



Republic of the Philippines
 Department of Education
 Region VI – Western Visayas
DIVISION OF AKLAN
 Kalibo, Aklan



INVITATION TO BID

Project No: DEPED-RO6-D1-SECURITYSERVICES-005-2020

The Department of Education Division of Aklan, through its Bids and Awards Committee (BAC) intends to apply the sum of **Seven Hundred Twenty Thousand Pesos Only (Php720,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contracts for **PROVISION OF SECURITY SERVICES OF THE DEPED-DIVISION OF AKLAN** as follows:

- NAME OF PROJECT : **PROVISION OF SECURITY SERVICES OF THE DEPED-DIVISION OF AKLAN**
- FUNDING SOURCE : **Government of the Philippines (GoP) 2020 – MOOE**
- CONTRACT DURATION: **10 Months**
- DELIVERY SITES : **“Door to door” delivery to the recipient school**
(See schedule of requirements of the Bidding Documents)

The Department of Education Division of Aklan, through its Bids and Awards Committee (BAC), now invites bids for the above-mentioned works. Bidders should have completed, within six (6 months to one (1) year) from the date of submission and receipt of the bids, a contract similar to the project. The description of an eligible bidder is contained in the bidding documents, particularly, in Section II. Instruction to Bidder. Bids received that exceed the total ABC shall be rejected at bid opening. Late bids shall be rejected. Evaluation and award shall be made on a per lot basis.

Open competitive bidding will be conducted using the non-discretionary pass/fail criterion, evaluation and post-qualification procedures specified in the Implementing Rules and Regulations (IRR) of R.A. 9184. Information is also available at www.philgeps.net.

In addition, select one of the two following paragraphs and delete the other depending on the existence of conditions under Section 23.5.1.2 of the IRR of RA 9184:

Select this paragraph if conditions (a), (c), and (d) under Section 23.5.1.2 of the IRR of RA 9184 do not exist: 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 5183 and subject to Commonwealth Act 138.

The Schedule of BAC Activities is as follows:

Activity	Date and Time	Venue
Issuance of Bidding Documents	January 30, 2020, 8:00 AM – 5:00 PM to February 18, 2020, 8:00 AM – 10:00 AM	DepED Division of Aklan
Pre-Bid Conference	February 6, 2020, 10:00 AM	DepED Division of Aklan
Submission & Opening of Bids	February 18, 2020, 10:00 AM	DepED Division of Aklan

The Bidding Documents shall be available at the address previously indicated herein upon payment in cash of a non-refundable fee in the amount of **One Thousand Pesos Only (Php1,000.00)** by interested bidders.

DepED reserves the right to accept or reject any or all bids, to annul the bidding process, or declare failure of bidding at any time prior to contract award without thereby incurring any liability to the affected parties.

For further information, please refer to:

EDSELYN T. BIRAY

Secretariat

Bids and Awards Committee (BAC)

Department of Education, Division of Aklan,

Arch. Bishop Reyes St., Kalibo, Aklan,

Telephone No. (036) 268-6286



JOSE NIRO R. NILLASCA

BAC Chairperson

Procurement of Security Services

Project : Security Services
ABC : **Php720,000.00**
Contract Period : **10 months**

A. Minimum Qualifications of Bidders:

Bidder must:

1. Have been engaged in the business for the past ten (10) years, reckoned from date of opening of bid.
2. Have at least one (1) completed contract with a government agency/ office/ corporation for the past three years CY 2017, 2018, 2019.

Scope of Services:

1. To provide protection to the properties and assets of the DepED, Schools Division of Aklan Office, Poblacion, Numancia, Aklan against theft, pilferage, robbery, damage or loss, malicious mischief, trespass and unlawful entry through force, intimidation, threat, strategy or stealth, assault, arson or other unlawful and destructive acts by strangers or third persons; and
2. To provide physical security to DepED, Schools Division of Aklan employees, outsourced personnel, clients and visitors while they are within the "Premises" and its immediate vicinity located at Poblacion, Numancia, Aklan.
3. Such other locations/premises that may be identified by the HOPE (Head of the Procuring Entity) / Schools Division Superintendent.
4. Brief Description of the Properties / Areas to be Secured:
DepED Aklan Division Office located at Poblacion, Numancia, Aklan.

B. Extended Scope of Services:

1. Have the capacity to immediately deploy/ post security guards in the location/ vicinity, when the need arises.
2. Ensure that security guards to be deployed/ posted are properly equipped with licensed firearm, in proper uniform, with valid and current security guard license and has a covering DDO (**Duty-Detail-Order**).
3. Have at least one (1) designated Station Commander/ Supervisor to oversee deployment/ posting, and supervise the administration/

management and monitor the day-to-day activities of the security guards in the Division for the duration of the posting.

4. Have a good reputation as attested to by previous/current clients.

C. Security Personnel Requirement: Four (4)

D. Security Personnel Qualifications:

- D.1 Filipino Citizen. Between 25-45 years old upon deployment/posting.
- D.2 At least 5'5" tall, weighing 135-170 lbs.
- D.3 At least High School graduate.
- D.4 One (1) year security job experience.
- D.5 Physically fit and should be residing in areas near the premises to be able to steadily serve in case of need for relievers during times of any emergency.

E. Firearms Requirements: Four (4)

F. Support: Office Supplies (Logbook, ballpens, flashlight, folder, stapler, staple wire)

G. Other Terms and Conditions:

- G.1 All bid prices for one-year duration shall be fixed and shall not be adjusted during contract implementation, except for the following:
 - a. increase in minimum daily wage pursuant to law or new wage order issued after date of bidding;
 - b. Increase in taxes;
 - c. If during the term of the contract the DepED, Schools Division of Aklan sees the need to add or reduce the number of security guard, the resulting cost of said addition or reduction is allowed, provided that the ABC for the relevant year is not exceeded.
- G.2 The security service provider shall make prompt payment to all its security guards such remuneration and benefits as indicated and set forth in the security service industry by the PADPAO and in accordance with existing minimum wage rates, and shall make timely and immediate remittances of all amounts due to SSS/Philhealth/ Pag-Ibig or such other related government agencies or private entities where the security services provider is bound to make remittances for the benefits of the security guards assigned at the DepED, Schools Division of Aklan.

- G.3 DepED, Schools Division of Aklan have the sole option to cancel/terminate the contract at any time for violation of any of the terms and conditions thereof and/or if, in its judgment, the service that has been rendered is substandard and/or unsatisfactory. The service provider shall maintain satisfactory level of performance throughout the term of the contract based on the following performance criteria: (i) quality of service delivered, (ii) time management, (iii) management and suitability of personnel and (iv) submission of regular progress report.
- G.4 The winning bidder shall have the opportunity to make an offer to provide the Security service requirements of the DepED, Schools Division of Aklan Office under duly notarized Contract for Services terms and conditions.