



SUPPLEMENTAL BID BULLETIN NO. 22-018-1

**ONE (1) LOT SUPPLY AND DELIVERY OF SECURITY MANPOWER SERVICES
FOR THREE (3) YEARS**

Bid Reference IB No. 22-018-1

This Supplemental Bid Bulletin No. 22-018-1 is being issued to clarify Bid Documents for the
aforecited project.

- a. Suppliers submitted with same bid proposals for the above project, a tie-breaker in the form of draw lots will be conducted accordance with GPPB Circular 06-2005 – Tie-Breaking Method, to wit;**

“3.0 Rules and Regulations

3.1 In accordance with the considerations advanced / maintained in Policy Matter No. 02-2005, issued by the Government Procurement Policy Board, procuring entities are hereby given guidance on how to resolve cases involving a tie, after post-qualification, among bidders determined and declared as LCRB or HRRB.

3.2 Procuring entities are hereby required to identify at the onset of the bidding process, and thereafter include in the bidding documents as instruction or a matter of information to prospective bidders, a ready and clear measure to be used in the event two or more of the bidders have been post-qualified as LCRB or HRRB. In all cases, the measure determined by the procuring entity shall be non-discretionary and non-discriminatory such that the same is based on sheer luck or chance. The procuring entity may use “draw lots” or similar methods of chance.”

- b. Revised Bid Data Sheet – (Please see attached file)**
c. Revised Terms of Reference – (Please see attached file)

This Supplemental Bid Bulletin including Annexes, if any, shall form part of the Bid Documents. Any provisions in the Bid Documents inconsistent herewith is hereby amended, modified and superseded accordingly.

For guidance and information of all concerned.

Issued this 26th day of October 2021 in Quezon City.

(SGD)GERARDO M. SILVA, MD
BAC, Chairman

Received by: (PLS SIGN) _____

Bidder's Name: (PLS PRINT) _____

Date: _____



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National Kidney and Transplant Institute
Bids and Awards Committee
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Section III.

Revised Bid Data Sheet

NKTI Reference No. IB 22-018



Bid Data Sheet

ITB Clause								
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p style="margin-left: 40px;">a. <i>Security Manpower Services</i></p> <p style="margin-left: 40px;">b. The Bidder must have completed within the past three (3) year a single contract similar to this project, equivalent to at least TWENTY FIVE percent (25%) of the ABC prior to the deadline for the submission and receipt of bids</p>							
7.1	<i>Subcontracting is not allowed.</i>							
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> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 50%; text-align: center;">Form of Bid Security</th> <th style="width: 50%; text-align: center;">Amount of Bid Security (Not less than the required percentage of the ABC)</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">a. Payment in Cash or cashier's/manager's check issued by a Universal or Commercial Bank to National Kidney and Transplant Institute</td> <td rowspan="2" style="text-align: center; vertical-align: middle;">Two percent (2%)</td> </tr> <tr> <td style="padding: 5px;">b. Bank draft/guarantee or irrevocable letter of credit issued to National Kidney and Transplant Institute by a Universal or Commercial Bank; <i>Provided, however,</i> That it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.</td> </tr> <tr> <td style="padding: 5px;">c. Surety bond for and under the name of National Kidney and Transplant Institute callable upon demand issued by a surety or insurance company</td> <td style="text-align: center; vertical-align: middle;">Five percent (5%)</td> </tr> </tbody> </table>	Form of Bid Security	Amount of Bid Security (Not less than the required percentage of the ABC)	a. Payment in Cash or cashier's/manager's check issued by a Universal or Commercial Bank to National Kidney and Transplant Institute	Two percent (2%)	b. Bank draft/guarantee or irrevocable letter of credit issued to National Kidney and Transplant Institute by a Universal or Commercial Bank; <i>Provided, however,</i> That it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	c. Surety bond for and under the name of National Kidney and Transplant Institute callable upon demand issued by a surety or insurance company	Five percent (5%)
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duly certified by the Insurance Commission as authorized to issue such security	
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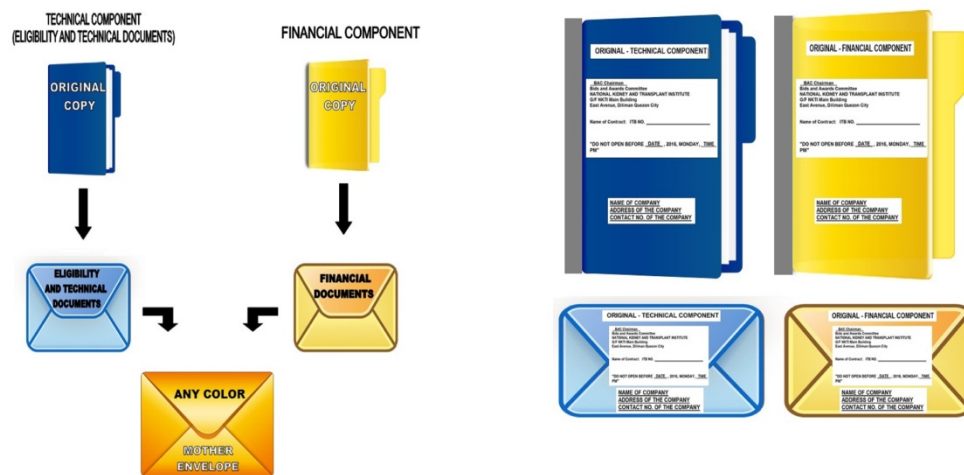
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Each Bidder shall submit **one original copy** of the first and second components of its Bid arranged, numbered, tabbed in a soft book binded folders.

Copy 1 shall be submitted upon receipt of notice from the BAC.

SEALING AND MARKING OF BIDS

(Two-Envelope System)



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The Procuring Entity date and address for the submission and opening of bids:

November 2, 2021 (Tuesday) 2:00 PM
BAC Conference Room
G/F NKTi Main Building
East Avenue, Diliman
Quezon City

19.3

All items to be grouped together to form one complete Lot that will be awarded to one bidder to form one complete contract.

20.2

The LCB shall submit the following documentary requirements within a non-extendible period of five (5) calendar days from receipt of the notification.



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	<p>(a) Original/Certified true copy of Latest income and business tax returns;</p> <p>(b) Original/Certified true copy of other appropriate licenses and permits required by law and stated in the Bidding Documents.</p> <p>(c) Original/Certified true copy of Bureau of Internal Revenue (BIR) Registration Certificate or equivalent for foreign bidder;</p> <p>(d) Certified True Copy of the latest <u>General Information Sheet (GIS)</u> duly filed and received by SEC, or equivalent for foreign bidder;</p> <p>(e) Certificate of PhilGEPS Registration (Platinum Member);</p>
21.1	<p>The LCB shall submit the following additional documents in two (2) sets within a non-extendible period of five (5) calendar days from receipt of the notification.</p> <p><i>[List here any additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity.]</i></p> <p>i. Contracting Company's Profile (using NKTi Template); and</p> <p>ii. Secretary Certificate/Board Resolutions for the Authorized Signatory of the Contract;</p> <p>iii. Government Agency Certification of Good Standing/Clearance not earlier than 2020</p> <ul style="list-style-type: none">• Social Security System (SSS)• Home Development Mutual Fund (HDMF/Pag-Ibig)• Philippine Health Insurance Corporation (Philhealth)• Department of Labor and Employment (DOLE)• Bureau of Internal Revenue (BIR); <p>iv. List of Registered Firearms with Licenses;</p> <p>v. List of equipment, vehicle owned by the company which can be deployed to NKTi;</p> <p>vi. List of programs and training conducted to its security personnel in the previous agencies;</p> <p>vii. Certificate of Good Standing/ Satisfactory Performance from two (2) previous latest clients as reflected in the On-Going Private and Public Contract except NKTi;</p>



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	<ul style="list-style-type: none">viii. For current and past NKTi suppliers service provider, the winning bidder shall submit notarized sworn statement that their average performance evaluation for the last five (5) years is at least Very Satisfactory;ix. Security, Health and Safety Manual prepared by company Safety Officer;x. Vicinity Map reflecting the nearest security detachment center must be within 5 KM radius with pictures;xi. Organizational Set-up including the name of key officials and personnel and their respective functions based on the attached Terms of Reference;xii. List of tools, equipment and supplies based on the minimum requirement as required in the Terms of Reference to be provided to security personnel deployed at NKTi;xiii. Manpower requirements;xiv. Copy of Contract Quality Assurance Plan/ Security Management Plan;xv. Certificate of Site Inspection issued by the office of the building administrator;
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Section VII.

Revised Terms of Reference

NKTI Reference No. IB 22-018

CONFORME:

(Company Name)

*(Name and Signature of Authorized
Representative)*



TERMS OF REFERENCE

**ONE (1) LOT SUPPLY AND DELIVERY OF SECURITY & MANPOWER SERVICES FOR
THREE (3) YEARS**

I. Historical Background of NKTI-HSS

The National Kidney and Transplant Institute (NKTI) is a tertiary medical specialty center formerly known as the National Kidney Foundation of the Philippines. It was created with a three-fold mission of Service, Training and Research primarily for the benefit of the Filipino people afflicted with different cancer and allied diseases and in pursuance of the policy of the State to secure the well-being of the people by providing them with the specialized health and medical services.

NKTI-Hospital Security and Surveillance (HSS) headed by Dr. Pepito E. Dela Peña is a sub-committee under the Occupational Health Safety Management System Committee with Dr. Rose Marie O. Rosete-Liquete as Chairperson (*Special Order No. 229 s. 2020*).

Aligned to NKTI’s commitment to healthcare excellence is its continuing expansion and growth, infrastructure- and patient service-wise. Along with the growing facilities and services offered by NKTI is the need to provide and ensure security and safety to its clientele and assets. The summary of incident reported from 2015 – 2021 are as follows:

Year	Theft	Missing Items	Vehicle Incident	Unsafe Acts	Infra Incident	Visitors Incident	Fire and Safety	Others	Total per year
2015	6	9	5	6	1	2	1	2	32
2016	4	3	7	3	2	0	0	0	19
2017	3	5	0	3	5	0	0	0	16
2018	1	5	1	3	3	1	2	3	19
2019	1	4	6	4	2	0	0	2	19
2020	0	7	3	6	0	0	0	2	18
2021	2	5	2	4	1	0	0	0	14
Total	17	38	24	29	14	3	3	9	137

I. Objective

The National Kidney and Transplant Institute Security Department exists to serve the hospital by protecting life and property, by preventing crime, by enforcing the law, and by maintaining order for all in the National Kidney and Transplant Institute sites. We consider service to our community to be our primary responsibility. We will always strive to respond to the hospital’s needs professionally and enthusiastically. Our values are characteristics and qualities of worth. They are non-negotiable. We hold our values constantly before us to teach and remind us and the hospital of our ideals.

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II. Scope

Security and Manpower Services shall provide **National Kidney and Transplant Institute** holistic security services, anchored on the provision of Security Guard Force, Consultancy and Support. Our proposed security services shall be in accordance with the following objectives and purpose:

- A. Proactively and directly support NKTi management in protecting its patients, visitors, employees, business and assets from security threats and reduce their exposure through the delivery of cost-effective and timely security programs and specialized security services.
- B. Provide adequate security and protection for the facility and all its assets located therein particularly its patients, visitors, employees, properties, and facilities.
- C. Deploy appropriately licensed, qualified and trained security personnel to the property who will undertake to achieve the objectives of the security services and ensure proper implementation of the property's Security and Safety Systems.
- D. Provide active support to the property's management and security team through a Security Management Team dedicated to ensure continuous enhancement and strengthening the institute's overall security posture, in routine operations, in special events, and unusual incidents.
- E. Conduct continuous evaluation and assessment of the institute's overall security posture and provide recommendations towards the enhancement of the property's security systems and programs.
- F. Provide quick support and assistance to the institute's Occupational Health and Safety Management team in cases of incidents and emergencies thru efficient execution of emergency and incident response procedures.
- G. Provide periodic training, orientation and guidance to the deployed Security Force, as well as estate staff and management.
- H. Ensure full compliance with the service level agreement and expectations of the client.

III. Service and Work Components admission

1. Security Force Deployment

- Guards Screening and Deployment
- Guards Training & Development
- Guards Supervision and Management
- Security Tools and Equipment

2. Security Consultancy & Support

- Security Consultancy Team
- Annual Security Survey
- Information and Intelligence

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- Incident Response and Emergency Support

3. AdHoc Security Services

- K-9 Security Services
- Executive Protection
- Background Investigations

IV. Security Force Deployment

Security and Manpower Services shall undertake the screening, recruitment, training & development of the Security Force for the security and protection of the client's assets and properties.

- Screening and recruitment of the facility Security Force (SF) according to the number and qualifications required by NKTI;
- Deployment of trained and qualified security personnel in sufficient number to provide continuous security services 24 hours a day, regardless of weather, disaster, or threatened or actual organized labor action.
- Administer and facilitate the conduct of appropriate training in security and relevant subjects to the SF to ensure correct execution of duties and responsibilities as well as proper conduct and behavior.
- Efficient deployment and posting of the SF to the project / posting site
- Administrative Supervision and Management of the SF on a day-to-day basis, ensuring compliance of the security force to their areas of responsibilities and the client's requirements based on the Service Contract as well as provision of requisite remuneration and support.

A. Areas of Responsibilities

The **Security Force** shall be responsible for the security and safety of NKTI's patients, guests, personnel, properties, equipment, and all other assets within its premises. Their areas of responsibilities will be in accordance with the client's **pre-defined** Post Job Description.

Pre-deployment with the property's management and security team is conducted to cover the following:

1. Define project targets, goals, work procedures, establish expectations
2. Discussions on incident and concerns that must be considered
3. Establish/ Define work standards
4. Establish areas of work, communication and reporting requirements

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5. Briefing on plans and procedures that need to be implemented and executed by the Security Personnel such as Site Security Plan, Company Policies, Defense Strategies, Emergency Response Procedures

B. Guards Screening and Deployment

1. Multi-level Screening

Shall deploy security personnel to NKTi according to the manning and work instructions provided in the Security Plan. The **basic** scope of this service is executed thru the following:

All candidates will undergo the thorough screening & selection process of Security Agency's recruitment officers and security specialists.

Initial Screening

- Document verification
- Intellectual and Aptitude Examination
- Personal Interview & Evaluation (*conducted by recruitment officer*)

Final Screening

- Personal Interview & Evaluation (*conducted by security operations*)
- Background Check
- Physical and medical examination
- Client Interview

2. Qualifications

In its commitment to ensure that the security personnel will be capable of implementing the security systems for NKTi, the Security Service shall endeavor to deploy only highly trained, qualified and duly licensed Security Personnel. It must established minimum qualifications set by its security specialists, however, the client is free to provide any additional requirements as it may deem fit for any of the positions.

Physical Qualification

- Physically & Mentally fit
- 23-45 years old for SG
- At least 5'6" for male, 5'3" for female
- With proportionate build

Educational & Professional Background

- At least High School Graduate
- At least 3 years relevant security experience for all positions
- Proficient in English language

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Licenses, Certificates & Clearances

- Appropriate and Valid Security License (min 6 month validity)
- License to Operate Mobile Radio Equipments
- NBI Clearance
- Local Police Clearance
- Barangay Clearance
- Drug Test (*from an accredited Drug Test Center*)
- Neuro-Psychological Exam (*from an accredited Testing Center*)
- Certificate of Training
- School Diploma & Transcript of Records
- Clearance from latest 2 previous employers

C. Guards Training & Development (Annually)

Security Service shall administer appropriate training and orientation on security personnel covering preliminary orientation, basic & advanced security modules, and site-specific programs. Training for the security force is customized based on an assessment of the client’s operating environment and security requirements. Training will be conducted in the form of orientations, workshops, table top discussions and practical exercises.

Security Operations

01. R.A. 5487 Refresher
02. Standards of Conduct, Courtesy & Discipline
03. Logbook, Records Keeping & Report Writing
04. Screening & Access Control
05. Observation & Description Techniques
06. Customer Relations & Handling Skills
07. Radio Communications Procedures
08. Estate Security Operations
09. Standard First Aid / Basic Life Support
10. Use of Force / Rules of Engagement
11. Basic Marksmanship
12. Bomb Search & Screening Methods
13. Investigations Techniques
14. Fire Protection & Fire-fighting Procedures
15. Incident & Emergency Response

Trainer

- In-House Pre-Deployment & In Service
- In-House Pre-Deployment & In Service
- In-House Pre-Deployment & In Service
- In-House Pre-Deployment & In Service
- In-House Pre-Deployment & In Service
- In-House Pre-Deployment & In Service
- NTC Pre-Deployment & In Service
- In-House Pre-Deployment & In Service
- PNRC Pre-Deployment & In Service
- In-House Pre-Deployment & In Service
- In-House In Service
- In-House In Service
- In-House In Service
- BFP In Service
- In-House In Service

Client Orientation

- | | |
|---|--|
| <ol style="list-style-type: none"> 16. CLIENT Company Orientation 17. Security Protocols, Policies & Procedures | <ul style="list-style-type: none"> Client Pre-Deployment Client Pre-Deployment |
|---|--|

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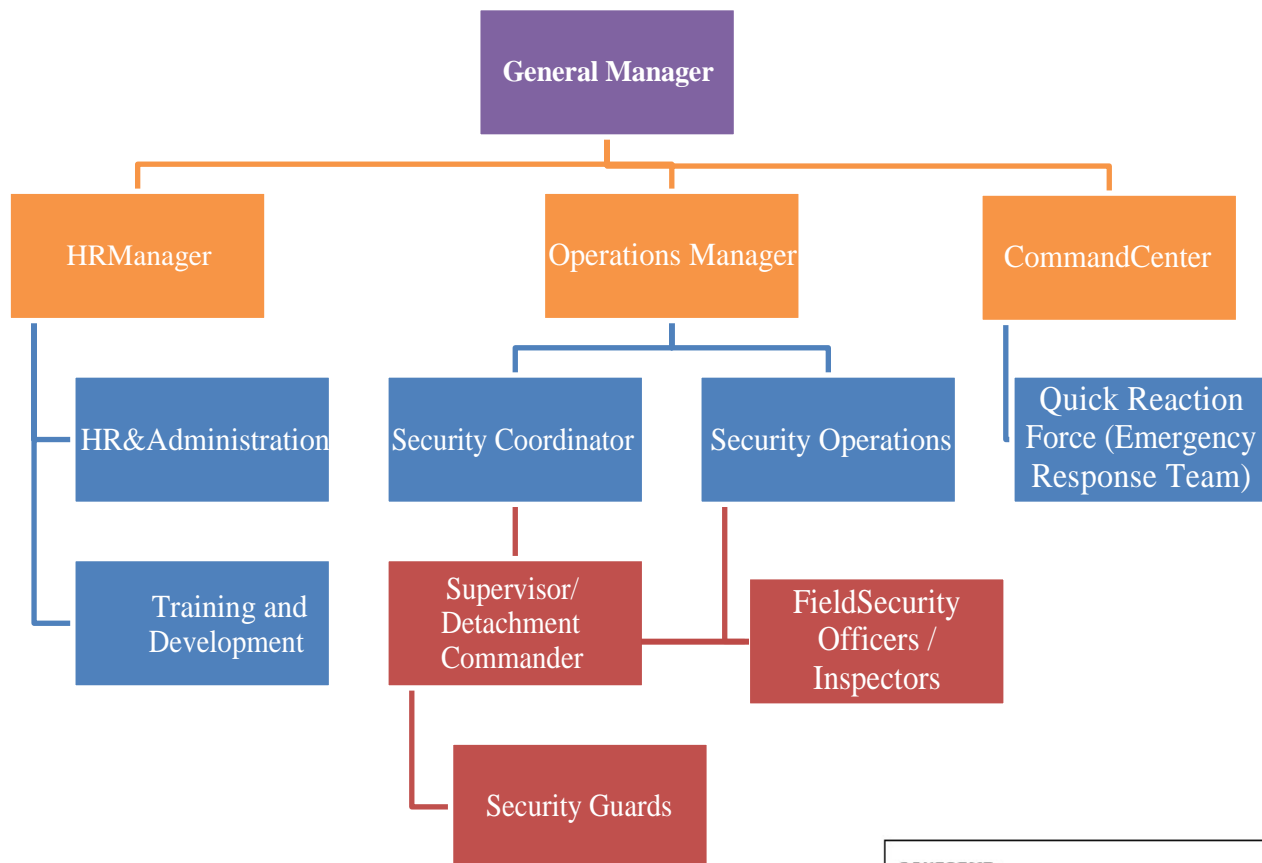
Supplementary Modules

- | | |
|--|---------------------|
| 18. Anti-Sexual Harassment Orientation | In-House In Service |
| 19. Grooming and Personality Development | In-House In-Service |

In-service training is recommended to be conducted during weekend and estate breaks so that estate operations are not disrupted. Some trainings can be availed through NKTi-HRMD

D. Guards Supervision & Management

Security guard supervision and security operations management is conducted in a two-pronged approach.



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Direct supervision of security personnel and daily security operations is under the operations unit, headed by its General Manager, supported by HR and Logistics. While quality service management, security improvements and value-added services are managed thru security mother company.

1. Assignment of a Security Coordinator

The Security Agency will assign a **Security Coordinator** to be directly in charge of its Field Security Operations. The Security Coordinator will be the point person directly in touch with the client's representative, and will in charge of overseeing security operations.

The Security Coordinator's responsibilities include the following:

- Random and Periodic visit at the property to check on security personnel and security operations;
- Regular meetings with the client to discuss security operations, improvements and other programs;
- Evaluation of security personnel in relation to their performance, and overall department;
- If allowed, the security coordinator can check on the facility/site's physical security measures, i.e., fences, locks, equipment, procedures, etc, to assess their condition, integrity and effectiveness;
- Analysis and evaluation of reports from the Field Security Officers in order to provide recommendations towards the enhancement of security operations at the estate;
- Ensure and monitor Security Agency compliance to client's KPI's and Service Level Agreement;

2. Field Supervision and inspection

- **Field Security Officers / Inspectors** are assigned to perform regular inspections and check of the security personnel assigned to the facilities/properties. The FSOs are in direct contact with the security guards as well as the NKTi Building Administrator.
- They are required to check on the security personnel's appearance, performance, and basic compliances. Records shall likewise be checked including logbooks, guard tour records, attendance, incident reports, etc.
- FSOs are provided with report forms for their site visits. There reports are submitted to the Operations Supervisor / Manager at the end of each day for consolidation and requisite analysis/assessment.
- The FSOs are equipped with the RFID based Guard Tour System to record / document the dates and times when they have visited client sites.
- Site visits are conducted four to five times in a week, at various shifts.

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3. Management Support

Management Team is composed of Security Agency’s Logistics, Human Resources, and Operations. The Management Support Team shall provide the detachment with assistance and provisions as required in the performance of their functions with the client. The team is collectively responsible to address the concerns of the detachments effectively and efficiently.

- Direct monitoring of the security operations at the project sites to evaluate individual security personnel performance, knowledge of duties and overall deportment on the job. The team shall likewise ensure that logistics are in good condition, and materials are supplied in time.
- Regulatory compliance is also checked such as security licenses, uniforms, logistics inventory, logistics (firearms, radios) licenses, etc. to cross verify office records with actual field status.
- In support of security personnel, concerns involving finances, insurance and other administrative concerns are also checked and addressed as necessary.

4. Periodic Reporting and Meetings

Toolbox meetings are conducted once every week; spearheaded by the Security Supervisor and attended by the Security Coordinator.

Regular monthly meetings are recommended to be conducted together with the property Security Manager, attended by the Security Operations Manager, and the Security Asset Protection Representative. The discussion may include the KPI rating, evaluation of personnel’s performance, an analysis of the security incidents and issues at property that transpired the past month, and the security operations and programs for the following month.

5. Investigations Support

The Security Agency shall support NKTi through Hospital Surveillance and Security Unit in the conduct of investigations on incidents involving safety and security within its areas of responsibility. Preliminary inquiries will be conducted based on the estate’s protocols and SOPs on investigations and incidents. After preliminary inquiries, security investigations team shall conduct the succeeding steps as necessitated by each case, including:

- Validation of findings from the preliminary inquiries
- Interview of involved parties and witnesses
- Examination of the incident scene
- Case profiling identifying potential cause, potential suspect, work plan for the full investigations
- Full investigations if sanctioned by the client.

The Security Agency’s investigative team is independent of the operations management team as there are some cases wherein security personnel are found to be involved or have committed lapses or negligence

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in the conduct of their duties which are thence endorsed to HR for appropriate administrative sanctions.

6. Security Networking

The deployed security officers & security coordinators are tasked to develop networks and relationships with selected groups and organization for gathering data, information & updates on prevailing security situations, events and incidents. Also, the networks will be established to provide immediate assistance in case of emergency.

- Law Enforcers: police, military, etc.
- Government Units: Barangay, municipality, etc.
- Community and Employees
- Other Government Agencies
- Business Groups – Commercial & Industrial

7. Incident Response & Emergency Support

All Security Agency's clients are enrolled in its Incident and Emergency Response Center, providing emergency response at 24/7 operations. Emergencies range from rescues during inclement weather, emergency transportation for stranded personnel, emergency protection during incidents, rescue & evacuation of individuals in critical situations, etc.

Further, our emergency monitoring team will provide updates so the client can make appropriate decisions in relation to the health, safety and security of its personnel.

8. Performance Evaluation

All security personnel shall be subject to periodic Performance Evaluation, frequency of which will be coordinated with the client. Security personnel are assessed on their knowledge of their post functions and responsibilities. As a standard practice, results of the performance evaluation are discussed with the evaluated personnel so they become aware of the areas where they need to improve.

9. Security Wages and Benefits

All Security Personnel are provided with correct and appropriate salaries, wages and benefits in accordance with the minimum government requirements. Additional benefits are provided based on company policies and procedures.

- Salaries and Wages are computed based on actual number of hours of duties. Overtime, Holiday and Night Shift Differential Premiums are computed based on actual duties in accordance with DOLE regulations.
- SSS contribution is computed based in gross salaries are not based on a fixed amount; same computation is followed for Phil Health premium.

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- Security Personnel are given an option to utilize their Service Incentive Leaves; if not used, the SIL are converted to cash after every year of service.
- Security Personnel are provided Uniforms upon deployment and after every year of service. These are associated with the Uniform allowance and are only deducted from the guards' salaries or last claims if six months service is not completed.
- No security personnel is charged for the use of radios, firearms or other security equipment unless damaged or lost.
- No security personnel is charged for trainings and orientations unless individual fees are charged by third party providers such as NTC license and Red Cross certification.
- Basic Personal Protective Equipment (PPE) such as face mask and face shield are provided by the Security Agency for its Security Personnel.
- Security personnel undergo pre-employment medical examination without directly paying the fees. The medical clinic charges the Security Agency for the fees which are only deducted from guards if they do not finish one year of service.
- All Security Personnel are aware and are allowed to claim for Paternity Leave Benefits, and Solo Parent Act Benefits.
- All Security Personnel are also included on the reward and recognition program for their exemplary performance, list and specifications shall be provided during their pre-employment orientation.
- All Security Personnel are covered by a Group Life and Accident Insurance.

10. Security Tools & Equipment

For the efficient and effective performance of their duties, Security Agency security personnel will be provided appropriate Security Logistics. Some of the tools / equipment are the following:

Logistics / Equipment	Minimum Required Number
Handheld Radio	36 units + 5 for Nkti-ICS
Base Radio with repeater with NTC license	1 unit
Firearms	Depends on the Site Security Survey to be conducted
Computer	1 set
Colored Printer	1 unit
Mobile Phone	1 Smart Phone unit with Monthly Load Allowance
Heavy Duty Flashlight	1 on each perimeter post and security office
Megaphone	4 units
Motorcycle	2 units for roving guards within Nkti perimeter

- Equipment should be complete and in good working condition at all times. In case of breakdown, the service provider should replace within the day.
- There should be an equipment maintenance program to ensure reliability of equipment.
- All equipment should be available within the premises of Nkti at all times and more than

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sufficient for guard posts (32 posts) plus spare especially radios.

- No equipment shall be left or stored in areas seen by the general public.
- The equipment should not bear any unnecessary marks or signs, stickers, etc.
- Provide list of proposed equipment such as, but not limited to, VHF base and hand held radios units, firearms, Computer and printer system.

Other tools and/or equipment may be provided depending on the final requirements that will be determined during the assessment and briefing prior the deployment.

E. Security Consultancy & Support

Packaged with Security Agency's proposal for the provision of Security Force to NKTI is Security Consultancy and Support. The main objective is to provide the facility and its management additional support in the continuous assessment and improvement of the property's overall security posture.

1. Security Consultancy Team

The Security Agency shall assign a Security Consultant to lead the consultancy program to perform the following:

- Regular monthly meeting with the client for regular updates and discussion of security matters related to the property's security posture.
- Consultation with the property's management for specific security issues
- Spearhead the review and assessment of security & protection plans, procedures and operations in the process of enhancement of client's security systems.

The Security Consultant may be called on by the client, to provide guidance and advice on specific issues.

- Consultation by telephone or email to provide security guidance and advice on security issues and concern.
- Inform, advise and update the client on prevailing security issues
- Support in managing and mitigating incidents, emergencies and crises.

2. Security Support Team

A Security Support Team works with the Security Consultant in the implementation of the established Security Programs. The team is composed of security practitioners of different specializations.

- Conduct annual security review of the property's physical security systems in accordance to a pre-approved physical security review program.
- Coordinate and support the client on the enhancement and adjustments of security

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and protection plans on the basis of the findings of the facility security review.

F. Information and Intelligence

Security agency shall provide daily alerts that include the following:

1. Daily News Brief

Covering issues and events that has happened the past 12-24 hours. Delivered via email & SMS in the morning (6am) and afternoon (4pm) every day.

2. Weather Update

A daily update on the weather condition in the country, containing releases from PAGASA, seismic and volcano activities, as well as flood updates with graphical representations.

3. Breaking New, News Advisories, Security Alerts

Delivered via email and SMS whenever any issues, incidents or events occur that may impact business operations, personnel safety, global trades and/or national security.

G. Ad Hoc Security Services

The Security Agency and its Business Profiles group is capable to provide ad hoc Security Services to NKTi at preferential rates on the basis of a long-term engagement. Getting these add on services through the group allows the client to have one-point person/contact for all its security requirements, thus less coordination and better control.

1. K-9 Security Services

With partners providing readily available K-9 security unit, Security Agency is able to provide certified and trained K-9 security to clients at preferential rates during special events and activities.

2. Executive Protection

Security Agency has a pool of Protection Agents that can be deployed at a short notice for the protection of the client's visiting executives, VIPs and guests. They can be deployed for Close in Protection, Security Escort and Security Driving.

3. Background Investigations

Background Investigations may be conducted as part of the company's Pre-employment Screening Regularization, Periodic Lifestyle Check, or as part of a Case Investigations.

**Other services may be provided as requested by the client.*

**Official proposal and Rates for Ad Hoc Services shall be provided upon request*

V. GENERAL REQUIREMENT FOR PROSPECTIVE BIDDER

CONFORME:
(Company Name)
(Name and Signature of Authorized Representative)



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<http://www.nkti.gov.ph/>

A. Technical Requirements

Government Agency Certification of Good Standing/Clearance no earlier than 2020

1. Social Security System (SSS)
2. Home Development Mutual Fund (HDMF/Pag-ibig)
3. Philippine Health Insurance Corporation (Philhealth)
4. Department of Labor and Employment (DOLE)
5. Bureau of Internal Revenue (BIR)

Additional Documents:

1. List of Registered Firearms with Licenses
2. List of equipment, vehicle owned by the company which can be deployed to NKTI
3. List of programs and training conducted to its security personnel in the previous agencies
4. Certificate of Good Standing/Satisfactory performance from 2 - previous latest clients as reflected in the on-going private and public contract except NKTI
5. For current and past NKTI **suppliers service provider**, the winning bidder shall submit notarized sworn statement that their average performance evaluation for the last five (5) years is at least Very Satisfactory.
6. Security, Health and Safety Manual **prepared by company Safety Officer.**
7. Vicinity Map reflecting the nearest security detachment center must be within 5 KM radius **with pictures.**
8. Organizational Set-up including the name of key officials and personnel and their respective functions **based on the attached Terms of Reference.**
9. List of tools, equipment and supplies to be provided to security personnel deployed at NKTI.
10. Manpower Requirements
11. Copy of Contract Quality Assurance Plan/ Security Management Plan
12. Certificate of Site Inspection **issued by the office of the building administrator.**

B. The winning provider shall provide the following documents during implementation:

1. Original copy of updated NBI clearance should be filed with HSS.
2. HSS Orientation of all personnel two (2) weeks prior to official start of contract assignment and deployment to NKTI is mandatory.
3. Yearly medical clearance & screening through City Health Office's Physician or by Physician Authorized by OSH
4. Contractor shall submit health certificate of each assigned personnel issued by Physician Authorized by OSH
5. Security Contractor must provide at least one (1) Occupational Safety and Health (OSH) Certified Security Officer per shift.

C. Report Submission, Communications and Payment processing

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1. Regular reports – daily, weekly or monthly should be prepared and submitted by security detachment head or assigned supervisor as required by NKTi HSS. All reports should be submitted on time.
2. Monthly billing statements by contracting security agency must be complete including payment of mandatory benefits of each personnel and shall be the basis for payment processing. Non-submission of reports shall cause the holding of payments to contractors.
3. The contracting agency must provide each security personnel a pay slip with itemized computation of salary, deductions and benefits.
4. Reporting Protocols is through:
 - The Building Administrator – Office of the Building Administrator
 - Chairperson – Hospital Security and Surveillance Committee
 - Chairperson – OHS Management System Committee

D. Uniforms

1. All personnel must wear complete and prescribed security uniforms at all times.
2. The uniforms should include the following:
 - Polo and Long Pants
 - White undershirt
 - Safety Shoes
 - Company badge/ ID
 - Holster and basic tools
 - Personal Protective Equipment (PPE)
3. No uniforms or incomplete uniforms – no entry – equivalent to absence of manpower
4. Uniform must be maintained clean and presentable at all times.
5. **Polo Barong** for Security personnel assigned inside the Hospital

E. Hygiene

1. Personnel are required to wash hands before during and after duty.
2. Washing of hands every hour is encouraged
3. Supervisors should conduct random hygiene inspection of personnel.

F. Work Schedule

Work schedule is eight (8) hours per day, six (6) days a week on a 24/7 shifting schedule for all ninety four (94) security personnel.

The number of personnel to render overtime shall be determined by Contracted Security Manager with the approval of the Executive Director’s office thru the Head of HSS in a case to case basis.

Time Record Keeping System (biometric) shall be provided by the Security Agency.

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SECURITY DETACHMENT

The **CONTRACTOR** shall establish and maintain a Security Detachment at the Nkti's premises which shall consist of at least **ninety four (94)** security guards with the following Guard Posts Assignment/ Areas of Responsibilities.

Post No.	Area of Responsibility	Time of Duty	No. of Hours	No. of Guards	Total Guards
GATE AND PERIMETER					
1	Main Gate 1	Round the Clock	24	1	3
2	Main Gate 2	Round the Clock	24	1	3
3	Eden Gate Area	Round the Clock	24	1	3
4	Oasis Shelter	Round the Clock	24	1	3
5	Baxter Parking Area	Round the Clock	24	1	3
6	Main Gate 1 Assist	6am – 2 pm	16	1	2
7	Annex 2, Parking Area	6am – 4pm	8	1	1
8	Employees Parking Diagnostic Center	6am – 4pm	8	1	1
MAIN BLDG					
9	Main Lobby Entrance	Round the Clock	24	1	3
10	Connecting Link Entrance	Round the Clock	24	1	3
11	Main Lobby Assist	6am – 10pm	16	1	2
12	Executive Office	7am – 4pm Mon - Fri	8	1	1
13	Executive Parking	8am – 5pm Mon - Sat	8	1	1
14	Oncology Clinic	7am – 4pm Mon - Fri	8	1	1
15	Main Pharmacy	7am – 4pm	8	1	1
ANNEX I BLDG					
16	Annex I Lobby Entrance	Round the Clock	24	1	3
17	Urology Area (Ward 3E and 3F)	Round the Clock	24	1	3
DIAGNOSTIC BLDG.					
18	Emergency Room	Round the	24	2	6

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		Clock			
19	Main Entrance (7-11)	Round the Clock	24	1	3
20	Elevator Entrance	Round the Clock	24	1	3
21	Diagnostic Back Door	7am – 3pm	8	0	0
ANNEX II BLDG.					
22	Annex II Lobby Entrance	Round the Clock	24	1	3
23	Hemodialysis, Annex 2	6am – 10pm	16	1	2
24	Central Warehouse	8am – 4pm Mon - Sat	8	1	1
25	OPD Area	7am – 5pm Mon - Fri	8	1	1
26	Doctor's Clinic	8am – 4pm Mon - Sat	8	1	1
27	MSSD Office	7am – 5pm	8	1	1
ROVING GUARDS					
28	Main Roving Guard I Ground Floor Area	Round the Clock	24	1	3
29	Main Roving Guard 2 (2 nd & 3 rd Floor)	Round the Clock	24	1	3
30	Annex II Bldg. Roving Guard 3	10pm – 6am	8	1	1
31	Diagnostic Roving Guard	Round the Clock	24	1	3
32	Annex I Roving 1 st and 2 nd Floor	Round the Clock	24	1	3
33	Roving Advisory (Double R)	6am – 2pm 2pm – 10pm Mon - Sat	16	1	2
34	STP / Parking Roving	6am – 2pm 2pm – 10pm	16	1	2
BAXTER BUILDING					
35	Baxter Building	6am – 10pm	16	1	2
MODULAR HD/ DORM					
36	Modular HD/ Dorm	Round the Clock	24	1	3
OFFICE/ DETACHMENT					
37	Shift In-Charge	Round the Clock	24	1	3
38	Detachment Commander	8am – 4pm	8	1	1

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39	One (1) Shift In-Charge Main Lobby Day-off Reliever Shift In-Charge	8am – 4pm Mon – Wed Thu - Sun	8	1	1
40	Nine (9) day-off reliever guards every two (2) round the clock posts one (1) day-off reliever			9	9
	TOTAL NO. OF GUARDS		656 hours/day		94

VI. HSS Management

Requirements:

- A. HSS Policy statement underlining the importance of minimizing HSS risks.
- B. Assigned senior management person in the organization responsible implementing this policy.
- C. Management assurance that the policy is known by all and that staff have required know-how (trained)
- D. Provide information that illustrates the training given to employees in HSS matters.

Security Manual:

NKTI has security manual which covers Security Policies and Procedures, this manual forms part of the TOR.

A. Security Manpower Requirement

1. Manpower should be complete at all times and should cover the seven (7) days operations.
 - Work schedule will strictly be eight (8) hours a day and six (6) working days per week.
2. Relievers and augmentation personnel should be available for emergency situations. The provider should automatically deploy relievers in case of absences. Non-deployment of personnel shall be considered as abandonment of responsibility by the contractor and shall be ground of penalties and/or termination of contract. Under no circumstances should extension of duty be more than fifty (50%) percent of their regular duty hours.
3. Only qualified personnel should be deployed.
4. All contractor personnel should have completed related competency exam to determine technical capability to include but not limited to:
 - Neuropsychiatric exams – (INDIVIDUAL)
 - Updated Security Guard License issued PNP – (INDIVIDUAL)
 - City Health Certificate with Chest X-ray report – (INDIVIDUAL)

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5. All personnel should be properly groomed at standards acceptable to Nkti.
6. All personnel should know the directory & locations of all departments and offices in Nkti.
7. All personnel should be trained for emergency and problem escalation procedures (*refer to V.C*)
8. Off-duty personnel should not wear uniforms and should not loiter around Nkti premises, should not stay on waiting areas, drop-off areas, lounges, etc.
 - Violation will constitute immediate and permanent relief from assignment to Nkti.
9. All security personnel should comply with and cooperate in the implementation of other programs within Nkti. This includes but not limited to:
 - Office of the Building Administrator
 - Public Information Office (PIO)
 - Industrial Clinic-Occupational Health
 - Hospital Surveillance and Security (HSS)
 - Other standing working committees

	<p>Conforme:</p> <p>Name: _____</p> <p>Legal Capacity: _____</p> <p>Signature: _____</p> <p>Duly authorized to sign the Bid for and behalf of: _____</p>
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CONFORME:
<i>(Company Name)</i>
<i>(Name and Signature of Authorized Representative)</i>