



Chief of Safety and Security Office

I. SECURITY GUARD QUALIFICATIONS

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|--|--------------------------------|
| 1. Filipino Citizen | 6. Licensed |
| 2. High School Graduate | 6.1 Security Guard (PNP-SOSIA) |
| 3. Physically and Mentally Fit | 6.2 Radio Operator (NTC-RO8) |
| 4. Height (male – 5 ft. & 3 inches/female – 5 ft.) | 7. Duty Detail Order |
| 5. Pleasing personality | |

II. UNIFORM, PARAPHERNALIA, AND EQUIPMENT

- | | |
|--|---|
| 1. Uniform with Cap | |
| 1.1 White Long Sleeve | (Monday and Wednesday) |
| 1.2 White Short Sleeve | (Tuesday, Thursday, and Friday) |
| 1.3 Navy Blue | (Saturday and Sunday) |
| 1.4 Reflectorized Vest | |
| 2. Paraphernalia | |
| 2.1 Whistle | 2.5 Flashlights with Battery |
| 2.2 Tickler and Writing Pen | 2.6 Raincoats and Pair of Rain Boots |
| 2.3 Night Stick (Baton) | 2.7 Logbooks (for visitors and employees) |
| 2.4 Handcuffs | |
| 3. Equipment | |
| 3.1 Metal Detector (6 pcs.) | 3.6 Stun Gun (6 pcs.) |
| 3.2 CCTV Cameras with Monitor (16 units-recorder) | 3.7 Spine Board (3 pcs.) |
| 3.3 Radio Transceiver (no specific brand) (21 units) | 3.8 Floating Vest (6 pcs.) |
| 3.4 Radio Base/Repeater (1 unit) | 3.9 Mirror: Under Chassis Inspection |
| 3.5 Wall Clock (5 pcs.) | 4.0 First Aid Kits (6 units) |

III. FIREARMS AND AMMUNITIONS (Licensed)

- | | |
|----------------------|-----------------|
| 1. Firearms | |
| 1.1 Pistol: Cal. 9mm | (6 pcs.) |
| 1.2 12 Gauge Shotgun | (1 pc.) |
| 2. Ammunition | |
| 2.1 9 mm | (42 cartridges) |
| 2.2 12 Gauge Shotgun | (5 shells) |

IV. TECHNICAL SPECIFICATIONS

- | | | |
|--|-----------------------|-----------------------|
| 1. Security Agency License | (issued by PNP-SOSIA) | |
| 2. Licensed Transceiver Radio | (issued by NTC-RO8) | |
| 3. Security Plan | (annually) | |
| 4. Training Refresher Course | (annually) | |
| 4.1 First Aid | 4.4 Fire Fighting | 4.7 Shooting Incident |
| 4.2 Crowd Control | 4.5 Bomb Threat | 4.8 Calamity Response |
| 4.3 Firing/Shooting | 4.6 Theft/Robbery | |
| 5. Criteria for Quarterly Performance Evaluation | | |
| 5.1 Service Delivered (Quality) | 50% | |
| 5.2 Time Management (Prompt) | 30% | |
| 5.3 Contract Administration | 10% | |
| 5.4 Provision of Monthly Progress Report | 10% | |

Total **100%**

Prepared by:

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 Director, Security Office



Republic of the Philippines
Leyte Normal University
Tacloban City

BIDS AND AWARDS COMMITTEE



**Supplemental Bid Bulletin No. 1
March 10, 2021**

**Project Title: Delivery of Security Services
BAC Reference No. 21-02-001GD**

After considering the queries, clarifications, recommendations, and suggestions, the LNU-BAC issues:


REVISED Technical Specifications (with amendments and additional document)

The committee is requesting four (4) copies (1 original and copies 1,2, &3) of the Eligibility and Technical documents.

Pursuant to Section 22.5.2 of the Revised Implementing Rules and Regulations of Republic Act No. 9184, the Supplemental Bid Bulletin is issued for the information and guidance of all prospective bidders and shall form an integral part of the Bidding Documents issued for the said project.

All terms, conditions, and instructions to bidders specified in the original Bidding Documents inconsistent with this Bid Bulletin are hereby superseded and modified accordingly.

For guidance and information of all concerned.


JOSISA C. CONCHADA
LNU-BAC Chairman

RATE FOR SECURITY GUARDS

(Based on 8-Hours Work per Day / 7-Days a Week)
 Wage Order No. RB VIII-21
 Effective Feb. 18, 2020

AMOUNT DIRECTLY TO GUARDS	
1. Let "W" New Daily Wage	325.00
2. Average Pay/Month = ("W" x 393.80)/12 (@ 7 days/week)	10,665.42
3. ECOLA = (7.00 x 365)/12	-
4. Night Shift Diff. Pay = "2" x 1/3 x 0.10	355.51
5. 13th Month Pay = ("W" x 365 x 1/12)/12	823.78
6. 5 Days Incentive Leave Pay = ("W" x 5)/12	135.42
7. Uniform Allowance per R.A. 5487	100.00
A. TOTAL AMOUNT DIRECTLY TO THE GUARD	12,080.13
AMOUNT IN FAVOR OF THE GUARD	
7. Retirement Benefits = ("W" x 22.50)/12	609.38
8. Social Security Premium (Employer's Share) *	1,020.00
9. PHILHEALTH Contribution (Employer's Share) *	211.40
10. State Insurance	10.00
11. Pag-ibig Fund (RA 7742)	100.00
B. TOTAL AMOUNT IN FAVOR OF THE GUARD	1,950.78
C. TOTAL AMOUNT TO GUARD AND GOV'T.	14,030.91
D. ADMINISTRATIVE OVERHEAD AND MARGIN	2,806.18
E. MINIMUM CONTRACT RATE = "C" + "D"	16,837.09

(Based on 12-Hours Work per Day)
 Wage Order No. RB VIII-21
 Effective Feb. 18, 2020

AMOUNT DIRECTLY TO GUARDS	
1. Let "W" New Daily Wage	325.00
2. Average Pay/Month = ("W" x 393.80)/12 (@ 7 days/week)	10,665.42
3. ECOLA = (7.00 x 365)/12	-
3. Night Shift Diff. Pay = "2" x 1/2 x 0.10	533.27
4. 13th Month Pay = ("W" x 365 x 1/12)/12	823.78
5. 5 Days Incentive Leave Pay = ("W" x 5)/12	135.42
6. Uniform Allowance per R.A. 5487	100.00
7. Overtime Pay (4 hours daily)	
A) OT for work on Ordinary Days @ 25% of the hourly rate	5,027.34
B) OT for work on Rest Days and Non-Working, Special Days @ 30% of the hourly rate	1,281.58
C) OT for work on Regular Holidays @ 30% of the hourly rate of 200%	422.50
A. TOTAL AMOUNT DIRECTLY TO THE GUARD	18,989.32
AMOUNT IN FAVOR OF THE GUARD	
8. Retirement Benefits = ("W" x 22.50)/12	609.38
9. Social Security Premium (Employer's Share) *	1,615.00
10. PHILHEALTH Contribution (Employer's Share) *	332.31
11. State Insurance	30.00
12. Pag-ibig Fund (RA 7742)	100.00
B. TOTAL AMOUNT IN FAVOR OF THE GUARD	2,686.69
C. TOTAL AMOUNT TO GUARD AND GOV'T.	21,676.00
D. ADMINISTRATIVE OVERHEAD AND MARGIN	4,335.20
E. MINIMUM CONTRACT RATE = "C" + "D"	26,011.20

fn: PADPAO RATE -Security Guard

NOTE: CORRECTED/UPDATED WITH THE 2021 SSS & PHILHEALTH CONTRIBUTION