paid to the proper government agencies, such as the Social Security System (SSS), Pag-Ibig, and the Philippine Health Insurance Corporation, the required contributions with the corresponding management share as mandated by law, and the income taxes due thereon, if applicable. The **AGENCY** shall warrant that it has remitted or paid to the appropriate government agency, together with the management share in the contribution, as required by law. The **AGENCY** shall further warrant that the assigned security guards are paid not less than the minimum wage as provided for by law. The **OSG** shall not be held liable for any claims and/or damages arising from the failure of the **AGENCY** to pay, withhold, or remit said contributions to applicable government agencies.

11. The **AGENCY** shall periodically submit to the **OSG** the following statements/reports:

a. Within the first fifteen (15) days of every month, a statement signed by the **AGENCY**'s duly authorized representative that it has paid all wages, salaries, compensation, contribution, and other benefits due to the assigned security guards, together with proof of remittances and/or payments and that such remittance and payments were all made in accordance with the law; and

b. Within the first ten (10) days of every quarter, a copy of its duly accomplished forms signed by the **AGENCY**'s authorized representative

of the quarterly SSS remittance, together with the corresponding proof of payments.

12. The **OSG**, through its duly authorized representative, shall periodically verify the above-mentioned documents or require the **AGENCY** to submit other documents, as may be necessary, to ensure that it complies with the required payments or remittances under the law.

13. The **OSG** shall not be held liable for any claims of the **AGENCY**'s assigned security guards for their salaries and wages, benefits, compensation for death or sickness due to them or for any other claim arising from or in connection with their employment with the **AGENCY**, except those required by law to be paid by the **OSG** through the **AGENCY**. In case the **OSG** is held liable therefor, the **AGENCY** shall immediately reimburse the **OSG** upon notice of claims or other expenses paid by the latter.

14. The **AGENCY** shall have direct supervision over and control of the assigned security guards. The **AGENCY** shall have the exclusive and absolute right to reshuffle, reassign, suspend, lay off, terminate and/or impose disciplinary measures, direct and control the services, and determine the wages, salaries and compensation of the security guards who are assigned to the **OSG**; *Provided* that the reshuffling, reassignment, suspension, layoff, termination and/or disciplinary measures imposed on the security guards by the **AGENCY** shall not affect the performance by the **AGENCY** of its obligations and undertakings under this Contract. Before the **AGENCY** reshuffles, reassigns, suspends, lays off, terminates, or imposes disciplinary measure on the security guards assigned to the **OSG**, it must first inform the **OSG** in writing of such action at least five (5) days prior thereto.

15. The **OSG** shall have the right to monitor and review the assigned security guard's performance, capability, or attitude as may be necessary, in connection with the quality and acceptability of the security service rendered. The **OSG** has the right to report any untoward act of negligence, misconduct, or misfeasance committed by the **AGENCY**'s assigned security guards. The **AGENCY** shall, upon its own investigation and evaluation of the **OSG**'s investigation report, move for the immediate replacement or substitution of the assigned security guard and/or impose the corresponding disciplinary action.

16. The security guards that will be assigned to the **OSG** must be equipped with duly licensed firearms, ammunitions, nightsticks, proper uniforms (as prescribed by the Philippine National Police-Supervisory Office for Security and Investigation Agencies) and other paraphernalia (e.g. flashlights, two-way radios, raincoats, boots, umbrellas, whistle, writing pen, notebook, first aid kit, anti-riot equipment such as shields or armor, among others). For this purpose, the **AGENCY** shall submit to the **OSG** a list of the firearms, with their corresponding license numbers and communication devices that will be used by its security guards. The **AGENCY** shall provide the **OSG** a closed-circuit television (CCTV) system and install at least seventeen (17) CCTV camera units and CCTV monitor to be placed in designated areas as determined by the **OSG**, with digital video recorder and video management software.

17. Subject to existing rules and guidelines, the **AGENCY** shall provide transportation services to the security guards assigned to the **OSG**, in case of public transportation restrictions beyond the control of the security guards.

18. The **AGENCY** shall ensure that the security guard to be assigned to the **OSG** has a negative result for COVID-19 swab test (RT-PCR) two (2) days before deployment. The **AGENCY** shall endeavor to encourage the security guard to get vaccinated against COVID-19 or other infectious diseases prior to assignment to the **OSG**. The **AGENCY** shall cooperate with the **OSG** in preventing and controlling the spread of COVID-19 or other infectious diseases in the premises, extension offices, and parking areas of the **OSG**. In the event that a member of the security personnel assigned to the **OSG** has to undergo self-quarantine or treatment due to COVID-19 or other infectious diseases, the **AGENCY** shall ensure the timely substitution of the security guard/officer-in-charge, to meet the required number of security personnel for the

morning shift and evening shift.

19. The **AGENCY** shall be responsible and liable to the **OSG** for any loss or damage to any of its property or injury on its employees which the **AGENCY** is bound to secure and protect. The **AGENCY** shall also be responsible and liable to the **OSG** for any loss, damage or injury caused by the **AGENCY**'s assigned security guards or by third persons. The **AGENCY**, however, shall not be liable when:

- a. The loss, damage or injury occurs inside a closed office and/or building which the **AGENCY** or its assigned security guards have no access to. However, the **AGENCY** shall be liable, regardless of whether the **AGENCY** or its security guards have access thereto, when it is shown that the door or any part of the building or office has been forcibly opened; *Provided* that the loss, damage or injury is reported to the **AGENCY** in writing within forty-eight (48) hours from its discovery;
- b. A property is officially issued to an **OSG** employee and the loss or damage thereof was due to the fault or negligence of said employee unless its loss or damage was caused by or attributable to any of the **AGENCY**'s assigned security guards;
- c. When the loss, damage or defacement of any permanent fixture within the **OSG** is due to the fault or negligence of an **OSG** employee, unless any of the **AGENCY**'s assigned security guards have assisted or cooperated with said employee; or
- d. If the following conditions are present: (i) the property was kept in an open storage; (ii) it was not duly turned over to the **AGENCY** or any of its authorized representatives, and (iii) no actual and documented inventory of the property was made in the presence of an authorized representative of both the **OSG** and the **AGENCY**.

20. The above exemptions notwithstanding, the **AGENCY** shall be liable to the **OSG** for any loss or damage to any of its property or injury to its employees caused by or arising out of fraud, larceny, robbery or theft, if, after due investigation, it was determined that the loss, damage or injury was due to the fault or negligence of any of the **AGENCY**'s assigned security guards.

21. The **AGENCY** shall submit to the **OSG** the daily attendance and monitoring report as to the manner in which the **AGENCY** has rendered security services to the **OSG**;

22. The **AGENCY** shall cooperate with and extend necessary assistance to **OSG** in providing any pertinent evidence which the **AGENCY** or any of its employees may have in its/their possession in support of or tending to support any criminal or civil action that may be filed or pursued against any perpetrator or person responsible for any unlawful or prejudicial acts committed within the **OSG** premises.

23. The **AGENCY** shall submit a bid security, in accordance with the following schedule stated under Section 27.2 of the Implementing Rules and Regulations of Republic Act No. 9184:

- a. Cash or cashier's/manager's check issued by a universal or commercial bank (not less than 2% of the Approved Budget for the Contract); or
- b. Bank draft / guarantee or irrevocable letter of credit issued by a universal or commercial bank; *Provided*, however, that it shall be confirmed or authenticated by a universal or commercial bank, if issued by a foreign bank (not less than 2% of the Approved Budget for the Contract); or
- c. Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security (not less than 5% of the Approved Budget for the Contract); or
- d. Bid Securing Declaration.

24. Prior to the signing of the contract, the **AGENCY** shall post a performance security in favor of the **OSG**, in accordance with the following schedule stated under Section 39 of the Implementing Rules and Regulations of Republic Act No. 9184:

- a. Cash or cashier's/manager's check issued by a universal or commercial bank (not less than 5% of the Total Contract Price); or
- b. Bank draft/guarantee or irrevocable letter of credit issued by a universal or commercial bank; *Provided*, however, that it shall be confirmed or authenticated by a universal or commercial bank, if issued by a foreign bank (not less than 5% of the Total Contract Price); or
- c. Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security (not less than 30% of the Total Contract Price); or
- d. Performance Securing Declaration (per GPPB Resolution No. 09-2020).

25. The Contract shall be effective for one (1) year. However, either party may terminate the Contract for violation of any of the terms/conditions therein, including the failure of the **AGENCY** to render the required security service on account of strikes/protests of the **AGENCY's** assigned security guards; *Provided* that written notice must be served to the other party at least thirty (30) days prior to the intended date of termination. The Contract may also be terminated for any reason at the instance of either party; *Provided* that the written notice thereof must be served to the other party at least thirty (30) days prior to the intended date of termination.

26. In case of any violation by the **AGENCY** of the terms and conditions of the Contract, the **OSG** may terminate it by serving a written notice to the **AGENCY** at least thirty (30) days prior to the intended date of termination. In the event that the **AGENCY** becomes insolvent, the **OSG** shall have the right to terminate the Contract by serving a written notice to the **AGENCY** at least fifteen (15) days prior to the intended date of termination.


27. In the event that the **AGENCY's** license to engage in the security business is suspended, cancelled, revoked, or otherwise rendered ineffective for any reason by the Philippine National Police-Supervisory Office for Security and Investigation Agencies, the **AGENCY** shall undertake to inform the **OSG** of such development. Upon written notice to the **OSG**, the Contract shall be automatically terminated as of the date of said suspension, cancellation, revocation or ineffectiveness.

28. After the expiration of the contract, all claims which may have accrued to either party prior to the date of the expiration of the contract shall be respected.

29. In the event that the Contract expires without a successful procurement of security services, the Contract may be extended for one (1) month, or for such period necessary until a successful procurement of security services. The extension shall be subject to the availability of funds from the Finance Management Service (FMS) of the **OSG** and the approval of the Head of the **OSG**. The extension shall be subject to termination upon thirty (30) days' written notice by one party to the other.

Prepared by:

**TECHNICAL WORKING GROUP FOR THE
PROCUREMENT OF SECURITY SERVICES**


RAYMUND I. RIGODON
Assistant Solicitor General
TWG Chairperson

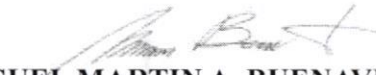
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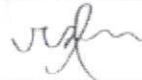
IVAN MARK S. LADORES
Senior State Solicitor



GLENN THYRON S. ANCHETA
State Solicitor I



MIGUEL MARTIN A. BUENAVENTURA
Associate Solicitor II



RUFINO SAMUEL III R. MANTOS
Associate Solicitor I



EDWIN M. BAGOS
Senior Administrative Assistant III



RUBBY JEAN S. EVANGELISTA
Administrative Assistant II

MARCELO G. FRIAS
Security Officer III

Office of the Solicitor General
BIDS AND AWARDS COMMITTEE
134 Amorsolo St., Legaspi Village, Makati City

PROCUREMENT OF SECURITY SERVICES FOR 2022

MINUTES OF THE PRE-PROCUREMENT CONFERENCE
September 23, 2021, 2:30 PM, Video Conference
Office of the Solicitor General, 134 Amorsolo Street, Legaspi Village, Makati City

A. ATTENDANCE

1. Bids and Awards Committee

ASG Sharon E. Millan-Decano – Chairperson
SSS Aileen E. Dalwatan – Vice Chairperson
ASG Arleen T. Reyes - Member
SSII Jocelyn P. Castillo-Sarmiento - Member
ASIII Alanna Gayle Ashley B. Khio – Member
ASIII Emile Justin D. Cebrian - Member
Dir. Bernadette Lim – Member
SSII Ma. Victoria Sarmiento for ASG Peñfrancia Carpio-Devesa – A. Member

2. BAC Secretariat

SSII John Dale A. Ballinan
ASIII Alexis Joseph R. Noble
ASIII Franco David B. Barateta
ASII Ma. Carina G. Lopez

3. Procurement Section

AOV Shera Jane Solon
AOIII Marijoie V. Castillo
AOII Ma. Desiree C. Andaya
AOII Rhodora T. Cardel
AOII Christine Marie C. Crisostomo
ADASI Christian D. Buat
ADASI Israel C. Dalluay
ADAVI Sonny S. Bermudez
AOIV Angelito Frias

4. TWG

ASG Raymund Rigodon
SSS Ivan Mark Ladores
SS Glenn Thyron Ancheta
AS Miguel Martin Buenaventura
AS Rufino Samuel III Mantos
SADASIII Edwin Bagos
ADASII Ruby Jean S. Evangelista
SECOII Marcelo Frias

B. CALL TO ORDER. The pre-procurement conference was called to order by the Bids and Awards Committee Chairperson at 2:30 PM.

The Indicative Approved Budgets for the Contract is **Ten Million Pesos (Php10,000,000.00)**.

C. PRE-PROCUREMENT CONFERENCE PROPER.

The BAC and TWG then discussed the following matters:

- New provisions in the TOR
- Budget constraints with respect to the additional six (6) guards needed – revision of APP- Wait for GAA
- Administrative costs of 20%– DBM Circular
- Maintain number of guards to twenty (20) to see whether the 10M budget will suffice.

D. ADJOURNMENT. The pre-procurement conference was adjourned at 3:10 P.M.

Approved on September 23, 2021.


ASG SHARON E. MILLAN-DECANO
Chairperson


SSS AILEEN P. ESPINA-DALWATAN
Vice-Chairperson


ASG ARLEEN T. REYES
Member


SSII JOCELYN P. CASTILLO-SARMIENTO
Member


ASIII ALANNA GAYLE ASHLEY B. KHIO
Member



ASIII EMILE JUSTIN D. CEBRIAN
Member


DIR. BERNADETTE M. LIM
Member

Code (PAP)	Procurement Program/Project	PMO/ End-User	Mode of Procurement	Schedule of Each Procurement Activity				Source of Funds			Remarks (Brief Description of Program/Project)
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		MOOE	CO	
	Books - Regular (semi-expendable)	Divisions & Services	Direct Contracting	Delegated to the Administrative Division				GoP	200,000		Procurement of various law books for the use of the OSG Lawyers at the Library office.
	Managed Printing	Divisions & Services	Public Bidding	EPA 2022				GoP	4,000,000		Annual contract for supply and delivery of toners with free use of printers for the use of Legal Divisions and Services .
SUB-TOTAL									14,784,000		
GENERAL SERVICES											
	Security Services	Divisions & Services	Public Bidding	EPA 2022				GoP	10,000,000		Annual contract for the outsourcing of security personnel for security purposes
	Janitorial Services (including materials/supplies)	Divisions & Services	Public Bidding	EPA 2022				GoP	6,600,000		Annual contract for the outsourcing of janitorial services including equipments and materials supplies for the thirty (30) legal divisions and four (4) Services.
	Environmental and Sanitary Services	Divisions & Services	NP - Small Value Procurement	Delegated to the Administrative Division				GoP	180,000		Annual pest control services for the OSG Building and extension offices and disinfection services.
	Other General Services	Divisions & Services	NP - Small Value Procurement	To procure as the need arises. Delegated to the Administrative Division				GoP	235,000		Other general services such as carpet cleaning and laundry services (curtains of OSG buses and Padilla Hall)
SUB-TOTAL									17,015,000		
OTHER MAINTENANCE AND OPERATING EXPENSES:											
	Printing and Publication Expense	Divisions & Services	NP-Small Value Procurement	To procure as the need arises. Delegated to the Administrative Division				GoP	50,000		Printing and Publication: cost of printing and binding of documents, forms, manuals and the like.
	Advertising Expense	BAC / HRMAS	NP-Small Value Procurement	To procure as the need arises. Delegated to the Administrative Division				GoP	100,000		Publication costs for invitation to bid/job vacancies/sponsorship to universities.
	Covid Testing for OSG Employees	Divisions & Services	Emergency Procurement	Delegated to the Administrative Division				GoP	2,000,000		Procurement of a service provider to conduct covid testing to OSG employees.
	Drug Testing for OSG Employees	Divisions & Services	Agency to Agency	Delegated to the Administrative Division				GoP	586,000		Procurement of a service provider to conduct drug testing to OSG employees.
	OSG Committees	Divisions & Services	NP - Small Value Procurement	Delegated to the Administrative Division				GoP	1,000,000		Food and other expenses of committee's planning and programs of the Bids & Awards Committee (BAC), GAD, PADC, QMS, Solo Parent, Internal Audit, Praise, Senior Citizen & PWD Committee, Legal Internship Program, and other OSG Committees.
SUB-TOTAL									3,736,000		
RENT EXPENSES											
	P.O. Box Rental	Divisions & Services	Agency to Agency	To procure as the need arises. Delegated to the Administrative Division				GoP	2,000		Provision for the cost of invitation to bid/job vacancies/sponsorship to universities.

**DEPARTMENT OF JUSTICE
OFFICE OF THE SOLICITOR GENERAL
INDICATIVE ANNUAL PROCUREMENT PLAN FY 2022 Based on National Expenditure Program (NEP)**

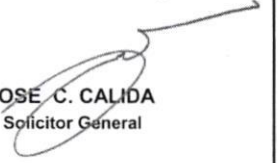
Prepared/Submitted by:


EDITHA R. BUENDIA
OIC-Director IV
Human Resource Management and Administrative Service

Recommending Approval:


AILEEN E. DALWATAN
Senior State Solicitor
Vice Chairperson, Bids and Awards Committee

Approved by:


JOSE C. CALIDA
Solicitor General

Checked by:


SSII JOHN DALE A. BALLINAN
Head, BAC Secretariat

BAC Members:


ASG ARLEEN T. REYES


SSII JOCELYN P. CASTILLO-SARMIENTO


ASIII ALANNA GAYLE ASHLEY B. KHIO


ASIII EMILE JUSTIN D. CEBRIAN


DIR. BERNADETTE M. LIM



OFFICE OF THE SOLICITOR GENERAL

OSG Building, 134 Amorsolo St., Legaspi Village, Makati City
Tel. No. 8988-1674 local 777; 8836-3314/Telefax No. 8813-1174

Procurement of Security Services (FY 2022 NEP)

Government of the Republic of the Philippines

[OSG PR No. 021-10-175 (2022)]

**Sixth Edition
July 2020**

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

Bid – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

Bidder – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

Bidding Documents – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

Consulting Services – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

CDA - Cooperative Development Authority.

Contract – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

DDP – Refers to the quoted price of the Goods, which means “delivered duty paid.”

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

Foreign-funded Procurement or Foreign-Assisted Project– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

Framework Agreement – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

GFI – Government Financial Institution.

GOCC – Government-owned and/or –controlled corporation.

Goods – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national

buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

Procurement Project – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

Supplier – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

UN – United Nations.

Section I. Invitation to Bid



Republic of the Philippines

Office of the Solicitor General

OSG Bldg. 134 Amorsolo St., Legaspi Village, Makati City
Tel No. 8988-1674 loc. 777; & 8836-3314; Telefax No. 8813-11-74
Website: www.osg.gov.ph

INVITATION TO BID FOR PROCUREMENT OF SECURITY SERVICES (FY 2022 NEP)

1. The **Office of the Solicitor General**, through the **FY 2022 National Expenditure Program (NEP), Agency Specific Budget** intends to apply the sum of **Ten Million Pesos (Php10,000,000.00)** for the **Procurement of Security Services (FY 2022 NEP) / OSG PR No. 021-10-175 (2022)**. Bids received in excess of the Approved Budget for the contract (ABC) of **Ten Million Pesos (Php10,000,000.00)** shall be automatically rejected at bid opening.
2. The **OSG** now invites bids for the above Procurement Project. Delivery of the Goods is required by **within 15 days upon receipt of NTP for One (1) Year Contract**. Bidders should have completed, within **two (2) years** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "*pass/fail*" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information from **OSG** and inspect the Bidding Documents at the address given below during **Monday to Friday 8:00am to 5:00pm**.
5. A complete set of Bidding Documents may be acquired by interested Bidders from Monday to Friday, between 8:00am to 5:00pm starting **25 October 2021** until 12:00 noon of **15 November 2021**, from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Ten Thousand Pesos (Php10,000.00)**. Interested bidders may purchase the bidding documents by

depositing the amount of **Ten Thousand Pesos (Php10,000.00)** with the **OSG Trust Fund 101 Account Number 1802-1016-23**, Office of the Solicitor General, Land Bank of the Philippines, Paseo de Roxas Branch, Makati City and submitting the proof of deposit at fms@osg.gov.ph, or by paying directly with the Cashier's Office at the Office of the Solicitor General, 134 Amorsolo Street, Legaspi Village, Makati City.

6. The **OSG** will hold a Pre-Bid Conference open to prospective bidders on **3 November 2021 @ 3:30pm** at the **9th Floor, Padilla Hall, OSG Building, 134 Amorsolo St., Legaspi Village, Makati City** and/or through video conferencing or webcasting *via Microsoft Teams*.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **3:25pm of 15 November 2021**. **Late bids shall not be accepted.**
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 14**.
9. Bid opening shall be on **3:30pm of 15 November 2021** at the **9th Floor, Padilla Hall, OSG Building, 134 Amorsolo St., Legaspi Village, Makati City** and/or *via Microsoft Teams*. Bids will be opened in the presence of the bidders' representatives who choose to personally attend the activity.
10. Prospective Bidders are required to submit (1) one additional hard copy of their bid as allowed in **ITB Clause 15**.

Further Prospective Bidders are notified that **this procurement is undertaken through Early Procurement Activity. In this regard, prospective bidders are enjoined to refer to the GPPB Circular 06-2019 dated July 17, 2019 and other related issuances.**

Also, for purposes of videoconferencing, prospective bidders are advised to provide their email addresses not later than thirty (30) minutes before the activity at the email address below. While the BAC can conduct face-to-face pre-bid conference and opening of the bids amidst the quarantine imposed by the National Government, prospective bidders are enjoined to send only one (1) representative so that health and safety protocols can be properly observed.

11. The **OSG** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
12. For further information, please refer to:

Christian D. Buat

ADMIN Division – Procurement Section / BAC Sec

Office of the Solicitor General

OSG Building, 134 Amorsolo St., Legaspi Village, Makati City 1229

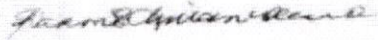
E-mail Address: osg.procurement@gmail.com

Tel No. (02) **8988-1674** loc. 777 / (02) **8836-3314** / Telefax No. (02) **8813-1174**
Website: www.osg.gov.ph

13. You may visit the following websites:

For downloading of Bidding Documents: <https://osg.gov.ph/page?call=proc-biditems>

Date of Issue: *October 22, 2021*



SHARON E. MILLAN-DECANO

Assistant Solicitor General
Chairperson, Bids and Awards Committee

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, the **Office of the Solicitor General**, wishes to receive Bids for the **Procurement of Security Services (FY 2022 NEP)**, with identification number **OSG PR No. 021-10-175 (2022)**.

The Procurement Project **Security Services** is composed of **1 Lot**, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

- 2.1. The GOP through the source of funding as indicated below for **FY 2022** in the amount of **Ten Million Pesos (Php10,000,000.00)**
- 2.2. The source of funding is:
 - a. NGA, the **FY 2022 National Expenditure Program (NEP), Agency Specific Budget**

3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex "I" of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

5. Eligible Bidders

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. Foreign ownership exceeding those allowed under the rules may participate:

- i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
 - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
 - iii. When the Goods sought to be procured are not available from local suppliers; or
 - iv. When there is a need to prevent situations that defeat competition or restrain trade.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have at least one (1) contract similar to the Project (SLCC) the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
- a. at least twenty-five percent (25%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

7. Subcontracts

7.1. The Procuring Entity prescribes that: Subcontracting is **not** allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address and/or through videoconferencing/webcasting} as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the

IB, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within **two (2) years** prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
 - a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);

- ii. The cost of all customs duties and sales and other taxes already paid or payable;
 - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
 - iv. The price of other (incidental) services, if any, listed in e.
- b. For Goods offered from abroad:
- i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
 - ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

13. Bid and Payment Currencies

13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.

13.2. Payment of the contract price shall be made in:

- a. Philippine Pesos.

14. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration¹ or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

14.2. The Bid and bid security shall be valid until **120 calendar days from date of opening of bids**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

¹ In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

16. Deadline for Submission of Bids

16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

17. Opening and Preliminary Examination of Bids

17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case of videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

18. Domestic Preference

18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

19. Detailed Evaluation and Comparison of Bids

19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.

19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.

- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as one contract.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

- 20.1. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

21. Signing of the Contract

- 21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

Section III. Bid Data Sheet

Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> a. For the procurement of Expendable Supplies: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC. b. completed within two (2) years prior to the deadline for the submission and receipt of bids.
7.1	No further instructions.
12	The price of the Goods shall be quoted DDP to the <i>OSG Building, 134 Amorsolo St., Legaspi Village, Makati City</i> or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ul style="list-style-type: none"> a. The amount of not less than Php129,462.2 <i>[two percent (2%) of ABC]</i>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than Php323,655.5 <i>[five percent (5%) of ABC]</i> if bid security is in Surety Bond.
19.3	The project will be awarded as one contract with an ABC of Ten Million Pesos (Php10,000,000.00) inclusive of all government taxes and charges.
20.2	Must be a duly licensed and registered Service Contractor in accordance with Department of Labor and Employment Department Order No. 174, s, 2017.
21.2	No further instructions.

Section IV. General Conditions of Contract

1. **Scope of Contract**

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

2. **Advance Payment and Terms of Payment**

2.1. Advance payment of the contract amount is provided under Annex "D" of the revised 2016 IRR of RA No. 9184.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

3. **Performance Security**

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.

4. **Inspection and Tests**

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section IV (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

5. Warranty

- 6.1. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.
- 6.2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

Section V. Special Conditions of Contract

Special Conditions of Contract

GCC Clause	
1	<p>“The service required by the Contract shall be rendered at the <i>OSG Building, 134 Amorsolo St., Legaspi Village, Makati City</i> as well as in other properties rented by the OSG as its office premises . Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered to <i>OSG Building, 134 Amorsolo St., Legaspi Village, Makati City</i>. In accordance with INCOTERMS.”</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered to <i>OSG Building, 134 Amorsolo St., Legaspi Village, Makati City</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is the <i>Supplies Section of the Administrative Division</i>.</p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ol style="list-style-type: none"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and

	<p>e.training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.</p> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p>Spare Parts –</p> <p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p>
	<p>Packaging –</p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity Name of the Supplier Contract Description Final Destination Gross weight Any special lifting instructions Any special handling instructions Any relevant HAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p>

	<p>Transportation –</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>
	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p>Intellectual Property Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	Payments are governed by the necessary auditing and accounting rules.
4	No further instructions.

Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item No.	Description	Quantity	Total	Delivered, Weeks/Months
1.	<i>Morning Shift: 7:00AM to 7:00PM</i>	12 Security; 1 OIC	13	Within 15 days upon receipt of Notice To Proceed
2.	<i>Evening Shift: 7:00PM to 7:00AM</i>	6 Security; 1 OIC	7	
	Total Security Personnel		20	

Section VII. Technical Specifications

Technical Specifications

Item	Specification	Statement of Compliance
		<p><i>[Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>

**TERMS OF REFERENCE
OFFICE OF THE SOLICITOR GENERAL**

Procurement of Security Services (NEP 2022)

Item	Specification / Particular	Statement of Compliance
1.	<p>The AGENCY shall provide twenty-four (24)-hour security services to the OFFICE OF THE SOLICITOR GENERAL (OSG) at its establishment located at the Office of the Solicitor General Building, 134 Amorsolo Street, Legaspi Village, Makati City, its extension offices located at APMC Building (with business address at 136 Amorsolo Street, Legaspi Village, Makati City) and Montepino Building (with business address at 138 Adelantado Street, Legaspi Village, Makati City), and the parking areas of Mile Long (with address at Amorsolo Street, Legaspi Village, Makati City).</p>	
2.	<p>The AGENCY shall be a wholly-owned Filipino private security agency and holder of a regular license to operate issued by the Philippine National Police-Security Agencies and Group Supervision Division (PNP-SAGSD). The AGENCY must be engaged in the business of providing security services for at least ten (10) years and shall operate its own security training institution or have an existing contract with another institution that provides security training. In either case, the training institution must be recognized by the Technical Education and Skills Development Authority (TESDA).</p> <p>For this purpose, the AGENCY shall submit:</p> <ol style="list-style-type: none"> a. Proof of compliance with the rules and regulations issued by the PNP-SAGSD concerning its lawful operation and good standing, through Monthly Disposition Reports covering the most recent month and twelve months prior to such most recent month; b. Its Manual of Recruitment and Selection Criteria; c. Its Certificate of Recognition from TESDA; d. A list of the establishments, institutions, companies or agencies for which it provides security services; e. A copy of the contract with the institution that provides security training, if applicable; f. Organizational chart; and g. Security plan for the OSG. 	
3.	<p>The AGENCY shall possess other qualifications, namely:</p> <ol style="list-style-type: none"> a. At least one hundred (100) licensed security guards in its roster; b. At least fifty (50) licensed/registered firearms; and 	

	c. At least fifty (50) handheld radio/telecommunication devices.																					
4.	The Contract of Security Services (Contract) will commence fifteen (15) days from receipt of the notice to proceed and will be effective for one (1) year. The AGENCY shall assign twenty (20) security personnel (consisting of eighteen [18] ordinary guards and two [2] officers-in-charge), with three [3] relievers during the rest day of the ordinary guards. The guards assigned shall render twelve (12) hours of security service per shift daily, including Sundays and holidays, to adequately guard and protect the OSG's properties, premises, personnel, and clients around and within the OSG's premises, extension offices, and the parking areas.																					
5.	<p>The posting of the security personnel shall be as follows:</p> <table border="1"> <thead> <tr> <th>Shift</th> <th>Time</th> <th>Number of Security Guards</th> <th>Number of OICs</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Morning Shift</td> <td>7:00 A.M to 7:00 P.M</td> <td>12</td> <td>1</td> <td>13</td> </tr> <tr> <td>Evening Shift</td> <td>7:00 P.M to 7:00 A.M</td> <td>6</td> <td>1</td> <td>7</td> </tr> <tr> <td colspan="4" style="text-align: center;">Total Number of Security Personnel</td> <td>20</td> </tr> </tbody> </table>	Shift	Time	Number of Security Guards	Number of OICs	Total	Morning Shift	7:00 A.M to 7:00 P.M	12	1	13	Evening Shift	7:00 P.M to 7:00 A.M	6	1	7	Total Number of Security Personnel				20	
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Total Number of Security Personnel				20																		
6.	<p>The security guards to be assigned by the AGENCY to the OSG shall possess the following qualifications:</p> <ol style="list-style-type: none"> a. Good moral character and reputation, and without any criminal, police or derogatory record; b. Physically, psychologically, and mentally fit; c. Not less than twenty-one (21) years old and not more than forty-five (45) years old; d. At least five feet and six inches (5'6") in height for male and five feet and two inches (5'2") in height for female; e. Must have reached college level/vocational level or its equivalent; f. Graduate of a pre-licensure training course duly certified by PNP-SAGSD and Civil Security Group (CSG); g. Duly licensed and properly screened and cleared by the PNP, National Bureau of Investigation (NBI), and other government offices that issue clearances for employment; h. In proper uniform and other paraphernalia, armed with shotgun and pistol, with sufficient ammunition at all times during his duty, unless the circumstances require otherwise; and i. In possession of such other qualifications as may be required by the provisions of Republic Act No. 5487 otherwise known as "The Private Security Agency Law," as amended. <p>The Officers-in-Charge to be assigned by the AGENCY to the OSG shall possess the following qualifications:</p>																					

	<ul style="list-style-type: none"> a. Good moral character and reputation, and without any criminal, police or derogatory record; b. Physically, psychologically, and mentally fit; c. Not less than thirty-five (35) years old and not more than forty-five (45) years old; j. At least five feet and six inches (5'6") in height for male and five feet and two inches (5'2") in height for female; d. College graduate; e. Certified Security Professional (CSP) or Certified Security and Safety Professional (CSSP); f. Two (2) years of relevant supervisory experience; g. Duly licensed and properly screened and cleared by the PNP, NBI, and other government offices that issue clearances for employment; h. In proper uniform and other paraphernalia, armed with shotgun and pistol with sufficient ammunition at all times during his tour of duty, unless the circumstances require otherwise; and i. In possession of such other qualifications as required by the provisions of R.A. No. 5487, otherwise known as "The Private Security Agency Law," as amended. 	
7.	<p>The assigned security guards shall have the following responsibilities:</p> <ul style="list-style-type: none"> a. Maintain peace and order within the OSG premises; b. Watch, safeguard, and protect all properties of the OSG; c. Protect all officers and employees and its visitors from assault, harassment, threat, or intimidation within the OSG premises; and d. Enforce and implement policies, rules, and regulations of the OSG aimed at maintaining peace and order therein. <p>7.1. Before the deployment of any security guard to OSG, he/she shall be briefed and oriented about OSG's rules and regulations, policies, and other pertinent matters or requirements.</p> <p>7.2. In cases of emergency situations and upon request by the OSG, the AGENCY shall provide at least four (4) more security guards within thirty (30) minutes from said request.</p>	
8.	<p>The payment for the security services rendered shall be made by the OSG to the AGENCY in two equal installments. Services rendered by the AGENCY from the 1st to the 15th of the month shall be paid within fifteen (15) days from receipt of its Statement of Account (SOA), while the services rendered by the AGENCY from the 16th to the end of the month shall be paid within (15) days from receipt of its SOA.</p> <ul style="list-style-type: none"> a. The monthly contract rate for each assigned Security Guard 	

	<p>shall be not less than Thirty-Three Thousand Four Hundred Six Pesos and Sixty-Eight Centavos (PhP33,406.68) for a day shift, and not less than Thirty-Five Thousand One Hundred Sixty-Eight Pesos and Ninety-Four Centavos (PhP35,168.94) for a night shift, inclusive of 13th Month Pay, 5-day Service Incentive Leave Pay, Uniform Allowance, Retirement Benefits, Employees' Compensation, Social Security System contribution, Philippine Health Insurance Corporation contribution, Pag-Ibig Fund contribution, Overtime Pay, and Night Shift Differential for twelve (12) hours' duty; and</p> <p>b. The monthly contract rate for each assigned Officer-In-Charge shall be not less than Thirty-Three Thousand Four Hundred Six Pesos and Sixty-Eight Centavos (PhP33,406.68) for a day shift, and not less than Thirty-Five Thousand One Hundred Sixty-Eight Pesos and Ninety-Four Centavos (PhP35,168.94) for a night shift, inclusive of 13th Month Pay, 5-day Service Incentive Leave Pay, Uniform Allowance, Retirement Benefits, Employees' Compensation, Social Security System contribution, Philippine Health Insurance Corporation contribution, Pag-Ibig Fund contribution, Overtime Pay, and Night Shift Differential for twelve (12) hours' duty.</p>	
9.	<p>Should there be any wage increase in favor of the assigned security guards subsequent to the execution of the Contract pursuant to a law, executive order, decree, or wage order, the AGENCY shall be entitled to receive the same. The AGENCY, however, must first inform the OSG in writing of the wage increase to allow the latter to undertake the appropriate measures to address the same before its implementation. However, special non-working holidays proclaimed through Executive Orders shall entitle the assigned security guards to an automatic rate adjustment.</p>	
10.	<p>The AGENCY shall submit to the OSG a certification or proof that it has remitted or paid to the proper government agencies, such as the Social Security System (SSS), Pag-Ibig, and the Philippine Health Insurance Corporation, the required contributions with the corresponding management share as mandated by law, and the income taxes due thereon, if applicable. The AGENCY shall warrant that it has remitted or paid to the appropriate government agency, together with the management share in the contribution, as required by law. The AGENCY shall further warrant that the assigned security guards are paid not less than the minimum wage as provided for by law. The OSG shall not be held liable for any claims and/or damages arising from the failure of the AGENCY to pay, withhold, or remit said contributions to applicable government agencies.</p>	
11.	<p>The AGENCY shall periodically submit to the OSG the following statements/reports:</p> <p>a. Within the first fifteen (15) days of every month, a statement signed by the</p>	

	<p>AGENCY's duly authorized representative that it has paid all wages, salaries, compensation, contribution, and other benefits due to the assigned security guards, together with proof of remittances and/or payments and that such remittance and payments were all made in accordance with the law; and</p> <p>b. Within the first ten (10) days of every quarter, a copy of its duly accomplished forms signed by the AGENCY's authorized representative of the quarterly SSS remittance, together with the corresponding proof of payments.</p>	
12.	The OSG , through its duly authorized representative, shall periodically verify the above- mentioned documents or require the AGENCY to submit other documents, as may be necessary, to ensure that it complies with the required payments or remittances under the law.	
13.	The OSG shall not be held liable for any claims of the AGENCY's assigned security guards for their salaries and wages, benefits, compensation for death or sickness due to them or for any other claim arising from or in connection with their employment with the AGENCY , except those required by law to be paid by the OSG through the AGENCY . In case the OSG is held liable therefor, the AGENCY shall immediately reimburse the OSG upon notice of claims or other expenses paid by the latter.	
14.	The AGENCY shall have direct supervision over and control of the assigned security guards. The AGENCY shall have the exclusive and absolute right to reshuffle, reassign, suspend, lay off, terminate and/or impose disciplinary measures, direct and control the services, and determine the wages, salaries and compensation of the security guards who are assigned to the OSG ; <i>Provided</i> that the reshuffling, reassignment, suspension, layoff, termination and/or disciplinary measures imposed on the security guards by the AGENCY shall not affect the performance by the AGENCY of its obligations and undertakings under this Contract. Before the AGENCY reshuffles, reassigns, suspends, lays off, terminates, or imposes disciplinary measure on the security guards assigned to the OSG , it must first inform the OSG in writing of such action at least five (5) days prior thereto.	

15.	<p>The OSG shall have the right to monitor and review the assigned security guard's performance, capability, or attitude as may be necessary, in connection with the quality and acceptability of the security service rendered. The OSG has the right to report any untoward act of negligence, misconduct, or misfeasance committed by the AGENCY's assigned security guards. The AGENCY shall, upon its own investigation and evaluation of the OSG's investigation report, move for the immediate replacement or substitution of the assigned security guard and/or impose the corresponding disciplinary action.</p>	
16.	<p>The security guards that will be assigned to the OSG must be equipped with duly licensed firearms, ammunitions, nightsticks, proper uniforms (as prescribed by the Philippine National Police-Supervisory Office for Security and Investigation Agencies) and other paraphernalia (e.g. flashlights, two-way radios, raincoats, boots, umbrellas, whistle, writing pen, notebook, first aid kit, anti-riot equipment such as shields or armor, among others). For this purpose, the AGENCY shall submit to the OSG a list of the firearms, with their corresponding license numbers and communication devices that will be used by its security guards. The AGENCY shall provide the OSG a closed-circuit television (CCTV) system and install at least seventeen (17) CCTV camera units and CCTV monitor to be placed in designated areas as determined by the OSG, with digital video recorder and video management software.</p>	
17.	<p>Subject to existing rules and guidelines, the AGENCY shall provide transportation services to the security guards assigned to the OSG, in case of public transportation restrictions beyond the control of the security guards.</p>	
18.	<p>The AGENCY shall ensure that the security guard to be assigned to the OSG has a negative result for COVID-19 swab test (RT-PCR) two (2) days before deployment. The AGENCY shall endeavor to encourage the security guard to get vaccinated against COVID-19 or other infectious diseases prior to assignment to the OSG. The AGENCY shall cooperate with the OSG in preventing and controlling the spread of COVID-19 or other infectious diseases in the premises, extension offices, and parking areas of the OSG. In the event that a member of the security personnel assigned to the OSG has to undergo self-quarantine or treatment due to COVID-19 or other infectious diseases, the AGENCY shall ensure the timely substitution of the security guard/officer-in-charge, to meet the required number of security personnel for the morning shift and evening shift.</p>	

19.	<p>The AGENCY shall be responsible and liable to the OSG for any loss or damage to any of its property or injury on its employees which the AGENCY is bound to secure and protect. The AGENCY shall also be responsible and liable to the OSG for any loss, damage or injury caused by the AGENCY's assigned security guards or by third persons. The AGENCY, however, shall not be liable when:</p> <ul style="list-style-type: none"> a. The loss, damage or injury occurs inside a closed office and/or building which the AGENCY or its assigned security guards have no access to. However, the AGENCY shall be liable, regardless of whether the AGENCY or its security guards have access thereto, when it is shown that the door or any part of the building or office has been forcibly opened; <i>Provided</i> that the loss, damage or injury is reported to the AGENCY in writing within forty-eight (48) hours from its discovery; b. A property is officially issued to an OSG employee and the loss or damage thereof was due to the fault or negligence of said employee unless its loss or damage was caused by or attributable to any of the AGENCY's assigned security guards; c. When the loss, damage or defacement of any permanent fixture within the OSG is due to the fault or negligence of an OSG employee, unless any of the AGENCY's assigned security guards have assisted or cooperated with said employee; or d. If the following conditions are present: (i) the property was kept in an open storage; (ii) it was not duly turned over to the AGENCY or any of its authorized representatives, and (iii) no actual and documented inventory of the property was made in the presence of an authorized representative of both the OSG and the AGENCY. 	
20.	<p>The above exemptions notwithstanding, the AGENCY shall be liable to the OSG for any loss or damage to any of its property or injury to its employees caused by or arising out of fraud, larceny, robbery or theft, if, after due investigation, it was determined that the loss, damage or injury was due to the fault or negligence of any of the AGENCY's assigned security guards.</p>	
21.	<p>The AGENCY shall submit to the OSG the daily attendance and monitoring report as to the manner in which the AGENCY has rendered security services to the OSG;</p>	
22.	<p>The AGENCY shall cooperate with and extend necessary assistance to OSG in providing any pertinent evidence which the AGENCY or any of its employees may have in its/their possession in support of or tending to support any criminal or civil action that may be filed or pursued against any perpetrator or person responsible for any unlawful or prejudicial acts committed within the OSG premises.</p>	
23.	<p>The AGENCY shall submit a bid security, in accordance with the following schedule as stated under Section 27.2 of the Implementing</p>	

	<p>Rules and Regulations of Republic Act No. 9184:</p> <ol style="list-style-type: none"> a. Cash or cashier's/manager's check issued by a universal or commercial bank (not less than 2% of the Approved Budget for the Contract); or b. Bank draft / guarantee or irrevocable letter of credit issued by a universal or commercial bank; <i>Provided</i>, however, that it shall be confirmed or authenticated by a universal or commercial bank, if issued by a foreign bank (not less than 2% of the Approved Budget for the Contract); or c. Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security (not less than 5% of the Approved Budget for the Contract); or d. Bid Securing Declaration. 	
24.	<p>Prior to the signing of the contract, the AGENCY shall post a performance security in favor of the OSG, in accordance with the following schedule stated under Section 39 of the Implementing Rules and Regulations of Republic Act No. 9184:</p> <ol style="list-style-type: none"> a. Cash or cashier's/manager's check issued by a universal or commercial bank (not less than 5% of the Total Contract Price); or b. Bank draft/guarantee or irrevocable letter of credit issued by a universal or commercial bank; <i>Provided</i>, however, that it shall be confirmed or authenticated by a universal or commercial bank, if issued by a foreign bank (not less than 5% of the Total Contract Price); or c. Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security (not less than 30% of the Total Contract Price); or d. Performance Securing Declaration (per GPPB Resolution No. 09-2020). 	
25.	<p>The Contract shall be effective for one (1) year. However, either party may terminate the Contract for violation of any of the terms/conditions therein, including the failure of the AGENCY to render the required security service on account of strikes/protests of the AGENCY's assigned security guards; <i>Provided</i> that written notice must be served to the other party at least thirty (30) days prior to the intended date of termination. The Contract may also be terminated for any reason at the instance of either party; <i>Provided</i> that the written notice thereof must be served to the other party at least thirty (30) days prior to the intended date of termination.</p>	
26.	<p>In case of any violation by the AGENCY of the terms and conditions of the Contract, the OSG may terminate it by serving a written notice to the AGENCY at least thirty (30) days prior to the intended date of termination. In the event that the AGENCY becomes insolvent, the OSG shall have the right to terminate the Contract by serving a written notice to the AGENCY at least fifteen (15) days prior to the intended date of termination.</p>	

27.	In the event that the AGENCY's license to engage in the security business is suspended, cancelled, revoked, or otherwise rendered ineffective for any reason by the Philippine National Police-Supervisory Office for Security and Investigation Agencies, the AGENCY shall undertake to inform the OSG of such development. Upon written notice to the OSG , the Contract shall be automatically terminated as of the date of said suspension, cancellation, revocation or ineffectiveness.	
28.	After the expiration of the contract, all claims which may have accrued to either party prior to the date of the expiration of the contract shall be respected.	
29.	In the event that the Contract expires without a successful procurement of security services, the Contract may be extended for one (1) month, or for such period necessary until a successful procurement of security services. The extension shall be subject to the availability of funds from the Finance Management Service (FMS) of the OSG and the approval of the Head of the OSG . The extension shall be subject to termination upon thirty (30) days' written notice by one party to the other.	

***Section VIII. Checklist of Technical and
Financial Documents***

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
or
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,
and
- (c) Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
and
- (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Documents

- (f) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (g) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (h) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
or
Original copy of Notarized Bid Securing Declaration; **and**
- (i) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (j) Original duly signed Omnibus Sworn Statement (OSS);
and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- (k) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**

- (l) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);
or
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class "B" Documents

- (m) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;
or
duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

Other documentary requirements under RA No. 9184 (as applicable)

- (n) *[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- (o) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

25 FINANCIAL COMPONENT ENVELOPE

- (a) Original of duly signed and accomplished Financial Bid Form; **and**
- (b) Original of duly signed and accomplished Price Schedule(s).

Republic of the Philippines



Government Procurement Policy Board