



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF TRANSPORTATION  
MARITIME INDUSTRY AUTHORITY

**TECHNICAL SPECIFICATIONS**

<b>Project Description</b>	Procurement of a Service Provider for the Security Services for the MARINA Central Office and Its Satellite Offices for FY 2025										
<b>Approved Budget for the Contract</b>	The Approved Budget for the Contract is Thirteen Million Five Hundred Thousand Pesos (Php <b><u>13,500,000.00</u></b> ) inclusive of all applicable taxes, chargeable against the Fiscal Year 2025 Regular Agency Budget of MARINA Central Office.										
<b>Specifications / Deliverables</b> <i>(Ex. Size, color, materials used and other specs requirements)</i>	<p>1. Provision of 24-hour security services to the MARINA at its establishment and its extension offices located hereunder;</p> <table border="1"><thead><tr><th>Location</th><th>No. of Personnel</th></tr></thead><tbody><tr><td>a. A. Bonifacio Drive corner 20th Street, Port Area, Manila</td><td>20</td></tr><tr><td>b. SM Manila -Concepcion corner Arroceros St., San Marcelino, Ermita, Manila</td><td>2</td></tr><tr><td>c. POEA- ground floor, Ortigas, Pasig</td><td>1</td></tr><tr><td>Total</td><td><b>23</b></td></tr></tbody></table> <p>2. The Security Service Agency shall assign twenty-three (23) security personnel, consisting of twenty-two (22) Security Guards and one (1) Security Officer.</p> <p>3. The Security Personnel assigned shall render 12 hours of security service per shift daily to adequately guard and protect the MARINA properties, premises, personnel, and clients around and within the MARINA's premises, extension offices, and the parking areas;</p>	Location	No. of Personnel	a. A. Bonifacio Drive corner 20th Street, Port Area, Manila	20	b. SM Manila -Concepcion corner Arroceros St., San Marcelino, Ermita, Manila	2	c. POEA- ground floor, Ortigas, Pasig	1	Total	<b>23</b>
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Total	<b>23</b>										

#### 4. Security Services

- a. The Security Agency shall provide high standard and quality service through qualified, licensed and bonded, uniformed, highly trained, and armed security guards that shall guard and protect the safety of MARINA officials, staff, visitors and stakeholders, properties, and premises of the MARINA and its satellite offices, as per to the schedules on the precedent table.
- b. Under the direction and supervision of MARINA's Chief, General Services Division, the Security Agency agrees to subject its security guard personnel assigned to MARINA to perform the following tasks:
  - Strictly observe, enforce, and adhere to the MARINA's rules and regulations as they apply to the security and well-being of the Agency, its employees, and clients;
  - Conduct rigorous inspections of personal belongings of clients/visitors at all entrances;
  - Implement the issuance of "visitors identification badge/card" for visitors and non-employees affiliates of MARINA;
  - Guarantee the safety of all MARINA employees and clients from harm arising from internal/external chaos and public disorder.
  - Guard against incidents of theft and other misdemeanors that may constitute a breach of peace and order inside MARINA premises;
  - Immediately report any untoward incidents or accidents to the concerned MARINA official/s and/or other authorities for inquiry or investigation;
  - Ensures that all doors and windows at MARINA are secured and that all electrical connections and lights are turned off. Before the start of office hours, inspect all areas for any signs of forced entry;
  - Assist in the implementation of MARINA rules and regulations such as wearing prescribed office uniforms, identification cards, and others;
  - Strictly maintain the official logbook or record of all incoming and outgoing persons, vehicles, and movement of MARINA properties, among other things;

- After office hours, conduct routine patrols or inspections of the building after office hours and report unusual activities or security threats to the Head Guard;
- The Security Personnel at MARINA Central Office, Port Area shall only conduct an actual physical inspection of an incoming person when he or she triggers the Walk-through Metal Detector alarm;
- Thoroughly operate and monitor the X-ray baggage scanning machine for all items, bags/baggage carried by persons entering the MARINA Central Office, Port Area;
- Considering there are no Walk-through Metal Detectors at MARINA Satellite Offices, their Security Guards shall then conduct actual physical inspection/frisking on all people entering and exiting the premises as warranted/required to ensure safety;
- The Security Guards shall frequently check the usability of the security inspection equipment such as the X-ray baggage Scanner and Walk-through Metal Detector. If the equipment is malfunctioning or not working they must inform of its defects and conduct manual actual inspections;
- The Security Personnel must be ready to perform other tasks required by MARINA related to security, safety and protection such as registering visitors, inspecting bags or cargo (in & out), inspecting vehicles, escorting VIPs, and other administrative functions; and
- Check and assist clients or visitors entering MARINA premises.

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

<b>Shift</b>	<b>Time</b>	<b>No. of Personnel</b>
Morning	6:00 AM to 6:00 PM	17
Evening	6:00 PM to 6:00 AM	6
TOTAL		23

**5. Supplies, materials and equipment;**

**A. The Security Agency shall provide the following:**

**1. Prescribed basic uniform, including:**

- a. Night stick or baton
- b. Whistle
- c. Flashlight
- d. First aid kit
- e. Handcuffs
- f. Tickler
- g. Teargas (for three guards)

**2. Metal Detectors, two (2) sets**

**3. Licensed communications radio, at least 10 units**

**4. Service firearms, three (3) units**

- Firearms must be in good condition;
- covered by licensed by PNP;
- with a complete load of ammunition;
- no "paltik" "revolvers should be issued to the security personnel
- with duty detail order

**5. Security/Reflector vest, three (3) pieces;**

**6. Office Supplies, which include:**

- a. logbook, fifteen (15) pieces
- b. ballpen, one (1) box, color blue

**7. Three (3) pieces weather proofed crossing guard STOP & GO sign**

**8. "No Parking" sign, at least three (3) pieces**

**9. Quick Response Team (QRT) equipment for disaster and other calamity**

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

**C. Delivery of required materials, tools, and equipment shall be at MARINA, on the first day of posting of security personnel, to be inspected by the Agency's representative/s;**

**1. QUALIFICATION OF THE BIDDERS:**

- a. Should possess a minimum of five (5) years of experience in providing security services;

- b. Must be an active and good standing member of the Philippine Association of Detective and Protective Agency Operators (PADPAO);
- c. Must be a duly licensed and registered Service Provider with the Department of Labor and Employment (DOLE);
- d. Should be registered with the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI), or Cooperative Development Authority (CDA), as applicable;
- e. Must be duly registered with the Social Security System (SSS), Home Development Mutual Fund (HDMF), PAGIBIG and Philippine Health Insurance Corporation (PHILHEALTH);
- f. Must be duly registered with the Bureau of Internal Revenue (BIR) with a Net Financial Contracting Capacity at least equal to the ABC or committed Credit Line equal to 10% of ABC;
- g. Must have received a very satisfactory rating from at least one (1) government agency or private corporation with whom the service provider has had a past or ongoing contract;
- h. Should be registered with the Philippine Government Electronic Procurement System (PhilGEPS); and
- i. The security agency must maintain a physical office in Metro Manila with available communication lines.

2. The Security Agency shall collate and submit the following Security Personnel Data information to MARINA;

- i. Copy of Employee Personal Data Sheet with details such as SSS, PAG-IBIG, Philhealth Numbers, and other information;
- ii. Latest Copy of the Barangay, Police, and NBI Clearance;
- iii. Health Permit issued from the City of Manila; and
- iv. Copy of Pre-employment Medical Exam.

### **3. PERFORMANCE EVALUATION**

The Security Agency shall maintain a satisfactory level of performance throughout the term of the Contract. MARINA shall

evaluate the Security agency's performance based on the following:

- a. Quality of Service Rendered;
- b. Submission of regular Monthly Accomplishment Report; and
- c. Management and suitability of Personnel.

#### **4. DOCUMENTARY REQUIREMENTS**

The Service Provider shall submit the following documentary requirements:

- a. Company profile, confirming the foregoing requirements including organizational chart;
- b. Copy of Latest Mayor's/Business Permit or its Equivalent Document. A valid Certificate of Philgeps Registration (Platinum Membership) may be submitted in lieu of the Mayor's/Business Permit.
- c. Copies of the Certificate of Registrations from the following government agencies:
  - SEC or DTI or CDA;
  - Philgeps
  - SSS
  - PAGIBIG
  - PHILHEALTH
  - DOLE
- d. Copies of employee data and other employment requirements

#### **5. RIGHTS OF MARINA**

- 1) MARINA has the authority to take immediate action in the event that service personnel are found to be dishonest, incompetent, lazy, or engaging in conduct deemed prejudicial to MARINA's best interests.
- 2) MARINA has the right to replace security personnel whose work is below standard or whose conduct is unsatisfactory and detrimental to MARINA's interests.
- 3) MARINA holds the exclusive option to terminate the contract at any time for violation of its terms and conditions, or if the services rendered are considered substandard or unsatisfactory.
- 4) MARINA may pre-terminate the contract if the Service Provider fails to fulfill its obligations, following the procedure prescribed under the guidelines on contract termination issued by the Government Procurement Policy Board (GPPB).

	<p>5) MARINA has the sole discretion to terminate the contract at any time for any violation of the terms and conditions, or if, in MARINA's judgment, the services rendered are deemed unsatisfactory or prejudicial to its interests.</p> <p>6) MARINA retains the right to relieve or replace any service provider personnel when it is deemed necessary and warranted.</p> <p>7) If necessary and upon determination by MARINA, MARINA has the right to require service provider personnel to render overtime services, compensable in accordance with the provisions of the Labor Code.</p>
<p><b>Delivery Terms/ Service Schedule</b> <i>(to be determined by the End-User)</i></p>	<p>The term of the Service Agreement for the Procurement of 2025 Security Services for the MARINA Central Office and Its Satellite Offices through Early Procurement will be for the period of twelve (12) months, effective 01 January 2025 or upon receipt of the Notice to Proceed, whichever comes later, by the winning bidder.</p> <p>Extension Clause – Except to the extent as otherwise provided in the contract, and subject to the provision of Republic Act (RA) 9184 and its 2016 Implementing Rules and Regulations (IRR). The parties shall extend the contract on a month-to-month basis under the same applicable terms and conditions up to the scope of services and quality of works, in the event that no new contract is awarded after the expiration of the current contract.</p> <p><b>CONTRACTUAL CONSIDERATION</b></p> <p>In the event that the minimum wage is increased or should an additional fringe benefit in favor of the security personnel be promulgated either by law or decree or wage order subsequent to the execution of the Contract, the new rate shall be adjusted to conform with the law. The <b>Security Agency</b> must inform MARINA (in writing) of the wage increase to allow the latter to undertake the appropriate measures to address the same before its implementation, subject to the accounting and auditing rules and regulations;</p> <p>In case of any adjustment in the compensation, it shall be paid by MARINA without the need of executing a supplemental agreement. Moreover, any increase or adjustment of wages proclaimed and approved by the government shall be deemed automatically adopted and implemented by MARINA. Supplemental agreement to the effect shall then be not required.</p>

<p><b>Payment Terms</b> (Government terms 15-30 CD)</p>	<ol style="list-style-type: none"> <li>1. Send bill arrangement;</li> <li>2. Within twenty (20) calendar days upon receipt of billing invoice/statement of account;</li> <li>3. Payment shall be made through the list of due and demandable accounts payable with advice debit account (LDDAP-ADA); and</li> <li>4. The supplier shall provide the bank account wherein payment will be credited preferably LandBank of the Philippines account, otherwise, bank charges shall be borne by the supplier.</li> </ol>
<p><b>Documentary Requirements</b> (per RA9184)</p>	<ol style="list-style-type: none"> <li>1. PhilGEPS Registration</li> <li>2. Mayor's Permit/ Business Permit</li> <li>3. Notarized Omnibus Sworn Statement <ol style="list-style-type: none"> <li>a. To attach duly notarized Special Power of Attorney (If representing the owner of a sole proprietorship).</li> <li>b. To attach duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable if representing a Partnership, Corporation, Cooperative, or Joint venture).</li> </ol> </li> </ol>
<p><b>Note: Prospective suppliers must comply with all of the above requirements to become eligible with the said procurement project.</b></p>	

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